The Pierce College District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its programs and activities. Upon request, this publication will be made available in alternate formats.
Table of Contents

**Landscapes of Possibility** ...... 4
**Chancellor’s Message** .......................... 5
**The Colleges** ...................................... 6
**Core Themes** ...................................... 6
**Educational Philosophy** ...................... 6
**The Five Core Abilities** .................... 7
**Accreditation** .................................. 7
**Pierce College Foundation** .............. 7
**Educational Choices** ......................... 7
**University Direct Transfer Degrees** ...... 7
**University Transfer Degrees** ................ 7
**Professional/Technical Degrees** .......... 7
**and Certificates** .............................. 7
**American Honors** ............................. 7
**Elearning** ......................................... 7
**Military Education** .......................... 7
**Transitional Education** .................... 8
**International Education** .................... 8
**Workforce Education** ....................... 8
**Transition And Support Services** ....... 8
**DSHS Programs** ................................. 9
**Community Education** ..................... 9
**Central Washington University -** Pierce County .......................... 9

**Start To Finish** ......................... 10
**Admissions** ...................................... 11
**Who May Enroll** ............................... 11
**New Students** .................................. 11
**Former Students** ............................. 11
**Transfer Students** ......................... 11
**Running Start Students** ................. 12
**International Students** .................... 12
**Air Force Rotc Students** ................... 12
**Financial Aid** .................................... 13
**Assessment** .................................... 14
**New Student Orientation** .................. 14
**Advising** ........................................ 14
**College Success – Collg 110** ............. 15
**Registration** ..................................... 15
**Tuition And Fees** ............................. 16
**Residency Status** ............................. 16
**Veterans Educational Benefits Office** ... 17

**Academic Information** .......... 18
**Earning Credits** ............................ 19
**Credits Awarded For Service** .......... 20
**Earning College Credit While in High School** ........................................ 20
**Grading System and Academic Standards** ........................................ 20
**Auditing A Course** ........................... 21
**Cooperative Education** .............. 21
**Grade Report** ................................. 21
**Academic Standards** ...................... 21
**Academic Honors** ............................ 22
**Academic Deficiency** ....................... 22
**Grade Forgiveness Policy** .............. 22
**Academic Dishonesty** ....................... 22
**Graduation** ..................................... 22
**Records/Transcripts** ....................... 23
**Student Rights and Responsibilities/Code of Conduct** ......................... 23
**Inter-College Reciprocity Policy** ...... 25
**Transfer Rights and Responsibilities** .... 25
**Washington 45** ............................... 25
**Academic Calendar 2014** .................. 26

**Programs of Study** ................. 27
**Common Course Numbering (CCN)** ...... 28
**Degree and Certificate Requirements** ... 28
**Degree Outcomes** .......................... 28
**University Transfer Degrees** ............ 29
**Accounting** .................................... 33
**Adult Basic Skills** ............................ 34
**Anthropology/Archaeology** ............ 35
**Art** ............................................... 36
**Astronomy** ...................................... 36
**Atmospheric Science** ..................... 36
**Biology University Transfer** ............. 36
**Business University Transfer** .......... 37
**Business Information Technology** ...... 41
**Chemistry** ....................................... 43
**Child Nutrition Program Management** .... 43
**College Success** ............................. 44
**Communication/Theatre/Film** ........... 44
**Computer Information Systems** ....... 44
**Criminal Justice** ............................ 48
**Dental Hygiene** .............................. 50
**Diagnostic Health and Fitness** ........ 51
**Technician/Instructor** ..................... 51
**Digital Design** .............................. 52
**Drama** ........................................... 52
**Early Childhood Education** ............. 53
**Education** ....................................... 54
**Emergency Medical Services** ........... 55
**Engineering** .................................... 55
**English** .......................................... 56
**English as a Second Language** ....... 34
**Environmental Science** .................. 56
**Fire Command And Administration** ... 57
**Ged Preparation** ............................. 57
**Geography** ..................................... 57
**Geology** ......................................... 57
**Health Professions** ....................... 58
**History** ......................................... 59
**Homeland Security Emergency Management** ........................................ 59
**Humanities** ..................................... 60
**Information Studies** ....................... 60
**Integrated Basic Skills (I-Best)** ...... 34
**Intensive English Program (IEP)** ...... 60
**Journalism** ...................................... 60
**Mathematics** .................................... 61
**Music** ............................................. 62
**Nursing** .......................................... 62
**Nursing Assistant Certified (NAC)** ...... 64
**Occupational Safety and Health** ...... 64
**Oceanography** ............................... 65
**Philosophy** ...................................... 65
**Physical Education** ....................... 66
**Physical Therapist Assistant** ........... 66
**Physics** ............................................ 66
**Political Science** ............................. 66
**Pre-Law** .......................................... 67
**Project Management** ..................... 67
**Psychology** ...................................... 67
**Reading** .......................................... 68
**Social Service/Mental Health** .......... 68
**Sociology** ....................................... 69
**Veterinary Technology** ................... 69
**World Languages** ........................... 70

**Course Descriptions** ................. 71

---

**EFFECTIVE DATE OF CATALOG INFORMATION**

The information in this catalog is effective as of summer quarter 2014. Every effort is made to ensure the accuracy of the information at the time of publication. However, the college reserves the option to amend, revise, or modify any provision of this catalog and to change, add, or withdraw courses or programs without prior notification. Because of the possible necessity for changes, the provisions in this catalog should not be regarded as an irrevocable contract between the student and Pierce College.
LANDSCAPES OF POSSIBILITY

Chancellor’s Message

The Colleges

District Mission

Educational Philosophy

Accreditation

Pierce College Foundation

Educational Choices
Welcome to Pierce College!

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

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

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

Thank you,

Michele L. Johnson, Ph.D.
Chancellor and CEO
The Colleges

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

PIERCE COLLEGE FORT STEILACOOM

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

PIERCE COLLEGE PUYALLUP

Pierce College Puyallup occupies a beautifully wooded 85-acre site on Puyallup's South Hill, commanding a spectacular view of Mount Rainier. The campus features a large, modern library, state-of-the-art laboratories and spacious classrooms. The college's newest addition is the Arts and Allied Health building, which features the only 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.

District Vision, Mission, Values and Core Themes

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

VISION

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

MISSION

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

VALUES

* Learning  * Integrity  * Respect  * Accountability  * Sustainability

Core Themes

ACCESS

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

STUDENT LEARNING AND SUCCESS

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

EXCELLENCE

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

POSITIVE AND DIVERSE COLLEGE ENVIRONMENT

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

CONTRIBUTION TO THE COMMUNITY

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

Educational Philosophy

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

CRITICAL, CREATIVE AND REFLECTIVE THINKING
Graduates will evaluate, analyze, and synthesize information and ideas in order to construct informed, meaningful, and justifiable conclusions.

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

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

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

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

Accreditation
Pierce College District is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Redmond, WA 98052, an institutional body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The District’s accreditation was most recently affirmed in 2014.

Pierce College Foundation
The Pierce College Foundation’s mission is to acquire private funding for the district, to provide enhancements to college programs, to improve access for students, and to promote the colleges to the community. The generosity of donors makes a difference every day in the lives of students throughout the Pierce College District. For more information about the Foundation, or to make a donation, please call (253) 864-3260 or visit the Foundation website at www.pierce.ctc.edu/foundation.

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 TRANSFER DEGREES

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

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

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.

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

Students in the program will work with an assigned honors advisor, who ensures the student stays on track by taking classes that optimize their chance for admission into their university of choice. Admission to the program is selective and looks at academics as well as the whole student, to include character, grit and determination. Applications are accepted on an ongoing basis, but space is limited.

Students interested in applying can do so by filling out a Pierce College application, as well as an American Honors application at ApplyAmericanHonors.org. For more information, please visit AmericanHonors.org.

eLEARNING
www.pierce.ctc.edu/el
eCampus: pierce.instructure.com
email: distedu@pierce.ctc.edu
Toll-Free: 1-877-ELforMe • (253) 964-6244

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.

Military Education
Pierce College at Joint Base Lewis-McChord offers services at two Education Centers on the installation to meet the educational needs of active duty personnel, their family members, veterans and civilians. Eight-week face-to-face sessions, which differ from the ten-week sessions at Pierce College Fort Steilacoom and Puyallup, are offered several times during the academic year. Classes are held in the evenings, at lunch times, mornings, afternoons, and on Saturdays. Programs in Emergency Medical Services, such as EMT-Basic, are offered at the Fort Steilacoom campus.

In addition to face-to-face course options, the Military Program offers a robust online program, providing maximum flexibility for...
service-members. Several degree options, including the Associate of Arts-DTA, can be completed in the online format.

Offices at Stone Education Center on Fort Lewis-Main and McChord Education Center on McChord Field provide full student support services, including Advising, Registration and Testing.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)
Pierce College is an institutional member of Servicemembers Opportunity Colleges (SOC), a consortium of approximately 1900 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a member of SOC, Pierce recognizes the unique nature of the military lifestyle and has committed itself to provide flexible academic residency requirements, maximize transfer of relevant course credits, offer credit for appropriate military training and experiences, and provide examinations such as CLEP and DSST. See “Earning Credits” in the ACADEMIC INFORMATION section of this catalog for more information.

TRANSGENDER EDUCATION
FS: (253) 964-6657
PY: (253) 840-8463

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

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

ADULT BASIC EDUCATION†

Adult Basic Education (ABE) is for students who want to brush up on reading, writing, and math, or who want to pursue a General Educational Development (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) 840-8455 at Puyallup.

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

†ABE and ESL programs at Pierce College cannot serve people on tourist visas (B-2) or student visas (F-1). Students on B-2 or F-1 visas may register for courses under Intensive English under the International Education programs.

GED PREPARATION

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

Pierce College is a Pearson Vu GED testing center. For current information about test fees, contact the Fort Steilacoom testing center at (253) 964-6439 or the Puyallup testing center at (253) 840-8455. For additional information, visit www.gedtestingservices.com.

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 START TO FINISH 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.

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/, call (253) 964-6645, or visit the advising center at Pierce College Fort Steilacoom or Puyallup. Below is a summary of key programs:

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

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

- **WORKFIRST/WORK-STUDY**
  Parents receiving DS48/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 MyInterfase, (http://www.myinterfase.com/pierce_ctc/student) a free job-matching service linking registered users to a database of approved internship, work study, and job opportunities in the region. Call (253) 964-6265 or visit pierce.ctc.edu/dist/workforce/connections for details.
LANDSCAPES OF POSSIBILITY

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

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

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

COMMUNITY EDUCATION
Community 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 to the community. For more information, visit the website www.pierce.ctc.edu/conted, call (253) 840-8452 or 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 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 training opportunities available locally, call (253) 583-8869.

Central Washington University - Pierce County
A partnership with Central Washington University (CWU) offers Pierce College students a seamless transfer to a baccalaureate degree with CWU-Pierce County, located on the Pierce College Fort Steilacoom campus. Pierce College has also partnered with CWU to develop a Dual Admission Program, which gives Pierce College students access to resources at both Pierce College and CWU during their academic career. This allows students to be better prepared to transfer into a baccalaureate program. Additionally, the CWU $50 admission application fee is waived. Find more information at http://www.cwu.edu/admission/dual-admission.
START TO FINISH

Admissions
Financial Aid
Assessment
Orientation
Advising
College Success
Registration
Tuition and Fees
Veterans Education Benefits
Admissions
FS: (253) 964-6501
PY: (253) 864-3254

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

Anyone who is 18 years of age or older, or whose high school class has graduated, or is a high school graduate or has earned a GED, or has qualified for admission through Running Start or a successor program, may enroll at Pierce College. Students who are 16 or 17 years of age and do not meet the minimum admissions standards, must obtain written permission from the school district of residence before 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 at least 30 days prior to the start of the quarter they wish to attend by contacting the admissions office at Fort Steilacoom or Puyallup.

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

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

MILITARY SITE ADMISSIONS
Enrollment at the Military Program is accepted in-person at our offices on Joint Base Lewis-McChord, via fax, email or the GoArmyEd portal. For more information on how to enroll, please visit the Military Program website at www.pierce.ctc.edu/military.

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

No admissions form is required for enrollment in courses at the Military Program on Joint Base Lewis-McChord, Community Education classes, or in the English as a Second Language (ESL) program, Adult Basic Education (ABE), or General Educational Development (GED) Programs.

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

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

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

SUBMIT AN ADMISSIONS FORM:
- Apply online at www.pierce.ctc.edu, 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 orientation, advising and registration.

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

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

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

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

- Submit admissions form to the college
- Contact the former school(s) and request that official transcripts be sent to the admissions office at Fort Steilacoom. Hand-carried transcripts are accepted only when sealed in official letterhead envelopes from the issuing institution. Copied or faxed transcripts cannot be accepted as official. Transcripts may also be sent electronically by the issuing institution
- Call the admissions office at Fort Steilacoom or Puyallup to make sure the transcript(s) has arrived
- Once it is verified that official transcript(s) is on file, and a student is currently enrolled in Pierce College classes, a Transfer Credit Evaluation form should be completed and returned to the admissions office at Fort Steilacoom or Puyallup. Upon receipt of this request, the evaluations office will evaluate credits and email the results to the student. Students attending classes at JBLM should check with the appropriate site for their evaluation procedure.

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

**RUNNING START STUDENTS**

Through the Running Start program, high school students may enroll in up to 15 college-level credits per quarter 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 Fort 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](http://www.pierce.ctc.edu/dist/runningstart).

**INTERNATIONAL STUDENTS**

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

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

**2-YEAR PROGRAM**

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

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

**INTERNATIONAL STUDENTS APPLYING OUTSIDE THE USA**

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

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

**Email, fax or mail all materials to:**

Pierce College International Programs
9401 Farwest Drive SW
Lakewood, WA 98498-1999 USA
Telephone: (253) 964-7327 Fax: (253) 964-6256
internationalapp@pierce.ctc.edu
[www.pierce.ctc.edu/international](http://www.pierce.ctc.edu/international)

**INTERNATIONAL TRANSFER STUDENTS IN THE USA**

Students already studying in the United States at another institution must submit all the documents listed in the previous section. In addition, Pierce College requires a Transfer-In form. Students must have their 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 at homestay@pierce.ctc.edu for additional information.

**INSURANCE**

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

**IMPORTANT FINANCIAL NOTE**

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

**AIR FORCE ROTC STUDENTS**

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

The AFROTC program is currently offered at the University of Washington, but they have a crosstown agreement that allows our students to enroll in AFROTC and become full-fledged cadet participants. For more information on AFROTC course descriptions, please review [www.washington.edu/students/crcsat/aerosci.html](http://www.washington.edu/students/crcsat/aerosci.html). For more information on the AFROTC program, please review [http://depts.washington.edu/afrotdrupal/node/44](http://depts.washington.edu/afrotdrupal/node/44).
Financial Aid
District Website: www.pierce.ctc.edu/dist/financialaid
District email: financialaid@pierce.ctc.edu
District Phone Number: (253) 964-6544

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

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

APPLYING FOR AID
Apply for financial aid as early as possible. The priority application dates are published on the financial aid website. 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, the student's 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, depending 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. The federal school code for all Pierce College sites is 005000.

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 other regulatory approved criteria

Additionally the REAL Hope Act (also known as the Washington Dream Act) expands eligibility for the State Need Grant to non-U.S. Citizens who meet program eligibility requirements in addition to all three residency criteria listed below:

- Have graduated from a Washington high school or obtained a GED
- Have lived in Washington for three years prior to, and continuously since, earning the high school diploma or equivalent
- Sign an affidavit (written promise) to file an application to become a permanent resident of the United States when eligible to apply

To complete the Washington application for State financial aid (WASFA) please visit www.readysetgrad.org/wasfa.

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

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

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

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

AGENCY FUNDED STUDENTS
Students who expect to be funded by an outside agency, such as Boeing or Labor and Industries, need to ensure that vouchers for tuition and fees have been received by the cashier’s office at the college they plan to attend before registration. Students need to initiate this process and contact the agency that will be providing their funding. Students must also arrange with the agency to charge books and supplies in the college bookstore.
NOTIFICATION OF FINANCIAL AID
All notifications from Pierce College Financial Aid will be made via the student email system. Students should check this email regularly for important information.

Assessment
FS: (253) 964-6521
PY: (253) 840-8343
JBLM: (253) 964-6606

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.

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

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

Testing Services are offered on both a walk-in and scheduled basis at the two Pierce College Military Program National Test Centers on Joint Base Lewis-McChord. These Centers offer COMPASS, Pearson Vue, CLEP, DSST and proctored exam services. Students need to pre-register and pay the non-refundable testing fee before taking an exam. Valid photo ID is required. Pierce College testing fees are waived for active-duty military personnel with a valid military ID card. Refer to the website for the current testing information and schedule. www.pierce.ctc.edu/military/resources/testing.

Placement Reciprocity
• A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington Community and Technical College if the student so requests, even if the courses may not be exact equivalents.
• A student who qualifies for entry into college-level math, English or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
• Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

For more information contact your advisor or the testing center.

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

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

<table>
<thead>
<tr>
<th>College Placement</th>
<th>Corresponding High School Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I/Geometry</td>
<td>MATH 96</td>
</tr>
<tr>
<td>Alternative to Algebra II</td>
<td>MATH 96</td>
</tr>
<tr>
<td>Algebra II</td>
<td>MATH 107,131,141,146,147</td>
</tr>
<tr>
<td>Precalculus</td>
<td>MATH 148,151</td>
</tr>
<tr>
<td>AP Calculus AB/BC*</td>
<td>MATH 148,151</td>
</tr>
<tr>
<td>AP Statistics*</td>
<td>MATH 146</td>
</tr>
</tbody>
</table>

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

Start to Finish
FS: (253) 964-6705
PY: (253) 840-8431

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

New Student Orientation
www.pierce.ctc.edu/go/nso

New Student Orientation (NSO) is required for all new students seeking a degree or certificate from Pierce College. NSO sessions are an easy, convenient way to get the information needed to begin as a student at Pierce College. This requirement may be waived by authorized personnel for certain circumstances and for exempted student populations (i.e., Running Start and Military Programs). Sessions are offered on a regular basis. See the Advising website for a schedule of orientation sessions.

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

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

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

Students who intend to pursue a transfer degree at Fort Steilacoom or Puyallup campuses will work with their assigned advisor.
in the Advising Center until they have successfully met the Start-to-Finish benchmarks and are prepared to enroll in college level Math and English courses. At that time they will be assigned to a faculty mentor/advisor in their areas of study. Students who successfully complete the Start-to-Finish benchmarks will be given a permanent Registration Access Code (RAC) and will be encouraged to meet regularly with their faculty mentor/advisor.

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

**College Success – COLLG 110**

All new degree and certificate-seeking students who assess at pre-college level in one or more skill levels (math, writing, reading) are required to successfully complete a College Success (COLLG 110) class their first quarter of attendance, unless waived through authorized personnel. If a student is required to enroll in a COLLG 110 class and fails to do so during their first quarter of attendance, they will be administratively withdrawn from all other courses and referred to their advisor.

College Success (COLLG 110) is designed to prepare students to navigate the college system and enhance opportunities for success. The course emphasizes college success strategies, self-assessment, goal-setting, career exploration and development, study habits, efficient use of online tools for educational planning and enrollment, critical campus resources, diversity and team building.

**Registration**

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

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

Students who have informed the college that they are veterans will receive priority registration during their respective assigned period.

**ONLINE REGISTRATION**

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

**MILITARY PROGRAM REGISTRATION**

Registration for courses at the Pierce College Military Program on Joint Base Lewis-McChord is available in person, via fax to 253-964-6729 or via email to milonlinereg@pierce.ctc.edu. Active-duty Army students using Tuition Assistance submit enrollment requests through the GoArmyEd portal system. For current course offerings and additional information on how to enroll, visit the website at www.pierce.ctc.edu/military.

**LATE REGISTRATION**

Students may register for a class without the instructor’s signature through the first three days of the instructional quarter. The instructor’s signature is required to register for a class on the fourth through the 10th day (eighth day during summer quarter or at Joint Base Lewis-McChord) of the instructional quarter. Specific dates for the Fort Steilacoom and Puyallup locations are published each quarter in the eSchedule. Registration after the 10th day (eighth day for summer or at Joint Base Lewis-McChord), with the exception of continuous-entry or late-starting classes, must be petitioned through the registration office and a non-refundable late enrollment fee will be charged. For courses at Joint Base Lewis-McChord, submit petitions to the Fort Lewis Office at Stone Education Center.

**CONCURRENT REGISTRATION**

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

**REGISTRATION BLOCKS**

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

**CHANGING A SCHEDULE AFTER REGISTRATION**

The dates for adding or dropping classes at Fort Steilacoom and Puyallup are available at www.pierce.ctc.edu/pubs/schedule/getstarted each quarter. To add or drop a class, students must go online or complete a Schedule Change Form and submit it to the registration office. If a class is dropped before the 10th day of the quarter (eighth day for summer quarter or at Joint Base Lewis-McChord), no record of the class will appear on the student's transcript. This day varies if the class does not follow the regular college calendar.

To drop a class after the 10th day of the quarter (eighth day for summer quarter or at Joint Base Lewis-McChord), students must go online to withdraw or complete a Schedule Change Form and return it to the registration office. The last day to withdraw is published at www.pierce.ctc.edu/pubs/schedule/getstarted. Students who follow this procedure to drop a class after the 10th day will receive a "W" grade for the course. Students who do not follow this procedure may receive a "0.0" (F) grade.

For courses at Joint Base Lewis-McChord, students must submit a Schedule Change Form to the Military Program Office at Fort Lewis or the McChord Education Center. Forms are also accepted via fax at 253-964-6729 or by email at milonlinereg@pierce.ctc.edu. The dates for adding or dropping Military Program classes at Joint Base Lewis-McChord are available on the website at www.pierce.ctc.edu/military.

**OFFICIAL WITHDRAWAL FROM THE COLLEGE**

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

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

**ADMINISTRATIVE WITHDRAWAL – UNMET PREREQUISITES**

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

---

1Tuition 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.
Students enrolled in a prerequisite course, prior to completion of that course, are allowed to register for the next course the following quarter. Students who do not achieve the required grade may be withdrawn immediately after grades are posted. Notification of withdrawal will be sent via student email.

**ADMINISTRATIVE WITHDRAWAL – NON - ATTENDANCE**

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

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

**Tuition and Fees**

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

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

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

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

**TUITION AND FEE REFUND POLICY**

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

- 100% 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% refund if a student withdraws from the sixth through the 20th calendar day of the instructional quarter (summer quarter policy is different)
- No refund if a student withdraws after the 20th calendar day of the quarter

Fee refunds for classes through the Military Program at Joint Base Lewis-McChord are made in accordance with the fee refund schedule available on the program website at www.pierce.ctc.edu/military.

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

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

**DEBTS TO THE COLLEGE**

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

**PROCEDURES FOR RECEIVING REFUNDS**

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

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

**DEFINITION OF FULL-TIME STUDENT FOR ENROLLMENT PURPOSES**

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

**RESIDENCY STATUS**

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

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

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

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

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

Some individuals who are not permanent residents or citizens of the United States may be eligible to pay resident tuition rates. To qualify for resident status, they must complete the Washington Higher Education Residency Affidavit/Declaration/Certification form if they meet the following conditions:
• Resided in Washington State for the three years immediately prior to receiving a high school diploma and completed their full senior year at a Washington high school.
or
• Completed the equivalent of a high school diploma and resided in Washington State for the three years immediately before receiving the equivalent of the diploma,
and
• Continuously resided in the state since earning a high school diploma or its equivalent.

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

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

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

Veterans Educational Benefits Office
FS: (253) 964-6505
PY: (253) 864-3194

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

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

Students using GI Bill education benefits should contact the VEBO at the campus they will be attending the most. If the student is going to attend primarily through Pierce College’s military sites, they should choose whichever VEBO (FS or PY) is most convenient. Students receiving Chapter 31 benefits (Vocational Rehabilitation) must submit their paperwork to the Fort Steilacoom VEBO only.

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

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

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

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

Earning Credits

Grading System and Standards

Graduation

Records/Transcripts

Academic Standards

Student Rights and Responsibilities

Inter-College Reciprocity Policy

Transfer Rights

Academic Calendar
Earning Credits

CREDIT HOURS/CREDIT LOAD

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

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

Pierce College has established credit load guidelines to help students succeed. During fall, winter and spring quarters at the Fort Steilacoom or Puyallup sites, 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. At the Military Program on Joint Base Lewis-McChord the maximum credit load in any term is 18 credits.

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

RECORDING OF CREDIT

Credits Awarded for CLEP, DSST, 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, DSST, AP, and Credit by Examination as appropriate to the student’s program at Pierce College and the scores received on the tests.

CLEP AND DSST

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

ADVANCED PLACEMENT

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

CREDIT BY EXAMINATION

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

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

Professional Certifications and Licenses

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

PRIOR LEARNING ASSESSMENT

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

Prior Learning Assessment (PLA) is a term used by colleges to describe the process for learners to earn credit and gain recognition for their knowledge and skills. PLA supports the identification, documentation, assessment, and recognition of non-formal knowledge to be counted toward an academic degree, training program, occupational or professional certification, or for linking employment credentials with education credentials. Credit is granted for college-level learning which can be demonstrated and documented.

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

PLA FORMS OF ASSESSMENT

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

CREDITS EARNED THROUGH WORK EXPERIENCE

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

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

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

Portfolio Assessment

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

Credits Awarded for PLA

The course number is recorded along with a code that indicates a student has gained credit through prior learning. The courses completed by work experiences are not factored into the student’s grade point average.
CREDITS AWARDED FOR SERVICE
CREDIT FOR VISTA, PEACE CORPS OR AMERICORPS
Pierce College will grant 15 credit hours of elective credits for one year or more (at least nine months’ active service) in VISTA, Peace Corps or AmeriCorps. To receive such credit, students must submit a resume of their VISTA, Peace Corps or AmeriCorps experience to the evaluations office for review.

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

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

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

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

SOC/SOCAD
Pierce College is an institutional member of Servicemembers Opportunity Colleges (SOC), a consortium of approximately 1900 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. In addition to SOC membership, Pierce is one of approximately 145 select institutions providing flexible SOC programs on more than 150 Army and Air Force installations worldwide. These programs lead to associate degrees, some of which correspond to enlisted and warrant officer job specialties.

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

- Have a reduced academic residency, requiring only 15 quarter hours be completed at Pierce College.
- Are awarded credit for experience in their Military Occupational Specialty (MOS) or Air Force Specialty (AFSC) and service schools. Credits may apply to degree requirements, when appropriate.
- Are awarded credits for non-traditional learning based on results achieved on national tests, such as CLEP and DSST. Credits may apply to degree requirements, when appropriate.
- Have a SOC Student Agreement completed as their official evaluation stating remaining degree requirements and eliminating the need for re-evaluation of previous credits.
- Are guaranteed that approved courses from other SOC institutions will be acceptable for Pierce College degree requirements.

EARNING COLLEGE CREDIT WHILE IN HIGH SCHOOL
DUAL CREDIT PROGRAM
Pierce College has agreements with several school districts to award credit for some professional/technical courses taken in high school. Through this program, high school students who complete selected high school courses with a "B" grade or better can earn community/technical college credit.

For more information, high school students should contact their high school counselor or career specialist, or the Pierce County Careers Connection at (253) 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>
</tr>
</thead>
<tbody>
<tr>
<td>4.0 - 3.9</td>
<td>A</td>
</tr>
<tr>
<td>3.8 - 3.5</td>
<td>A-</td>
</tr>
<tr>
<td>3.4 - 3.2</td>
<td>B+</td>
</tr>
<tr>
<td>3.1 - 2.9</td>
<td>B</td>
</tr>
<tr>
<td>2.8 - 2.5</td>
<td>B-</td>
</tr>
<tr>
<td>2.4 - 2.2</td>
<td>C+</td>
</tr>
<tr>
<td>2.1 - 1.9</td>
<td>C</td>
</tr>
<tr>
<td>1.8 - 1.5</td>
<td>C-</td>
</tr>
<tr>
<td>1.4 - 1.2</td>
<td>D+</td>
</tr>
<tr>
<td>1.1 - 1.0</td>
<td>D (lowest passing grade)</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
</tr>
</tbody>
</table>

Indicates student did not do passing work in the course, did not attend during the quarter, or did not officially withdraw

GRADE SYMBOLS

* Grade missing or not yet issued.
† Incomplete: Issued when a student has been delayed in completing the required work. To receive an “I” the student and instructor sign an Incomplete Contract by the last day of the instructional quarter. Time limit for removal of “I” grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. An “I” or “Z” grade on a transcript after one year (four quarters) will be automatically converted to a “0.0” without instructor input.
NC† No Credit: Faculty-initiated grade (for example, if student appears on the class roster but never attends class). This grade is not computed in the grade point average and cannot be changed.
P/NP† Pass/No Pass: Not computed in GPA.
R† Repeated Course: The “R” shows beside the lower grade received and only the higher of the two grades is computed in the GPA.
S† Satisfactory: Indicates the student is making satisfactory progress but has not completed all the competencies for a given level of instruction. No credit is awarded. The “S” grade is used only for ABE and ESL classes numbered under 100. Courses with “S” grade designators cannot be applied toward any degree or certificate program.
W† Withdrawal: Student-initiated by following official withdrawal procedures.
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.
In-Progress: Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. The time limit for removal of ‘Z’ grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. Instructor may convert ‘Z’ to ‘0.0’ or allow it to remain as ‘Z’ if the student has not completed work by completion deadline. An ‘I’ or ‘Z’ grade on a transcript after one year (four quarters) will be automatically converted to a ‘0.0’ without instructor input.

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 (x)</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 156</td>
<td>5 credits</td>
<td>x 2.2</td>
<td>11.0</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>5 credits</td>
<td>x 3.7</td>
<td>18.5</td>
</tr>
<tr>
<td>MATH 107</td>
<td>5 credits</td>
<td>x 2.6</td>
<td>13.0</td>
</tr>
<tr>
<td>COLLG 110</td>
<td>3 credits</td>
<td>x 3.8</td>
<td>11.4</td>
</tr>
</tbody>
</table>

Total credits: 18
Total grade points: 53.9

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. Courses taken as pass/no pass may only be used as general elective credit for AA-DTA and AS-T degrees. Courses that are prerequisites for other courses should not be taken pass/no pass with the exception of ABE/ESL courses.

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

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

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

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

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

COORDERATIVE EDUCATION
Pierce College’s cooperative education program is designed to promote individual career development and self-awareness by combining classroom theory with planned and supervised work experience in vocational, academic or cultural activities outside the classroom. The goal of cooperative work experience is to help students develop employable skills.

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

INDEPENDENT STUDY
Independent study is a contract established between 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 http://www.pierce.ctc.edu/go/mypierce, on the Pierce College website or student kiosks located at each college. Grades will be withheld if students have a financial obligation to the college, which may include loans, fines or delinquent fees.

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

ACADEMIC STANDARDS
Academic standards are established to identify and intervene with students who are having academic difficulty and/or are not making satisfactory academic progress; to encourage students to assume responsibility for their own formal education; and to ensure that the resources of the college are used in the best interest of all of its current and potential students. Procedures are established in accordance with the Pierce College Academic Standards Policy (3.07.0000).
ACADEMIC HONORS
Students earning a 3.5-3.89 grade point average for 12 or more credits for any quarter will be placed on the Dean’s List.
Students who earn a 3.9-4.0 grade point average for 12 or more credits for any quarter will be placed on the President’s List.
Graduating with a cumulative college-level grade point average of 3.5 or higher for all work (Pierce College and any credits transferred toward a degree or certificate program) with a minimum of 25 credits earned at Pierce College qualifies a student as an honors graduate.

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

ACADEMIC DEFICIENCY
Students who enroll in five or more credits and fail to earn a 2.0 grade point average for the quarter/term will be considered academically deficient. Students will be notified via their Pierce College Gmail account of their status and given information about available resources and possible interventions to support their success.
Students who remain academically deficient for three consecutive quarters/terms will be placed on a dismissal status and given an opportunity to appeal. Students who choose not to appeal will be dismissed for one calendar year, which equates to four quarters at Fort Steilacoom or Puyallup or five terms at Joint Base Lewis-McChord.

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.

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 themselves 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 required credits be earned at Pierce College.
All coursework must be completed at Pierce College for short-term programs and certificates of 20 credits or less. Students must have a cumulative college-level grade point average of 2.0 or higher for all degrees and/or certificates; this includes the entire Pierce College transcript and any credits accepted toward a program from other institutions.
Students are advised to apply for graduation by submitting a Degree and Diploma Application at least two quarters prior to the quarter in which they intend to complete their requirements. This allows time to have the application processed and the results of the official evaluation emailed in time to register for remaining requirements.
Students are responsible for meeting the requirements of the particular degree toward which they are working. Once a letter is received from the evaluations office, it is the student’s responsibility to follow the program requirements and make appropriate course selections.
Students should report any discrepancies to the evaluations office immediately upon receipt of their letter. Once the letter is received, it is not necessary to submit another Degree and Diploma Application to the evaluations office unless a student stops attending for one year or more. If a student does not attend for more than one year or four quarters, their file is placed into “graduation pending” status and the student will need to reapply for graduation to have their graduation status reactivated.

Students attending the Military Program can find the deadline dates for submitting Degree and Diploma Applications on the Pierce College Military Program website at www.pierce.ctc.edu/military. Students completing degrees will be invited to attend the graduation ceremony sponsored by Army Education Services; invitations are sent by email. Students are encouraged to also attend the Pierce College graduation ceremony in June each year.
Pierce College reserves the right to automatically award degrees and certificates completed without student application.

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

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

NOTICE OF CHANGE — NAME, ADDRESS, OTHER

Students should promptly report a change of name, address, or other information to the registration office by completing a Personal Data Change form or using the Pierce College website (www.pierce.ctc.edu/go/mypierce/). 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 START TO FINISH section of this catalog for more information.

Student Rights and Responsibilities/Code of Conduct

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

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

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

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

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

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

STUDENT GRIEVANCES

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

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

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

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

FINAL COURSE GRADE APPEAL


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 Offices of the Vice Presidents, Division Offices, the Judicial Affairs Office, and the Student Life Offices at each college and the Pierce College Military Program Office at the JBLM military sites.

STUDENT RIGHTS

STUDENT RIGHTS FOR EQUAL OPPORTUNITY/NOTICE OF NON-DISCRIMINATION

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

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

Pierce College Fort Steilacoom
Vice President for Learning and Student Success
Pierce College Puyallup
Vice President for Learning and Student Success

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

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

- Request access to, and review of, their educational records.
- Request the amendment of their educational records.
- Request that a college not disclose their educational records and directory information.
- File a complaint with the U.S. Department of Education.
• Inspect and review their education records within 45 days of the date the college receives a written request for access. Students should submit a written request to the registrar that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.

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

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

Exceptions which permit disclosure without written consent include:

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

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

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

• Other disclosures permissible without written consent include disclosure to: comply with a judicial order or lawfully issued subpoena; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the college; accrediting organizations; appropriate officials in cases of health and safety emergencies; state and local authorities, within a juvenile justice system, pursuant to a specific state law; victims of certain offenses, the final results of a disciplinary proceeding regardless of the outcome; anyone in the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies; and in connection with an emergency such as suicide risk, to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

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

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 on Pierce College property or as part of Pierce College activities. The policy and prevention program is in concert with the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful possession, illegal manufacturing, use or distribution of illicit drugs or alcohol is prohibited. Any violation of this policy may be reason for disciplinary action in accordance with the Pierce College Students Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-125-170 (16,17,18)).

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

Student complaints regarding possible sexually harassing conduct should be taken to the office of the Vice President for Learning and Student Success at each college or to the Executive Director of 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 Prevent-
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 the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.

When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

**Inter-College Reciprocity Policy**

**Reciprocity of Individual Courses:**

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

**Reciprocity of Distribution Areas/Specific Requirements:**

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

- Has met the residency credit at the sending college and meets Pierce College's policy on continuous enrollment.
- Has met the Communication Skills, Quantitative Skills or Distribution Requirements of a transfer degree, according to the sending institution's degree criteria.
- Has maintained a cumulative college-level grade point average (GPA) of 2.0 or better at the sending college.

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

**Transfer Rights and Responsibilities**

**STUDENT RIGHTS AND RESPONSIBILITIES**

- Students have the right to clear, accurate and current information about transfer admission requirements, transfer admission deadlines, degree requirements and transfer policies that include course equivalencies.
- Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
- Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its credit transfer decisions.

**PREPARATION AND ADVICE**

- 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.

**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 GEO&L& 101
**Academic Calendar 2014-15**

*For FSC and PUY only. The Military Program at Joint Base Lewis-McChord operates on a different calendar system. For term dates, refer to the program website at http://www.pierce.ctc.edu/military.*

### FALL QUARTER
- **Sept 22**: Instruction begins
- **Nov 7**: District In-Service Day*
- **Nov 11**: Veterans Day*
- **Nov 26**: RPD Day*
- **Nov 27-28**: Thanksgiving**
- **Dec 8**: Instruction ends
- **Dec 9-11**: Final exams

### WINTER QUARTER
- **Jan 5**: Instruction begins
- **Jan 19**: Martin Luther King Jr. Day**
- **Feb 16**: Presidents Day**
- **March 17**: Instruction ends
- **March 18-20**: Final exams

### SPRING QUARTER
- **March 30**: Instruction begins
- **May 8**: District In-Service Day*
- **May 25**: Memorial Day**
- **June 9**: Instruction ends
- **June 10-12**: Final exams
- **June 12**: Graduation

### SUMMER QUARTER
- **June 29**: Instruction begins
- **July 3**: Independence Day**
- **July 23**: Last Day of Instruction - Term 1
- **July 27**: Instruction Begins - Term 2
- **August 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 toward graduation.)

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

Student transcripts will contain a statement that alerts others to the Washington state Common Course Numbering change. Please contact the advising center at either college or a faculty advisor, or go online to www.pierce.ctc.edu/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 2014-15 is on page 27.

COURSE NUMBER SYSTEM

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

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

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

COMPLETION TIME FOR DEGREES AND CERTIFICATES

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

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

CHANGES IN PROGRAM

Official changes in the student’s program of study or change of advisor require approval. Students should meet with their advisor to discuss options. An official program change will establish an “official starting date” for the new program and preserve a full six-year period to complete the program under current requirements.

DISCONTINUED PROGRAMS

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

■ ASSOCIATE OF ARTS (AA), ASSOCIATE OF SCIENCE (AS) AND DIRECT TRANSFER AGREEMENT (DTA) DEGREE OUTCOMES

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

■ PROFESSIONAL-TECHNICAL DEGREE/CERTIFICATE PROGRAMS

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

CORE ABILITIES OUTCOMES

CRITICAL, CREATIVE, AND REFLECTIVE THINKING

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

RESPONSIBILITY

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

INFORMATION COMPETENCY

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

EFFECTIVE COMMUNICATION

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

MULTICULTURALISM

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

FUNDAMENTAL AREAS OF KNOWLEDGE OUTCOMES

COMMUNICATION

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

HUMANITIES

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

SOCIAL SCIENCES

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

NATURAL SCIENCES

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

QUANTITATIVE AND SYMBOLIC REASONING

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

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

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

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

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

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

**GENERAL DEGREE REQUIREMENTS**

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION SKILLS (10 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103 Composition – Argumentation and Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107 Composition – Writing About Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 235 Technical Writing</td>
<td>5</td>
</tr>
<tr>
<td>JOURN 102 Intro to Newswriting</td>
<td>5</td>
</tr>
<tr>
<td>QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>Students must meet stated math prerequisite before enrolling.</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 107 Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MATH 114 Applied Algebra, Geometry and Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>* MATH&amp; 131 Math for Elem Educ 1: Number Systems and Problem Solving</td>
<td>5</td>
</tr>
<tr>
<td>* MATH&amp; 132 Math for Elem Educ 2: Geometry and Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141 Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142 Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146 Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MATH 147 Business Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 148 Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 153 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 205 Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 224 Multivariate Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 238 Differential Equations</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 120 Symbolic Logic</td>
<td>5</td>
</tr>
</tbody>
</table>

**HUMANKINDS (15 CREDITS)**

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART&amp; 100 Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>ART 105 Intro to Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 145 History of Art (Contemporary)</td>
<td>5</td>
</tr>
<tr>
<td>ART 243 History of Art-Ancient World Through Middle Ages</td>
<td>5</td>
</tr>
<tr>
<td>ART 244 History of Art-Renaissance Through Rococo</td>
<td>5</td>
</tr>
<tr>
<td>ART 245 History of Art-The Modern World</td>
<td>5</td>
</tr>
<tr>
<td>ASL&amp; 121-123 American Sign Language I-III</td>
<td>5</td>
</tr>
<tr>
<td>ASL&amp; 221-223 American Sign Language IV</td>
<td>5</td>
</tr>
<tr>
<td>CMS&amp; 101 Intro to Communications</td>
<td>5</td>
</tr>
<tr>
<td>CMS&amp; 102 Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>CMS&amp; 105 Intercultural Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMS&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMS&amp; 230 Small Group Communication</td>
<td>5</td>
</tr>
<tr>
<td>DRMA&amp; 101 Intro to Theatre</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 160 Intro to Film and Video</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 111 Intro to Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 112 Intro to Fiction</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 113 Intro to Poetry</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 114 Intro to Dramatic Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 204 The Bible as Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 205 Intro to Mythology</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 207 Native American Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 210 Intro to American Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 220 Intro to Shakespeare</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 226-228 British Literature I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 236-238 Creative Writing I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 239 World Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 244-246 American Literature I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 249 Creative Writing: Special Projects</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 264 Literature of U.S. Slavery/Abolition</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 265 American Literature-Humor/Satire</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 266 Women Writers-International Mosaic</td>
<td>5</td>
</tr>
<tr>
<td>FRCH&amp; 121-123 French I-III</td>
<td>5</td>
</tr>
<tr>
<td>GERM&amp; 121-123 German I-III</td>
<td>5</td>
</tr>
<tr>
<td>HUM&amp; 101 Intro to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>HUM 105 Black Thought and Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 106 Ethnic Thought and Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 107 Latin American Thought and Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 109 American Thought and Culture: The Harlem Renaissance</td>
<td>5</td>
</tr>
<tr>
<td>HUM 161-164 Western Thought and Culture I-IV</td>
<td>5</td>
</tr>
<tr>
<td>HUM 204 American Popular Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 209 The Civil Rights Movement: From the Ground Up</td>
<td>5</td>
</tr>
<tr>
<td>HUM 210 American Cinema and Society</td>
<td>5</td>
</tr>
<tr>
<td>HUM 212 Great Directors and Auteurs</td>
<td>5</td>
</tr>
<tr>
<td>HUM 215 World Cinema</td>
<td>5</td>
</tr>
<tr>
<td>HUM 240 World Religions</td>
<td>5</td>
</tr>
<tr>
<td>JAPN&amp; 121-123 Japanese I-III</td>
<td>5</td>
</tr>
<tr>
<td>JOUR 103 Intro to Feature Writing</td>
<td>5</td>
</tr>
<tr>
<td>JOUR 125 The Documentary: A Social Force</td>
<td>5</td>
</tr>
<tr>
<td>KREA&amp; 121-123 Korean I-III</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 100 Intro to Rock and Roll</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 102 American Popular Music</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 103 Intro to Jazz</td>
<td>5</td>
</tr>
<tr>
<td>MUSC&amp; 105 Music Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 106 World Music</td>
<td>5</td>
</tr>
<tr>
<td>MUSC&amp; 141-143 Music Theory I-III</td>
<td>5</td>
</tr>
<tr>
<td>MUSC&amp; 241-243 Music Theory IV-VI</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 101 Intro to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 115 Critical Thinking</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 150 Intro to Ethics</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 210 Philosophy of Western Religion</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 220 Introduction to Eastern Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 230 Contemporary Moral Problems</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 238 Philosophy of Human Rights</td>
<td>5</td>
</tr>
<tr>
<td>RUSS&amp; 121-123 Russian I-III</td>
<td>5</td>
</tr>
<tr>
<td>SPAN&amp; 121-123 Spanish I-III</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>ART 115</td>
<td>Three-Dimensional Drawing</td>
</tr>
<tr>
<td>ART 150</td>
<td>Printmaking Beginning</td>
</tr>
<tr>
<td>ART 201-203</td>
<td>Painting</td>
</tr>
<tr>
<td>ART 204</td>
<td>Watercolor, Beginning</td>
</tr>
<tr>
<td>ART 211</td>
<td>Beginning Sculpture</td>
</tr>
<tr>
<td>DRMA 170-172</td>
<td>Technical Film and Theatre</td>
</tr>
<tr>
<td>DRMA 260-262</td>
<td>Acting for Stage and Digital Film</td>
</tr>
<tr>
<td>DRMA 280-285</td>
<td>Production Practicum</td>
</tr>
<tr>
<td>MUSC 126-127</td>
<td>Class Guitar</td>
</tr>
<tr>
<td>MUSC 140, 240</td>
<td>College Choir</td>
</tr>
<tr>
<td>MUSC 144, 244</td>
<td>Concert Choir</td>
</tr>
<tr>
<td>MUSC 145, 245</td>
<td>Jazz Choir</td>
</tr>
<tr>
<td>MUSC 147, 247</td>
<td>Chamber Choir</td>
</tr>
<tr>
<td>MUSC 150, 250</td>
<td>College Band</td>
</tr>
<tr>
<td>MUSC 154, 254</td>
<td>College Orchestra</td>
</tr>
<tr>
<td>MUSC 157, 257</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>MUSC 160-168</td>
<td>Private Instruction</td>
</tr>
<tr>
<td>MUSC 260-268</td>
<td>Private Instruction</td>
</tr>
<tr>
<td>MUSC 170-173</td>
<td>Ensemble (Instrumental)</td>
</tr>
<tr>
<td>MUSC 270-273</td>
<td>Ensemble (Instrumental)</td>
</tr>
<tr>
<td>MUSC 174, 274</td>
<td>Vocal Ensemble</td>
</tr>
<tr>
<td>MUSC 181</td>
<td>Beginning Class Piano</td>
</tr>
<tr>
<td>MUSC 182</td>
<td>Intermediate Class Piano</td>
</tr>
<tr>
<td>MUSC 183</td>
<td>Advanced Class Piano</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCES (15 CREDITS)**

Select from at least three disciplines.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 100</td>
<td>Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 104</td>
<td>World Prehistory</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 106</td>
<td>American Mosaic</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 107</td>
<td>Archaeology of Ancient Civilizations</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 204</td>
<td>Archaeology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 210</td>
<td>Indians of North America</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 216</td>
<td>Northwest Coast Indians</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 240</td>
<td>Women in Cross Cultural Perspectives</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CJ&amp; 105</td>
<td>Corrections in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 112</td>
<td>Criminal Justice in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 202</td>
<td>Concepts of Criminal Law</td>
<td>5</td>
</tr>
<tr>
<td>ECEED&amp; 105</td>
<td>Intro to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Survey of Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECONB 201</td>
<td>Microeconomics</td>
<td>5</td>
</tr>
<tr>
<td>ECONB 202</td>
<td>Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 100</td>
<td>Intro to Geography</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 150</td>
<td>Europe, The Americas, Australia/New Zealand</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 160</td>
<td>Africa, Middle East and Asia</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 200</td>
<td>Human Geography</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 126-128</td>
<td>World Civilizations I-II</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 156-159</td>
<td>History of US I-IV</td>
<td>5</td>
</tr>
<tr>
<td>HIST 168</td>
<td>Vietnam War as History</td>
<td>5</td>
</tr>
<tr>
<td>HIST 214</td>
<td>Pacific NW History</td>
<td>5</td>
</tr>
<tr>
<td>HIST 260</td>
<td>History of Russia and Soviet Union</td>
<td>5</td>
</tr>
<tr>
<td>HIST 265</td>
<td>History of Latin America Since 1810</td>
<td>5</td>
</tr>
<tr>
<td>HIST 266</td>
<td>History of Europe Since 1870</td>
<td>5</td>
</tr>
<tr>
<td>HIST 270</td>
<td>Intro to the Far East</td>
<td>5</td>
</tr>
<tr>
<td>HIST 272</td>
<td>Survey of Middle East History</td>
<td>5</td>
</tr>
<tr>
<td>HIST 277</td>
<td>The Cold War</td>
<td>5</td>
</tr>
<tr>
<td>HIST 280</td>
<td>Intro to Chinese Civilization</td>
<td>5</td>
</tr>
<tr>
<td>HIST 284</td>
<td>Intro to the Balkans</td>
<td>5</td>
</tr>
<tr>
<td>HIST 287</td>
<td>History of Japan Since Antiquity</td>
<td>5</td>
</tr>
<tr>
<td>INTS 107</td>
<td>Intro to International Studies</td>
<td>5</td>
</tr>
<tr>
<td>INTS 140</td>
<td>Contemporary Issues in International Studies</td>
<td>5</td>
</tr>
<tr>
<td>INTS 150</td>
<td>Contemporary Rebel, Secessionist and Terrorist Organizations</td>
<td>5</td>
</tr>
</tbody>
</table>

**NATURAL SCIENCES (15 CREDITS)**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 205</td>
<td>Biological Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>L ANTH&amp; 236</td>
<td>Forensic Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ASTR&amp; 100</td>
<td>Survey of Astronomy</td>
<td>5</td>
</tr>
<tr>
<td>L ASTR&amp; 101</td>
<td>Intro to Astronomy</td>
<td>5</td>
</tr>
<tr>
<td>L ASTR&amp; 105</td>
<td>Survey of Astrophysics</td>
<td>5</td>
</tr>
<tr>
<td>L ASTR&amp; 110</td>
<td>The Solar System</td>
<td>5</td>
</tr>
<tr>
<td>L ASTR&amp; 115</td>
<td>Stars, Galaxies and Cosmos</td>
<td>5</td>
</tr>
<tr>
<td>L ATMOS 101</td>
<td>Intro to Weather</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 100</td>
<td>Survey of Biology</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 170</td>
<td>Human Biology</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 175</td>
<td>Human Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 211</td>
<td>Majors Cellular</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 212</td>
<td>Majors Animal</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 213</td>
<td>Majors Plant</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 241</td>
<td>Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 242</td>
<td>Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>L BIOL&amp; 260</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 100</td>
<td>Preparatory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>L CHEM&amp; 110</td>
<td>Chemical Concepts w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>L CHEM&amp; 121</td>
<td>Intro to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>L CHEM&amp; 131</td>
<td>Intro to Organic/Biochemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 139</td>
<td>General Chemistry Prep</td>
<td>5</td>
</tr>
<tr>
<td>L CHEM&amp; 161-163</td>
<td>General Chemistry w/Lab I-III</td>
<td>5</td>
</tr>
<tr>
<td>L CHEM&amp; 261-263</td>
<td>Organic Chemistry w/Lab I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 101</td>
<td>Intro to Engineering</td>
<td>5</td>
</tr>
<tr>
<td>ENVS&amp; 100</td>
<td>Survey of Environmental Science</td>
<td>5</td>
</tr>
<tr>
<td>ENVS 150</td>
<td>Environmental Issues</td>
<td>5</td>
</tr>
<tr>
<td>L ENVS 155</td>
<td>Applied Environmental Methods</td>
<td>5</td>
</tr>
<tr>
<td>GEOS 205</td>
<td>Physical Geography</td>
<td>5</td>
</tr>
<tr>
<td>L GEOG 210</td>
<td>Physical Geography</td>
<td>5</td>
</tr>
<tr>
<td>L GEOL&amp; 101</td>
<td>Intro Physical Geology</td>
<td>5</td>
</tr>
<tr>
<td>L GEOL&amp; 103</td>
<td>Historical Geology</td>
<td>5</td>
</tr>
<tr>
<td>L GEOL 107</td>
<td>Earth Systems Science</td>
<td>5</td>
</tr>
<tr>
<td>L GEOL&amp; 110</td>
<td>Environmental Geology</td>
<td>5</td>
</tr>
<tr>
<td>L GEOL&amp; 115</td>
<td>Geology National Parks</td>
<td>5</td>
</tr>
<tr>
<td>L GEOL&amp; 120</td>
<td>Volcanoes</td>
<td>5</td>
</tr>
<tr>
<td>GEOL 283</td>
<td>Regional Geology</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MATH 114</td>
<td>Applied Algebra, Geometry and Trigonometry</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>Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Business Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 148</td>
<td>Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 205</td>
<td>Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 224</td>
<td>Multivariate Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 238</td>
<td>Differential Equations</td>
<td>5</td>
</tr>
<tr>
<td>L NSCI 150</td>
<td>Nature</td>
<td>5</td>
</tr>
<tr>
<td>L NSCI 160</td>
<td>Environmental Biology</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp; 101</td>
<td>Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>L OCEA&amp; 101</td>
<td>Intro to Oceanography</td>
<td>5</td>
</tr>
<tr>
<td>L OCEA 170</td>
<td>Marine Biology</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
<td>5</td>
</tr>
<tr>
<td>L PHYS&amp; 114-116</td>
<td>Physics Non-Science Majors</td>
<td>5</td>
</tr>
<tr>
<td>L PHYS&amp; 221-223</td>
<td>Engineering Physics I-III</td>
<td>5</td>
</tr>
<tr>
<td>L PS 101</td>
<td>Intro to Physical Science</td>
<td>5</td>
</tr>
</tbody>
</table>
GENERAL TRANSFERABLE ELECTIVES (15 CREDITS)
A minimum of 15 credits must be earned from the approved General Transferable Elective (GTE) list. Courses taken for a pass/no pass grade, independent study, or cooperative work experience/work-based learning courses do not apply to the GTE area. Select from:

- Any of the approved CORE distribution courses designated as Communication Skills, Quantitative/Symbolic Reasoning Skills, Humanities, Social Sciences and Natural Sciences with the exception of performance/skills courses.
- Courses numbered 100 and above listed in the departments below.

GTE APPROVED COURSES BY DEPARTMENT
ACCOUNTING: Only ACCT& 201, ACCT& 202 and ACCT& 203
ANTHROPOLOGY: All
ART: All except those listed as HM-Performance courses
ASTRONOMY: All
ATMOSPHERIC SCIENCE: All
BIOLOGY: All
BUSINESS: Only BUS& 101 and BUS& 201
CHEMISTRY: All
COMMUNICATION STUDIES: All
COMPUTER SCIENCE: CS 201D and CS 202D
CRIMINAL JUSTICE: All except 102, 103, 129, 130, 144, 105, 220-224, 250-255, 260-262 and 280
DIGITAL DESIGN: Only 140 and 170
DRAMA: All except 255 and those listed as HM-Performance courses
EARLY CHILDHOOD EDUCATION: ECE& 105
ECONOMICS: All
EDUCATION: EDUC& 115, EDUC 190, EDUC& 202, EDUC& 203 and EDUC& 204
ENGINEERING: All
ENGLISH: All except 104, 145, 250, 256 and 257
ENVIRONMENTAL SCIENCE: All
 GEOGRAPHY: All
 GEOLOGY: All
 HISTORY: All
 HUMANITIES: All
 INTERDISCIPLINARY STUDIES: All except 292
 JOURNALISM: Only 102, 103 and 125
 MATHEMATICS: All
 MUSIC: All except 107, 108, 109 and those listed as HM-Performance courses
 NATURAL SCIENCE: All
 NUTRITION: All
 OCEANOGRAPHY: All
 PHILOSOPHY: All
 PHYSICAL SCIENCE: All
 PHYSICS: All
 POLITICAL SCIENCE: All
 PSYCHOLOGY: All except 192
 SOCIAL SERVICE/MENTAL HEALTH: Only HSSA& 101 and SSMH 100
 SOCIOLOGY: All
 WORLD LANGUAGES: All

GENERAL ELECTIVES (15 CREDITS)
Maximum of 15 credits of courses numbered 100 and above may be applied to this area. Credits may include physical activity (three credits maximum), cooperative education, courses taken under the P/NP option, independent study, etc.
See Degree Outcomes on page 29.

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

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

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
- 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.

GENERAL REQUIRED COURSES (30 CREDITS)
COMMUNICATIONS (5 CREDITS)
ENGL& 101 English Composition I 5

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

HUMANITIES AND SOCIAL SCIENCES (15 CREDITS)
A maximum of five credits under the humanities/performance/skills area may be used. See AA-DTA distribution list.

SCIENCE PRE-MAJOR REQUIREMENTS (35-38 CREDITS)

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

Students should check with the receiving institution to determine which sequence is appropriate.
ADDITIONAL SCIENCE REQUIREMENTS (15-18 CREDITS)
Courses in physics, geology, organic chemistry, biology or mathematics normally taken by science majors (not for general education), preferably in a two- or three-quarter sequence, chosen with the help of an advisor.

LIST OF APPROPRIATE COURSES:

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

GENERAL ELECTIVES (10 CREDITS)
College-level courses numbered 100 and above. Remaining credits may include prerequisites for pre-major courses (e.g., pre-calculus), meet additional major coursework, or specific general education or other university requirements, as approved by the advisor. A maximum of three physical activity (PE) credits can be applied to this degree.

TOTAL CREDITS 90-96

Notes
- Students completing this Associate of Science Transfer degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
- Courses taken must come from the current ICRIC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus.
- Biology majors should select organic chemistry or physics for the Science Pre-Major Requirements.
- Pre-calculus cannot be used to satisfy the mathematics requirement.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
- Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK 2
For science pre-majors in engineering, computer science, physics and atmospheric sciences

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

GENERAL REQUIRED COURSES (30 CREDITS)

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

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

HUMANITIES AND SOCIAL SCIENCES (15 CREDITS)
Courses listed in more than one category may be used only once. A maximum of five credits under the humanities performance/skills area may be used. See AA-DTA distribution list.
- Humanities 5
- Social Science 5
- Humanities or Social Science 5

SCIENCE PRE-MAJOR REQUIREMENTS (33 CREDITS)
- CHEM& 161 General Chemistry w/Lab I 5
- MATH& 146 Intro to Statistics or 5
- MATH& 153 Calculus III 5
- PHYS& 221 Engineering Physics I 6
- PHYS& 222 Engineering Physics II 6
- PHYS& 223 Engineering Physics III 6

ADDITIONAL SCIENCE REQUIREMENTS (20 CREDITS)
The remaining credits should be planned with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student selects to attend.

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

LIST OF APPROPRIATE COURSES:
- CHEM& 162 General Chemistry w/Lab II 5
- CHEM& 163 General Chemistry w/Lab III 5
- ENGR 142 Computer Programming C++ for Engineers 5
- ENGR& 214 Statics 5
- ENGR& 215 Dynamics 5
- ENGR& 224 Thermodynamics 5
- ENGR& 225 Mechanics of Materials 5
- MATH& 146 Introduction to Statistics 5
- MATH 205 Linear Algebra 5
- MATH 224 Multivariate Calculus 5
- MATH 238 Differential Equations 5

GENERAL ELECTIVES (12-15 CREDITS)
Minimum of 10 credits that satisfy Pierce's AA-DTA core requirements, i.e., Communication (CM), Quantitative/Symbolic Reasoning (QS), Humanities (HM), Social Sciences (SS) or Natural Sciences (NS). See AA-DTA section for specific classes. Maximum of five credits of any college-level course numbered 100 or higher. Maximum of three physical education activity credits may be used only in this area.

TOTAL CREDITS 95-98

Notes
- Students completing this Associate of Science Transfer degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the DTA associate degree and will be given junior status by the receiving institution.
- Courses taken must come from the current ICRIC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus.
- Biology majors should select organic chemistry or physics for the Science Pre-Major Requirements.
- Pre-calculus cannot be used to satisfy the mathematics requirement.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
- Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

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 and math). See the PROGRAMS OF STUDY section of this catalog for more information.
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.

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

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

COMMUNICATIONS: A minimum of three credits
Select course(s) from the AA-DTA Communication Skills list, or complete the course(s) identified as the communication skill course(s) in the curriculum guide for the specific degree.

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

HUMAN RELATIONS: A minimum of three credits
Complete the course(s) identified as the Human Relations course(s) in the curriculum guide for the specific degree.

ASSOCIATE IN TECHNOLOGY – GENERAL

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

PROFESSIONAL/TECHNICAL CERTIFICATES

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

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

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

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

COURSE SUBSTITUTION POLICY

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

ACCOUNTING PROFESSIONAL/TECHNICAL

Faculty: Suzanne Lozano (FS), Ken Kwok (PY)
Degree: Associate in Accounting
Certificate: Practical Accounting

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

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

ASSOCIATE IN ACCOUNTING

Some Accounting classes are only offered at the Puyallup Campus

GENERAL REQUIREMENTS (25 CREDITS)

COMMUNICATIONS (10 CREDITS)
Select one:
- BUS 105 Business English I 5
- * ENGL& 101 English Composition I 5
Select one:
- * CMST& 101 Intro to Communication 5
- CMST& 220 Public Speaking 5

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
Select one:
- BUS 107 Business Mathematics 5
- * MATH 147 Business Precalculus 5

HUMAN RELATIONS AND LEADERSHIP (10 CREDITS)
MNGT 194 Principles of Leadership 5

ACCOUNTING REQUIREMENTS (42 CREDITS)

INTRODUCTORY CLASSES (17 CREDITS)
ACCT& 201 Principles of Accounting I 5
ACCT& 202 Principles of Accounting II 5
ACCT& 203 Principles of Accounting III 5
ACCT 175 Practical Accounting Simulations 2

ADVANCED CLASSES (25 CREDITS)
ACCT 179 Federal Income Tax Preparation 5
ACCT 180 Accounting Systems 5
ACCT 273 Government Budget and Fund Accounting 5
ACCT 275 Payroll and Business Taxes 5
ACCT 285 Auditing and Advanced Analytical Techniques 5

BUSINESS REQUIREMENTS (24-26 CREDITS)
BUS& 201 Business Law 5
CIS 136 Spreadsheet Applications 3
** BTECH 111 Keyboarding 3
** BTECH 112 Keyboard Skillbuilding I 2
(BTECH 111 and 112 may be waived if typing proficiency is at least 30 wpm)
** BTECH 135 Electronic 10-Key Calculator 3
(BTECH 135 may be waived if proficiency on 10-key is demonstrated)

Select both:
BTECH 146 Filing Review 2
BTECH 156 Records Management 3
or select:
BTECH 145 Records and Database Management 5

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 113</td>
<td>Keyboard Skillbuilding II</td>
<td>2</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Survey of Economics</td>
<td>5</td>
</tr>
<tr>
<td>* ECON 201</td>
<td>Microeconomics</td>
<td>5</td>
</tr>
<tr>
<td>* ECON 202</td>
<td>Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 283</td>
<td>Principles of Management</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 284</td>
<td>Small Business Planning</td>
<td>3</td>
</tr>
<tr>
<td>Any introductory word processing class</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any 100-299 college course</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required **91-93**

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

**If** waived, choose electives to meet all total credits required.

**Certificate in Practical Accounting**

Some Accounting classes are only offered at the Puyallup Campus.

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

**General Requirements (13-18 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 107</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>BTECH 112</td>
<td>Keyboard Skillbuilding I</td>
</tr>
<tr>
<td><em>(BTECH 112 may be waived if typing proficiency is at least 30 wpm)</em></td>
<td>3</td>
</tr>
<tr>
<td>BTECH 135</td>
<td>Electronic 10-Key Calculator</td>
</tr>
<tr>
<td><em>(BTECH 135 may be waived if proficiency on 10-key is demonstrated)</em></td>
<td>3</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>Select one:</td>
<td></td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business English I</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
</tbody>
</table>

**Introductory Classes (12 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 175</td>
<td>Practical Accounting Simulations</td>
</tr>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACCT&amp; 202</td>
<td>Principles of Accounting II</td>
</tr>
</tbody>
</table>

**Advanced Classes (10 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 180</td>
<td>Accounting Systems</td>
</tr>
<tr>
<td>And one of the following:</td>
<td></td>
</tr>
<tr>
<td>ACCT 179</td>
<td>Federal Income Tax Preparation</td>
</tr>
<tr>
<td>ACCT 273</td>
<td>Government Budget/Fund Accounting</td>
</tr>
<tr>
<td>ACCT 275</td>
<td>Payroll and Business Taxes</td>
</tr>
</tbody>
</table>

Total Credits Required **35-40**

**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).

Students enrolled in ABE levels 1-3 and ESL levels 1-4 will earn S/P/ND grades. Students enrolled in ABE levels 4-6 and ESL 5-6 will earn numeric grades. Grades of 2.5 or higher may be used as prerequisites for movement to other courses.

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 Orange (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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 010</td>
<td>Beginning ABE Literacy – Reading 1</td>
<td></td>
</tr>
<tr>
<td>ABE 011</td>
<td>Beginning ABE Literacy – Writing 1</td>
<td></td>
</tr>
<tr>
<td>ABE 012</td>
<td>Beginning ABE Literacy – Math 1</td>
<td></td>
</tr>
<tr>
<td>ABE 013</td>
<td>Beginning ABE Literacy – Reading/Writing 1</td>
<td></td>
</tr>
<tr>
<td>ABE 014</td>
<td>Beginning ABE Literacy – Integrated 1</td>
<td></td>
</tr>
</tbody>
</table>

**Beginning Basic Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 020</td>
<td>ABE Beginning Basic Education – Reading 2</td>
<td></td>
</tr>
<tr>
<td>ABE 021</td>
<td>ABE Beginning Basic Education – Writing</td>
<td></td>
</tr>
<tr>
<td>ABE 022</td>
<td>ABE Beginning Basic Education – Math 2</td>
<td></td>
</tr>
<tr>
<td>ABE 023</td>
<td>ABE Beginning Basic Education – Reading/Writing</td>
<td></td>
</tr>
<tr>
<td>ABE 024</td>
<td>ABE Beginning Basic Education – Integrated 2</td>
<td></td>
</tr>
</tbody>
</table>

**Low Intermediate Basic Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 030</td>
<td>ABE Low Intermediate Basic Education – Reading 3</td>
<td></td>
</tr>
<tr>
<td>ABE 031</td>
<td>ABE Low Intermediate Basic Education – Writing 3</td>
<td></td>
</tr>
<tr>
<td>ABE 032</td>
<td>ABE Low Intermediate Basic Education – Math 3</td>
<td></td>
</tr>
<tr>
<td>ABE 033</td>
<td>ABE Low Intermediate Basic Education – Reading/Writing 3</td>
<td></td>
</tr>
<tr>
<td>ABE 034</td>
<td>ABE Low Intermediate Basic Education – Integrated 3</td>
<td></td>
</tr>
</tbody>
</table>

**High Intermediate Basic Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 040</td>
<td>ABE High Intermediate Basic Education – Reading 4</td>
<td></td>
</tr>
<tr>
<td>ABE 041</td>
<td>ABE High Intermediate Basic Education – Writing 4</td>
<td></td>
</tr>
<tr>
<td>ABE 042</td>
<td>ABE High Intermediate Basic Education – Math 4</td>
<td></td>
</tr>
<tr>
<td>ABE 043</td>
<td>ABE High Intermediate Basic Education – Reading/Writing 4</td>
<td></td>
</tr>
<tr>
<td>ABE 044</td>
<td>ABE High Intermediate Basic Education – Integrated 4</td>
<td></td>
</tr>
</tbody>
</table>

**Low Adult Secondary Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 050</td>
<td>ABE Low Adult Secondary Education – Reading 5</td>
<td></td>
</tr>
<tr>
<td>ABE 051</td>
<td>ABE Low Adult Secondary Education – Writing 5</td>
<td></td>
</tr>
<tr>
<td>ABE 052</td>
<td>ABE Low Adult Secondary Education – Math 5</td>
<td></td>
</tr>
<tr>
<td>ABE 053</td>
<td>ABE Low Adult Secondary Education – Reading/Writing</td>
<td></td>
</tr>
<tr>
<td>ABE 054</td>
<td>ABE Low Adult Secondary Education – Integrated 5</td>
<td></td>
</tr>
</tbody>
</table>

**High Adult Secondary Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 060</td>
<td>ABE High Adult Secondary Education – Reading 6</td>
<td></td>
</tr>
<tr>
<td>ABE 061</td>
<td>ABE High Adult Secondary Education – Writing 6</td>
<td></td>
</tr>
<tr>
<td>ABE 062</td>
<td>ABE High Adult Secondary Education – Math 6</td>
<td></td>
</tr>
<tr>
<td>ABE 063</td>
<td>ABE High Adult Secondary Education – Reading/Writing</td>
<td></td>
</tr>
<tr>
<td>ABE 064</td>
<td>ABE High Adult Secondary Education – Integrated 6</td>
<td></td>
</tr>
</tbody>
</table>

**Other ABE Offerings**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 090</td>
<td>Educational Interview</td>
<td></td>
</tr>
<tr>
<td>ABE 095</td>
<td>Workplace Fundamentals</td>
<td></td>
</tr>
<tr>
<td>ABE 098</td>
<td>Transitions to College</td>
<td></td>
</tr>
<tr>
<td>ABE 099</td>
<td>I-BEST Academic Support - ABE</td>
<td></td>
</tr>
</tbody>
</table>

**English as a Second Language (ESL)**

Faculty: Julie Sandeno, Sandra Stevens (FS)

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

**Beginning Literacy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 012</td>
<td>Beginning ESL Literacy Writing 1</td>
<td></td>
</tr>
<tr>
<td>ESL 014</td>
<td>Beginning ESL Literacy Integrated 1</td>
<td></td>
</tr>
<tr>
<td>ESL 015</td>
<td>Beginning ESL Computer Technology and Job Readiness 1</td>
<td></td>
</tr>
<tr>
<td>ESL 016</td>
<td>Beginning ESL Literacy Intensive Oral Communication and Grammar 1</td>
<td></td>
</tr>
</tbody>
</table>

**Low Beginning ESL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 021</td>
<td>Low Beginning ESL Reading 2</td>
<td></td>
</tr>
<tr>
<td>ESL 022</td>
<td>Low Beginning ESL Writing 2</td>
<td></td>
</tr>
<tr>
<td>ESL 024</td>
<td>Low Beginning ESL Integrated 2</td>
<td></td>
</tr>
<tr>
<td>ESL 025</td>
<td>Low Beginning ESL Computer Technology and Job Readiness 2</td>
<td></td>
</tr>
<tr>
<td>ESL 026</td>
<td>Low Beginning ESL Intensive Oral Communication and Grammar 2</td>
<td></td>
</tr>
<tr>
<td>ESL 027</td>
<td>Low Beginning ESL Workforce 2</td>
<td></td>
</tr>
</tbody>
</table>

**High Beginning Intermediate ESL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 030</td>
<td>High Beginning ESL Speaking 3</td>
<td></td>
</tr>
<tr>
<td>ESL 031</td>
<td>High Beginning ESL Reading 3</td>
<td></td>
</tr>
</tbody>
</table>
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 culminating 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 high quality academic and workforce skills training and teaching excellence. All I-BEST programs have two instructors in all courses, added hours to increase success, and advising support. Students interested in careers in Early Childhood Education, Criminal Justice, Business Technology and Nursing Assistant are ideal for I-BEST. Students in I-BEST programs:

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

For more information, call (253) 964-6447 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

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

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

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

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

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

ART
Faculty: David Roholt (FS)
Degrees: Associate of Arts (AA-DTA); AA - Option B

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

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

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

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

ASTRONOMY
Faculty: Hillary Stephens (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

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

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

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

ATMOSPHERIC SCIENCE
Faculty: Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

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

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

ATMOSPHERIC SCIENCE MAJOR

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

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

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

See Degree Outcomes on page 29.
ASSOCIATE IN BIOLOGY DTA

GENERAL DEGREE REQUIREMENTS

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

GENERAL REQUIRED COURSES

COMMUNICATION SKILLS (10 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>5</td>
</tr>
</tbody>
</table>

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 103 - Composition - Argumentation and Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107 - Composition - Writing about Literature</td>
<td>5</td>
</tr>
</tbody>
</table>

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

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

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 151 - Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146 - 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 ten credits per discipline, five credits maximum in world languages or American Sign Language, and no more than five credits in performance skills courses are required. See AA-DTA list for appropriate classes.

SOCIAL SCIENCES (15 CREDITS)

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

NATURAL SCIENCES (30 CREDITS)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 211-213 - Majors: Cellular/Animal/Plant</td>
<td>15</td>
</tr>
<tr>
<td>CHEM&amp; 161-163 - 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., precalculus), 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

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

BUSINESS UNIVERSITY TRANSFER

Faculty: Doug Jensen, Tom Phelps, Blake Sorem (FS); Steve Jones (PY)

Degree: 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 26.

GENERAL DEGREE REQUIREMENTS

- Minimum of 90 earned credits in courses numbered 100 or above
- ENGL& 101 - English Composition
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- Cumulative GPA of 2.0 or better
- Minimum grade for business major-related courses is a 2.0. These courses are denoted on this degree sheet by an asterisk (*)
- 1.5 grade (C-) or better for all other Core Requirements unless prerequisites state otherwise
- “Pass” (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

GENERAL REQUIRED COURSES

COMMUNICATION SKILLS (10 CREDITS)

ENGL 107 - Composition – Writing About Literature 5
ENGL 103 - Composition – Argumentation and Research 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)

Students must meet stated math prerequisites.

MATH 147 - Business Precalculus 5
MATH 148 - Business Calculus 5

HUMANITIES (15 CREDITS)

Selected from at least two disciplines. No more than ten credits per discipline. No more than five credits in performance/skills courses are required. Must include a minimum of five credits of English composition. Remaining credits may be used for an additional composition course or designated writing courses or courses in basic speaking skills (e.g., speech, rhetoric, or debate).

ENGL 101 - English Composition I 5

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 103 - Composition - Argumentation and Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107 - Composition - Writing about Literature</td>
<td>5</td>
</tr>
</tbody>
</table>

SOCIAL SCIENCES (15 CREDITS)

Selected from at least two disciplines. See AA-DTA list for appropriate classes.

NATURAL SCIENCES (30 CREDITS)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 211-213 - Majors: Cellular/Animal/Plant</td>
<td>15</td>
</tr>
<tr>
<td>CHEM&amp; 161-163 - 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., precalculus), 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

- Admission application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for transfer admission.
- Certain schools may have additional “university-specific” requirements that are not prerequisites to admission to the Biology major but will need to be completed prior to graduation. Contact with advisors from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirements.
- Certain schools may have additional “university-specific” requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements.
- In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the humanities and social science courses that best support or may be required as prerequisites to their Biology curriculum.
- Students should check with the transfer institution prior to taking any further biology courses beyond the one-year sequence. Some colleges require all continuing biology courses be taken at the 300 level.
biological and/or earth sciences. Shall include at least one laboratory course indicated by an L. MATH& 146 is required.

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

### GENERAL ELECTIVES (5 CREDITS)

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 105</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>BUS 107</td>
<td>5</td>
</tr>
<tr>
<td>BUS 105</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>5</td>
</tr>
<tr>
<td>BUS 250</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 130</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 283</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>BUS 250</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 105</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>BUS 250</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 105</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>BUS 250</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 105</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>5</td>
</tr>
</tbody>
</table>

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

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

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

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

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

### GENERAL REQUIRED COURSES (10 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>BUS 105</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>5</td>
</tr>
<tr>
<td>BUS 250</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 130</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 283</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>5</td>
</tr>
<tr>
<td>POLS&amp; 200</td>
<td>5</td>
</tr>
<tr>
<td>BUS 201</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>5</td>
</tr>
<tr>
<td>BUS 250</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 130</td>
<td>5</td>
</tr>
</tbody>
</table>

### 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 283 Principles of Management 5

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

### Notes

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

### BUSINESS PROFESSIONAL/TECHNICAL

#### ASSOCIATE IN BUSINESS

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

**Degree:** Associate in Business

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

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

The Associate in Business degree program increases students’ career alternatives and offers individuals working in any field the opportunity to develop, improve, or update knowledge and skills. A wide range of courses satisfying degree requirements is available during both daytime (primarily at Fort Steilacoom) and evening (primarily at Puyallup) hours. This degree will transfer to The Evergreen State College in Tacoma and Olympia, Brandman University (Organizational Leadership Program), Western Governors University, City University, Central Washington State University (ITAM program) and DeVry University. Students should contact an academic advisor and talk to Business Department faculty about transfer options and certificates.

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

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/proftech.
Select one:
- CIS 130 Microcomputer Applications 5
- BTECH 210A-E Microsoft Excel: Basic Worksheet 5
- BTECH 220A-E Microsoft Access: Create & Modify 5
Select one:
- ** CIS 110 Intro to Microcomputer Business Applications 3
- CIS 121 Intro to Computer Information Systems 5

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

** ECONOMICS (5 CREDITS)**
Select one:
- † ECON 110 Survey of Economics 5
- ECON 201 Microeconomics 5

** ACCOUNTING (5-10 CREDITS)**
Select one:
- ACCT 101 Survey of Accounting 5
- ACCT & 201/202 Principles of Accounting I and II 10

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

** BUSINESS MANAGEMENT (25 CREDITS)**
- MNGT 182 Creative Sales 5
- MNGT 194 Principles of Leadership 5
- MNGT 282 Principles of Marketing 5
- MNGT 284 Small Business Planning 5
- MNGT 295 Human Resource Management 5

** HUMAN RESOURCE MANAGEMENT (25 CREDITS)**
- ACCT 275 Payroll and Business Taxes 5
- MNGT 194 Principles of Leadership 5
- MNGT 295 Human Resource Management 5
- MNGT 296 Current Trends in Human Resources 5

** MARKETING (25 CREDITS)**
- BUS 135 Introduction to Online Marketing 5
- MNGT 182 Creative Sales 5
- MNGT 275 Intro to Visual Promotion 5
- MNGT 282 Principles of Marketing 5
- MNGT 293 Retailing and Merchandising 5

** RETAIL/FASHION MERCHANDISING (30 CREDITS)**
- FASH 160 Intro to Fashion Merchandising 5
- FASH 162 Apparel Design and Construction Analysis 5
- FASH 163 Consumer Textiles 5
- MNGT 275 Intro to Visual Promotion 5
- MNGT 282 Principles of Marketing 5
- MNGT 293 Retailing and Merchandising 5

** SMALL BUSINESS/ENTREPRENEURSHIP (35 CREDITS)**
- ACCT 275 Payroll and Business Taxes 5
- MNGT 182 Creative Sales 5
- MNGT 194 Principles of Leadership 5
- MNGT 283 Principles of Management 5
- MNGT 284 Small Business Planning 5
- MNGT 295 Human Resource Management 5

** PROJECT MANAGEMENT (25 CREDITS)**
- BUS 260 Project Management I - Planning 5
- BUS 261 Project Management II - Managing 5
- MNGT 194 Principles of Leadership 5
- MNGT 182 Creative Sales 5
- MNGT 295 Human Resource Management 5

**Total Credits Required** 96-113

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

** CERTIFICATE IN CUSTOMER SERVICE**

** COURSE REQUIREMENTS (43-45 CREDITS)**
Select one:
- † BUS 240 Human Relations in the Workplace 5
- † BUS 107 Business Mathematics 5
- † MNGT 130 Customer Relationship Management 5
- MNGT 182 Creative Sales 5
- MNGT 186 Professional Development 5
- MNGT 187 Career Communication Skills 5
- MNGT 282 Principles of Marketing 5
Select one:
- ** CIS 110 Intro to Micro Business Applications 3
- ** CIS 121 Intro to Computer Information Systems 5
**Total Credits Required** 43-45

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

** CERTIFICATE IN ENTREPRENEURSHIP**

** COURSE REQUIREMENTS (48-50 CREDITS)**
Select one:
- † 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 282 Principles of Marketing 5
- MNGT 284 Small Business Management 5
- MNGT 295 Human Resource Management 5
Select one:
- ** MNGT 130 Customer Relationship Management 5
- ** CIS 110 Intro to Micro Business Applications 3
- ** CIS 121 Intro to Computer Information Systems 5**
Select one:
- † BUS 105 Business English I 5
- † ENGL 101 English Composition I 5
**Total Credits Required** 48-50

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

** CERTIFICATE IN FASHION MERCHANDISING**

** COURSE REQUIREMENTS (53-55 CREDITS)**
Select one:
- † BUS 107 Business Mathematics 5
- † MNGT 130 Customer Relationship Management 5
- MNGT 282 Principles of Marketing 5
- MNGT 295 Human Resource Management 5
- MNGT 293 Retailing and Merchandising 5
- ACCT 101 Survey of Accounting 5
- † BUS 106 Business Mathematics 5
Select one:
- ** MNGT 130 Customer Relationship Management 5
- ** 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** 53-55

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

** CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

** COURSE REQUIREMENTS (53-55 CREDITS)**
Select one:
- † MATH 146 Introduction to Statistics 5
Select one:
- BUS & 201 Business Law 5
- POL & 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

*Meets related instruction requirements for professional/technical programs.
**Minimum of 35 wpm keyboarding required.
†Prerequisite required.
†* BUS 107  Business Math  5
* BUS 240  Human Relations in the Workplace  5
MNGT 2782  Principles of Management  5
MNT 295  Human Resource Management  5
MNT 296  Current Trends in Human Resources  5
Select one:
* BUS& 101  Introduction to Business  5
† MNTG 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 48-50
* Meets related instruction requirements for professional/technical programs.
† Prerequisite required.
**BUSINESS INFORMATION TECHNOLOGY**  
**PROFESSIONAL/TECHNICAL**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Amy Warren, Luann Woelden (FS); Karen Scott, Tiffanie Maule (PY)</th>
</tr>
</thead>
</table>
| Degrees          | Associate in General Office  
Associate in Office Management  
Associate in International Business  
Associate in Administrative Assistant: Medical Office |
| Certificates:    | Office Assistant  
Medical Office Assistant  
Medical Billing and Coding  
Integrated Business Technology |

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

**ASSOCIATE IN GENERAL OFFICE**

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

**BTECH REQUIREMENTS (48-49 CREDITS)**

<table>
<thead>
<tr>
<th>COLLG 110 College Success</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 116A-D Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 117A Format Basic Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 117B Format Advanced Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 136 Ten-Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 145 Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 205 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 241 Accounting for the Office Professional (or ACCT 101)</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 245 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 246 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Select both:</td>
<td></td>
</tr>
<tr>
<td>BTECH 248 Business Information Technology Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 249 Business Information Technology Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>or select:</td>
<td></td>
</tr>
<tr>
<td>MNGT 186 Professional Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 15 credits from the following:

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

**GENERAL REQUIREMENTS (43-45 CREDITS)**

| BUS& 101 Introduction to Business | 5 |
| * BUS 105 Business English I | 5 |
| * BUS 106 Business English II | 3 |
| * BUS 107 Business Math | 5 |
| BUS 135 Introduction to Online Marketing | 5 |
| BUS& 201 Business Law | 5 |
| * BUS 240 Human Relations in the Workplace | 5 |
| BUS 250 Business Communications | 5 |

**ASSOCIATE IN INTERNATIONAL BUSINESS**

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

**BTECH REQUIREMENTS (41 CREDITS)**

<table>
<thead>
<tr>
<th>COLLG 110 College Success</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 116A-D Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 117A Format Basic Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 117B Format Advanced Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 136 Ten-Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 145 Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 205 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 241 Accounting for the Office Professional (or ACCT 101)</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 245 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 246 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Select both:</td>
<td></td>
</tr>
<tr>
<td>BTECH 248 Business Information Technology Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 249 Business Information Technology Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>or select:</td>
<td></td>
</tr>
<tr>
<td>MNGT 186 Professional Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 15 credits from the following:

| BTECH 118A-C PC Operating System (or BTECH 120) | 1-3 |

*Meets related instruction requirements for professional/technical programs.

**ASSOCIATE IN OFFICE MANAGEMENT**

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

**BTECH REQUIREMENTS (48-49 CREDITS)**

<table>
<thead>
<tr>
<th>COLLG 110 College Success</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 116A-D Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 117A Format Basic Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 117B Format Advanced Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 136 Ten-Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 145 Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 205 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 241 Accounting for the Office Professional (or ACCT 101)</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 245 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 246 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Select both:</td>
<td></td>
</tr>
<tr>
<td>BTECH 248 Business Information Technology Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 249 Business Information Technology Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>or select:</td>
<td></td>
</tr>
<tr>
<td>MNGT 186 Professional Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 15 credits from the following:

| BTECH 118A-C PC Operating System (or BTECH 120) | 1-3 |

**GENERAL REQUIREMENTS (43 CREDITS)**

| * BUS 105 Business English I | 5 |
| * BUS 106 Business English II | 3 |
| * BUS 107 Business Math | 5 |
| * BUS 135 Introduction to Online Marketing | 5 |
| BUS& 201 Business Law | 5 |
| * BUS 240 Human Relations in the Workplace | 5 |
| BUS 250 Business Communications | 5 |

**ASSOCIATE IN INTERNATIONAL BUSINESS**

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

**BTECH REQUIREMENTS (41 CREDITS)**

<table>
<thead>
<tr>
<th>COLLG 110 College Success</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 116A-D Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 117A Format Basic Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 117B Format Advanced Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 136 Ten-Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 145 Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 205 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 241 Accounting for the Office Professional (or ACCT 101)</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 245 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 246 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Select both:</td>
<td></td>
</tr>
<tr>
<td>BTECH 248 Business Information Technology Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 249 Business Information Technology Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>or select:</td>
<td></td>
</tr>
<tr>
<td>MNGT 186 Professional Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 15 credits from the following:

| BTECH 118A-C PC Operating System (or BTECH 120) | 1-3 |

*Meets related instruction requirements for professional/technical programs.

**ASSOCIATE IN INTERNATIONAL BUSINESS**

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

**BTECH REQUIREMENTS (41 CREDITS)**

<table>
<thead>
<tr>
<th>COLLG 110 College Success</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 116A-D Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 117A Format Basic Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 117B Format Advanced Business Documents</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 136 Ten-Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 145 Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 205 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 241 Accounting for the Office Professional (or ACCT 101)</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 245 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 246 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Select both:</td>
<td></td>
</tr>
<tr>
<td>BTECH 248 Business Information Technology Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 249 Business Information Technology Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>or select:</td>
<td></td>
</tr>
<tr>
<td>MNGT 186 Professional Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 15 credits from the following:

| BTECH 118A-C PC Operating System (or BTECH 120) | 1-3 |
ASSOCIATE IN ADMINISTRATIVE ASSISTANT MEDICAL OFFICE

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

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

BTECH REQUIREMENTS (60-61 CREDITS)

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

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

or select:
- MNGT 186 Professional Development 5

Select 10 credits from the following:
- BTECH 118A-C PC Operating System (or BTECH 120) 1-3
- BTECH 200A-C Microsoft Word 1-3
- BTECH 210A-C Microsoft Excel 1-3
- BTECH 220A-C Microsoft Access 1-3
- BTECH 225A-C Microsoft PowerPoint 1-3
- BTECH 226A-C Microsoft Office 1-3

GENERAL REQUIREMENTS (33-35 CREDITS)

- BUS 105 Business English I 5
- BUS 106 Business English II 3
- BUS 107 Business Math 5
- BUS 240 Human Relations in the Workplace 5
- BUS 250 Business Communications 5
- MNGT 130 Customer Relationship Management 5
- BIOL 170 Human Biology 5
- **HSCI 228 CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens 2

Total Credits Required 93-96

*Meets related instruction requirements for professional/technical programs.

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

CERTIFICATE IN MEDICAL OFFICE ASSISTANT

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

BTECH REQUIREMENTS (50-51 CREDITS)

- COLLG 110 College Success 3
- BTECH 116A-D Keyboard Skill Development 4
- BTECH 136 Ten-Key Mastery 1
- BTECH 145 Records and Database Management 5
- BTECH 149 Intro to the Medical Office 5
- BTECH 150 Medical Terminology I 5
- BTECH 245 Cooperative Work Experience 3
- BTECH 250 Medical Forms 5
- BTECH 257 Electronic Health Records 5

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

or select:
- MNGT 186 Professional Development 5

Select 10 credits from the following:
- BTECH 118A-C PC Operating System (or BTECH 120) 1-3
- BTECH 200A-C Microsoft Word 1-3
- BTECH 210A-C Microsoft Excel 1-3
- BTECH 220A-C Microsoft Access 1-3
- BTECH 225A-C Microsoft PowerPoint 1-3
- BTECH 226A-C Microsoft Office 1-3

GENERAL REQUIREMENTS (23-25 CREDITS)

- BUS 105 Business English I 5
- BUS 106 Business English II 3
- BUS 107 Business Math 5
- BUS 240 Human Relations in the Workplace 5
- MNGT 130 Customer Relationship Management 5
- **HSCI 228 CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens 2

Total Credits Required 73-76

*Meets related instruction requirements for professional/technical programs.

**Valid First Aid/CPR card satisfies this requirement.
CERTIFICATE IN MEDICAL BILLING AND CODING

Students in the program learn 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. Students who intend to transfer to a four-year institution should work closely with an advisor and complete AA-DTA requirements. This certificate is designed to prepare students for entry-level positions in medical and dental offices.

BTECH REQUIREMENTS (56 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLG 110</td>
<td>College Success</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 116A-D</td>
<td>Business Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 136</td>
<td>Ten-Key Mastery</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 145</td>
<td>Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 149</td>
<td>Intro to the Medical Office</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 150</td>
<td>Medical Terminology I</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 151</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 245</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 250</td>
<td>Medical Forms</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 254</td>
<td>CPT Coding</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 255</td>
<td>ICD-9-CM Coding</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 257</td>
<td>Electronic Health Records</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 5 credits from the following:

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

GENERAL REQUIREMENTS (15-17 CREDITS)

* BUS 105  Business English I                   | 5       |
* BUS 106  Business Math                        | 5       |
* BIOL& 170 Human Biology                      | 5       |
** HSCI 228 CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens | 2     |

Total Credits Required 71-73

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

CERTIFICATE IN INTEGRATED BUSINESS TECHNOLOGY

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

BTECH REQUIREMENTS (36 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLG 110</td>
<td>College Success</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 115A-B</td>
<td>Business Keyboarding</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 116A-D</td>
<td>Keyboard Skill Development</td>
<td>4</td>
</tr>
<tr>
<td>BTECH 117A</td>
<td>Business Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 120</td>
<td>Intro to Windows (or BTECH 118A-C)</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 136</td>
<td>10-Key Data Entry</td>
<td>1</td>
</tr>
<tr>
<td>BTECH 145</td>
<td>Records and Database Management</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 205</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 245</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Computational Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business English I</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 3 credits from the following:

BTECH 200A-B Microsoft Word 1-2
BTECH 210A-C Microsoft Excel 1-2
BTECH 225A-B Microsoft PowerPoint 1-2
BTECH 226A-B Microsoft Outlook 1

Total Credits Required 36

CHEMISTRY

Faculty: Megan Hess; Ted Wood (FS); Katherine Olsen, Lee West (PY)
Degree: Associate of Arts (AA-DTA); AA – Option B
Associate of Science (AS-T)

Chemistry is the study of the materials that make up the physical universe and the transformations that these materials can undergo.

FS = Fort Steilacoom • PY = Puyallup • JBLM = Joint Base Lewis McChord

Program Requirements

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)

GENERAL 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       |
Humansities or Social Science course            | 5       |
HSCI 228  CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens | 2     |

Select one:
ACCT 101  Survey of Accounting                  | 5       |
ACCT& 201 Principles of Accounting              | 5       |

Select one:
ECON 110  Survey of Economics                   | 5       |
ECON& 201 Microeconomics                         | 5       |

Select one:
MNGT 194  Supervisory Training and Leadership Development | 5     |
MNGT 283  Principles of Management              | 5       |

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     | 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     | 1       |
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 | 3     |
FSM 122  Quantity Food Preparation: Bakeshop    | 3       |
FSM 130  Child Nutritional Needs for Diverse Populations | 3     |

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.
HUMDV 126 Life Skills: Stress Management 2
Any computer class 4

Total Credits Required 90

*Meets related instruction requirements for professional/technical programs.  
Prerequisite required.  
Student Learning Outcomes available at www.pierce.ctc.edu/dept/childnutrition/outcomes.

COLLEGE SUCCESS

Faculty: Irene Brewer (FS); Jeff Piszczner (PY)

Offered through structured classes or arranged lab format, the College Success program offers 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 Poppen-Eagan, Joshua Potter (PY)

Degree: Associate of Arts (AA-DTA)

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

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

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

COMMUNICATION MAJOR

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

BUS & 101 Introduction to Business 5
CMST & 102 Intro to Mass Media 5
CMST & 220 Public Speaking 5
DRMA 160 Intro to Film and Video 5
DRMA 170 Technical Film and Theatre 5

GEOG One course 5
JOURN 102 Intro to Newswriting 5
POLS One course 5
SOC One course 5

RHETORIC AND PUBLIC ADDRESS EMPHASIS

ART One course 5
CMST & 101 Introduction to Communication 5
CMST & 220 Public Speaking 5
ENGL 107 Composition – Writing About Literature 5
ENGL Any literature course 5
HIST One course 5
MUSC One course 5
PHIL One course 5
POLS One course 5
PSYC & 100 General Psychology 5
SOC One course 5

INTERPERSONAL COMMUNICATION EMPHASIS

ANTH & 100 Survey of Anthropology 5
ANTH & 206 Cultural Anthropology 5
ART or MUSC One course 5
CMST & 101 Introduction to Communication 5
CMST & 105 Intercultural Communication 5
CMST & 220 Public Speaking 5
CMST & 230 Small Group Communication 5
ECON 110 Survey of Economics 5
PHIL One course 5
PSYC & 100 General Psychology 5
PSYC & 200 Lifespan Psychology 5
PSYC 201 Psychology of Personal Growth 5
SOC & 101 Intro to Sociology 5
SOC One course 5

COMPUTER INFORMATION SYSTEMS

PROFESSIONAL/TECHNICAL

Faculty: James Johnson, Phil Sheridan (JBLM); Ciaran Bloomer,  
Jim Hendricks, Donna Pagoria (PY); Sam Scott (FS)

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

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

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

ASSOCIATE IN COMPUTER NETWORK ENGINEERING

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

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

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

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

CORE REQUIREMENTS (50 CREDITS)

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

RELATED INSTRUCTION (25 CREDITS)

BUS 240 Human Relations in the Workplace 5
ENGL & 101 English Composition I 5
ENGL & 235 Technical Writing 5
MATH & 107 Math in Society 5

Select one:
CIS & 101 Introduction to Communication 5
CMST & 220 Public Speaking 5

Choose ONE of the following Microsoft Networking or Unix Networking tracks:
**MICROSOFT NETWORKING TRACK (30 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNE 235</td>
<td>Implement and Maintain Windows Server</td>
<td>5</td>
</tr>
<tr>
<td>CNE 237</td>
<td>Plan, Implement and Maintain Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CNE 238</td>
<td>Designing Security for a Windows Network</td>
<td>5</td>
</tr>
<tr>
<td>CNE 246</td>
<td>Windows Server Applications Infrastructure</td>
<td>5</td>
</tr>
<tr>
<td>CNE 247</td>
<td>Windows Server Enterprise Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNE 254</td>
<td>Fundamentals of Network Security</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNE 253</td>
<td>Deploy and Maintain ISA Server</td>
<td>5</td>
</tr>
</tbody>
</table>

**UNIX NETWORKING TRACK (10 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNE 235</td>
<td>Implement and Maintain Windows Server</td>
<td>5</td>
</tr>
<tr>
<td>CNE 237</td>
<td>Plan, Implement and Maintain Active Directory</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

**90**

**CERTIFICATE IN COMPUTER SYSTEMS ADMINISTRATION**

**CNE CORE REQUIREMENTS (35 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 121</td>
<td>Introduction to Computer Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 131</td>
<td>Microcomputer Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 265</td>
<td>Data Communications and Networks</td>
<td>5</td>
</tr>
<tr>
<td>CNE 231</td>
<td>Windows Client Operating System</td>
<td>5</td>
</tr>
<tr>
<td>CNE 232</td>
<td>Manage Windows Server</td>
<td>5</td>
</tr>
<tr>
<td>CNE 251</td>
<td>UNIX Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNE 254</td>
<td>Fundamentals of Network Security</td>
<td>5</td>
</tr>
</tbody>
</table>

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

- **MATH & 107** Math in Society 5

Select one:
- **MNGT 130** Customer Relationship Management 5
- **BUS 240** Human Relations in the Workplace 5

Select one:
- **BUS 105** Business English I and 5
- **BUS 106** Business English II 3

or
- **ENGL & 101** English Composition I 5

**Total Credits Required**

**48-50**

*Meets related instruction requirements for professional/technical programs.

**ASSOCIATE IN DATABASE MANAGEMENT AND DESIGN**

Pierce College offers the Associate in Database Management and Design at the Puyallup campus. Students who seek an Associate in Database Management will learn programming theory and techniques, relational database concepts, data modeling, data and system security and the Structured Query Language. They will gain experience in maintaining and controlling information stored in a database and monitoring and allocating the data storage space available on a computer system.

Graduates are qualified for entry-level database administrator (DBA), database developer, IT business analyst, data analyst, and application analyst positions. For parallel degrees in the health care industry see the Associate and Certificate degrees in Health Information Technology.

**PREREQUISITES**

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

**RELATED INSTRUCTION (20 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240</td>
<td>Human Relations in the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>ENGL &amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 146</td>
<td>Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
</tbody>
</table>

**CIS CORE REQUIREMENTS (88 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 122</td>
<td>Structured Program Design</td>
<td>5</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Microcomputer Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Computer Installation &amp; Troubleshooting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Analysis</td>
<td>5</td>
</tr>
<tr>
<td>CIS 215</td>
<td>Client-side Web Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Server-side Web Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 260</td>
<td>Database Management Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 261</td>
<td>SQL (Structured Query Language)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Database Administration, Backup and Recovery</td>
<td>5</td>
</tr>
<tr>
<td>CIS 263</td>
<td>Database Performance Tuning &amp; Network Admin.</td>
<td>5</td>
</tr>
<tr>
<td>CIS 265</td>
<td>Data Communications and Networks</td>
<td>5</td>
</tr>
<tr>
<td>CIS 269</td>
<td>Advanced SQL Programming &amp; Tuning</td>
<td>5</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Business Analytics/Intelligence</td>
<td>5</td>
</tr>
<tr>
<td>CIS 280</td>
<td>Systems Analysis and Design</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Supervised Internship</td>
<td>5</td>
</tr>
<tr>
<td>CNE 232</td>
<td>Managing &amp; Maintaining Windows Server</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

**108**

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

**ASSOCIATE IN HEALTH INFORMATICS AND INTEGRATED TECHNOLOGY**

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

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

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

**PREREQUISITES**

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

**BTECH CORE REQUIREMENTS (15 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTECH 150</td>
<td>Medical Terminology I</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 151</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 257</td>
<td>Electronic Health Records</td>
<td>5</td>
</tr>
</tbody>
</table>

**RELATED INSTRUCTION (20 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240</td>
<td>Human Relations in the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>ENGL &amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 146</td>
<td>Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
</tbody>
</table>

**CIS CORE REQUIREMENTS (73 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 122</td>
<td>Structured Program Design</td>
<td>5</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Microcomputer Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Computer Installation &amp; Troubleshooting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Analysis</td>
<td>5</td>
</tr>
<tr>
<td>CIS 260</td>
<td>Database Management Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 261</td>
<td>SQL (Structured Query Language)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Database Administration, Backup &amp; Recovery</td>
<td>5</td>
</tr>
<tr>
<td>CIS 265</td>
<td>Data Communications and Networks</td>
<td>5</td>
</tr>
<tr>
<td>CIS 269</td>
<td>Advanced SQL Programming &amp; Tuning</td>
<td>5</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Business Analytics/Intelligence</td>
<td>5</td>
</tr>
<tr>
<td>CIS 280</td>
<td>Systems Analysis and Design</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Supervised Internship</td>
<td>5</td>
</tr>
<tr>
<td>CNE 232</td>
<td>Managing &amp; Maintaining Windows Server</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

**108**

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

PREREQUISITES
College level reading, math, and English; keyboarding 35 wpm; and CIS 121, CIS 122, CIS 130, CIS 265 or HIIT Advisor- approved and documented IT industry experience. Participating students will also need a one-terabyte or larger removable hard drive and possess or have access to a current version of Microsoft Office Professional.

BTECH CORE REQUIREMENTS (10 CREDITS)
- BTECH 150 Medical Terminology I 5
- BTECH 257 Electronic Health Records 5

CIS CORE REQUIREMENTS (30 CREDITS)
- CIS 210 Business Analysis 5
- CIS 260 Database Management Systems 5
- CIS 261 SQL (Structured Query Language) 5
- CIS 262 Database Administration, Backup & Recovery 5
- CIS 269 Advanced SQL Programming & Tuning 5
- CIS 280 Systems Analysis and Design 5

Total Credits Required 40

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

CONSTRUCTION MANAGEMENT

UNIVERSITY TRANSFER
Contact: Ron May (FS)
Degrees: Associate in Construction Management DTA/MRP

ASSOCIATE IN CONSTRUCTION MANAGEMENT DTA/MRP

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

See Degree Outcomes on page 29.

GENERAL REQUIRED COURSES

COMMUNICATION SKILLS (10 CREDITS)
CWU requires an equivalent to ENG 102 - Composition II: Reasoning and Research for program acceptance.
- ENGL& 101 English Composition I 5
- ENGL 103 Composition: Argumentation and Research 5
- ENGL 107 Composition: Writing About Literature 5
- ENGL 235 Technical Writing 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
Intermediate algebra proficiency is required.
- MATH& 151 Calculus I 5

HUMANITIES (15 CREDITS)
At least five credits other than speech and no more than five credits in world language, American Sign Language, and no more than five credits in performance/skills.
- CMS&T 220 Public Speaking 5

SOCIAL SCIENCE (15 CREDITS)
WSU requires both ECON& 201 and ECON& 202.
- BUS& 201 Business Law 5
- ECON& 201 Microeconomics 5
- or ECON& 202 Macroeconomics 5

NATURAL SCIENCES (15-30 CREDITS)
UW-Seattle requires MATH& 146 and General or Engineering Physics and ten additional quarter credits in natural sciences/math at the student’s choice or see electives list. WSU requires MATH& 152 and General or Engineering Physics. CWU requires MATH& 152 and General Chemistry. EWU requires General Chemistry or CHEM& 161.
- CHEM& 161 General Chemistry with Lab I 5
- GEO& 101 Intro to Physical Geology 5
- MATH& 146 Introduction to Statistics 5
- MATH& 152 Calculus II 5
- PHYS& 114 General Physics I 5
- PHYS& 115 General Physics II 5
- PHYS& 221 Engineering Physics I 5
- PHYS& 222 Engineering Physics II 5

CONSTRUCTION MANAGEMENT COURSES (13-18 CREDITS)
UW-Seattle requires ACCT& 203 and three credits of Architectural CAD or Engineering graphics equivalent to ENGR& 111 or ENGR& 114 or ENGR& 121, a course that includes 3-D graphics such as AutoCAD or SolidWorks.
- BTECH 257 Electronic Health Records 5
- BTECH 260 Database Management Systems 5
- BTECH 261 SQL (Structured Query Language) 5
- BTECH 262 Database Administration, Backup & Recovery 5
- BTECH 269 Advanced SQL Programming & Tuning 5
- BTECH 280 Systems Analysis and Design 5
- Total Credits Required 93-113

Notes:
- Entry to Construction Management majors is selective; students typically require a higher minimum overall GPA than the minimum 2.0 for the general DTA. Students need to check criteria for selection by connecting with their future institution.
- Courses in humanities/social science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

CONSTRUCTION MANAGEMENT

PROFESSIONAL/TECHNICAL
Contact: Ron May (FS)
Degrees: Associate in Construction Management
Certificate: Certificate in Construction Management
Certificate Safety Technician

ASSOCIATE IN CONSTRUCTION MANAGEMENT

Responding to a critical workforce shortage in the building industry, Pierce College offers an associate degree in Construction Management. The program prepares graduates as construction professionals. 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, 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/.
GENERAL COURSE REQUIREMENTS

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

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
Select one:
*+ BUS 107 Business Mathematics 5
*+ MATH& 141 Precalculus I 5
*+ MATH& 142 Precalculus II 5
*+ MATH 147 Business Precalculus 5
*+ MATH& 148 Business Calculus 5

HUMAN RELATIONS (5 CREDITS)
Select one:
* BUS 240 Human Relations in the Workplace 5
CMST& 101 Introduction to Communications 5
CMST& 230 Small Group Communications 5

CONSTRUCTION MANAGEMENT REQUIREMENTS (46 CREDITS)
+ CONST 101 Intro to Construction Management 5
+ CONST 140 Construction Drawings: Print Reading 5
+ CONST 150 Construction Documents 5
+ CONST 160 Materials and Methods 5
+ CONST 140 Construction Drawings: Print Reading 5
+ CONST 101 Intro to Construction Management 5

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

BUSINESS MANAGEMENT (10 CREDITS)
Select two:
* MNGT 120 Customer Relationship Management 5
MNGT 182 Creative Sales 5
MNGT 283 Principles of Management 5
MNGT 284 Small Business Planning 5
MNGT 295 Human Resource Management 5
or select both:
BUS 260 Project Management I: Planning 5
BUS 261 Project Management II: Managing 5

GENERAL REQUIREMENTS (25 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

CONTACT:
Ron May (FS)

CONSTRUCTION MANAGEMENT CERTIFICATE

CONTACT:
Ron May (FS)

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

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

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

TOTAL CREDITS REQUIRED 58

+ Meets related instruction requirements for professional/technical programs.
+ Prerequisites required.
CRIMINAL JUSTICE  PROFESSIONAL/TECHNICAL

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

Degrees:  Associate in Criminal Justice

Certificates: Correlations/Protection Officer and Correctional Careers

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

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

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

Students wanting to obtain an AA-DTA degree must fulfill all
Associate of Arts degree requirements, which are aligned within the
Associate in Criminal Justice. See AA-DTA degree for details.

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

ASSOCIATE IN CRIMINAL JUSTICE (FS ONLY)

Students must earn a minimum grade of 2.0 in each criminal justice
course in order to obtain an Associate in Criminal Justice. Students
wanting to obtain an AA-DTA degree while completing their Associa-
tion in Criminal Justice must earn a minimum cumulative GPA of 2.0
and earn a minimum grade of 1.5 in each core requirement and core
elective. College-level reading skills, as determined by placement
test, are required (or READ 101).

GENERAL REQUIRED COURSES

COMMUNICATION SKILLS (10 CREDITS)
* ENGL& 101 English Composition I  5
ENGL 103 Composition — Argumentation and Research  5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
Select one:
* MATH& 107 Math in Society  5
* MATH& 146 Introduction to Statistics  5
MATH& 146 is recommended for students transferring to a four-year institution.

HUMANITIES (15 CREDITS)

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

Four-year institutions may require three quarters.

Students must earn a minimum grade of 2.0 in each humanities
course. College-level reading skills, as determined by placement
test, are required (or READ 101).

Students who want to obtain an AA-DTA degree while completing their
Associate in Criminal Justice must earn a minimum cumulative GPA of 2.0
and earn a minimum grade of 1.5 in each core requirement and core
elective.

PHIL 150 Intro to Ethics  5
† Elective (Journalism, world language or a course requiring a
paper)  5
Select one:
CMST& 220 Public Speaking  5
CMST& 101 Introduction to Communications  5

SOCIAL SCIENCE (15 CREDITS)
* PSYC& 100 General Psychology  5
SOC& 101 Intro to Sociology  5

Select one:
POLS& 202 American Government  5
POLS 230 State and Local Government  5

NATURAL SCIENCE (15 CREDITS)
* BIOL& 170 Human Biology (or another biology course)  5
ANTH& 236 Forensic Anthropology  5
† Elective (Course other than biology or anthropology
that meets the AA-DTA distribution requirement)  5

CRIMINAL JUSTICE REQUIREMENTS (44 CREDITS)

CJ 103 Criminal Justice Introduction to ACJ  1
CJ 112 Criminal Justice in America  5
CJ& 105 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  104

†Requires Criminal Justice advisor approval.

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

CERTIFICATE IN CRIMINAL JUSTICE (FS ONLY)

Pierce College offers the Certificate in Criminal Justice at the Fort
Steilacoom campus. This certificate is designed to provide students
with an inclusive view of the criminal justice system. The 44
credits are perfect for individuals who already have post-secondary
degrees and need the edge for employment opportunities or
advancement in the criminal justice field. It is a great building
block for individuals who wish to earn an Associate in Criminal
Justice and AA-DTA. The certificate gives a broad overview of the
criminal justice system with emphasis on policing, corrections and
the courts. The elective credits can be taken in a variety of fields,
including victim advocacy, constitutional law, forensics, and case
management. This certificate assists individuals in determining
their criminal justice track. A work-based learning (internship)
component is also included to help bridge theory and practice and
assist in employment opportunities.

COURSE REQUIREMENTS (44 CREDITS)

CJ 103 Criminal Justice Introduction to ACJ  1
CJ 112 Criminal Justice in America  5
CJ& 105 Corrections in America  5
CJ 150 Policing in America  5
CJ 200 Crime and Justice in America: Issues  5
CJ 202 Concepts of Criminal Justice  5
** CJ 252 Criminal Justice Work-Based Learning  5
** CJ 280 Criminal Justice Culminating Project  1
INFO 102 Problem-Based Research Methods in Professional
Technical Programs  2
Criminal Justice Electives  10

Total Credits Required  44

†Requires Criminal Justice advisor approval.

**Prerequisites required.

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

Corrections/Protection Officer and Correctional Careers Program

Pierce College offers the Corrections/Probation Officer and Cor-
rectional 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 correc-
tional work setting (federal, state, county, city and private).

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

The program is a great stepping stone to further education as all 22
credits for this certificate are transferable to the Associate in Crimi-
nal Justice; the entire 26 credits are transferable to the Associate of
Arts-DTA, as well as many four-year college programs.
CORRECTIONS/PROTECTION OFFICER/CADETS IN CORRECTIONS CERTIFICATE (FS ONLY)

COURSE REQUIREMENTS (26 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 105</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></td>
</tr>
<tr>
<td>** CJ 280</td>
<td>Criminal Justice Culminating Project</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 26

† Requires Criminal Justice advisor approval.
** Prerequisites required.

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

COURSE REQUIREMENTS (44 CREDITS)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 205</td>
<td>Investigative Technology</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>1</td>
</tr>
<tr>
<td>INFO 102</td>
<td>Problem-Based Research Methods in Professional</td>
<td></td>
</tr>
<tr>
<td>* MATH&amp; 142</td>
<td>Precalculus II</td>
<td>2</td>
</tr>
<tr>
<td>* PHYS&amp; 114</td>
<td>General Physics 1</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required: 44

* Prerequisite required.

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

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 institution.

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

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

COURSE REQUIREMENTS (39 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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</td>
<td>5</td>
</tr>
<tr>
<td>* CJ 252</td>
<td>Criminal Justice Work-Based Learning</td>
<td></td>
</tr>
<tr>
<td>† CJ 260</td>
<td>Law Enforcement Operational Skills: Explorer/Cadet</td>
<td></td>
</tr>
<tr>
<td>** CJ 280</td>
<td>Criminal Justice Culminating Project</td>
<td></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</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required: 39

† Explorer/Cadet will complete all elements of the on-site academy at a 70 percent proficiency as well as successful completion of all academic components. Students must be sponsored by an accredited law enforcement agency.

** Prerequisites required.

CERTIFICATE FOR RESERVE PRE-LAW ENFORCEMENT (FS ONLY)

COURSE REQUIREMENTS (44 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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</td>
<td>5</td>
</tr>
<tr>
<td>* CJ 252</td>
<td>Criminal Justice Work-Based Learning</td>
<td></td>
</tr>
<tr>
<td>††† CJ 262</td>
<td>Law Enforcement Operational Skills: Officer</td>
<td>10</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</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required: 44

††† Reserve Officers will complete all elements of the on-site academy at a 70 percent proficiency as well as successful completion of all academic components. Student must be sponsored by an accredited law enforcement agency.

** Prerequisites required.

CERTIFICATE FOR LAW ENFORCEMENT OFFICER (FS ONLY)

COURSE REQUIREMENTS (44 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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</td>
<td>5</td>
</tr>
<tr>
<td>* CJ 252</td>
<td>Criminal Justice Work-Based Learning</td>
<td></td>
</tr>
<tr>
<td>††† CJ 262</td>
<td>Law Enforcement Operational Skills: Officer</td>
<td>10</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</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.

** Prerequisites required.
## Associate in Dental Hygiene: Application Summary**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal application</td>
<td>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 <a href="http://www.pierce.ctc.edu/dept/denthyg/site/">http://www.pierce.ctc.edu/dept/denthyg/site/</a>) and paying the $40*** non-refundable application fee. Because of the special admission requirements, online dental hygiene application is not available.</td>
</tr>
<tr>
<td>As of this publication, the deadline for submitting the application is the fourth Friday in January preceding the fall quarter in which a student expects to enter the program. It is the applicant's responsibility to see that his/her file is accurate, complete and up-to-date. All pre-dental hygiene courses must be complete by the end of spring quarter in the year of entrance for the following fall quarter. Other deadlines are published each year on the program website. A minimum grade of 2.5 in each pre-dental hygiene course must be earned, as well as a cumulative 3.3 GPA for all pre-dental hygiene courses.</td>
<td></td>
</tr>
<tr>
<td>ENGL 103, CHEM&amp;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.</td>
<td></td>
</tr>
<tr>
<td>The applicant must submit the following documentation for initial application:</td>
<td></td>
</tr>
<tr>
<td>- Pierce College Admissions Form</td>
<td></td>
</tr>
<tr>
<td>- Proof of Payment Form</td>
<td></td>
</tr>
<tr>
<td>- Program Application Form</td>
<td></td>
</tr>
<tr>
<td>- Education Course Plan Form</td>
<td></td>
</tr>
<tr>
<td>- Course Transfer Request Forms, if applicable</td>
<td></td>
</tr>
<tr>
<td>- Extracurricular Form</td>
<td></td>
</tr>
<tr>
<td>- Official transcripts from high school and all colleges attended forwarded directly from the schools to the Office of Admissions at Fort Steilacoom and marked “Dental Hygiene Admissions.” Only transcripts in sealed school envelopes will be accepted.</td>
<td></td>
</tr>
</tbody>
</table>
- 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 (13.5 CREDITS)**

| DHYG 161 Introduction to Periodontology II | 2 |
| DHYG 166 Local Anesthesia I | 3 |
| DHYG 167 Fundamentals of Restorative Dentistry IV | 1 |
| DHYG 168 Fundamentals of Dental Hygiene IV | 1.5 |
| DHYG 169 Dental Hygiene Practice IV | 6.5 |

**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 217 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**: 123.5
**Total Required Program Contact Hours**: 1865

*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**: Lisa Murray (FS)

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

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

**Athletic Coaching Certificate**

Personal Training as practiced by a Personal Trainer, Fitness Trainer, Personal Fitness Trainer, Fitness Professional, or Exercise Professional is emerging as one of the fastest growing professions in the United States. The job outlook for this profession is expected to grow much faster than average. Baby boomers (approximately 78 million Americans born from 1946–1964) are the first generation in the US that grew up exercising and now they are reaching retirement age; they have the time, and desire to begin or continue exercising into their 70s and beyond. Pierce College’s Diagnostic Health and Fitness Technician Certificate (DHFT) is a comprehensive one year certificate program designed for students seeking the academic preparation to pursue national certification and employment in the health and fitness industry.

Students will obtain skills in health risk stratification, health and physical fitness assessments, interpretation of results and counseling, construct appropriate exercise prescriptions, and motivational strategies to help healthy individuals and those with medically controlled diseases.

As the profession of personal training continues to evolve and grow, more and more employment opportunities become available. Pierce College provides an excellent foundation of formal academic training for a variety of areas other than personal fitness training, such as kinesiology, nutrition, exercise science, physical education, physical and occupational therapy, athletic training, coaching, wellness coaching, and health promotion. Further education and/or certification may be required.

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

### ASSOCIATE IN 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 (17 CREDITS) | BIOL& 241 Human Anatomy and Physiology I | 6 |
| BIOL& 242 Human Anatomy and Physiology II | 6 |
| NUTR& 101 Nutrition | 5 |
| HEALTH SCIENCE (7 CREDITS) | HSCI 210 Wellness | 5 |
| HSCI 228 CPR for the Professional Rescuer with First Aid | 2 |
| Bloodborne Pathogens | 2 |

**DHFT REQUIREMENTS (40 CREDITS) (FS ONLY)**

| HSCI 155 Anatomy and Physiology for the Health and | 6 |
| Fitness Professional | |
| 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  94

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

GENERAL REQUIREMENTS (42 CREDITS)

HSCI 155  Anatomy and Physiology for the Health and Fitness Professional  6
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  42

■ ATHLETIC COACHING CERTIFICATE (FS ONLY)

GENERAL REQUIREMENTS (41 CREDITS)

HSCI 155  Anatomy and Physiology for the Health and Fitness Professional  6
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 263  Applied Sport Psychology  5
HSCI 264  Drugs in Sport  3
HSCI 265  Coaching Practicum  5
Total Credits Required  41

DIGITAL DESIGN PROFESSIONAL/TECHNICAL

Faculty: Brian Martin (FS)
Degree: Associate in Digital Design
Web site: www.pierce.ctc.edu/digdesign

Students interested in the digital design emphasis will learn to produce graphic materials and Web pages using the most current computer digital design software. In addition to solid computer skills, students in this emphasis develop a strong command of layout techniques and gain experience working under deadline pressure. Graduates are qualified to seek entry-level positions as graphic and Web page designers, magazine artists, computer illustrators, computer 2D/3D animators, digital imaging specialists, and multimedia authoring/programmer specialists. More information can be found on the Digital Design website at www.pierce.ctc.edu/digdesign.

Professional/technical program competencies can be found on the Pierce College website at www.pcd.edu/dept/digdesign/site/.

■ ASSOCIATE IN DIGITAL DESIGN

The DDSGN courses are offered at the Fort Steilacoom campus 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 (71 CREDITS)

ART 101  Basic Design, Beginning  5
DDSGN 110  Intro to Graphic Design and Rich Media  5
DDSGN 120  Production Management  3
DDSGN 121  Layout Design and Publishing  3
DDSGN 130  Graphic Design III  5
DDSGN 131  Techniques in Adobe Illustrator  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 101  Art Appreciation  5
ART 111  Drawing, Beginning  5
ART 150  Printmaking, Beginning  5
ART 201  Painting, Beginning  5
DDSGN 131  Techniques in Adobe Illustrator  5
DDSGN 141  Advanced 3D Modeling and Animation  5
DDSGN 151  Web Design With Wordpress  5
DDSGN 161  Advanced Photoshop  5
DDSGN 180  Fundamentals of 3D Game Design  5
DDSGN 211  Animation for the Web with Adobe Flash  5

Total Credits Required  91

Students entering the program must have CIS 121 or equivalent computer experience. Students looking to transfer to a four-year school must take ENGL& 105 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 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, and exciting for audiences. Students and volunteers can participate in every aspect of the production: acting, set design and construction, promotion, wardrobe, makeup, props, stage management, lighting, sound, and special effects.

DRAMA MAJOR

The following courses should be taken in addition to the courses required for the AA-DTA degree. Be sure to see a Theatre advisor for more specific information.

ACTING EMPHASIS

ANTH& 100  Survey of Anthropology  5
ART 105  Intro to Art  5
CMST& 101  Intro to 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

Professional/technical program competencies can be found on the Pierce College website at www.pcd.edu/dept/digdesign/site/.
**Associate in Applied Science-Transfer Degree (AAS-T) in Early Childhood Education** is designed to allow you to transfer to most four-year state and private institutions and gives you some limited transfer options to continue on to a bachelor's degree. Associate of Arts (AA-DTA) with electives in early childhood education is designed to allow you to transfer to most four-year state and private institutions and gives you some limited job options. Talk with your advisor about which degree is right for you. Graduates may transfer into a variety of disciplines including elementary education, special education, early childhood education, child psychology, speech pathology, family and consumer science education, and social services.

An I-BEST program is offered in a three-quarter day or night cohort with intensive academic support for Levels 5 and 6 English as a Second Language (ESL) student and Levels 3-6 Adult Basic Education (ABE) and General Education Development (GED) students to successfully complete the Certificate in Early Childhood Education. The training is part of a longer pathway leading to completion of an Associate Degree in Early Childhood Education.

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

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

#### GENERAL COURSE REQUIREMENTS (30 CREDITS)

| COMMUNICATIONS (5 CREDITS) | ENGL& 101 English Composition I | 5 |
| QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS) | MATH& 131 Math for Elem Educ 1: Number Systems and Problem Solving | 5 |
| HUMANITIES (5 CREDITS) | Select one: | 5 |
| SOCIAL SCIENCE (10 CREDITS) | Select one: | 5 |
| NATURAL SCIENCE (5 CREDITS) | Choose a course that meets the Natural Science requirement for the AA-DTA | 5 |

### **ECED REQUIREMENTS (66 CREDITS)**

- ECED& 105 Nutrition, Health and Safety for Children
- ECED& 115 Child Development
- ECED& 120 Practicum: Focus on Relationships
- ECED& 130 Guiding Behavior
- ECED& 150 Child, Family and Community
- ECED& 160 Curriculum Development
- ECED& 170 Environments
- ECED& 180 Language and Literacy
- ECED& 190 Observation and Assessment
- ECED& 203 Exceptional Child
- ECED 205 Music for Young Children

**Total Credits Required** 96

*Prerequisites for ECED 270/275. Must complete with a minimum grade of 2.0.

### **ASSOCIATE IN EARLY CHILDHOOD EDUCATION**

#### GENERAL COURSE REQUIREMENTS (30 CREDITS)

| COMMUNICATIONS (5 CREDITS) | ENGL& 101 English Composition I | 5 |
| COMPUTATION SKILLS (5 CREDITS) | ECED 161 Mathematics for Early Childhood Education | 5 |
HUMANITIES (5 CREDITS)
  Select one:
  CMST& 101 Intro to Communication 5
  CMST& 220 Public Speaking 5

SOCIAL SCIENCE (10 CREDITS)
  PSYC& 100 General Psychology 5
  Select one:
  ANTH& 106 The American Mosaic 5
  ANTH 206 Cultural Anthropology 5
  SOC& 101 Introduction to Sociology 5
  SOC 211 Family and Intimate Relationships 5

NATURAL SCIENCE (5 CREDITS)
  Choose a course that meets the Natural Science requirement
  for the AA-DTA 5

ECE REQUIREMENTS (66 CREDITS)
*  ECED& 105 Intro to Early Childhood Education 5
*  ECED& 107 Nutrition, Health and Safety for Children 5
*  EDUC& 115 Child Development 5
*  ECED& 120 Practicum: Focus on Relationships 2
*  EDUC& 130 Guiding Behavior 3
*  EDUC& 150 Child, Family and Community 3
*  EDUC& 160 Curriculum Development 5
*  EDUC& 170 Environments 3
*  EDUC& 180 Language and Literacy 3
*  EDUC& 190 Observation and Assessment 3
*  EDUC& 203 Exceptional Child 3
*  EDUC 205 Music for Young Children 5
*  EDUC 215 Art for Children 5
*  EDUC 223 Practicum: Focus on Special Education 2
*  EDUC 225 Math/Science for Children 5
*  ECED 270 Planning and Assessment for Student Teaching 3
*  ECED 275 Early Childhood Student Teaching 5
*  ECED 280 Early Childhood Education Professional Portfolio 1

Total Credits Required 96

*Prerequisites for ECED 270/275. Must complete with a minimum grade of 2.0.

STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE

GENERAL EDUCATION REQUIREMENTS (10 CREDITS)

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

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
  Select one:
  ECED 161 Mathematics for Early Childhood Education 5
  MATH& 131 Math for Elem Educ 1: Number Systems and Problem Solving 5

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

Total Credits Required 47

STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATES

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - INFANTS AND TODDLERS

COURSE REQUIREMENTS (20 CREDITS)
  ECED& 105 Intro to Early Childhood Education 5
  ECED& 107 Nutrition, Health and Safety for Children 5
  EDUC& 115 Child Development 5
  ECED& 120 Practicum: Focus on Relationships 2
  EDUC& 132 Nurturing Care - Infants and Toddlers 3

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - SCHOOL AGE CARE

COURSE REQUIREMENTS (20 CREDITS)
  ECED& 105 Intro to Early Childhood Education 5
  ECED& 107 Nutrition, Health and Safety for Children 5
  EDUC& 115 Child Development 5
  ECED& 120 Practicum: Focus on Relationships 2
  EDUC& 136 School-Age Care Management 3

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - FAMILY CHILD CARE

COURSE REQUIREMENTS (20 CREDITS)
  ECED& 105 Intro to Early Childhood Education 5
  ECED& 107 Nutrition, Health and Safety for Children 5
  EDUC& 115 Child Development 5
  ECED& 120 Practicum: Focus on Relationships 2
  EDUC& 134 Family Child Care 3

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - ADMINISTRATION

COURSE REQUIREMENTS (20 CREDITS)
  ECED& 105 Intro to Early Childhood Education 5
  ECED& 107 Nutrition, Health and Safety for Children 5
  EDUC& 115 Child Development 5
  ECED& 120 Practicum: Focus on Relationships 2
  EDUC& 139 Administration 3

STATE INITIAL EARLY CHILDHOOD EDUCATION CERTIFICATE

COURSE REQUIREMENTS (12 CREDITS)
  ECED& 105 Intro to Early Childhood Education 5
  ECED& 107 Nutrition, Health and Safety for Children 5
  EDUC& 115 Child Development 5
  ECED& 120 Practicum: Focus on Relationships 2

ECONOMICS

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

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

The economics discipline embraces a body of techniques and conceptual tools that are useful for understanding and analyzing any social arrangement, in particular a variety of complex economic systems. Career avenues for graduates are numerous, since their understanding of the economy and their problem-solving and critical thinking skills are applicable to a wide range of activities in business and/or government.
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 meet 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 29.

**ASSOCIATE IN MATH EDUCATION – DTA**

(ASS-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 - required
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
- “Pass” (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only.
- Once a course has been successfully completed, credits earned may be used in only one category

**GENERAL COURSE REQUIREMENTS**

**COMMUNICATION SKILLS (10 CREDITS)**

- ENGL& 101 English Composition I
- Select one:
  - ENGL 103 Composition – Argumentation and Research
  - ENGL 107 Composition – Writing about Literature

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

- MATH& 151 Calculus I

**HUMANITIES (15 CREDITS)**

At least two disciplines. No more than five credits in world language and no more than five credits in performance/skills courses are allowed.

- CMST& 220 Public Speaking
- Humanities (HM) elective

**SOCIAL SCIENCES (15 CREDITS)**

Credits selected must be from at least two disciplines. PSYC& 200 strongly recommended.

- PSYC& 100 General Psychology
- Multicultural elective by advisement
- Social Science (SS) elective

**NATURAL SCIENCES (15 CREDITS)**

At least ten credits in physical, biological and/or earth sciences (i.e., physics, chemistry, geology or biology).

- MATH& 152 Calculus II
- Natural Science elective with lab
- Natural Science elective

**ADDITIONAL MATH REQUIREMENTS (15-20 CREDITS)**

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

**EDUCATION REQUIREMENTS (8-10 CREDITS)**

- EDUC 190 Education Practicum
- EDUC 202 Intro to Education

**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**

| Notes | 93-100 |

- Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would by completing the direct transfer associate degree and will be given junior status by the receiving institution.

**ENGINEERING**

The following courses are recommended as being of special interest to engineering students. AA-DTA and AS-T degree students

- Courses in humanities/social science must come from the current ICRG 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 SERVICES**

(Offered through Pierce College Military Programs)

**Contact:** YuVonne Bailey

**Certificate:** Emergency Medical Services

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 professions. Basic EMT certification is often required for positions in fire departments, private ambulances and may be required for staff at correctional facilities and other security positions. This program is focused with the needs of the military in mind. 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 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) 964-6556.

**ENGINEERING MAJOR**

The following courses are recommended as being of special interest to engineering students. AA-DTA and AS-T degree students...
should take as many of these courses as possible, in addition to meeting other degree requirements. Check with the advisor.

CHEM 161 General Chemistry w/Lab I 5
CHEM 162 General Chemistry w/Lab II 5
ENGL 235 Technical Writing 5
ENGR 101 Intro to Engineering
ENGR 114 Engineering Graphics (CAD) 5
ENGR 142 Computer Programming C++ for Engineers 5
ENGR 214 Statics 5
ENGR 215 Dynamics 5
ENGR 224 Thermodynamics 5
ENGR 225 Mechanics of Materials 5
MATH 151 Calculus I 5
MATH 152 Calculus II 5
MATH 153 Calculus III 5
MATH 205 Linear Algebra 5
MATH 224 Multivariate Calculus 5
MATH 238 Differential Equations 5
PHYS 221 Engineering Physics I 6
PHYS 222 Engineering Physics II 6
PHYS 223 Engineering Physics III 6

ENGLISH

Faculty: Kristin Brunemer, Michael Darcher, Heather Frankland, Denise Hartley, Leslie Michael, Vicki Scannell, (FS); Courtney Edwards, Duncan McClinton, Ann Salak, Elizabeth Stevens, Corinna Wycoff, Lisa Vernoy (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

ANTH 100 Survey of Anthropology 5
ART 105 Intro to Art 5
ENGL 204 The Bible as Literature 5
ENGL 205 Intro to Mythology 5
ENGL 210 Intro to American Literature 5
ENGL 220 Intro to Shakespeare 5
ENGL 226 British Literature I 5
ENGL 227 British Literature II 5
ENGL 228 British Literature III 5
ENGL 239 World Literature 5
ENGL 244 American Literature I 5
ENGL 245 American Literature II 5
ENGL 246 American Literature III 5
ENGL 264 Literature of U.S. Slavery and Abolition 5
ENGL 265 American Literature: Humor and Satire 5
ENGL 266 Women Writers: International Mosaic 5
HIST 126 World Civilizations I 5
MUSC 105 Music Appreciation 5
PHIL 101 Calculus I 5

COMPOSITION EMPHASIS

ART 105 Intro to Art 5
DRMA 101 Intro to Theatre 5
ENGL 103 Composition – Argumentation and Research 5
ENGL 111 Intro to Literature 5
ENGL 235 Technical Writing 5
ENGL 236 Creative Writing I 5
ENGL 237 Creative Writing II 5
ENGL 238 Creative Writing III 5
ENGL 249 Creative Writing: Special Projects 5
MUSC 105 Music Appreciation 5
PHIL 101 Intro to Philosophy 5
PSYC 100 General Psychology 5

PIERCE COLLEGE ENDORSEMENT FOR WRITTEN COMMUNICATION

Faculty: Duncan McClinton

Students may earn an endorsement for written communication by completing a total of twenty-three credits in composition studies. The endorsement is awarded upon completion of a final capstone course, in which students generate a portfolio, showcasing what they believe is their best college writing.

CORE COURSES (10 CREDITS)

Must be completed with a grade of 2.0 or better.
ENGL 101 English Composition I 5
ENGL 103 Composition – Argumentation and Research 5
ENGL 107 Writing About Literature 5
ENGL 235 Technical Writing 5

ELECTIVE COURSES (10 CREDITS)

Must be completed with a grade of 2.0 or better. Complete an additional ten credits (two classes) from the remaining composition courses. Courses may not be repeated for credits.
ENGL 103 Composition – Argumentation and Research 5
ENGL 107 Writing About Literature 5
ENGL 235 Technical Writing 5

CAPSTONE COURSE (3 CREDITS)

Must be completed with a grade of 3.0 or better.
ENGL 256 Portfolio Writing 3

Total Credits Required 23

ENGLISH LAB

Faculty: Curt Warmington (FS); Jeff Pisetzner (PY)

Offers English classes that provide high quality classroom instruction and increased one-on-one attention to the writing process. Three kinds of classes are offered:

DEVELOPMENTAL WRITING

These prepare students for college-level writing. Testing scores are used to place students in these classes.
ENGL 096 Grammar, Punctuation and Spelling
ENGL 097 Paragraph Composition
ENGL 098 Basic Writing Skills
ENGL 099 Introduction to Composition

COLLEGE-LEVEL WRITING

These are required by many college programs and degrees. They are taught with the same outcomes used in lecture classes.
ENGL 101 English Composition I
ENGL 103 Composition – Argumentation and Research

SKILLS CLASSES

These are designed to help students with specific writing problems.
ENGL 090 Spelling
ENGL 091 Vocabulary
ENGL 093 Grammar Usage
ENGL 094 Sentence Combining
ENGL 095 Paragraph Development
ENGL 104 College Vocabulary

ENGLISH AS A SECOND LANGUAGE

See Adult Basic Education
ENVIRONMENTAL SCIENCE

Faculty: Nicholas Allemdinger, Megan Hess, Beth Norman, Ted Wood (FS)  
Tom Bush, Nicholas (Max) Handler (PY)

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

Career opportunities in environmental science include teaching, research, and technical support. Employment may be found in federal, state, and local government organizations, such as the Environmental Protection Agency, in industries required to monitor their effluent, and in research settings.

Pierce College offers classes for science students pursuing a degree in environmental science and to students who are fulfilling their natural science distribution requirements. The courses that are recommended depend largely on the type of work the student desires. Therefore, it is highly recommended that the student consult with his or her advisor. Courses directly related to the study of the environment are:

- ATOMS 101 Introduction to Weather 5
- ENVS & 100 Survey of Environmental Science 5
- ENVS 140 Western Water Problems 5
- ENVS 150 Environmental Issues 5
- GEOL 110 Environmental Geology 5
- GEOL 220 Earth Resources and the Environment 5
- NSCI 150 Nature 5
- NSCI 160 Environmental Biology 5

FIRE COMMAND AND ADMINISTRATION

PROFESSIONAL/TECHNICAL

Contact: Robert Lord (FS)
Degree: Associate in Fire Command and Administration

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

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

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

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

GED PREPARATION

See Adult Basic Education

GEODESY

Faculty: Nicholas Allemdinger (FS), Chris Vanneson (PY)
Degree: Associate of Arts (AA-DTA)

Geology is an integrating and synthesizing discipline. It is a bridge uniting the social and physical sciences, focusing on the patterns of distribution.

The Geography department offers courses which introduce students to the physical and cultural systems of the environment. These courses are basic for those who are planning to major in geography, elementary and secondary education, regional and urban planning, environmental studies, government, international trade, business, transportation, law, and many other areas. Geology is a useful area of study for those who are interested in regional analysis, market analysis, resource analysis, regional development, urban growth, economic growth, and cartographic skills, as well as Geographic Information Systems.

There are no prerequisites for geography classes at Pierce College.

Course options include:
- GEOG 100 Intro to Geography
- GEOG 150 Europe, The Americans, Australia/New Zealand
- GEOG 160 Africa, Middle East and Asia
- GEOG 200 Human Geography
- GEOG 205 Intro to the Physical Environment
- GEOG 207 Economic Geography
- GEOG 210 Physical Geography – Lab
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>CHEM 161-163</td>
<td>General Chemistry w/Lab I-III</td>
<td>15</td>
</tr>
<tr>
<td>GEO&amp; 101</td>
<td>Intro to Physical Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEO&amp; 103</td>
<td>Historical Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEO&amp; 110</td>
<td>Environmental Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEO&amp; 220</td>
<td>Earth Resources and the Environment</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Pre-Calculus I</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; 221-123</td>
<td>Engineering Physics I-III</td>
<td>18</td>
</tr>
</tbody>
</table>

**HEALTH PROFESSIONS**

**Faculty:** Mary Bath-Balogh, Robert Johnson, Lisa Murray (FS)
Dr. Dale Blum, Joseph Cates-Carney, Dr. Scott Sweet (PY)

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

Coursework for health professions can be incorporated within a variety of transfer degree options. These options include, but are not limited to: 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>Human Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chemistry w/Lab I</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics (required)</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 114</td>
<td>General Physics I</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td></td>
</tr>
<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology</td>
<td></td>
</tr>
</tbody>
</table>

**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>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>Human Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chemistry w/Lab I</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 162</td>
<td>General Chemistry w/Lab II</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 163</td>
<td>General Chemistry w/Lab III</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Pre-Calculus I</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Pre-Calculus II</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 114</td>
<td>General Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 115</td>
<td>General Physics II</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 116</td>
<td>General Physics III</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td></td>
</tr>
</tbody>
</table>

**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 look 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 courses. 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/Lab</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 211-213</td>
<td>Majors: Cellular/Animal/Plant</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 139</td>
<td>General Chemistry Prep</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>General Chemistry w/Lab I-III</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 261-263</td>
<td>Organic Chemistry w/Lab I-III</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 114</td>
<td>General Physics I</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td></td>
</tr>
</tbody>
</table>

**PHARMACY (PRE-)**

Schools of pharmacy are located at the University of Washington and Western Washington State University. Both are five-year Pharmacy Doctoral (Pharm.D) programs. Check schools of pharmacy for application and admission criteria and deadlines. Coursework to be completed should include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 211-213</td>
<td>Majors: Cellular/Animal/Plant</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>General Chemistry w/Lab I-III</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 261-263</td>
<td>Organic Chemistry w/Lab I-III</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Composition - Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>Humanities Electives (10 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science Electives (10 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Most suggested courses have prerequisites that must be included in academic planning.
PHYSICIAN’S ASSISTANT/MEDEX (PRE-)
The only Physician’s Assistant program currently available in Washington is the MEDEX program offered through the University of Washington’s School of Medicine in Seattle. This is a two-year certificate-granting program (eight quarters) with an optional degree available (Bachelor of Clinical Health Services). Admission is very competitive since many applicants already hold degrees and have many years of experience in the health field. Minimal admission requirements are:

- Two years of 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 of 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 Vanness (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, philosophic, geographical, and cultural aspects of the development of humankind.

After developing a broad background in history, the student may specialize in regional (Western, Asian, Middle Eastern, etc.) or topical (political, social, economic, etc.) subjects. In general, the broad nature of historical studies allows the community college student to take all history classes at the community college level without history prerequisites.

A variety of courses is designed to meet the requirements of both the history major and the student who needs or desires a social science or humanities elective. Students planning to major in history at a four-year college should consult with the senior institution to determine which courses should be taken while attending Pierce College.

HISTORY MAJOR

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

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

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

HOMELAND SECURITY EMERGENCY MANAGEMENT

UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL

Contact: Robert Lord (FS)
Degree: Associate in Technology Homeland Security Management
Associate of Arts (AA-DTA)

The Homeland Security Emergency Management (HSEM) Associate degree and certificate program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in government, private industry and non-profit sectors. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

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

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

ASSOCIATE IN TECHNOLOGY - HOMELAND SECURITY EMERGENCY MANAGEMENT

Students must earn a minimum grade of 2.0 in each course to earn this degree.

GENERAL REQUIREMENTS (40 CREDITS)

<table>
<thead>
<tr>
<th>COMMUNICATIONS (10 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
</tr>
<tr>
<td>ENGL 235 Technical Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 146 Introduction to Statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES (10 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100 General Psychology</td>
</tr>
<tr>
<td>Select one:</td>
</tr>
<tr>
<td>HIST 158 History of United States III</td>
</tr>
<tr>
<td>POLS 101 Intro to Political Science</td>
</tr>
<tr>
<td>POLS 203 International Relations</td>
</tr>
<tr>
<td>POLS 230 State and Local Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES (5 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one:</td>
</tr>
<tr>
<td>CMST 101 Speech Communication</td>
</tr>
<tr>
<td>CMST 102 Intro to Mass Media</td>
</tr>
<tr>
<td>CMST 105 Intercultural Communications</td>
</tr>
<tr>
<td>CMST 220 Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>CMST 230 Small Group Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NATURAL SCIENCES (10 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select two:</td>
</tr>
<tr>
<td>ATMOS 101 Intro to Weather</td>
</tr>
<tr>
<td>ENVS 100 Survey of Environmental Science</td>
</tr>
<tr>
<td>ENVS 150 Environmental Issues</td>
</tr>
<tr>
<td>GEOG 210 Physical Geography</td>
</tr>
<tr>
<td>GEOL 110 Environmental Geology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HSEM CORE REQUIREMENTS (41-46 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSEM 102 Introduction to Emergency Management</td>
</tr>
<tr>
<td>HSEM 110 Basic Incident Command System/National Incident Management System</td>
</tr>
<tr>
<td>HSEM 120 All Hazards Emergency Planning</td>
</tr>
<tr>
<td>HSEM 130 Technology in Emergency Management</td>
</tr>
<tr>
<td>HSEM 157 Public Information Officer</td>
</tr>
<tr>
<td>HSEM 160 Emergency Response Awareness to Terrorism</td>
</tr>
</tbody>
</table>
HUMANITIES

Faculty: Denise Hartley (FS); Duncan McClinton (PY)

The Humanities department offers a diverse curriculum of courses investigating the arts, thought and culture, and the relationship of the humanities with other disciplines. Ethnic Thought and Culture, Black Thought and Culture, Latin American Thought and Culture courses explore specialized areas. Introduction to Folklore, American Popular Culture, American Cinema and Society, and World Religions complete the rich cultural course offerings.

INFORMATION STUDIES

Faculty: Emma Clausen, Rachel Goon, Laurie Schuster, Emily Wood (FS); Kathy Swart, Beth Thoms (PY)

The Information Studies department offers courses designed to help students understand the nature of information, as well as how individuals gather, engage, and interact with it. Courses focus on research skills to meet the academic needs of community college students, those intending to transfer to a university, as well as for professional, lifelong learning or personal needs. Courses show students how to access, evaluate and use information systems and technologies, and to consider the impact of information in contemporary society through the examination of information issues and information-seeking behavior.

INTEGRATED BASIC SKILLS

See Adult Basic Education.

INTENSIVE ENGLISH PROGRAM

Faculty: Mishelle Pasinato (FS)

Courses in the Intensive English Program (IEP) focus on academic English and are designed to help international students acquire the English language skills necessary to enter and succeed in college-level classes and programs. Pierce College English proficiency requirements are discussed in the Getting Started section of this catalog.

International students enrolled in the IEP attend classes for 20 hours per week per quarter (10 weeks). IEP classes are taught at four levels of English proficiency: beginning, intermediate, high intermediate, and advanced. All language skill areas are addressed: grammar, reading, writing, listening, and speaking, with lessons on conversation skills and pronunciation included.

All IEP courses are non-credit and non-transferable, and will not count toward associate degree graduation requirements.

International students who complete a portion of their IEP classes may be able to register for credit-bearing academic classes in addition to their remaining IEP classes. The academic classes will be chosen with the help of an advisor. Students who are taking a mixture of IEP and academic courses will need to be in class for at least 15 hours per week.

The following courses are offered each quarter:

- IE 10/20/30/40Intensive English Reading 1-4
- IE 11/21/31/41Intensive English Writing 1-4
- IE 12/22/32/42Intensive English Grammar 1-4
- IE 13/23/33/43Intensive 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 Microeconomics 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 1-5
JOURN 110 Publications Design 5
JOURN 111 College Newspaper: Reporting and Editing 3
JOURN 112 College Newspaper Photojournalism 3
JOURN 125 The Documentary: A Social Force 5
JOURN 210 Photojournalism 5
MNGT 275 Intro to Visual Promotion 5
PHIL& 102 Intro to Philosophy 5
POLS& 202 American Government 5
PSYC& 100 General Psychology 5
SOC& 101 Intro to Sociology 5

**MATHEMATICS**

Faculty: Chad Bemis, Sharon Cammer, Pete Kaslik, Rajesh Lal,
David Lippman, Tom Phelps, Melonie Rasmussen (FS)
Deb Falconi, 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 Associate of Science (AS-T) degree from Pierce College.

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

Pierce College offers a full sequence of pre-college mathematics classes to accommodate students entering the college with a variety of math backgrounds. (See below for the sequence of pre-college level courses.) In addition to the regular classroom format, some of these courses are offered in the Math Lab and as distance learning courses for students who prefer these options. The Math Lab also makes it possible for students to complete more than one course in a quarter for the cost of one.

College-level mathematics courses at Pierce College include the study of contemporary math, elementary math education, math for business, statistics, precalculus, differential and integral calculus, and more advanced courses in multivariate calculus, linear algebra, and differential equations. Each course includes examples of applications taken from many fields of study. Most of these courses require the use of graphing calculators. The graphing calculator rental program rents TI-73, TI-83, and TI-89 calculators for a nominal fee through the library.

Students completing MATH 096 (Intermediate Algebra in Context) or MATH 098 (Intermediate Algebra for Precalculus) have a range of choices to satisfy the quantitative skills requirement for the AA-DTA degree. The appropriate choice depends on a student’s major and intended transfer institution. Additional math courses may be required depending on a student’s program of study. Each transfer student should carefully plan a program of study with the help of a faculty advisor to ensure that transfer requirements are met.

**Math Course Sequence - Getting Started**

Initial placement in the sequence depends on COMPASS placement test scores.

**Pre-College Level Sequence:**

MATH 050 (Basic Mathematics)
MATH 054 (Beginning Algebra)
MATH 096 (Intermediate Algebra in Context)

For Science, Technology, Engineering, Math (STEM) or Business majors MATH 098 (Intermediate Algebra for Precalculus)

**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: Math &amp; Society</td>
<td></td>
</tr>
<tr>
<td>MATH 114: Applied Algebra, Geometry, Trig</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH&amp; 141: Precalculus I</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH 147: Business Precalculus</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH&amp; 131: Math for Elem Educ I</td>
<td>MATH 096 or MATH 098</td>
</tr>
<tr>
<td>MATH&amp; 146: Intro to Statistics</td>
<td>MATH 096 or MATH 098</td>
</tr>
</tbody>
</table>

**MATHEMATICS MAJOR**

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PREREQUISITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 151</td>
<td>MATH 096 or MATH 098</td>
</tr>
<tr>
<td>MATH 152</td>
<td></td>
</tr>
<tr>
<td>MATH 153</td>
<td></td>
</tr>
<tr>
<td>MATH 205</td>
<td></td>
</tr>
<tr>
<td>MATH 224</td>
<td></td>
</tr>
<tr>
<td>MATH 238</td>
<td></td>
</tr>
</tbody>
</table>

Courses in statistics and computer science are highly recommended for math majors. Math majors should also take one of the sequences of science courses such as physics or chemistry. See an advisor for specific recommendations.

**Math Course Pattern**

Your placement test scores will determine where you should start.

<table>
<thead>
<tr>
<th>MATH 050 Basic Mathematics</th>
<th>MATH 054 Beginning Algebra</th>
<th>MATH 096 Intermediate Algebra in Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 107</td>
<td>MATH&amp; 131</td>
<td>MATH&amp; 141 MATH&amp; 146</td>
</tr>
<tr>
<td>MATH 098</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After completing MATH 096 with a grade of 2.0 or better, choose one of the following Quantitative Reasoning courses: MATH& 107, MATH& 146, or MATH& 131. MATH& 141 and MATH 147 require additional algebra skills and require completion of MATH 098. Choose the course that fits your program of study. Sample programs are listed for each course. See your advisor and math instructor if you have questions.
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 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; class piano and guitar. Private lessons are also available.

In addition to music courses, Pierce College provides students and community members the opportunity to participate in several performing groups, which give quarterly concerts and sometimes participate in local and regional festivals. Each group offers credit toward an associate's degree. However, participation is not limited to students or music majors; all students and members of the community are invited to perform in Concert Band (MUSC150/250), Jazz Band (MUSC157/257), Concert Choir (MUSC144/244), Jazz Choir (MUSC145/254), and Orchestra (MUSC154/254).

Pierce College offers music facilities at both the Fort Steilacoom and Puyallup campuses, 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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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 majors may vary depending on departmental needs.

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.
QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
UW-Seattle and Seattle University require ten credits in quantitative/symbolic reasoning with the addition class in college algebra or precalculus (at UW-Seattle, a class in Logic also serves for the additional). Intermediate Algebra proficiency is required.  
MATH& 146 Introduction to Statistics 5

HUMANITIES (15 CREDITS)
In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the humanities courses that best support or may be required as prerequisites to their nursing curriculum. See the humanities choices in the WSU “Diversity Course Identification Guidelines” for possible selection or choose courses that include minority, non-western, ethnic or other “area” studies. Selected from at least two disciplines.
No more than ten credits allowed from any one discipline. No more than five credits in world language at the 100 level. No more than five credits in performance/skills courses are allowed.  
CMST& 220 Public Speaking 5  
Humanities Electives (HM) 10

SOCIAL SCIENCES (15 CREDITS)
Northwest University requires Cultural Anthropology and does not accept a course in the sociology discipline as a substitute. Students may be admitted to the BSN without Cultural Anthropology if they agree to complete the course at NU in the summer prior to the junior year. See the sociology choices in the WSU “Diversity Course Identification Guidelines” for possible selection or choose courses that include minority, non-western, ethnic or other “area” studies.  
PSYC& 100 General Psychology 5  
PSYC& 200 Lifespan Psychology 5  
Sociology Elective 5

NATURAL SCIENCES (38 CREDITS WITH AT LEAST 25 LAB-BASED)
Introductory survey courses or review courses do not meet the content level expectations for these natural science requirements. Northwest University requires two credits of Genetics as well. Students may be admitted to the BSN without Genetics if they agree to complete the course at NU in the summer prior to the junior year. At the time of application when some of the course work may not yet be completed, UW-Seattle requires a minimum GPA of 3.0 for three out of the seven courses or 2.8 for four out of the seven.  
BIOL& 160 General Biology w/Lab 5  
BIOL& 241 Human Anatomy and Physiology 1 6  
BIOL& 242 Human Anatomy and Physiology 2 6  
BIOL& 260 Microbiology 5  
CHEM& 121 Intro to Chemistry 5  
CHEM& 131 Intro to Organic and Biochemistry 6  
NUTR& 101 Nutrition 5

ELECTIVES (10 CREDITS)
Five credits that meet the CM, QS, HM, NS or SS designation as stated on the AA-DTA degree lists. Up to five credits that are numbered 100 or above. Total Credits Required 93

Notes
• Admissions application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for admission to transfer.
• For admission to nursing as a major it is critical to note that grade point average requirements vary and admission is competitive across the several programs in Nursing.
• Certain schools may have additional “university-specific” requirements that are not pre-requisites to admission to the nursing major but will need to be completed prior to graduation or, as noted above for NU, prior to commencement of nursing courses. Contact with advisor from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirement. NU, for example requires Old Testament and New Testament in the summer prior to beginning nursing classes.
• Certain schools may have additional “university-specific” requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. US-Seattle, for example, requires ten credits of a world language if the applicant has not completed two years of a single language in high school; PLU requires a year of a world language at the college level, if two years of high school world language has not been completed.
NURSING PROFESSIONAL/TECHNICAL
Faculty: Glenine Collins, Ronda Durano, Becky Piper, Elizabeth Webber (PY)  
Degree: Associate in Nursing (ADN)  
Website: www.pierce.ctc.edu/nursing

ASSOCIATE IN NURSING (ADN)
The Pierce College Nursing Program prepares students to become Registered Nurses and provides students with the opportunity to become 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 are not limited to infection control, practice settings, and the law as it pertains to nursing.
Professional/technical program competencies can be found on the Pierce College website at http://www.pierce.ctc.edu/protech/.

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 recommendation, 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 or St. Martins University to earn a Bachelor of Science in Nursing degree. An articulation agreement is in place and students who plan to transfer should work closely with their Pierce College advisor to make sure that all requirements are met.

The pre-nursing course requirements apply to other allied health fields or to an Associate degree for transfer to a four-year institution should a student change fields or not be accepted into the nursing program.

■ ASSOCIATE IN NURSING (ADN) (PY ONLY)

PREREQUISITES - MINIMUM QUALIFICATIONS

The following must be completed with a grade of 3.0 (B) or higher and be completed within the last ten years of the date of the student's application.

All courses have pre-requisites that cannot be waived. Please work closely with a pre-nursing advisor.

BIOL& 241 Human Anatomy and Physiology 1 6
BIOL& 242 Human Anatomy and Physiology 2 6
BIOL& 260 Microbiology 5
CHEM& 121 Introduction to Chemistry 5
* ENGL& 101 English Composition I 5
* PSYC& 200 Lifespan Psychology 5

TRANSFER-READY REQUIREMENTS

Must be completed with a grade of 2.0 (C) or higher:

MATH& 146 Introduction to Statistics 5
** World Language 121 and 122 10
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 6
Successful completion of the above courses will add a maximum total of 1 extra point to the student's application.

All courses have prerequisites that cannot be waived. Please work closely with a pre-nursing advisor.

* 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 (40 CREDITS)

QUARTER I (12 CREDITS)

HSCI 114 Therapeutic Communication in Healthcare Setting 3
NURS 111 Fundamentals of Nursing Practice 3
NURS 112 Fundamentals of Nursing Clinical Practice 3
NURS 113 Nursing Success Seminar 3

QUARTER II (14 CREDITS)

HSCI 116 Pharmacology for Allied Health 2
NURS 121 Intro to Medical-Surgical/Psychiatric Nursing 4
NURS 122 Intro to Nursing Clinical Practice 5
NURS 125 Family Nursing 3

QUARTER III (14 CREDITS)

HSCI 117 Pharmacology for Allied Health II 2
NURS 130 Intermediate Medical-Surgical/Psychiatric Nursing 6
NURS 132 Intermediate Nursing Clinical Practice 6
Total Credits (Quarters I, II, III) 40

In order to progress to Quarter IV, students must have successfully completed Quarters I-III and 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

QUARTER V (14 CREDITS)

NURS 222 Professional Nursing Clinical Practice 5
NURS 223 Advanced Psychiatric Nursing 3
NURS 224 Professional Role Transition 3
NURS 230 Advanced Topics in Nursing II 3

QUARTER VI (12 CREDITS)

HSCI 235 Issues and Trends in Health Care Management 4
NURS 233 Acute Care Nursing Pracitcum 8
Total Credits (Quarters IV, V, VI) 39-43
Total Credits (Quarters I-VI) includes theory, lab, preceptorship and service-connected learning 79-83

Total Credits including prerequisites 132-136

Each ADN course must be completed with a minimum grade of 2.7 and all courses must be completed in the designated quarter.

NURSING ASSISTANT CERTIFIED

Contact: Eustania Kasjan (PY)

This comprehensive training course provides basic awareness of the role of the nursing assistant in nursing care and development of the skills necessary to provide that care.

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 need additional support with basic skills (reading, writing, math, or English language) may want to consider the two-quarter I-BEST NAC program. During the first quarter, students are introduced to NAC terminology through lessons designed to improve their basic skills and increase their success in the NAC training the following quarter.

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

OCCUPATIONAL SAFETY AND HEALTH PROFESSIONAL/TECHNICAL

Contact: Larry Price (FS)

Degree: Associate Occupational Safety and Health Technician

Certificate: Construction Safety Technician Certificate

This unique degree was developed as a joint program between Pierce College and Edmonds Community College. Both colleges offer a two-year Occupational Safety and Health Technician Associate of Applied Science-T Degree (AAS-T). Students at both colleges participate in each course via online instruction.

The AAS-T degree is designed to transfer to a BAS degree at Central Washington University. It can also transfer to BA programs at The Evergreen State College, City University, and University of Phoenix. Occupational Safety and Health professionals work to prevent accidents and health hazards to workers, the community, and the environment. They are employed in every industry, including public and private companies. Safety professionals work with physicians, engineers, and management teams to eliminate work-related injuries and illness as well as respond to emergency preparedness and homeland security issues.

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

Faculty: Beth Norman, Ted Wood (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

Courses offered in oceanography provide an interdisciplinary scientific approach to the study of the biological, chemical, geological, and physical parameters of the ocean.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits. Pierce College offers an oceanography major with a general or biology emphasis.

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:

- 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: 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 toward the AA-DTA degree for transfer to a four-year college or university. The following sequence of courses will assist in meeting requirements of most four-year institutions, but students must check with transfer institutions regarding specific requirements and transferable credits.

There is a maximum limit in the number of PE activity credit of three credits in the DTA degrees.

PHYSICAL EDUCATION MAJOR

BIOL 241  Human Anatomy and Physiology 1  6
BIOL 242  Human Anatomy and Physiology 2  6
ENGL 101  English Composition I  5

ADDITIONAL RECOMMENDED COURSES

BIOL 160  General Biology w/Lab  5
CHEM 100  Preparatory Chemistry  5
NUTR 101  Nutrition  5
PE 119-211  Physical Education Activity  1-2
HSCI 228  CPR for the Professional Rescuer with First Aid and Bloodborne Pathogens  2
PSYC 100  General Psychology  5
SOCI 101  Intro to Sociology  5

Choose one or both:
CMST 101  Introduction to Communication  5
CMST 220  Public Speaking  5

PHYSICAL THERAPIST ASSISTANT

Program Advisor Pierce College:
Lisa Murray (253) 964-6482

Program Advisor Whatcom Community College:
David Knapp (360) 383-3080, dknapp@whatcom.ctc.edu

Pierce College has partnered with Whatcom Community College (WCC) to provide Pierce County students a designed pathway into the WCC online/hybrid Physical Therapist Assistant (PTA) program. Students can meet with a Pierce College advisor to develop an education plan to identify the necessary prerequisites for application to the PTA program. The program advisor will assist students with all steps of the application process. Students have the option

to complete all prerequisites at Pierce College. Once students have been admitted to the PTA program, they will become a student at WCC, completing all coursework online and attending labs one weekend per month in Bellingham.

PHYSICS

Faculty: Hillary Stephens, Les Uhrich (FS); Marlene Ignacio (PY)
Degree: Associate of Arts (AA-DTA)

The courses in physics are concerned with the laws and properties of matter and the topics of mechanics, energy, sound, heat, light, electricity and magnetism. A major in physics would serve as a basis for work in industry, government or teaching in one of those areas. The courses in physics find applications in many related areas, including chemistry, biological sciences, engineering, geophysics, astronomy, oceanography, meteorology, environmental sciences and mathematics.

PHYSICS MAJOR

Students planning to transfer as physics majors should complete AS-T or AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

- PHYS 221  Engineering Physics I  5
- PHYS 222  Engineering Physics II  5
- PHYS 223  Engineering Physics III  5
- ENGR 224  Thermodynamics  5
- MATH 151  Calculus I  5
- MATH 152  Calculus II  5
- MATH 153  Calculus III  5
- MATH 205  Linear Algebra  5
- MATH 224  Multivariate Calculus  5
- CHEM 161  General Chemistry w/Lab I AND 5
- CHEM 162  General Chemistry w/Lab II (or 10 credits of physical science, not physics or math)

POLITICAL SCIENCE

Faculty: Dr. John Lucas, Chris Vanneson (PY)
Degree: Associate of Arts (AA-DTA)

Political science is the systematic study of how societies organize to decide what to do and how to do it. The analysis of group decision-making extends over time and over group size, from committees to international institutions. The courses presented at Pierce College are lower-division prerequisites for acceptance as a political science major in all of Washington's colleges and universities. Students should also complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

POLITICAL SCIENCE MAJOR

- POLS 101  Intro to Political Science  5
- POLS 202  American Government  5
- POLS 203  International Relations  5

Students planning to transfer as political science majors should also consider choosing among the following courses to fulfill requirements for the AA-DTA degree.

RECOMMENDED COURSES:

COMMUNICATIONS SKILLS

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

QUANTITATIVE/SYMBOLIC REASONING SKILLS

MATH 146  Introduction 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 AND POLS)

CJ 112  Criminal Justice in America  5
POLS 200  Introduction to Law  5
**PROJECT MANAGEMENT**

Contact: Betty Boushey (FS)
Certificate: Project Management Certificate

Pierce College offers the Certificate in Project Management at the Fort Steilacoom campus. This certificate will prepare students to:

- Understand the genesis of project, program and portfolio management, and their importance to enterprise success.
- Explain the project management process steps: initiate, plan, execute, monitor, control and close projects.
- Learn how to apply project management knowledge areas: integration, scope, time, cost, quality, human resource, communications, risk, procurement and stakeholder management.
- Demonstrate knowledge of project management terms and techniques.
- Demonstrate use of tools and techniques, such as:
  a. Network diagrams, critical path analysis
  b. Resource and cost estimates
  c. Gantt charts
  d. Earned value management
  e. Motivation theory and team building
  f. Lessons learned
- Apply project management concepts in a class simulation project.
- Demonstrate presentation skills by reporting project status.
- Use Microsoft Project 2010 to plan and manage a project.

**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

**PROJECT MANAGEMENT CERTIFICATE**

COURSE REQUIREMENTS (10 CREDITS)

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

**SHORT PROJECT MANAGEMENT CERTIFICATE**

COURSE REQUIREMENTS (10 CREDITS)

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

Every type of industry employs project managers. Project management core competencies are transferable. Competencies include planning, organizing and managing resources so that the project may be successfully completed.

This certificate is designed to accommodate a variety of students who are interested in improving their employability and options for promotion:

- Not familiar with project management? You will receive a solid introduction to the profession.
- Already working on projects? You will be able to immediately apply globally recognized project management skills.
- Significant work experience? You will be able to refine your knowledge of Project Management standards and their application in the workplace.

**PSYCHOLOGY**

Faculty: JoAnne Geron, Dr. Thomas Link (FS); Sandra Crosswalt, Leon Khalsa-Maulen (PY)

Degree: Associate of Arts (AA-DTA)

Psychology is the study of human and animal behavior, which forms a basis for making inferences about mental processes. It involves the study of mental states and processes, human behavior, and human nature and society. Pierce College's psychology program prepares students for transfer to four-year institutions as psychology majors; helps prepare students for vocational certification or licensure in disciplines related to and supported by psychological training; and provides courses that contribute to the personal growth and well-being of students who seek more knowledge of themselves and the world around them.

Students planning to transfer as psychology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Up to 30 psychology credits may be accepted, depending on the transfer institution. Often, psychology majors are best served by gaining a strong background in anatomy and physiology, philosophy, sociology and anthropology, 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:

- PSYC& 100 General Psychology 5
- PSYC& 180 Human Sexuality 5
- PSYC& 200 Lifespan Psychology 5
The program at Pierce College integrates a solid academic background with specialized coursework that familiarizes students with the knowledge, values and skills they will need to succeed with clients and in the professional community.

The Certificate in Social Service/Mental Health is designed to prepare students for careers in Social Services and Mental Health. It is an excellent complement to the Pierce College AA-DTA degree for those continuing their higher education. For those who already have college degrees but lack formal human service training, it provides a solid career foundation.

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

**ASSOCIATE IN SOCIAL SERVICE/MENTAL HEALTH**

**GENERAL REQUIREMENTS (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>
</tr>
<tr>
<td>CMST&amp; 101 Introduction to Communication</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 146 Introduction to Statistics</td>
<td>5</td>
</tr>
</tbody>
</table>

**HUMANITIES (THREE DISCIPLINES)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101 Introduction to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 100 Survey of Anthropology</td>
<td>5</td>
</tr>
</tbody>
</table>

**NATURAL SCIENCE (THREE DISCIPLINES, INCLUDING ONE LAB COURSE)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO&amp; 170 Human Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIO&amp; 175 Human Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 160 General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp; 101 Nutrition</td>
<td>5</td>
</tr>
</tbody>
</table>

**READING**

Faculty: Dr. Denise Arnold (FS); Jeff Pisetzn (PY)

Selected courses provided students with a flexible way to increase their reading comprehension. Students receive reading instruction at various levels from skill development to speed reading. Classes are offered each day and evening.

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

- READ 055 Reading Development
- READ 075 Reading Tactics
- READ 101 College Reading
- READ 102 Speed Reading
- READ 103 Accelerated Reading

**SOCIAL SERVICE/MENTAL HEALTH COURSES (36 CREDITS)**

**SOCIAL SERVICE FOUNDATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSSA&amp; 101 Intro to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>PSYC&amp; 220 Abnormal Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 202 Social Service Mental Health Field Experience 2</td>
<td>5</td>
</tr>
</tbody>
</table>

Select one:

- BUS 103 Computational Math or 3
- BUS 107 Business Math

**SOCIAL SERVICE MENTAL HEALTH CORE (69 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMH 100 Intro to Human Services</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 170 Mental Health Interviewing and Assessment</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 201 Social Service Mental Health Field Experience 1</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 210 Self-Care for Care Givers</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 213 Law and Ethics in Social Services</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives approved by SSMH advisor

**SOCIOLOGY COURSES (5 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 160 Psychology of Personal Growth</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 210 Social Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 215 Group Experience</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 230 Intro to Personality</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED 92-94**

*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**

**SOCIAL SERVICE MENTAL HEALTH COURSES (36 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMH 100 Intro to Human Services</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 170 Mental Health Interviewing and Assessment</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 201 Social Service Mental Health Field Experience 1</td>
<td>5</td>
</tr>
</tbody>
</table>

**PSYCHOLOGY COURSES (5 CREDITS)**

<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&amp; 201 Psychology of Personal Growth</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 210 Social Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 215 Group Experience</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 230 Intro to Personality</td>
<td>5</td>
</tr>
</tbody>
</table>

**SOCIOLOGY COURSES (5 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC&amp; 201 Social Problems</td>
<td>5</td>
</tr>
<tr>
<td>SOC 211 Family and Intimate Relationships</td>
<td>5</td>
</tr>
<tr>
<td>SOC 212 Death, Dying and Bereavement</td>
<td>5</td>
</tr>
<tr>
<td>SOC 220 Gender Roles in Society</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED 92-94**

*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH associate degree.*
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

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.

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

All candidates must have the following courses, these courses may require prerequisites based upon placement scores.

- College-level biology (i.e., BIOL& 100, 5 credits)
- College-level chemistry (i.e., CHEM& 100, 5 credits)
- College-level intermediate algebra (i.e., MATH 098, 5 credits)
- College-level English (i.e., ENGL& 101, 5 credits)
- College-level medical terminology (i.e., BTECH 150, min. 3 credits)
- Grade of 2.0 or better for each program prerequisite course
- Program 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 Veterinarian Technicians, and is accredited by the American Veterinary Medical Association. Student Learning Outcomes available at www.pierce.ctc.edu/vet-tech/outcomes

# ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)

FIRST YEAR

FAV QUARTER (17 CREDITS)

- VT 100 Intro to Veterinary Technology 2
- VT 101 Animal Nursing I Lecture 2
- VT 102 Animal Nursing I Lab 2
- VT 107 Medical Dosage for VT 2
- VT 110 Ward Care Laboratory I 1
- VT 125 Animal Anatomy and Physiology I 6
- VT 160 Applied Behavior Techniques I 2

WINTER QUARTER (16 CREDITS)

- VT 104 Animal Nursing II 5
- VT 111 Ward Care Laboratory II 1
- VT 123 Large Animal Nursing 4
- VT 126 Animal Anatomy and Physiology II 3
- VT 155 Nutrition and Complementary Therapies 2
- VT 161 Applied Behavior Techniques II 1

SPRING QUARTER (15 CREDITS)

- VT 105 Animal Nursing III 3
- VT 112 Ward Care Laboratory III 1
- VT 150 Clinical Microbiology and Public Health 6
- VT 162 Applied Behavior Techniques III 1
- VT 166 Hematology for VT 4

SOCIOLOGY

Faculty: Dr. Alan Kemp (FS); Leon Khalsa-Maulen, Daniel Suh (PY)
Degree: Associate of Arts (AA-DTA)

Sociology is the study of society and human interaction. It deals with human relationships, development in groups, and processes of social behavior and social institutions, such as the family, religion, and the economy. Courses in sociology are designed to stimulate critical and constructive attitudes toward society, to train persons in sociologically-related career fields, and to help students become better prepared to handle the problems of a rapidly-changing world.

Students planning to transfer as sociology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. The following courses are recommended, although sociology majors should work closely with faculty advisors to plan an overall program of study.

SOCIOLOGY MAJOR

The following courses are recommended as part of the core AA-DTA requirements or as electives:

- ANTH& 106 The American Mosaic 5
- ANTH& 206 Cultural Anthropology 5
- BIOL& 160 General Biology w/Lab 5
- ENGL& 101 English Composition I 5
- HIST& 126-128 World Civilizations I-III 5
- MATH& 141 Precalculus I 5
- MATH& 146 Introduction to Statistics 5
- PSYC& 100 General Psychology 5
- PSYC& 210 Social Psychology 5
- SOC& 101 Intro to Sociology 5
- SOC& 201 Social Problems 5
- SOC 211 Family and Intimate Relationships 5
- SOC 212 Death, Dying and Bereavement 5
- SOC 220 Gender Roles in Society 5

Total Credits Required 36

*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH certificate.

SSMH

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMH 210</td>
<td>Self Care for Care Givers</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 215</td>
<td>Law and Ethics in Social Services</td>
<td>5</td>
</tr>
<tr>
<td>Select one:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSMH 185</td>
<td>Identity and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 230</td>
<td>Abuse in the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

PSYCHOLOGY COURSES (5 CREDITS)

- PSYC& 100 General Psychology 5
- PSYC& 180 Human Sexuality 5
- PSYC& 200 Lifespan Psychology 5
- PSYC 201 Psychology of Personal Growth 5
- PSYC 210 Social Psychology 5
- PSYC 215 Group Experience 5
- PSYC 230 Intro to Personality 5

Total Credits Required 36

SOCIOLOGY COURSES (5 CREDITS)

- SOC& 101 Intro to Sociology 5
- SOC& 201 Social Problems 5
- SOC 211 Family and Intimate Relationships 5
- SOC 212 Death, Dying and Bereavement 5
- SOC 220 Gender Roles in Society 5

Total Credits Required 36

ATTENDANCE/ENGAGEMENT REQUIREMENTS

Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH certificate.

Meet the requirements of the special admission requirements for the program, applicants (Tier I applicants) or early September (Tier II applicants) preceding the fall quarter for which they applied. See www.pierce.ctc.edu/vet-tech.

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

All candidates must have the following courses, these courses may require prerequisites based upon placement scores.

- College-level biology (i.e., BIOL& 100, 5 credits)
- College-level chemistry (i.e., CHEM& 100, 5 credits)
- College-level intermediate algebra (i.e., MATH 098, 5 credits)
- College-level English (i.e., ENGL& 101, 5 credits)
- College-level medical terminology (i.e., BTECH 150, min. 3 credits)
- Grade of 2.0 or better for each program prerequisite course
- Program 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 Veterinarian Technicians, and is accredited by the American Veterinary Medical Association. Student Learning Outcomes available at www.pierce.ctc.edu/vet-tech/outcomes

# ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)

FIRST YEAR

FAV QUARTER (17 CREDITS)

- VT 100 Intro to Veterinary Technology 2
- VT 101 Animal Nursing I Lecture 2
- VT 102 Animal Nursing I Lab 2
- VT 107 Medical Dosage for VT 2
- VT 110 Ward Care Laboratory I 1
- VT 125 Animal Anatomy and Physiology I 6
- VT 160 Applied Behavior Techniques I 2

WINTER QUARTER (16 CREDITS)

- VT 104 Animal Nursing II 5
- VT 111 Ward Care Laboratory II 1
- VT 123 Large Animal Nursing 4
- VT 126 Animal Anatomy and Physiology II 3
- VT 155 Nutrition and Complementary Therapies 2
- VT 161 Applied Behavior Techniques II 1

SPRING QUARTER (15 CREDITS)

- VT 105 Animal Nursing III 3
- VT 112 Ward Care Laboratory III 1
- VT 150 Clinical Microbiology and Public Health 6
- VT 162 Applied Behavior Techniques III 1
- VT 166 Hematology for VT 4
SECOND YEAR

FALL QUARTER (15 CREDITS)
VT 230 Anesthesiology 4
VT 250 Radiology for VT 3
VT 251 Pharmacology for VT 3
VT 266 Veterinary Clinical Pathology and Parasitology 5

WINTER QUARTER (16 CREDITS)
VT 215 Animal Hospital Office Procedures 2
VT 224 Veterinary Clinical Laboratory Principles 2
VT 240 Animal Diseases 3
VT 260 Emergency and Critical Care 3
VT 265 Clinical Techniques Laboratory 6

SPRING QUARTER (14 CREDITS)
VT 233 Veterinary Clinical Practice (Clinics) 14

Total Credits Required 93

*VT 100 is open to all interested students, not just to those enrolled in the Veterinary Technology program.

WORLD LANGUAGES

Faculty: 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 are three-quarter sequences at the introductory level. These courses meet the entrance and graduation requirements for foreign languages of most four-year programs. Students should verify requirements with their intended transfer institution. Intermediate level courses are available depending on demand, primarily in Spanish.

Advanced placement is available to students with prior experience in the language. Interested students should contact the department.

Students planning to transfer as foreign language majors or minors or in area studies should complete AA-DTA requirements to be admitted with junior standing and should contact the appropriate department of the transfer institution regarding specific requirements and transferable credits.

WESTERN EUROPEAN LANGUAGE MAJORS

Students wishing to major in Western European languages or area studies may find the following courses particularly useful:
ANTH& 100 Survey of Anthropology
ART 145 History of Art – Contemporary
HIST& 127 World Civilizations II
HIST& 128 World Civilizations III
INTS 107 Intro to International Studies
INTS 140 Contemporary Issues in International Studies

ASIAN LANGUAGE MAJORS

ANTH& 100 Survey of Anthropology
ART 145 History of Art – Contemporary
HIST& 127 World Civilizations II
HIST& 128 World Civilizations III
HIST 270 Intro to the Far East
HIST 280 Intro to Chinese Civilization
INTS 107 Intro to International Studies
INTS 140 Contemporary Issues in International Studies
COURSE DESCRIPTIONS
ACCOUNTING (ACCT)
ACCT 101 (5) Survey of Accounting
Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs, such as management, CIS, etc.

ACCT 175 (2) Practical Accounting Simulations
Pre-req: ACCT& 202
A course in doing accounting simulations. Course is intended for students in the Associate in Accounting 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
Pre-req: CIS 110 or CIS 121, and BTCH 111, and ACCT 101 or ACCT 201, or instructor permission
Introduction to accounting systems and computerized processing of accounting data. Students will learn about the flow of accounting data and documents in a business, the management and processing of the data in both a manual and computerized system and the preparation of output reports.

ACCT& 201 (5) Principles of Accounting I
Pre-req: MATH 096 or MATH 098 with a grade of at least 2.0
First accounting course required of students transferring to a four-year school to obtain a bachelor's degree in business administration. Introduction to basic accounting concepts and procedures. Prerequisite emphasis on the balance sheet and income statement in a single proprietorship.

ACCT& 202 (5) Principles of Accounting II
Pre-req: 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
Pre-req: 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
Pre-req: 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
Pre-req: ACCT 101 or ACCT 201 or equivalent
Payroll preparations, payroll tax laws, accounting procedures and supplementary records. Preparation of required returns for federal and state payroll taxes and business taxes (includes manual and computerized payroll problems).

ACCT 285 (5) Auditing and Advanced Analytical Techniques
Pre-req: ACCT 180 and CIS 136
A capstone class for majors in accounting. The course will utilize audit techniques and concepts to solve problems in verifying the accuracy of accounting records. Computerized spreadsheet and audit programs will be utilized in solving problems in a team environment.

ACCT 287 (3) Income Tax Practicum
Training in the preparation of the basic income tax forms and preparation of actual tax returns under the auspices of the AARP Tax-Aide program.

AMERICAN SIGN LANGUAGE (ASL)

ASL& 121 (5) American Sign Language I • GER-HM
A beginning course in American Sign Language using conversational methods. This includes vocabulary related to exchanging personal information, day-to-day common activities, describing family relationships, and providing basic directions. Basic grammar, finger-spelling, numbers 1-100, the fundamentals of spatial agreement, and an introduction to the deaf culture and its history are also introduced.

ASL& 122 (5) American Sign Language II • GER-HM
Pre-req: 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 classifiers, increasing fluency and incorporating non-manual grammatical markers and non-manual signals with more ease. They will be introduced to basic story telling using these new skills and techniques as well as learn more about deaf culture and grammar.

ASL& 123 (5) American Sign Language III • GER-HM
Pre-req: 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
Pre-req: ASL& 123 with a grade of 2.0 or better; or 3 years HS equivalent; or instructor permission
Emphasis is placed on receptive and expressive skill development and ASL fluency. Attention is given to correct formation of signs, movement, rhythm, phrasing and clarity. This course includes intensive vocabulary building, a deeper understanding of ASL expressions, and proficiency in ASL grammar.

ASL& 222 (5) American Sign Language V • GER-HM
Pre-req: ASL& 221 with a grade of 2.0 or better; or 3 years HS equivalent plus placement in ENGL& 101 or instructor permission
The importance of signing with sufficient grammatical accuracy and vocabulary is emphasized. Emphasis is placed on participating effectively in formal and informal conversations on familiar and unfamiliar topics. There will be many opportunities to develop a stronger acceptance and appreciation of the diverse regional aspects of ASL and expand on personal application of the language.

ASL& 223 (5) American Sign Language VI • GER-HM
Pre-req: ASL& 222 with a grade of 2.5 or better; plus placement in ENGL& 101 or instructor permission
In ASL& 223, emphasis is placed on receptive and expressive skill development including discourse structures used in discussing a variety of topics, spontaneous conversations, and story-telling. The course will encourage vocabulary review, clear articulation of the language, continued practice of grammatical structures, exposure to a variety of signing styles, and 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. society.

ANTH 107 (5) Archaeology of Ancient Civilizations • GER-SS
A course on the archaeology of ancient civilizations. Students compare ancient civilizations of the New World and the Old World to investigate how complex societies differ in structure and inter- nal dynamics, from simpler societies. They address the issue of how and why complex societies arose in spite of the complex interaction of factors, as well as why complex societies collapse.

ANTH 167 (2-5) Cross Cultural Studies – Life and Culture
A course designed for students who participate in study abroad programs. Students examine the host country's cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country's cultures.

ANTH& 204 (5) Archaeology • GER-SS
Introduction to archaeological method and theory.

ANTH& 205 (5) Biological Anthropology • GER-NS
The course examines human biological variation, taking into account the diversity in U.S. American society. Major topics include evolution, genetics, scientific classification of 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 to 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 life-ways of Indians of the Northwest Coast Culture Area, past and present.

ANTH & 236 (5) Forensic Anthropology • GER-NS
A course designed to familiarize students with the forensic analysis of human remains. Theoretical and hands-on analyses of human remains within a medicolegal context.

ANTH 240 (5) Women in Cross Cultural Perspectives • GER-SS
An introduction to the anthropology of gender. The course uses a global and comparative approach to explore the diversity of women's experiences and perspectives in relation to their bodies; in relation to men, children, and other women; and in relation to their culture and society.

ART (ART)

ART& 100 (5) Art Appreciation • GER-HM
A general introduction to the visual arts and society.

ART 101 (5) Design, Beginning • GER-HM/Performance
A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value as vital elements in creative design.

ART 102 (5) Design, Intermediate • GER-HM/Performance
Prereq: ART 101 or instructor permission
A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture, and value. 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. Emphasis will be placed on color as an element of creative design.

ART 105 (5) Introduction to Art • GER-HM
A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. Topics include perception, aesthetics, creativity, elements of design, principles of design, role of the media, and a general chronological survey of the visual arts are investigated.

ART 107 (5) Photography, Beginning • GER-HM/Performance
Prereq: Basic knowledge of computers and manually controlled digital camera required
Photography for the beginning student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 108 (5) Photography, Intermediate • GER-HM/Performance
Prereq: ART 107 or instructor permission and basic knowledge of computers and manually controlled digital camera required
Photography for the intermediate student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 109 (5) Photography, Advanced • GER-HM/Performance
Prereq: ART 108 or instructor permission and basic knowledge of computers and manually controlled digital camera required
Photography for the advanced student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 111 (5) Drawing, Beginning • GER-HM/Performance
An entry-level drawing sequence course that provides a framework for addressing a variety of themes, materials, and techniques. This is an exploratory course that focuses on the observation and representation of three-dimensional form on a two-dimensional surface. Exercises and assignments will be explained through lecture, demonstration written sequential instructions, and historical/contemporary examples.

ART 112 (5) Drawing, Intermediate • GER-HM/Performance
Prereq: ART 111 or instructor permission
This intermediate course is an extension of the fundamentals of representational drawing. This course is designed to allow the serious student to develop skills as a draftsman and broaden capabilities for personal expression.

ART 113 (5) Drawing, Advanced • GER-HM/Performance
Prereq: ART 112 or instructor permission
This course builds upon the foundation of contemporary and classical approaches to drawing in art, involving the figure. Students will acquire basic competence in structural studies including proportions, mass and basic surface anatomy. Curriculum will concentrate on realistically rendering specific features, mood and expression in portraiture.

ART 115 (5) 3-Dimensional Design • GER-HM/Performance
A non-computer hands-on sculpture studio lab course that will explore the expression of a 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 examination of its applications in the visual arts.

ART 117 (5) Color Theory, Beginning • GER-HM/Performance
A studio laboratory course that will introduce students to the fundamental concepts of color theory and practice. Students will develop heightened observation and expressive skills. Emphasis will be placed on color as an element of creative design.

ART 119 (5) Printmaking, Beginning • GER-HM/Performance
A studio/lab course covering the various basic processes of fine art printmaking. Students will learn how to make mutable original prints from personage compositions. The methods used to create artwork will include the intaglio print processes such as dry-point, monotype, and so on. The Relief system will be approached primarily through investigations of content, composition, color theory, painting and application. This is a studio-laboratory course with intensive in-class experience supplemented by lectures, demonstrations, and critiques.

ART 201 (5) Painting, Beginning • GER-HM/Performance
An introductory course exploring the fundamental concepts and techniques of painting with acrylics. Assignments will be approached primarily through investigation of content, composition, color theory, painting and application. This is a studio-laboratory course with intensive in-class experience supplemented by lectures, demonstrations, and critiques.

ART 202 (5) Painting, Intermediate • GER-HM/Performance
Prereq: ART 201 or instructor permission
An intermediate course expanding on the principles of representational painting, compositional aesthetics, and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

ART 203 (5) Painting, Advanced • GER-HM/Performance
Prereq: ART 202 or instructor permission
An advanced course expanding on the principles of representational painting, compositional aesthetics, and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

ART 204 (5) Watercolor, Beginning • GER-HM/Performance
A studio laboratory course that will explore the fundamental concepts of color theory and practice. 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 examination of its applications in the visual arts.

ART 211 (5) Beginning Sculpture • GER-HM/Performance
A studio lab course that introduces students to fundamentals of sculpture, materials, and techniques. Emphasis will be placed on 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
An 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-The Renaissance Through Rococo • GER-HM
A concise chronological history of paintings, sculpture, drawings, printmaking, and architecture from the early Renaissance of the 15th century to the Neoclassical style of the middle mark of the 19th century and related issues.

ART 245 (5) History of Art-The Modern World • GER-HM
An concise history of architecture, painting, sculpture, drawings, printmaking, photography, and mixed media from modern foundations through post-modern styles and related issues.

ASTRONOMY (ASTR)

ASTR& 100 (5) Survey of Astronomy • GER-NS
An introduction to the history of astronomy and to scientific inquiry including basic concepts in observational astronomy, the solar system, stars, galaxies, and the origin of the universe. This is a non-lab course.

ASTR 101 (5) Introduction to Astronomy • GER-NS
The methods and goals of scientific inquiry developed within the study of the planets, stars, galaxies and the cosmos. A historical perspective with theory, laboratory exercises and direct observations. Lab included.

ASTR 105 (5) Survey of Astrobiology • GER-NS
An introductory course that examines the interdisciplinary field of astrobiology. General principles
of astronomy, chemistry, biology and geology as applied toward the search for life on other planetary bodies. Special emphasis on current data acquisition from NASA and other sources. Lab included.

ASTR& 110 (5) The Solar System • GER-NS
Methods and goals of scientific inquiry developed within the study of the solar system including the planets, sun, moons, asteroids and comets. Includes historical perspective, theories, laboratory exercises and direct observations. Lab included.

ASTR & 115 (5) Stars, Galaxies and the Cosmos • GER-NS
Methods and goals of scientific inquiry developed within the study of outer space including the life and death of stars, galaxies and clusters of galaxies and cosmology including the Big Bang. Includes historical perspective, theories, laboratory exercises and direct observations. Lab included.

■ ATMOSPHERIC SCIENCE (ATMOS)

ATMOS 101 (5) Introduction to Weather • GER-NS
A study of earth's atmosphere including the major controls of weather and climate. Course discussions and labs will cover essential topics in meteorology including solar radiation, temperature, air pressure, wind, clouds, precipitation, and severe weather. Environmental issues including global climate change will also be discussed. Appropriate for non-science and science majors. Lab included.

■ BIOLOGY (BIOL)

BIOL & 100 (5) Survey of Biology • GER-NS
Emphasis on the study of cells, genetics, ecology, diversity of life and physiology in order to establish a foundation of understanding and respect of life. This course includes a laboratory.

BIOL & 160 (5) General Biology w/Lab • GER-NS
Prereq: Completed MATH 096 with a 2.0 or equivalent or MATH 098 and ENGL 101. Completed CHEM 100 with a 2.0 grade or better or CHEM 139 or concurrently enrolled in CHEM 121 or CHEM 161 or beyond.

The science of life. Scientific methodology and evolution, ecological perspectives, cells, biotechnology, genetics, diversity of life, metabolism and life and reproduction. Lab included.

For students preparing for allied health professions and for science majors.

BIOL & 170 (5) Human Biology • GER-NS (formerly BIOL 118)
Prereq: College level reading, by COMPASS score of successful completion of READ 075

A comprehensive study of the human body, its structure and its function. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.

BIOL & 175 (5) Human Biology w/Lab • GER-NS (formerly BIOL 120)
Prereq: College level reading, by COMPASS score of successful completion of READ 075

A comprehensive study of the human body, its structure and its function. A laboratory course appropriate for non-science majors or for students beginning study in life sciences.

BIOL & 211 (5) Majors: Cellular • GER-NS
Prereq: BIOL 160 with a minimum grade of 2.0 is required; CHEM 139 or CHEM 121 with a minimum grade of 1.5, or instructor permission

Structure and function of living cells including metabolism, genetics, differentiation, and microevolution. For science majors. Lab included.

BIOL & 212 (5) Majors: Animals • GER-NS
Prereq: BIOL 160 with a minimum grade of 2.0 is required; CHEM 139 or CHEM 121 with a minimum grade of 1.5, or instructor permission

Examination and comparison of the major animal taxa with emphasis on development, physiology, anatomy, taxonomy, adaptations, and behavior. Examination and evidence for evolution. Lab and/or field excursions included.

BIOL & 213 (5) Majors: Plant • GER-NS
Prereq: BIOL 160 with a minimum grade of 2.0 is required; CHEM 139 or CHEM 121 with a minimum grade of 1.5, or instructor permission

Examination and comparison of the major non-animal eukaryotic kingdoms and divisions with emphasis on development, physiology, anatomy, taxonomy, plant evolution and adaptations. Introduction to ecosystems, population and community ecology. Lab included.

BIOL & 241 (6) Human Anatomy and Physiology 1 • GER-NS
Prereq: BIOL 160 with a grade of 2.0 or better and CHEM 100 with a grade of 2.0 or better or instructor permission

First course of a two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of cells and tissues; integumentary, skeletal, muscular, nervous and sensory systems. Lab includes in-depth study of cell physiology; microscopy; histology; human bone and bone marking identification; basic dissection techniques; cat and human musculature; and nervous and sensory function tests.

BIOL & 242 (6) Human Anatomy and Physiology 2 • GER-NS
Prereq: BIOL & 241 or instructor permission

Second course of a two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of body organization and physiological processes of cardiovascular lymphatic (includes immunology), respiratory, digestive (includes metabolism), endocrine, 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 non-profit organizations in a free market economy. An overview of marketing, management, finance, production, economics, information systems and international commerce.

BUS 103 (3) Computational Mathematics
Prereq: MATH 054 with a 2.0 or higher

Covers fundamental math relationships, percentages, merchandising and banking procedures and the metric system. Students cannot receive credit for both BUS 103 and BUS 107.

BUS 105 (3) Business English I
Prereq: Grade of 2.0 or better in ENGL 098 or equivalent or placement recommendation of ENGL 099

A course designed to strengthen the student's writing skills through the study of grammar, sentence structure, paragraph development and punctuation. The student will enhance his/her business vocabulary while learning to compose clear and concise business documents.

BUS 106 (3) Business English II
Prereq: BUS 105 and ENGL 101 with a grade of 2.0 or better

Further study and practice with the writing process to create effective business memoranda, letters and short reports. The student will continue to build a strong business vocabulary and fluency with punctuation rules.

BUS 107 (5) Business Mathematics
Prereq: MATH 054 with a 2.0 or higher

Mathematics applications in banking, merchandising, inventory, depreciation and promissory notes. Introduction to simple statistics and the metric system. Students cannot receive credit for both BUS 107 and BUS 103.

BUS 135 (5) Introduction to Online Marketing
How organizations use online marketing strategies including websites, media sharing, social media networking, search engine optimization, and online advertising to market goods and services.

BUS& 201 (5) Business Law • GER-SS
Prereq: ENGL 101, BUS 105, with a 2.0 grade or better or instructor permission

Introduction to the nature of law and the resolution of disputes in the court system, and overview of law typically relating to the operation of businesses from the perspectives of their owners, managers, employees, customers and suppliers; primary emphasis is on the law pertaining to various types of contracts.

BUS 240 (5) Human Relations in the Workplace
This course considers how the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how human beings act in work situations.

BUS 245 (5) Global Business
Introduction and essentials for the student interested in pursuing the study of international trade and culture.

BUS 250 (5) Business Communications
Prereq: grade of 2.0 or better in BUS 105 or ENGL 101

Theory and practice in composing, evaluating, and analyzing written and oral business communications. Emphasizes effective writing of business letters and reports, the psychology of business writing, methods of research and oral reports.

BUS 260 (5) Project Management I: Planning
Prereq: grade of 2.0 or better in BUS 105 or ENGL 101

Introduces project management best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide). Introduces the framework, terminology, and concepts for project management and the tools and techniques to build a project plan. Part one of two-part series.

BUS 261 (5) Project Management II: Managing
Prereq: BUS 260

Introduces the fundamentals of Microsoft Project 2010 (or future releases). 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). Introduce the tools and techniques to manage the project from execution to closing. Part two of a two-part series.

BUS 279 (5) Personal Finance and Money Management
Offered through Military sites only

A practical course in managing personal finances. Course includes budgeting, home ownership, income tax, investments, insurance, wills and trusts.

■ BUSINESS INFORMATION TECHNOLOGY (BTECH)

BTECH 104 (3) Dvorak Keyboarding
Prereq: Instructor permission only

Students will learn to key the alphabet and common punctuation by touch using one-handed key-boarding. Speed and accuracy will be developed through proper keyboarding technique and practice. These keyboarding skills will then be applied to create memorandums, business letters, and reports. Recommended for students with any physical disability that requires one-handed typing.

BTECH 111 (3) Keyboarding
Students work with a computer keyboard to learn how to key the alphabet by touch. Optimum speed and accuracy are encouraged through proper keyboarding technique and practice. These keyboarding skills are applied to create basic letters, memos and reports using word processing software.

BTECH 112 (2) Keyboard Skillbuilding I
Prereq: BTECH 111 with grade of 2.0 or better, or touch typing at 20 wpm or instructor permission

First of two courses emphasizing improved keyboarding technique in order to increase speed and accuracy through planned drill and practice exercises.

BTECH 113 (2) Keyboard Skillbuilding II
Prereq: BTECH 112 with grade of 2.0 or better

Second of two courses emphasizing improved keyboarding technique to continue building speed and accuracy through drill and practice.

BTECH 115 A-B (1) Business Keyboarding
Prereq: None for BTECH 115A. For BTECH 115B: BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission

Students use a computer keyboarding program to learn to key-board by touch: (A) Key the alphabet by touch; (B) Key number and symbols by touch.

BTECH 116 A-D (1) Keyboard Skill Development
Prereq: For BTECH 116A: BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission. For BTECH 116B-D: BTECH 116A with grade of at least 2.0 or touch typing at 20 wpm, or instructor permission

Four one-credit courses that assist students with continuous development of keyboard speed, accuracy and technique: (A) Alphabet and technique improvement; (B) Alphanumeric and technique improvement; (C) Alphanumeric improvement; and (D) Further alphanumeric improvement.

BTECH 117 A-B (1) Business Document Formatting
Prereq: For BTECH 117A: BTECH 115A with grade of at least 2.0 or touch typing at 20 wpm, or instructor permission. For BTECH 117B: BTECH 117A or instructor permission

Use word processing software to create basic and advanced business documents: (A) Format basic business documents; (B) Format advanced business documents.

BTECH 118 A-C (1) PC Operating System
Prereq: BTECH 115 A and B with a grade of 2.0 or better or type by touch at 15 wpm or instructor permission

Operating system fundamentals for the PC. Topics include the following: (A) Navigating and customizing the operating system; (B) Managing files and using help; and (C) Using the Internet and basic applications.

BTECH 120 (3) Introduction to Windows
Prereq: BTECH 111 or BTECH 115 A and BTECH 115 B with a grade of 2.0 or type by touch at 15 wpm and instructor permission

Fundamentals of using the Windows operating system. Topics include management of files, documents, and folders and use of the control panel to customize the computer and the Windows desktop.

BTECH 135 (3) Electronic 10-Key Calculator
BUS 107 or BUS 103 recommended

Students learn to use the 10-key calculator to solve basic to more advanced business math problems. Students also use the computer's numeric keypad with an emphasis on speed and accuracy.

BTECH 136 (1) Ten-Key Mastery
Learn to input data by touch on the computer keyboard ten-key pad. Focus will be on speed, accuracy, and proper technique when keying numeric data.

BTECH 145 (5) Records and Database Management
Prereq: BTECH 120, type by touch at 20 wpm or instructor permission

Principles and procedures for records management including storage and retrieval using manual and computer database systems. Includes alphanumeric, subject, numeric and geographic storage methods and control of records.

BTECH 146 (2) Filing Review
Principles and procedures for manual storage and retrieval of records in medical and general business offices are reviewed in this course. Includes alphanumeric, subject, numeric, and geographic filing systems.

BTECH 149 (5) Introduction to the Medical Office
An interpersonal networking course for medical office students including discussion, guest speakers, and assignments related to topics such as the medical environment, medical staff, medical ethics and law, and the healthcare-related job market.

BTECH 150 (5) Medical Terminology I
Fundamentals of medical terminology, including prefixes, suffixes, root words, and basic rules upon which the student will build a medical vocabulary. Includes basic anatomy and physiology for the medical office worker.

BTECH 151 (5) Medical Terminology II
A continuation of BTECH 150 to build on the student's medical vocabulary by learning advanced terminology and body systems. Includes basic anatomy and physiology for the medical office worker.

BTECH 156 (3) Records Management
Prereq: BTECH 146 or instructor permission

Principles and practices for effective records management including storage, retrieval, the life cycle of a record, and overall control and management. Emphasis is placed on changes in the volume of information, the need for compliance to government regulations, and advances in technology.

BTECH 200 A-E (1) Microsoft Word
Prereq: For BTECH 200A: BTECH 118A and BTECH 118B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 200B-E: BTECH 200A or instructor permission

Students can work through all levels of Microsoft Word features: (A) Prepare and edit documents; (B) Enhance and customize documents; (C) Create tables and merge documents; (D) Use macros and word pads; (E) Prepare and protect shared documents.

BTECH 201 (5) Professional Office Applications I
Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission

Introduces students to essential features of word processing, spreadsheet and personal information management software. Word processing features include document and paragraph editing, text formatting, tabs and tables, use of graphics and insertion of headers/footers. Spreadsheet features include manipulation of worksheets, use of formulas, charts and enhanced formatting. Personal information management features may include email, task, calendar and contact management.

BTECH 202 (5) Professional Office Applications II
Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission

Enhances student's skill with advanced features of database management and presentation software. Includes the creation of tables, relationships, forms, queries and reports. The student will also build creative presentations with graphics and sound.

BTECH 203 (5) Professional Office Applications III
Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission

A course designed for students who wish to learn and practice necessary skills for employment in today's office. Students receive instruction in telephone communications, use of electronic information software, processing travel and meeting documents, time management, and use of personal productivity software.

BTECH 210 A-E (1) Microsoft Excel
Prereq: For BTECH 210A: BTECH 200A with at least a 2.0 or instructor permission. For BTECH 210B-E: BTECH 210A with at least a 2.0 or instructor permission

Students can choose to work through one or more of these Excel features: (A) Prepare and format basic worksheets; (B) Insert formulas and enhancements; (C) Create charts and diagrams; (D) Advanced formatting and functions; and (E) Import and integrate data.

BTECH 220 A-E (1) Microsoft Access
Prereq: For BTECH 220A: BTECH 200A with at least a 2.0 or instructor permission. For BTECH 220B-E: BTECH 220A with at least a 2.0 or instructor permission

Students can choose to work through one or more of these Access topics: (A) Create and modify a database; (B) Create queries and forms; (C) Create reports, charts and web pages; (D) Use advanced tables, forms, queries and reports; and (E) Secure and integrate databases.
BTECH 225 A-C (1) Microsoft PowerPoint
PreReq: For BTECH 225A, BTECH 200A with at least a 2.0, or instructor permission. For BTECH 225B-C, BTECH 225A with at least a 2.0, or instructor permission
Students can choose to work through one or more of these PowerPoint topics: (A) Create and modify a PowerPoint presentation; (B) Format and add visual elements; and (C) Customize and share a presentation.

BTECH 226 A-C (1) Microsoft Outlook
PreReq: For BTECH 226A – BTECH 118A & B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 226B-C – BTECH 226A or instructor permission
Students can choose to work through one or more of these Outlook topics: (A) Using email and the calendar; (B) Managing tasks, calendar and the inbox; and (C) Customizing and integrating Outlook.

BTECH 230 (5) Machine Transcription I
PreReq: Grade of 2.0 or better in BUS 105 and a word processing course, or instructor permission
Fundamentals of transcribing dictated letters, memos, and other documents using a computer and transcription equipment. Course provides an opportunity to apply business English skills along with formatting techniques and proofreading skills to produce "mailable" documents.

BTECH 231 (5) Machine Transcription II
PreReq: BTECH 230 with a grade of 2.0 or better
Further practice of advanced transcribing techniques with an emphasis on increased speed and accuracy in the preparation of business documents. Students will be expected to produce finished documents applying proper business English skills and formatting techniques.

BTECH 241 (5) Accounting Fundamentals
Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs such as business management, accounting, computer information systems, or office professions.

BTECH 244 (3) Medical Office Simulation
PreReq: Permission from a Business Information Technology Instructor
A capstone service learning course primarily focused on the cumulative application of skills of a medical office assistant including professional networking for future employment.

BTECH 245 (3) Cooperative Work Experience I
PreReq: Permission from a Business Information Technology Instructor
Emphasis on relating and applying the skills and attitudes learned in college to the workplace. Students complete a 90-hour internship, working part time in an office setting related to their chosen Business Information Technology program(s). The students regularly discuss job-related issues. Professional liability insurance required for this course. See instructor for more information.

BTECH 246 (3) Cooperative Work Experience II
PreReq: Completion or concurrent enrollment in BTECH 245
Students work in an office setting related to their chosen Business Information Technology program(s). Emphasis continues from BTECH 245 on practicing the skills and attitudes learned in their college courses. Professional liability insurance required for this course. See instructor for more information.

BTECH 248 (2) Business Information Technology Seminar I
PreReq: Enrollment in a Business Information Technology program
Provides student with job search strategies, including preparation of resumes, cover letters, interviewing strategies, professional appearance, and telephone techniques.

BTECH 249 (2) Business Information Technology Seminar II
PreReq: Enrollment in a Business Information Technology program
A seminar course for students in the Business Information Technology program emphasizing human relations skills to include leadership, assertiveness, handling criticism, conflict resolution, office politics and diversity in the workplace.

BTECH 250 (5) Medical Forms and Referral Management
PreReq: Grade of 2.0 or better in BTECH 150 or instructor permission
Emphasis on the production of the many forms required for insurance billing, including: CMS-1500, UB-92, referrals and referral requests. Includes documentation guidelines and completion of medical claim forms for (including, but not limited to): Medicare, Medicaid, private insurance, Worker’s Compensation, Labor and Industries.

BTECH 251 (5) Medical Transcription I
PreReq: Grades of 2.0 or better in BTECH 150 or instructor permission
This is a sequential course involving skills in word processing/machine transcription of medical record, for health care agencies, including transcription of various types of medical reports, formatting of medical reports and use of medical references.

BTECH 252 (5) Medical Transcription II
PreReq: BTECH 251 with grade of 2.0 or better
A continuation of BTECH 251, this course will give students intensive practice in transcribing medical dictation while encouraging students to meet progressively more demanding accuracy and productivity standards.

BTECH 253 (5) Medical Office Procedures
PreReq: Grade of 2.0 or better in BTECH 150, or instructor permission
Basic procedures in the medical office with emphasis on the role of the administrative medical office professional, including records management, bookkeeping, billing, collection procedures, and health insurance billing.

BTECH 254 (5) CPT Coding
PreReq: Grade of 2.0 in BTECH 151
Basic procedural coding for medical office and hospital billing. Students will learn the American Medical Association’s Current Procedural Terminology (CPT) coding system and how to legally and ethically apply the system to various healthcare settings.

BTECH 255 (5) ICD-9-CM Coding
PreReq: Grade of 2.0 in BTECH 151
Basic procedural coding for medical office and hospital billing. Students will learn entry-level ICD-9-CM International Classification of Diseases, 9th Revision, Clinical Modification coding for healthcare facilities.

BTECH 257 (5) Electronic Health Records
PreReq: BTECH 120 or BTECH 118A-C or CIS 130
This course will prepare students for the management of health information through the use of electronic health records. Students will complete common work tasks and practice data entry while creating a variety of electronic medical records (EMRs) in both inpatient and outpatient settings using training software. The course will also provide background on existing and evolving government-driven standards and regulations as they apply to the healthcare environment.

BTECH 260 (5) Computer Applications for the Law Office
PreReq: BTECH 120, BTECH 201 or BTECH 200 A & B, or instructor permission
Tips and techniques for using software typically found in the law office. Students will learn to use templates, macros, and word processing features that are particularly applicable to the preparation of legal documents. Internet strategies, spreadsheets, litigation support, time and billing computer applications are also taught.

BTECH 261 (5) Legal Theory I
PreReq: BTECH 201 or BTECH 200A, 208, 210A, 210B, and 225A with a grade of 2.0 or instructor permission
Legal theory, vocabulary and forms used in preparation of estate planning documents, probate, adoption and guardianship pleadings.

BTECH 262 (5) Legal Theory II
PreReq: BTECH 261
A second course in a sequence focusing on terminology, procedures, theory and specialized document preparation relating to the history of law, the American Judicial System, sources of law, court systems and pleadings in civil and criminal cases.

BUSINESS MANAGEMENT (MNGT)

MNGT 130 (5) Customer Relationship Management
Introduction to customer relationship management. Topics include customer behavior, customer assessment, and effective communication, serving the customer in a diverse environment, and developing and maintaining a relationship with customers.

MNGT 137 (3) Independent Contracting
An introduction to running one’s own business. Students will explore the techniques and responsibilities for successfully managing an independent career.

MNGT 182 (5) Creative Sales
Survey of the multiple aspects of selling including understanding characteristics of the consumer, buying motives, prospecting, approaching the customer, presenting/demonstrating the product, handling objections, closing the sale, and developing and maintaining a relationship with the customer.

MNGT 186 (5) Professional Development
Provides practical skills and techniques for entering the world of professional employment. Students will experience strategies for ongoing career planning as well as strategies to increase workplace effectiveness.

MNGT 187 (5) Career Communication Skills
Students will learn the essentials for professional communication through career skills strategies, oral presentations, individual projects and group exercises.

MNGT 194 (5) Principles of Leadership
Principles and techniques of leadership and supervision including leadership and motivation theory and application, strategy, teams, group dynamics, development, workplace diversity, and conflict management.

MNGT 198 (3) Work-Based Learning
PreReq: MNGT 186 and MNGT 187
Students will pursue an organized career path plan by obtaining work experience in their chosen field. This course is for the Associate in Business Professional Technical degree students only.
MNGT 275 (5) Introduction to Visual Promotion
Provides the student with a working knowledge of planning, creating and implementing visual promotion including advertising, print media, visual display and special promotions.

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 workplace and management in the modern business organization.

MNGT 282 (5) Principles of Marketing
A study of the business activities concerned with the flow of goods and services from producers to consumers.

MNGT 283 (5) Principles of Management
Principles and practices of management as applied to for-profit and not-for-profit organizations. Real world scenarios in business are used to help the student apply principles to contemporary management problems.

MNGT 284 (5) Small Business Planning
Planning and organizing a small business to include developing a preliminary business plan.

MNGT 293 (5) Retailing and Merchandising
Fundamentals of retail buying and the management of retail inventories. Topics are important for the contemporary store-level merchant who is responsible for space productivity, inventory turnover and profitability.

MNGT 295 (5) Human Resource Management
Principles, methods and procedures in human resource management including job analysis, description and classification, employee morale and motivation, labor turnover, selection and placement, rating and promotion and compensation in conjunction with current government regulations.

MNGT 296 (5) Current Trends in Human Resources
Prereq: MNGT 295
Explores current human resource issues including local, state and federal labor laws; effective recruitment and selection techniques using behaviorally-anchored structured interview format; training and development strategies using competency-based individual development plans; 360-degree performance review; and how to write employee policy manuals and job descriptions.

MGT 212 (5) Intro to Chemistry
Introductory course in chemistry for students intending to take CHEM 131 and CHEM 132. Discussion of basic chemical concepts including atomic structure, periodic properties, chemical bonding, and chemical nomenclature.

MGT 110 (5) Chemical Concepts with Lab
The relationship of basic chemical concepts to issues in modern society will be discussed. Intended for non-science majors.

MGT 121 (5) Intro to Chemistry
Prereq: CHEM 100, high school chemistry or instructor permission. MATH 098 or MATH 098 or concurrent enrollment in MATH 098 and recommended for ENGL 101 on placement tests.

An introduction to general chemistry for health professionals or as a chemical background for further studies in chemistry. Topics covered include unit conversions, atomic structures, periodic properties, chemical bonding, basic stoichiometry, states of matter, solutions, equilibrium, acid/base chemistry and oxidation/reduction. Lab included.

MGT 131 (6) Intro to Organic/Biochemistry
Prereq: CHEM 121
Continuation of CHEM 121. The course includes an introduction to organize functional groups and a study of carbohydrates, optical isomerism, lipids, proteins, enzymes, nucleic acids, and metabolism. Lab included.

MGT 139 (5) General Chemistry Prep
Prereq: MATH 098 or equivalent with grade of 2.0 or better or placement test scores above MATH 098.
Designed to introduce the scientific major student to mathematical and chemical principles needed for a successful experience in their science studies. Includes problem solving, graphs, calculator use, atomic structure, periodic properties, inorganic nomenclature, the mole, balancing equations and stoichiometry. Non-lab course.

MGT 161 (5) General Chemistry with Lab
Prereq: CHEM 139 and MATH 141 (which may be taken concurrently) or instructor permission.
The first quarter of a three-quarter sequence in general chemistry for science and engineering majors. The course covers bonding theory, molecular structures, states of matter, quantum theory, periodic properties, atomic structure, intermolecular forces and an introduction to the second law of thermodynamics. Lab included.

MGT 163 (5) General Chemistry with Lab III
Prereq: CHEM 162 or instructor permission
The last quarter of a three-quarter sequence in general chemistry for science and engineering majors. The course covers kinetics, equilibrium, oxidation/reduction reactions, acids and bases, slightly soluble salts, entropy and free energy and electrochemistry. Lab included.

MGT 261 (6) Organic Chemistry with Lab I
Prereq: CHEM 163 or equivalent with a grade of 2.0 or better or instructor permission.
The first quarter of a three-quarter sequence in organic chemistry for university transfer, designed for science majors, pre-medical, pre-dental and other pre-professional curricula. Structure, nomenclature, physical properties, reactions and synthesis of the main types of organic compounds. Lab included.

MGT 262 (6) Organic Chemistry with Lab II
Prereq: CHEM 261 with a grade of 2.0 or better or instructor permission.
The second quarter of a three-quarter sequence in organic chemistry for university transfer, designed for science majors, pre-medical, pre-dental and other pre-professional curricula. Further discussion of the properties and transformations of organic molecules. Lab included.

MGT 263 (6) Organic Chemistry with Lab III
Prereq: CHEM 262 with a grade of 2.0 or better or instructor permission.
The third quarter of a three-quarter sequence in organic chemistry for university transfer, science majors, pre-medical, pre-dental and other pre-professional curricula. Further discussion of the properties and transformations of organic molecules, including bio-molecules. Lab included.

COLL 101 (2) Listening Skills
Prereq: Completion of READ 075 or placement into READ 101 on compass test.
Covers important listening skills for academic, business, and personal situations. Provides opportunities to improve listening skills through practice.

COLL 104 (2) Study Techniques II
Prereq: 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.

COLL 105 (2) Study Techniques II
Prereq: 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.

COLL 106 (3) Study Techniques III
Prereq: 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.

COLL 107 (2) Study Skills for Math and Science
Interactive class designed to support development of personal and academic skills for success in math and science classes. Topics include dealing with math and science anxiety, self-awareness of preferred learning styles, confronting word problems, and making one's own study sessions more productive. Some sections may be program specific.

COLL 110 (3) College Success
This course is designed to enhance student success and ease of transition into college. It emphasizes self-assessment, goal-setting, effective study habits, campus resources and education planning. Additional topics include diversity, team building, academic honesty, career development and the use of online tools to aid in academic success.

COLL 111 (5) TRIO College Success
Prereq: Permission of TRIO staff
Designed to introduce TRIO program students to the skills and tools needed to become a successful college student. Topics include team building and problem solving, study skills, understanding the higher education system, career exploration, budget and time management, and on-line learning styles, communication skills (oral, written, electronic), and self-awareness. Student cannot receive credit for both COLLG 110 and 111 toward degree requirements.

COLL 112 (2) College Transfer Planning
Prereq: COLLG 110 or COLLG 111
Interactive capstone course designed for students who have already taken COLLG 110 or COL-
LG 111, to support development of personal and academic skills required for success at a four-year college. Topics include networking, mentoring, overcoming personal life challenges, expanding and expounding on a previous exploration in self-awareness and values clarification, and personal preparation for transition to a four-year college. 

COLL 120 (2) Overcoming Math Anxiety
Designed to teach methods and processes for success in college. Topics include how the brain learns, learning styles, development of an awareness of math abilities and math anxieties and how to deal with these self-care, and study techniques.

**COMMUNICATION STUDIES (CMST)**

CMST & 101 (5) Introduction to Communication • GER-HM
An investigation into communication theory, including verbal and non-verbal communication. Communication processes and interpersonal skills 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, television, and radio and the impact on individuals, their communities and culture.

CMST & 105 (5) Intercultural Communication • GER-HM
The examination of the effects of culture upon the process of communication. The role of language and skill development, students are prepared to communicate effectively both within and across cultures. The course gives students the opportunity to analyze their own, and others – intercultural communication through experiential and interviewing formats. The course emphasizes the influence of culture on non-verbal communication, language, perception, intercultural relationship development and conflict management.

CMST & 220 (5) Public Speaking • GER-HM
A beginning course in public speaking that emphasizes speech organization, audience analysis, organization and delivery. Frequent presentations will be made before the class in which the student will be given the opportunity to explore his/her speaking capabilities.

CMST & 230 (5) Small Group Communication • GER-HM
Understanding the principles and processes of oral communication within groups. The course uses theory, practice in participating in group presentations and meetings. The course will examine group presentation skills, group problem solving, listening, leadership, conflict management, group role and group development. The focus is to prepare the student for effective group communications at work, socially and in the community.

**COMPUTER (CMPTR)**

CMPTR 131 (1) Introduction to Personal Computers
Introduction to personal computer terminology, hardware components and software; hands-on practice using the Windows operating system; word processing; spreadsheets; Internet browser software.

CMPTR 131 (2) Online Learning: Getting Started
PreReq: Regular access to the Internet; familiarity with Web and email
Through an introductory online experience, the student will learn about how courses work and the personal preparation required for successful learning. Topics covered include technical preparation, navigating the course environment, relationships, and how online learning differs from face-to-face instruction. The class will help students identify when and how online learning is best incorporated into their educational activities.

CIS 110 (3) Introduction to Microcomputer Business Applications
An abbreviated version of CIS 121 designed specifically for non-CIS/DDSGN majors. Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Lab assignments using current microcomputer-based application programs allow the student to interact with computer technology, hardware and Internet.

CIS 121 (5) Introduction to Computer Information Systems
Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Students will develop an understanding of personal computers and emphasize their use as both stand-alone and networked systems. Current microcomputer-based application programs and higher-level programming language exercises and lab assignments allow each student to interact with computer technology, hardware, Internet, and concepts of common application programs.

CIS 122 (5) Structured Program Design
PreReq: CIS 121 and MATH 096 or MATH 098 with a 2.0 or above in instructor permission
Introduction to the concepts of computer program analysis, design, and development using modern structured programming methodologies and techniques. Involves structure charts, pseudo-code, flowcharts, and common computer program techniques of documentation, testing and validation, and implementation using the systems development life cycle (SDLC) model, and lab assignments to allow the student to interact with computer technology, hardware and concepts.

CIS 130 (5) Microcomputer Applications
PreReq: CIS 110 or CIS 121 each with a grade of at least 2.0 or instructor permission
Learn four of the most popular software applications used for word processing, spreadsheet, database management and presentation purposes.

CIS 134 (5) Computer Operating Systems
PreReq: CIS 121 with a 2.0 grade or better or instructor permission
Introduction to the function and use of command line and graphical user interface (GUI)-based computer operating systems. A combination of classroom discussion and hands-on lab exercises provides practical knowledge and experience in various operating system features.

CIS 136 (3) Spreadsheet Applications
This course introduces basic spreadsheet design and development. Topics will include creation and manipulation of spreadsheets, conversion to charts and graphs, and creation of macros.

CIS 150 (5) Computer Installation and Troubleshooting
PreReq: Instructor permission only
An introduction to the installation and interfacing of computer hardware and software including a variety of computer components. Troubleshooting and correction of problems encountered in computer operation of both hardware and software.

CIS 185 (5) Visual Basic Programming
PreReq: CIS 122 with a grade of at least a 2.0 or instructor permission
Addresses Dot Net objects using unified modeling language; classes and applying objects within an assembly and Web services objects and Active Server Pages; complex window forms to interface with in desktop applications using controls and events including menus and keyboard handling; Windows forms that access data from various back end databases and program threads.

CIS 210 (5) Business Analysis
PreReq: CIS 130 with 2.0 or higher and BUS 240, other Human Relations course or instructor permission
A study of the Business Analyst profession and generally accepted best practices. This course addresses analysis of the business environment, definition of stakeholder needs and recommendations for IT solutions that enable the organization to achieve its goals.

CIS 215 (5) Client-Side Web Development
PreReq: CIS 121 or instructor permission
Addresses Web forms utilizing HTML, dynamic client-side Web forms that utilize JavaScript and jQuery; server-side code that can receive, process, and return Extensible Markup Language (XML) data from the client-side; relevant object models and creation of multiple forms to move data; Web forms that utilize techniques such as cascading style sheets; separation of the presentation and application layers; error handling; Simple Object Access Protocol (SOAP) and Representational State Transfer (REST).

CIS 216 (5) Server-Side Web Development
PreReq: CIS 122 and CIS 215 or instructor permission
This course covers the fundamental concepts of server-side Web development using ASP.NET, the Microsoft .Net framework. Topics include using session state, connecting Web pages to a database, and using error handling.

CIS 260 (5) Database Management Systems
PreReq: CIS 121 and CIS 130, each with 2.0 or above, or instructor permission
Concepts, theory, analysis and design of relational database management systems (RDBMS). This project-based class explores Entity Relationship modeling and advanced Microsoft Access techniques in preparation for the Microsoft Certified Professional exam. Practical application includes case study analysis within the healthcare industry and comparison to other industries as applicable.

CIS 261 (5) Structured Query Language
PreReq: CIS 122 with 2.0 or better and CIS 260 (may be taken concurrently); or instructor permission
Introduction to Structured Query Language (SQL), the industry-standard language for storing, retrieving, displaying, and updating data in a relational database. Includes an introduction to extensions to standard SQL such as a procedural language extension such as Procedural Language-SQL (PL/SQL) or Transact-SQL (T-SQL).

CIS 262 (5) Database Administration Backup and Recovery
PreReq: CIS 260 and 261, each with 2.0 or above, or instructor permission
This course addresses the key tasks and functions required of a database administrator in a production environment. Students will gain experience creating and implementing a database, managing data, expanding the size of the database, implementing basic
CIS 263 (5) Database Performance Tuning and Network Administration
Prereq: CIS 262 with 2.0 or better or instructor permission
Project-oriented course with emphasis on database system support, tuning, administration, problem diagnosis, and problem resolution.

CIS 265 (5) Data Communications and Networks
Prereq: CIS 134 with a grade of at least 2.0 or instructor permission
An introduction to data communication and network terminology, operating concepts, network design, hardware and software. Reviews the Open System Interconnection (OSI) model as well as other major data communication models and the various specifications and standards for data communications hardware and software. Addresses the advantages and disadvantages of various network systems and their availability, flexibility and performance. Participate in the design of a data communications network.

CIS 266 (5) Local Area Networks
Prereq: CIS 265 with a grade of at least 2.0 or instructor permission
Implementation of workgroup-based hardware and software components of Local Area Networks (LAN) covers installation and configuration of workstation, client operating system software and network hardware including media, topologies, access methods, and protocols. Reviews present and future trends, al- ternatives, security, and planning strategies and LAN management considerations. Includes examination of LAN interconnection using bridges, routers, switches, and gateways as well as LAN segmentation, VLAN, and subnetting. Practical application in a network laboratory.

CIS 269 (5) Advanced SQL Programming and Tuning
Prereq: CIS 261 with 2.0 or better; or instructor permission
An advanced course in Structure Query Language (SQL). Students will develop script files, stored procedures, and preprocessed language units, as well as diagnose and tune performance problems.

CIS 275 (5) Business Analytics/Intelligence
Prereq: CIS 262, CIS 136, and MATH 146 or instructor permission
Practical application developing business intelligence (BI) solutions, including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation. BI tools will be used for reporting (SSRS), integration (SSIS), and analysis (SSAS). Cubes and marts will be created to feed presentation layers for dashboards and Key Performance Indicators (KPIs) providing needed user analytics.

CIS 280 (5) Systems Analysis and Design
Prereq: CIS 122 and CIS 130, both with 2.0 or above; or instructor permission
This course introduces students to a systematic approach to defining needs, creating specifications, and designing information systems. Course discussion and hands-on case studies in the healthcare industry with comparison to other industries, as applicable, provides practical knowledge and experience. Waterfall and agile systems analysis and design techniques will be used to develop and document effective computer-based information systems projects. Students will also learn project management standards and create project plans using currently available project management application software.

CIS 290 (5) Supervised Internship
Prereq: CIS and HITT majors only
Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work, including associated resume preparation, job interview, and internship documentation.

CNE 231 (5) Implementing Windows Client Operating Systems
Prereq: CIS 265 with a grade of at least 2.0 or instructor permission
This course is to provide individuals who are new to Microsoft Windows client operating system with the knowledge necessary to understand and identify the tasks involved in supporting Windows server products. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Windows-based environment.

CNE 232 (5) Managing and Maintaining a Microsoft Windows Server
Prereq: CNE 231 with a 2.0 grade or better
Install and configure Windows on stand-alone and client computers in a workgroup or domain. Install and configure a Windows Server to create File, Print, Web, and Terminal Servers.

CNE 235 (5) Implementing and Maintaining Microsoft Windows Server Network Infrastructure: Network Services
Prereq: CNE 232 with a grade of at least 2.0 or instructor permission
Professional support class for installation, configuration, management and support of network services using Microsoft Windows Server products.

CNE 237 (5) Planning, Implementing and Maintaining a Microsoft Active Directory Infrastructure
Prereq: CNE 232 with a grade of 2.0 or better or instructor permission
Install, configure, and administer Windows Active Directory services. Course also focuses on implementing Group Policy and performing those Group Policy-related tasks that are required to centrally manage users and computers.

CNE 238 (5) Designing Security for a Windows Network
Prereq: CNE 232 with a 2.0 grade or better or instructor permission
Design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Secure the specific areas of: Local Network Users; Remote Access Providers and Services; Private and Public Networks; and Partner Organizations.

CNE 240 (5) Computer Hardware Troubleshooting
Prereq: CNE 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
Prereq: CNE 232 with a 2.0 grade or better or instructor permission
This course teaches the student the skills and knowledge necessary to design, plan and administer an enterprise-wide Microsoft Windows Server Infrastructure.

CNE 251 (5) Unix Administration
Prereq: CIS 265 with a 2.0 grade or better or instructor permission
Training in management and administration of networks to address the issues of security, procedures and documentation, user support, printing and file server organization. Includes administrative tools necessary to setup, manage and use basic network services, including security and email.

CNE 253 (5) Deploying and Managing Microsoft Internet Security and Acceleration Server
Prereq: CNE 232 with a 2.0 grade or better or instructor permission
Provides Information Technology students with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment.

CNE 254 (5) Fundamentals of Network Security
Prereq: CIS 265 with a grade of at least 2.0 or instructor permission
Provides students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents.

CNE 256 (5) Unix Advanced Administration
Prereq: 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 prior NOS versions.

CNE 261 (5) Unix Installation and Configuration
Prereq: 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
Prereq: CNE 261 with a 2.0 grade or better or instructor permission
Create and complete a Unix File System (UFS) design strategy and implementation using Unix file system templates which can be transferred to the workplace. Course will identify critical factors and expectations for designing a Unix network to include determining pre-optimization and clean-up strategies for implementation.

CNE 284 (5) Unix Service and Support
Prereq: 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 to allow optimization of hardware resources in relation to Unix networking products.

CNE 290 (5) Supervised Internship
Prereq: CNE Majors Only
Supervised work experience of 25 hours per week in a network support environment (250 hours).
■ COMPUTER SCIENCE

CS 201D (5) Computer Science I - C#
Prereq: CIS 122 or instructor permission, and MATH 098 with a grade of 2.0 or better or test recommendation at level MATH 098

An introduction to computer science using a high-level language; problem-solving and programming techniques; syntax and semantics through arrays, text files; programming projects (ACM CS1).

CS 202D (5) Computer Science II - C#
Prereq: CS 201D or instructor permission.

Continuation of CS 201D: Algorithms, data structures, applications, computer systems, social implications (ACM CS2).

■ CONSTRUCTION MANAGEMENT (CONST)

CONST 101 (5) Introduction to Construction Management
Prereq: ENGL 099 with a grade of 2.0 or better or placement into ENGLA 101, MATH 054 with a grade of 2.0 or better or placement into MATH 096. Completion of BTECH 200A, B or instructor permission.

Construction management processes are introduced, including industry terminology, business practices, estimating/bidding, scheduling, project management, field operations, and career pathways.

CONST 140 (5) Construction Drawings: Print Reading
Prereq: ENGL 099 with a grade of 2.0 or better or placement into ENGLA 101, MATH 054 with a grade of 2.0 or better or placement into MATH 096. Completion of BTECH 200A, B or instructor permission.

Introduction to construction drawings with emphasis on reading, interpreting and communicating the content of the documents.

CONST 150 (5) Construction Documents
Prereq: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission.

Construction documents and their use as a tool to manage the construction process.

CONST 160 (5) Materials and Methods
Prereq: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission.

The technical aspects of construction systems, including the procedures and methods for masonry, steel, wood and concrete construction. Recent trends in construction materials are also covered.

CONST 180 (5) Building Codes
A study of the application and administration of electrical, plumbing and mechanical codes.

CONST 198 (3) Work-Based Learning
Prereq: Enrollment in the Construction Management program and instructor permission.

Participants will pursue an organized career path plan by obtaining construction management work experience in their chosen area of interest.

CONST 200 (5) Estimating
Prereq: CONST 150 and CONST 160, with a 2.0 or better and completion of BTECH 210 A, B, C or instructor permission.

A comprehensive introduction to construction estimating and bidding, including basic concepts, procedures, terminology and pricing techniques. Covers work issues and costs connected with the major components of a construction project.

CONST 230 (5) Scheduling and Planning
Prereq: CONST 200

Principles of scheduling and planning to control and manage a construction project.

CONST 250 (3) Construction Safety and Accident Prevention
Construction industry standards for accident prevention, hazard identification, and compliance responsibility are emphasized in conjunction with an overview of Occupational Safety and Health Act and other related federal and state legislation requirements.

CONST 260 (5) Construction Project Management
Prereq: CONST 230

Project organization, documentation, and control methods utilized to manage all facets of a project from start to completion.

CONST 270 (3) Introduction to Virtual Design and Construction
Prereq: CONST 101, CONST 140, CONST 150, and CONST 160 all with a grade of 2.0 or better or instructor/program coordinator permission.

Virtual Design and Construction (VDC) and Building Information Modeling (BIM) are introduced. Students will gain an understanding of how these construction management processes improve the coordination and control of a construction project.

CONST 271 (5) Basic Modeling
Prereq: CONST 101, CONST 140, CONST 150, and CONST 160 all with a grade of 2.0 or better or instructor/program coordinator permission.

Students are introduced to various BIM tools, BIM platforms and basic model modification and creation.

CONST 272 (5) Intermediate Modeling
Prereq: CONST 101, with a minimum grade of 2.0.

Students will learn intermediate to advanced model creation from the focus of a general or specialty contractor.

CONST 274 (5) Model Based Collaboration
Prereq: CONST 101, with a minimum grade of 2.0 or instructor/program coordinator permission.

Students will use the building model and other building information modeling (BIM) tools and platforms for project collaboration and management of project information.

CONST 275 (5) Model Integration: Estimation and Scheduling
Prereq: CONST 270, with a minimum grade of 2.0 or instructor/program coordinator permission.

Students will learn to use BIM tools and platforms to manage, schedule and control construction projects.

■ COOPERATIVE EDUCATION (COOP)

COOP 150-153 (1-8)
Cooperative Education
Prereq: Currently employed and concurrent enrollment in COOP 150-153

A work based learning experience incorporating an educational component as it relates to the individual student work experience.

COOP 160-163 (1) Seminar: Cooperative Education
Prereq: Currently employed and concurrent enrollment in COOP 150-153

A work-based learning seminar that enhances the work experience by presenting appropriate solutions to job related issues.

■ CRIMINAL JUSTICE (CJ)

CJ 102 (5) Introduction to Criminal Law
Basic introduction to the elements of criminal law and justice in the United States.

CJ 103 (1) Criminal Justice: Introduction to ACJ
An introduction to the elements needed to be successful in the two-year and certificate(s) programs at Pierce College. This course will prepare students for the intricacies of Pierce College and prepare them for their culminating portfolio project.

CJ& 105 (5) Corrections in America • GER-SS (formerly CJ 140)
A study of the theories and practices in the correctional field in the United States. Surveys programs, issues, trends relating to the corrections field, including state and federal legislation and employment prospects.

CJ 112 (5) Criminal Justice in America • GER-SS
An examination of the Criminal Justice system with specific emphasis on the theories and principles of criminology; programs, issues, trends relating to criminal justice system; structures, functions, actors of the U.S., state and federal courts; and the impact of state and federal legislation.

CJ 115 (5) Juvenile Justice System
A historical and ideological examination of the juvenile justice system in the United States: analysis of policies, practices, laws, treatments, rights, current research, partner agencies, and their impact upon children, juveniles, and the community.

CJ 120 (5) Constitutional Rights
An examination of the evolution and current judicial interpretation of the first, second, fourth, fifth, sixth, eighth, and fourteenth Amendments to the United States Constitution. Compare and contrast the basic principles and theoretical foundations of Constitutional Law versus Restorative Justice.

CJ 129 (1) Applied Correctional Wellness
Prereq: Must be enrolled in the Correction/Protectors 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

Identification of practical applications for solutions to frequently criminal justice tasks and problems. Emphasizes use of information gathering, communications, problem solving, and decision-making skills.

CJ 144 (5) Corrections Special Population and Case Management
An examination of specific correctional populations, their impact on the correctional systems, and current correctional case management practices, theories, public policies, strategies and techniques.

CJ 150 (5) Policing in America
An examination of the history, philosophy and current practices of policing, including the social, political, organizational, and legal environments where the police perform their roles in the United States of America.

CJ 200 (5) Crime and Justice in America: Issues
Prereq: ENGLA 101

This course examines issues of social justice and privilege (race, gender, class, sexual orientation, etc.) and the effect upon self, clients, systems, and public policy.

CJ 202 (5) Concepts of Criminal Law • GER-SS
An analysis of the fundamental concepts of both the English Common Law and modern statutory criminal law and defenses. Includes scope and nature of law; classification of offenses; act and intent; and elements of major criminal statutes.
CJ 205 (5) Investigative Technology
An analysis of the history of crime science investigations, practical use of technical equipment and scientific methods to assist in crime detection. This includes fingerprint identification, fingerprinting, casting, sketching, and crime scene photography.

CJ 215 (5) Drugs and Society
An analysis of political and social conditions, drug trafficking, laws and current treatment philosophies regarding drug use, abuse, addiction and recovery.

CJ 220-223 (5) Special Topics in Criminal Justice
A critical examination of the written materials and practical applications relevant to current/critical issues in Criminal Justice and their impact on the criminal justice system and society. The specific topic(s) vary from quarter to quarter.

CJ 224 (5) Victimology and Advocacy
An overview of current victim issues, laws, resources, treatments, recovery and advocacy for victims of crime and other social problems.

CJ 226 (5) Criminal Justice Response to Terrorism
A course designed to familiarize students with the basics of terrorism, the history, laws and recent issues and criminal justice responses to terrorism in the 21st Century.

CJ 227 (5) Funding and Program Development for Crime Prevention
A course designed to familiarize students with the basics of the grant funding process for social programs (state and federal), and how to develop a prevention idea into a program that can be funded and measured.

CJ 245 (5) Introduction to Investigation and Evidence
Prereq: CJ 112
A survey of the laws governing the admission of evidence, federal rules of evidence, requirements for presenting and ensuring the reliability of various types of evidence (such as witness competence, questioning, objections, best evidence requirements for documents, exceptions, exclusions, etc.). Analysis of case decisions on the collection and presentation of evidence in criminal trials, and the application of laws to the law enforcement profession.

CJ 250-255 (3-8) Criminal Justice Work-Based Learning
Prereq: Program coordinator or instructor approval required
On-the-job experience in a criminal justice agency that allows students to apply firsthand criminal justice theories to practice. Professional liability insurance required for this course. See instructor for more information.

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. NIOC/WASIC checks required
A course designed to familiarize students with operational procedures, expectations and competencies of local law enforcement agencies through participation in an approved Law Enforcement Explorer/Cadet program. Professional liability insurance required for this course. See instructor for more information.

CJ 261 (10) Law Enforcement Operational Skills: Reserve
Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NIOC/WASIC checks required
A course designed to familiarize students with operational procedures, expectations and competencies needed to obtain "Reserve" status through participation and successful completion of an approved Law Enforcement Reserve academy/program. Professional liability insurance required for this course. See instructor for more information.

CJ 262 (10) Law Enforcement Operational Skills: Officer
Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NIOC/WASIC checks required
Practical application of knowledge, skills, and abilities necessary to serve effectively as an entry level "Law Enforcement Officer." Law Enforcement Agency sponsorship and Criminal Justice approval required. Professional liability insurance required for this course. See instructor for more information.

CJ 280 (1) Criminal Justice Culpinating Project
Prereq: Must have taken or currently completing all core Criminal Justice courses prior to this course. Successful completion of BTECH 225A or proficiency in PowerPoint demonstrated prior to registration. Instructor permission required.
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).

DENTAL HYGIENE (DHYG)

DHYG 102 (3) Dental Imaging I
Prereq: Enrollment in Dental Hygiene Program
An introductory course in dental radiology, the first in a two course series. Includes the history and principles of dental radiology, study of biological effects and patient safety, recommendations for dental radiographic examinations, evaluation and interpretation of dental radiographs, and clinical, digital intra-oral dental radiographic techniques.

DHYG 103 (2) Preventive Dentistry I
Prereq: Enrollment in Dental Hygiene Program
Study of the basic principles of dental caries, dental diseases, prevention, plaque control, and motivation techniques.

DHYG 104 (3) Biological Structures I
Prereq: Enrollment in Dental Hygiene Program
This course provides a comprehensive study of the anatomy, embryology, and histology of the tissues and structures on the head and neck relevant to the practice of dental hygiene.

DHYG 106 (1) Medical Emergencies in Dental Practice
Prereq: Enrollment in Dental Hygiene Program
The prevention, diagnosis and treatment of medical emergencies in the dental office setting.

DHYG 107 (2) Fundamentals of Restorative Dentistry I
Prereq: Enrollment in Dental Hygiene Program
First in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of introductory dental assisting skills and addressing the basic physical and mechanical properties of dental materials.

DHYG 108 (3) Fundamentals of Dental Hygiene I
Prereq: Enrollment in Dental Hygiene Program
First in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to develop knowledge and comprehension of introductory or beginning dental hygiene theory and practice.

DHYG 109 (4) Dental Hygiene Practice I
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108
First in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 108.

DHYG 112 (2) Dental Imaging II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 102
Second in a two course series focused on continued development of dental imaging techniques. Includes dental extra-oral and intra-oral photography, intra-oral video imaging, advanced radiographic interpretation and evaluation to assist in treatment planning, techniques for special populations, oral cancer screening techniques and dental imaging film exposing, processing, and mounting techniques.

DHYG 113 (1) Preventive Dentistry II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103
Study in the basic principles of dental deposits, dental diseases and their prevention, basics of plaque control, and motivation techniques.

DHYG 114 (2) Biological Structures II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 104
Builds on the foundation of DHYG 104 by expanding the knowledge base in the anatomy, embryology, and histology of the head and neck. Focus will be on fetal development relevant to dentally related structures and the tissues of the dentition.

DHYG 115 (2) General Pathology
Prereq: Enrollment in Dental Hygiene Program
An introduction to the mechanisms of diseases and the recognition of characteristics of diseases encountered in the practice of dental hygiene.

DHYG 117 (2) Fundamentals of Restorative Dentistry II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 107
Second in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, to further develop knowledge and comprehension of introductory and beginning dental hygiene theory and practice.

DHYG 118 (2) Fundamentals of Dental Hygiene II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108
Second in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of introductory dental hygiene theory and practice and for application to patients in a clinical setting.

DHYG 119 (6) Dental Hygiene Practice II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109
Second in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 118.

DHYG 121 (3) Introduction to Periodontology
Prereq: Enrollment in Dental Hygiene Program
First in a series of three courses, DHYG 121, 121 and 231, introducing the dental hygienist to the basic science and introductory
ry components for assessing and evaluating the periodontal health of individuals. Content includes an introduction to non-surgical periodontal therapy, root morphology, and periodontal instrumentation.

**DHYG 122 (3) Pharmacology for Dental Hygienists**
Prereq: Enrollment in Dental Hygiene Program

The general pharmacology and therapeutic actions of drugs used and encountered in dental and hygiene practice.

**DHYG 123 (1) Preventive Dentistry III**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103 and 113

Emphasis on effective communication with patients as well as co-workers. Students will be given the opportunity to develop their own style of presenting patient education while learning motivation techniques.

**DHYG 125 (2) Oral Pathology**
Prereq: Enrollment in Dental Hygiene Program

An introduction to oral pathologic processes, the recognition of oral diseases and oral manifestations of commonly encountered systemic diseases, and their considerations to the practice of dental hygiene.

**DHYG 127 (2) Fundamentals of Restorative Dentistry III**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 117

Third in a series of seven courses. Fundamentals of Restorative Dentistry I-VII, facilitating the growth of beginning to developing skills in the placement and finishing of dental amalgam restorations and an introduction to the knowledge and skills needed to place and finish composite restorations on the adult dentition in a pre-clinical setting.

**DHYG 128 (2) Fundamentals of Dental Hygiene III**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108 and DHYG 118

Third in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice and for application to patients in a clinical setting.

**DHYG 129 (6) Dental Hygiene Practice III**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109, 119 and 129

Third in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of introductory to developing clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 128.

**DHYG 161 (2) Introduction to Periodontology II**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 121

Second in a series of three periodontology courses, DHYG 121, 161 and 231, providing the dental hygienist information on recognition and therapy of periodontal diseases. Content includes nonsurgical periodontal therapy and the associated complications and variations to treatment.

**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, successful completion of DHYG 104, DHYG 114 and DHYG 122

This course provides the fundamentals of dental local anesthesia delivery. Students will be introduced to the physiology and pharmacology of dental local anesthetics, elements of pre-anesthetic patient assessment, and devices and injection techniques commonly used in dentistry. Students will practice common injection techniques and experience the effects of a variety of local drugs in lab situations.

**DHYG 167 (1) Fundamentals of Restorative Dentistry IV**
Prereq: Enrollment in Dental Hygiene program and successful completion of DHYG 127

Fourth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the further development of 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, CCF. This course is specifically designed to satisfy state mandated HIV/AIDS curriculum as outlined in WAC 246-12-270 for dental hygiene licensure.

**DHYG 169 (6.5) Dental Hygiene Practice IV**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109, 119 and 129

Fourth in a series of seven courses Dental Hygiene Practice I-VI, facilitating the further growth of developing clinical skills required for the safe and effective practice of dental hygiene.

**DHYG 207 (2) Fundamentals of Restorative Dentistry V**
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 167

Fifth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition in introductory skills for the primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as an introductory exploration of advanced techniques and procedures of modern dental materials, endodontic, and periodontic 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 a competent skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as treatment planning for the restorative patient.

**DHYG 227 (1) Fundamentals of Restorative Dentistry VII**
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 217

Seventh in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of competent skills in the role of a restorative dental hygienist, including utilization of the dental hygienist in dental specialty fields and restorative case treatment planning.

**DHYG 231 (2) Advanced Periodontology**
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 121 and DHYG 161

A continuation of DHYG 121 and 161, focused on advanced, scientific methods and technology used in dental hygiene examination, diagnosis and treatment of patients with periodontal diseases.

**DHYG 232 (1) Nutrition for Dental Hygienists**
Prereq: Enrollment in Dental Hygiene Program

Scientific effects of food in the human organism plus the role of nutrients in preventive dentistry, nutritional education, and counseling for dental hygienists.

**DHYG 233 (2) Gerontology/Special Needs**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103 and 113

Acquaints the student with the psychosocial and physical changes in the aging process and of special needs patients, and how these changes relate to oral health care treatment and maintenance.

**DHYG 236 (1) Nitrous Oxide Sedation**
Prereq: Enrollment in Dental Hygiene Program

This course provides a comprehensive study of the proper diagnosis and use of nitrous oxide sedation for the dental office.

**DHYG 237 (2) Clinical Restorative Dentistry I**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 167

First in a series of three courses, Clinical Restorative Dentistry I, II, III providing a culmination of the information and skills learned in didactic and laboratory settings of Fundamentals of Restorative Dentistry I-IV transferred to beginning clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

**DHYG 238 (3) Fundamentals of Dental Hygiene V**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 168

Fifth in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting.

**DHYG 239 (7) Dental Hygiene Practice V**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 169

Fifth in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing to competent clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 238 and DHYG 231.

**DHYG 243 (3) Community Dental Health**
Prereq: Enrollment in Dental Hygiene Program

Principles of dental public health theory and practice, including epidemiologic principles of prevention and control of dental disease, and community oral health education.

**DHYG 246 (2) Extramural Dental Hygiene Practice I**
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 239

Clinical dental hygiene in extramural clinic and community facilities.
**COURSE DESCRIPTIONS**

**DDS 247 (2) Clinical Restorative Dentistry II**
PreReq: Enrollment in Dental Hygiene Program and successful completion of DHYG 207 and DHYG 237

Second in a series of three courses, Clinical Restorative Dentistry I-III, with further growth to developing clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

**DHYG 248 (2) Fundamentals of Dental Hygiene VI**
PreReq: Enrollment in Dental Hygiene Program and successful completion of DHYG 238

Sixth in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Development of introductory career strategies, practice management skills and further development of leadership skills.

**DHYG 249 (7) Dental Hygiene Practice VII**
PreReq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 249

Seventh in a series of seven courses, Dental Hygiene Practice I-VII, 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 competencies as an integral dental team member.

**DHYG 253 (1) Community Dental Hygiene Practice**
PreReq: Enrollment in Dental Hygiene Program

A course incorporating dental public health field experience and the development and implementation of community oral health services.

**DHYG 256 (2) Extramural Dental Hygiene Practice II**
PreReq: Enrollment in Dental Hygiene Program and successful completion of DHYG 259

Sixth in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing competent clinical skills required for the safe and effective practice of dental hygiene.

**DHYG 259 (7) Dental Hygiene Practice VI**
PreReq: Enrollment in Dental Hygiene Program and successful completion of DHYG 259

Sixth in a series of seven courses, Dental Hygiene Practice 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.

**DDS 266 (1) Local Anesthesia II**
PreReq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 266

This course builds on the foundation of Local Anesthesia I. Students will be introduced to supplemental and alternative injection techniques, computerized and specialized injection devices, and new drugs and other technologies for use in dentistry. Students will practice new injection techniques and experience a variety of specialty dental injection devices in lab situations.

**Digital Design (DDSGN)**

**DDSGN 110 (5) Introduction to Graphic Design and Rich Media**
PreReq: CIS 121 or Instructor permission

Overview of the Graphic Design and Interactive Media field. Introduction to terminology, changes and trends, in the business and industry. Discussion of various media, such as image manipulation, computer illustration, web design, digital video, animation, and ethics.

**DDSGN 120 (3) Production Management**
PreReq: CIS 121 or Instructor permission

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 (5) Design and Publishing**
PreReq: CIS 121 or instructor permission

Class explores and implements layout theory and design processes to create production projects using publishing production techniques.

**DDSGN 130 (5) Graphic Design II**
PreReq: CIS 121 or instructor permission

Concept development in visual communication problem solving involving letter forms, illustrative material and typography. Basic principles of selection, organization and production techniques are introduced.

**DDSGN 131 (5) Techniques in Adobe Illustrator**
PreReq: DDSGN 110 or instructor permission

Production techniques in Adobe Illustrator. Class explores and implements vector imaging theory using fundamental concepts and processes to create works of art for print and the Web. A graphic tablet is recommended.

**DDSGN 140 (5) Fundamentals of 3D Modeling and Animation**
PreReq: CIS 121 or instructor permission

Introduction to the theories and techniques necessary for creating high-quality 3D images and animation for publication through print and electronic media. Course looks at the history of the 3D industry, design philosophy and other vital elements of creative 3D design and animation.

**DDSGN 141 (5) Advanced 3D Modeling and Animation**
PreReq: DDSGN 140

Advanced exposure to resources and applied procedures necessary to produce high quality 3D production and animation for publication through electronic media.

**DDSGN 150 (5) Web Design and CSS**
PreReq: CIS 121 or Instructor permission

Develop skills necessary for effective delivery of content via the Internet. Students develop Web sites using digital design programming techniques, in addition to integrated tools. Students are also introduced to basic principles of site management, business strategies and information architecture.

**DDSGN 151 (5) Web Design with WordPress**
PreReq: CIS 121 or equivalent computer experience

Develop skills necessary to implement and maintain a web site using WordPress, a Content Management System (CMS). Students will install and modify templates, create efficient site navigation using menus, organize a site using components and enhance a site with plugins. Students are also introduced to basic principles of site management, business strategies and information architecture.

**DDSGN 160 (5) Fundamentals of Digital Photography and Adobe Photoshop**
PreReq: CIS 121 or instructor permission

Introduction to visual concepts, principles of selection, organization and production techniques in Adobe Photoshop. Class explores and implements digital imaging theory and processes to enhance and retouch photographs and create new works of art.

**DDSGN 170 (5) Fundamentals of Video Production**
PreReq: CIS 121 or instructor permission

Production techniques utilizing current and historical elements of design and composition theory to integrate digital video, still images, sound, and music into various digital formats. Class explores and implements interface theory and authoring techniques for Video DVDs.

**DDSGN 180 (5) Fundamentals of 3D Game Design**
PreReq: CIS 121 or equivalent computer experience. 3D modeling experience recommended

Learn how to make high quality 3D images and animations for games. Students will learn game development design principles and practices. Learn how to create, acquire, modify and integrate assets such as sounds, music and 3D models all while learning how to build interactive 3D worlds.

**DDSGN 210 (5) Fundamentals of Interactive Media**
PreReq: DDSGN 110-170

Projects in basic design of interactive media. Use of software to integrate still images, 2D animation, music, sound and video into interactive presentations.

**DDSGN 211 (5) Animation for the Web with Adobe Flash**
PreReq: CIS 121 or instructor permission

Development of a variety of techniques to create Web animations using Adobe Flash. Students will create Web banners, interactive photo galleries and character animation. Course explores different animation theories and techniques and analyzes their impact on an audience.

**DDSGN 220 (5) Integrated Digital Design I**
PreReq: DDSGN 110-210 or instructor permission

First course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio project from concept to final production.

**DDSGN 230 (5) Integrated Digital Design II**
PreReq: DDSGN 110-220 or concurrently with DDSGN 220

Second course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio project from concept to final production. The course will also provide a forum for occupation-related topics.

**DDSGN 290 (5) Supervised Internship**
PreReq: Digital Design Majors

Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work, including asso-
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, filmmaking, techniques and film direction. The social and economic influences of the American film will also be addressed.

DRMA 165 (5) Digital Movie Making I
This is an introductory class in making movies using the digital format. Storytelling, filming, editing, and presentation will be covered.

DRMA 166 (5) Digital Movie Making II
This is an intermediate class in making movies using the digital format. Storytelling, filming, editing, and presentation will be covered.

DRMA 170 (5) Technical Film and Theatre I - GER-HM/Performance

DRMA 171 (5) Technical Film and Theatre II - GER-HM/Performance
An intermediate course in behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

DRMA 172 (5) Technical Film and Theatre III - GER-HM/Performance
Behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

DRMA 255 (10) Shakespeare Festival (same as ENGL 250)
To familiarize the student with Shakespearean drama, elements of drama, and elements of the theater. Student must attend the Oregon Shakespeare Festival in Oregon.

DRMA 260 (5) Acting for Stage and Digital Film I - GER-HM/Performance
Introduction to the methods employed in acting for the contemporary stage and digital film.

DRMA 261 (5) Acting for Stage and Digital Film II - GER-HM/Performance
Acting for the stage and digital film with emphasis on movement and character development.

DRMA 262 (5) Acting for Stage and Digital Film III - GER-HM/Performance
Acting for the stage and digital film with emphasis on styles of acting.

DRMA 280-285 (1-3) Production Practicum I - VI - GER-HM/Performance
PreReq: Instructor permission required for 2 and 3 credit hours
Provides students involved in the creative/performance aspect of a Pierce College theatre/film production with credit for their effort. The class offers flexibility for students to participate in several different areas of a Pierce College theatre/film production.

EARLY CHILDHOOD EDUCATION (ECED)

ECED 102 a-f (1) Parent and Child (formerly ECE 140D)
PreReq: Child is enrolled in campus Child Development Center and department permission
Participation of parents with children from infancy through five years of age in a campus Child Development Center for the purpose of forming collaborative relationships between the center and the family to support and understand the growth and development of individual children. Course components include supported explorations, dialogue sessions and collaborative classroom interactions. Pass/No Pass grading system used.

ECED 103 a-f (1) Parent and Child (formerly ECE 131)
PreReq: Parent participates with child, Department permission
Participation of parents with children three through five years of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions and leadership development opportunities.

ECED 104 a-f (2) Parent and Child (formerly ECE 141)
PreReq: Parent participates with child, and department permission
Participation of parents with children 18-36 months of age in a child-study laboratory for the purpose of parent education in two-year-old growth and development. Course components include observation, lecture and discussion sessions.

ECED 105 (5) Introduction to Early Childhood Education - GER-SS (formerly ECE 111)
Explore the foundations of Early Childhood Education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action.

ECED 107 (5) Health, Nutrition, and Safety (formerly ECE 240)
Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED 120 (2) Practicum: Focus on Relationships (formerly ECE 222)
PreReq: ECED& 105 or concurrent enrollment
In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development.

ECED 132 (3) Infants and Toddlers
Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care.

ECED 134 (3) Family Child Care
Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety and nutrition; guiding behavior and promoting growth and development.

ECED 139 (3) Administration of Early Learning
Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and NAEYC standard compliance.

ECED 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 050 with a grade of at least 2.0 or placement test score above MATH 050 or instructor permission
A course for early childhood educators focusing on math concepts essential for teachers of young children. Topics include patterns, sequencing, classifying, number systems, systems and computation, functions, geometry, measurement, and basic concepts from statistics and probability. Interactive, activity-based methods are used guided by national mathematics education standards. Emphasizes conceptual understanding, connections among topics, and communication of mathematical thinking.

ECED 170 (3) Environments for Young Children (formerly ECE 112)
Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED 180 (3) Language and Literacy Development (formerly ECE 213)
Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

ECED 190 (3) Observation and Assessment (formerly ECE 224)
PreReq: EDUC 115 or concurrent enrollment
Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflective techniques, summarizing conclusions and communicating findings.

ECED 205 (5) Music for Young Children (formerly ECE 205)
A general introduction to music as applied to the physical development of young children. Explores theories, techniques, cultural influences, and curriculum design.

ECED 212 (3) Survey of Special Education (formerly ECE 212)
An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

ECED 215 (5) Art for Young Children (formerly ECE 215)
A general introduction to the arts as applied to the development of young children. Explores developmental theories, techniques and curriculum design in offering a wide variety developmentally appropriate art media to children.

ECED 225 (5) Math/Science for Children (formerly ECE 202)
PreReq: ECED& 105 AND one of the following: ECED 205 or ECED 215
A study of the cognitive development of young children and its application to mathematics and science conceptual development. Research, planning, and assessment of math and science curric-
ulf and its application to the young child's learning environment.

ECED 256-260 (1-5) Early Childhood Field Experience
Prereq: ECED 105, department permission, and criminal background check required
Supervised field experience in early childhood educational programs. Professional liability insurance required for this course. See instructor for more information.

ECED 270 (3) Planning and Assessment for Student Teaching (formerly ECED 220)
Prereq: ECED 105, ECED 115, EDUC & 130, ECED 160, ECED 170, ECED 180, ECED 205, ECED 215 and ECED 225 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECED 275.

The development and evaluation of appropriate practices, learning materials, and experiences for the individual and group needs of children within the laboratory setting. Current teaching theories/theorists (Piaget, Vygotsky, Gardner, Bloom) are planned for implementation in the laboratory. Current observation and assessment models evaluated and synthesized into a usable tool for a young child's learning environment.

ECED 275 (5) Early Childhood Student Teaching
(formerly ECED 220)
Prereq: ECED 105, ECED 115, ECED 160, ECED 170, ECED 180, ECED 190, ECED 205, ECED 215 and ECED 225 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECED 270.

Designed for the student's participation in planning and implementing a 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 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.

■ ECONOMICS (ECON)
ECON 110 (5) Survey of Economics - GER-SS
An overview of both microeconomics and macroeconomics. Topics include: (1) organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; fiscal and monetary policies; (2) supply and demand; production; market structures; determination of prices in a market economy; and income distribution.

ECON 201 (5) Microeconomics - GER-SS
Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement test score above MATH 098
Study of scarcity: the allocation of resources; supply and demand; production; market structures; determination of output and prices with emphasis on a market economy; labor and capital markets; role of government in a market economy; comparative advantage; international trade; and distribution of income.

ECON 202 (5) Macroeconomics - GER-SS
Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement in MATH 098 or higher
Study of the organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; the business cycle and long run growth; national income accounting; aggregate supply and aggregate demand; government spending, taxation, and the budget deficit/surplus; fiscal policy; the monetary system, the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

■ EDUCATION (EDUC)
See Early Childhood Education (ECED) for additional courses.

EDUC & 115 (5) Child Development - GER-SS
Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross-cultural and global perspectives.

EDUC & 130 (3) Guiding Behavior (formerly ECE 112)
Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interaction, providing positive individual guidance, and enhancing group experiences.

EDUC & 136 (3) School Age Care
Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach.

EDUC & 150 (3) Child, Family, and Community (formerly ECE 230)
Integrate the family and community contexts in which a child develops. Explores 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 class- ning 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.

EDUC 223 (2) Practicum: Focus on Special Education (formerly ECE 223)
Prereq: EDUC 203 or concurrent enrollment.

Designed for students to observe and participate under qualified supervision in programs for young children throughout the community with a focus on special education.

■ EMERGENCY MEDICAL TECHNICIAN (EMT)

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 disease. Students demonstrate cognitive/practical understanding in group and individual evaluations.

EMT 212 (5) Emergency Medical Technician III
Prereq: Successful completion of EMT 211 or current enrollment in EMT 210 or EMT 211
Emergency Medical Technician students apply knowledge-based treatment to patients that are responsive/unresponsive using scenarios in monitored lab settings. Students differentiate between "Unalerted Mental Status" and "Alerted 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 or staff; courses to prepare EMT's to become certified Evaluators or Senior Emergency Services Instructors (SEI); selected EMS topics for military units; and EMS management content.

■ ENGINEERING (ENGR)

ENGR 101 (5) Introduction to Engineering - GER-NS
Prereq: MATH 096 or instructor permission
Introduction to the engineering profession and the design process. Introduction to computer aided design, communication, engineering materials, structures, problem solving, and computer applications. Includes lab activities, teamwork, field trips and a design project.

ENGR & 114 (5) Engineering Graphics
Prereq: CS 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.

ENGR 142 (5) Computer Programming (C++) for Engineers
Prereq: MATH& 141 with grade of 2.0 or better
Fundamentals of computer programming with emphasis on solving engineering problems. C/C++ language implementation. Syntax, variables, statements, control structures, loops, functions, data structures, files, pointers, memory...
use. Procedural and object-orient-ed programming. Objects, inheri-
tance, polymorphism.

**ENGR& 214 (5) Statics**
Prereq: MATH& 152 and PHYS& 221 or instructor permission

Introduction to the principles of Statics. Analysis of two-and three-
dimensional force systems; free-
body diagrams and equilibri-
um equations; analysis of trusses, frames, and machine elements.

**ENGR& 215 (5) Dynamics**
Prereq: ENGR& 214, MATH& 152 and PHYS& 221 or instructor permission

Introduction to the principles of dynamics. Kinematics of particles and rigid bodies. Kinetics of parti-
cles and rigid bodies using equi-
librium, work-energy, and im-
pulse-momentum methods. Vector methods used throughout the course.

**ENGR& 224 (5) Thermodynamics**
Prereq: PHYS& 221, CHEM& 161 and MATH& 152 or instructor permission

Introduction to the principles of Thermodynamics, properties, pro-
cesses and equations of state. First law analysis of closed and open systems; energy interactions, work and heat, steady flow devices. Sec-
ond law analysis of closed systems; heat engines, refrigeration, Carnot cycle, entropy and work potential. Introduction to power cycles.

**ENGR& 225 (5) Mechanics of Materials**
Prereq: ENGR& 214, MATH& 152 and PHYS& 221, or instructor permission

Introduction to the principles of Mechanics of Materials. Analysis of stress, strain, and deformation in solid materials. Development of the relationships between load, stress, and deformation in columns, shafts, and beams. Analysis and design of members under tensi-
ion, compression, shear, torsion and bending.

---

**ENGLISH (ENGL)**

**ENGL 090 (1-3) Spelling**
The improvement of spelling skills. Students will learn how to spell a variety of challenging words while learning tactics to improve their spelling skills with future vocabu-
laroy 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 to-
ward improving vocabulary and vocabu-
laroy skills and the number of words and word parts that the student wishes to learn.

**ENGL 096 (2) Grammar, Punctuation and Spelling**
Focuses on sentence structure, grammar, spelling, and punctua-
tion; when taken in conjunction

**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 para-
graphs. When taken in conjunction with ENGL 096 (normally over two conse-
cutive quarters), and passed with a 2.0 or higher, will fulfill the same requirements as ENGL 098, the prerequisite for ENGL 099.

**ENGL 098 (5) Basic Writing Skills**
Prereq: Satisfactory placement test score

Building upon the structure of sen-
tences, paragraphs, and essays, in-
roduces students to the processes of reading and writing effective ac-
ademic essays.

**ENGL 099 (5) Introduction to Composition**
Prereq: Satisfactory placement test score or ENGL 096 and 097 or ENGL 098 with a grade of 2.0 or better

An introduction to college-level composition focusing on effective strategies for reading and writing academic essays, the writing pro-
cess, sentence structure, grammar, and mechanics.

**ENGL 101 (5) English Composition I • GER-CM**
Prereq: Satisfactory placement test score or 2.0 or higher in ENGL 099

Writing and analyzing unified, coherent expository essays that support and develop a thesis; using the modes of development (the rhetorical devices) appropriately in compositions; to recognize writing as a process; and incorporating secondary sources in essays using the MLA style of documentation.

**ENGL 103 (5) Composition – Argumentation and Research • GER-CM**
Prereq: ENGL& 101 with grade of 2.0 or better

Writing and analyzing argumenta-
tive essays that logically support and develop a claim (thesis); writing a research paper using the MLA or APA style of documentation; re-
searching data using the latest re-
search tools available, including electronic data bases and the Inter-
net; becoming information com-
petent.

**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 im-
proving vocabulary and vocabu-
laroy skills and the number of words and word parts that the student wish-
to learn.

**ENGL 105 (5) Composition – Writing About Literature • GER-CM**
Prereq: ENGL& 101 with grade of 2.0 or better

Writing expository and argumenta-
tive 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 empha-
sizing 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 stu-
dents with form, content and ex-
pression in poetry from ancient to con-
temporary times.

**ENGL 114 (5) Intro to Dramatic Literature • GER-HM**
Form and expression of great works of the theater from Ancient Greece to the present.

**ENGL 145 (5) Research for the 21st Century**
Prereq: Eligibility for ENGL& 101

This course develops a frame-
work for research in the online en-
vironment and helps students to build skills and techniques for suc-
cess as an online learner. Through a quarter-long research project on a global issue, participants will ex-
amine various strategies for locating, evaluating and applying infor-
mation resources in the research process with attention to informa-
tion issues like intellectual prop-
er, censorship and freedom of in-
formation.

**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 intellectual and literary issues like religious, cultural, and historical.

**ENGL 207 (5) Native American Literature • GER-HM**
Native American Literature: its themes, issues, symbols, applica-
tion to personal, family, and re-
gional 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 Af-
rican Americans, Asian Americans, European Americans, Latinas/Lati-
os and Native Americans and in-
roduces the literary genres of po-
etry, fiction, drama and essay as it explores the dominant themes that have shaped the American liter-
ary tradition.

**ENGL 220 (5) Intro to Shakespeare • GER-HM**
To familiarize the student with El-
izabethan 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 Eng-
land: 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 Eng-
land: 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 Roman-
tic period through Victorian, Mod-
ern, Postmodern and Postcolonial literature.

**ENGL 235 (5) Technical Writing • GER-CM**
Prereq: ENGL& 101 with grade of 2.0 or better

Learn the principles of organizing, developing and expressing tech-
nical information. Study rhetori-
cal patterns common to scientific and technical disciplines. Also un-
derstand technical writing conven-
ctions as they apply to students dur-
ing their academic careers.

**ENGL 236 (5) Creative Writing I • GER-HM**
A creative writing course which in-
structs in structure, form, and con-
tent 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 the mid-nineteenth century to World War I.

**ENGL 246 (5) American Literature III • GER-HM**
Survey of twentieth century litera-
ture to the present.

**ENGL 249 (5) Creative Writing: Special Projects • GER-HM**
Concentrates on producing origi-
nal writings in a specific genre.
Each quarter will focus on a particular genre such as screenwriting, science fiction, mystery, play writing or 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 257 (3) Advanced Creative Writing
Prereq: ENGLS 236 and ENGLS 237 or ENGL 238 with a 2.0 or better
Advanced study in creative writing concentrating on the workshop process, portfolio building, and submitting/presenting work.

ENGL 264 (5) Literature of U.S. Slavery and Abolition - GER-HM
Study and analysis of slave narrative and other works written about and/or during the era of slavery in the United States to provide a better understanding of the surrounding conditions and issues.

ENGL 265 (5) American Literature: Comedy, Humor and Satire - GER-HM
Theory and practice of comedy, humor and satire. Concentration on American humor, its distinctive characteristics and importance in American Literature.

ENGL 266 (5) Women Writers: Voices from the International Mosaic - GER-HM
Emphasis on twentieth century women writers across the international spectrum.

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 reserves as well as field trips to area restoration sites. Topics will involve Pacific Northwest ecosystems, restoration ecology, native and non-native species of plants and animals, including adaptations to their environment, water quality, ecology, and biogeography. Appropriate for non-science and science majors. Field trips required. Lab included.

ENVS 180 a-b (2) Seminar in Sustainability
This seminar is an interdisciplinary approach to studying sustainability led by faculty from diverse disciplines. The course will examine and explore the three core dimensions of sustainability (environment, economy, and society) with respect to one or more major sustainability-related issues. Students will complete assigned readings and participate in weekly seminars. Throughout the quarter, students may be required to participate in various sustainability-related activities, watching films and online lectures, listening to speakers, attending field trips and other events. The course will be presented with a different focus each time and may be taken twice.

ENVIRONMENTAL SCIENCE (ENVS)

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 reserves as well as field trips to area restoration sites. Topics will involve Pacific Northwest ecosystems, restoration ecology, native and non-native species of plants and animals, including adaptations to their environment, water quality, ecology, and biogeography. Appropriate for non-science and science majors. Field trips required. Lab included.

ENVS 180 a-b (2) Seminar in Sustainability
This seminar is an interdisciplinary approach to studying sustainability led by faculty from diverse disciplines. The course will examine and explore the three core dimensions of sustainability (environment, economy, and society) with respect to one or more major sustainability-related issues. Students will complete assigned readings and participate in weekly seminars. Throughout the quarter, students may be required to participate in various sustainability-related activities, watching films and online lectures, listening to speakers, attending field trips and other events. The course will be presented with a different focus each time and may be taken twice.

FIRE COMMAND (FCA)

FCA 120 (3) Basic Fire Investigation
Explores a basic study of fire scene investigation procedures and techniques used to determine the origin and cause of fire. Included are methods for accurately determining the origin and cause of fire, the systematic approach to fire scene examination, the chemistry of fire, documenting the origin, major accidental and incendiary fire causes, scene sketching, scene photography and note taking. Other topics that will be covered are: basic scene security, major fire scene control, report writing, interview, and courtroom demeanor for the firefighter and investigator.

FCA 132 (3) Technical Writing for Fire Service
This course is an introduction to the ability to choose the clear writing, grammar, spelling and punctuation effective in any written work. Students will complete practical applications that will be used in fire service writing.

FCA 137 (5) Introduction to System Design
This course provides an overview of the types of building hazard categories, specific hazards, and methods used to choose the appropriate types and degrees of detection and suppression. Industry standards and variations will be discussed using National Fire Protection Association (NFPA) codes. In addition, students will match environment to occupancy hazard classification and demonstrate knowledge of special hazard classification and systems.

FCA 152 (2) Building Construction
This course provides an overview of the engineering principles of building construction, characteristics of building classifications, fire and life safety devices and assemblages, loading, fire resistance and flame spread ratings. Special attention will focus on construction techniques and utilization of building construction knowledge for pre-planning fire potential, meeting competency standards defined by the National Fire Protection Association (NFPA).

FCA 155 (3) Fire Instructor I
This course is an introduction to a fire instructor’s duties as written by the requirements of the National Fire Protection Agency (NFPA) 1041, Standard for Fire Service Instructor Qualifications. Students examine a basic study of elements that influence teaching and learning. Special attention is given to the Fire Service Training Instructor’s relationship to student safety as well as the legal liabilities involved. Instruction will include discussion of techniques for preparing effective lessons using the psychology of learning. Other topics include: training aids, copyright law, learning theories, purposes and principles of testing and evaluation.

FCA 157 (2) Public Information Officer
The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the requirements for Public Information Officer as outlined by National Fire Protection Association (NFPA) 1035.

FCA 160 (2) Tactics I
This course is a review and study of basic principles and methods utilizing fire department personnel, equipment and apparatus. Instruction will include knowledge of fire behavior factors common to fire incidents as well as tactical and operational considerations. Students will examine what incident managers must know to minimize or negate the effects of fire, heat, and smoke including identifying incident management, and the use of incident management systems (IMS), its basic components and explain how it can be used as a scene management tool.

FCA 170 (1) Hazardous Materials Awareness
This course is a detailed look at the skills necessary to respond safely to hazardous materials emergencies. Derived from National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition. This course will assist students with the proper techniques vital to managing all hazardous material incidents that include: recognizing the presence of hazardous materials, protecting themselves, securing the area and calling for trained personnel.

FCA 173 (5) Fire Service and Response to Terrorism
Explores the many aspects of terrorist attacks as they may occur prior to an incident to operations at the scene and afterward. Provides fire service with comprehensive strategic and tactical information pertaining to prevention, preparedness, recognition, response, and recovery from terrorist attacks. Special emphasis on explosive, chemical, biological, radiological, and nuclear incidents. Other topics include Personal Protective Equipment (PPE), incident management, technical and mass decontamination, special operational considerations and lessons learned from actual global incidents.

FCA 175 (2) Fire Safety Officer
This course is an introduction to the duties as written by the requirements of the National Fire Protection Association (NFPA) 1521, Standard for Fire Department Safety Officer, 2002 edition. Course elements are designed to enable the student to identify and analyze health and safety aspects relating to
to their role as Incident Safety Officer in both emergency and non-emergency situations.

FCA 177 (3) Wildland Urban Interface
This course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and the improvements, in the wildland/urban interface. Instructional units include: interface awareness, size-up, initial strategy and incident action plan, structure triage, protection tactics, incident action plan assessment and update, follow-up and public relations, and firefighter safety in the interface.

FCA 180 (3) Fire Administration
This course is an introduction into relationships and issues in personnel administration within the context of fire-related organizations. Topics include human resource management, financial management, customer service, training and education, health and safety, laws and ethics.

FCA 195 (4) Fire Officer I
Prereq: FCA 270
This course is an introduction to a fire officer’s duties as written by the requirements of the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications. Content includes leadership, supervisory and decision-making practices, legal responsibilities, communication practices, report writing, workplace safety, quality assurance and pre-incident planning.

FCA 205 (3) Testing H2O Systems
This course is an introduction to testing of water-based suppression systems principles. Performance outcomes will include, I&T of water-based fire protection systems, hydrostatic flow test, fire pump test and forward flow test of backflow preventers.

FCA 255 (3) Fire Instructor II
Prereq: FCA 155
Builds and expands on the skills learned in Fire Instructor I. This course is designed to provide the Fire Instructor with the next level of understanding for the training of personnel. This course is designed to train the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating of training aids and student test and evaluation. Prepares the student for the requirements written by the National Fire Protection Administration, (NFPA) 1041, Standard for Fire Service Instructor Qualifications.

FCA 259 (3) Legal Aspects of Fire Service
This course introduces the federal, state and local laws that regulate emergency services, national standards influencing emergency service, standard of care, tort, liability and a review of relevant court cases.

FCA 260 (2) Basic Incident Command System/National Incident Management System
Prereq: FCA 160
This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200 requirements).

FCA 261 (2) Hazardous Material On-Scene Incident Commander
Prereq: FCA 270
Examines regulatory issues, hazard analysis, multi-agency contingency planning, response personnel, multi-agency response resources, agency policies, procedures and implementation, public education and emergency information systems, health and safety, command post dynamics, strategic and tactical considerations, recovery and termination procedures, and program evaluation.

FCA 262 (4) Disaster and Fire Defense Planning
This course examines concepts and principles of community risk assessment, planning and response to fires and natural disasters, including Incident Command System (ICS), mutual aid and automatic response, training and preparedness, communications, civil disasters, earthquake preparedness, and disaster recovery.

FCA 265 (4) Fire Officer II
Prereq: FCA 155 and FCA 195
This course is an introduction to a fire officer’s duties as written by the requirements of the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications. Content includes interaction with government agencies, report writing, managing human resource, RMS, budgets, performance appraisal and exposure reports.

FCA 270 (2) Hazardous Materials Operations
Prereq: FCA 170
This course meets National Fire Protection Association (NFPA) 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2002 edition requirements and expands on the awareness level to an operational ability to control, contain and confine hazardous materials. Course elements include basic skills needed to evaluate and work defensively at an incident involving the release of a hazardous material for the purpose of protecting persons, property and the environment from the effects of the release.

FCA 272 (3) Negotiation
This course introduces a critical skill needed for effective management. Negotiation explores the major concepts and theories of the psychology of bargaining and negotiation, and the dynamics of interpersonal and intergroup conflict and its resolution. Content includes basic elements of conflict and negotiation, the processes of communication, persuasion, and ethical judgment, external influences on negotiations and breakdowns in the negotiation process.

FCA 274 (4) Occupational Safety and Health for Fire Service
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, emergency situations involving fire, EMS, hazardous materials and technical rescue.

FCA 280 (4) Advanced Fire Administration
Prereq: FCA 180
This course introduces the student to the organization and management of fire departments preparing fire officers to be fire administrators. Instruction will include various components of the fire service organization, cultural differences, line and staff functions including personnel management, recruitment and hiring practices, legal aspects, disciplinary actions, communication skills, safety practices, budgetary practices and ethics.

FCA 285 (3) Fire and Life Safety Educator
This course prepares students in comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, or the environment. Course elements include: documenting, scheduling, selecting, presenting, developing, implementing and evaluating within a framework of instructional methodology and concepts. This course is an introduction to a public fire and life safety educator’s duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).

FCA 295 (4) Fire Officer III
Prereq: FCA 255 and FCA 265
This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and life safety educators duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).

FCA 299 (4) Fire Officer III
Prereq: FCA 255 and FCA 265
This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and life safety educators duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).

FMC 272 (3) Negotiation
This course introduces a critical skill needed for effective management. Negotiation explores the major concepts and theories of the psychology of bargaining and negotiation, and the dynamics of interpersonal and intergroup conflict and its resolution. Content includes basic elements of conflict and negotiation, the processes of communication, persuasion, and ethical judgment, external influences on negotiations and breakdowns in the negotiation process.

FMC 274 (4) Occupational Safety and Health for Fire Service
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, emergency situations involving fire, EMS, hazardous materials and technical rescue.

FMC 280 (4) Advanced Fire Administration
Prereq: FCA 180
This course introduces the student to the organization and management of fire departments preparing fire officers to be fire administrators. Instruction will include various components of the fire service organization, cultural differences, line and staff functions including personnel management, recruitment and hiring practices, legal aspects, disciplinary actions, communication skills, safety practices, budgetary practices and ethics.

FMC 285 (3) Fire and Life Safety Educator
This course prepares students in comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, or the environment. Course elements include: documenting, scheduling, selecting, presenting, developing, implementing and evaluating within a framework of instructional methodology and concepts. This course is an introduction to a public fire and life safety educator’s duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).

FMC 295 (4) Fire Officer III
Prereq: FCA 255 and FCA 265
This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and life safety educators duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).

FMC 299 (4) Fire Officer III
Prereq: FCA 255 and FCA 265
This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and life safety educators duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).
Grade 12, modifying recipes, promoting nutrition through school lunches.

FSM 116 (1) Safety and Sanitation
Basic food safety and sanitation practices for school personnel. Microbiology as it relates to foodborne illness and prevention, agar plates, accident prevention, proper use of thermoster, hygiene, housekeeping and personal hygiene, transporting and serving techniques, and being prepared for health inspector.

FSM 117 (1) Nutrition – Team Teaching
Provides methodology and techniques for team teaching nutrition for school food service workers. Topics emphasized are: review of nutrition, definition, needs, and goals of Child Nutrition Programs, resources and teaching aids, integration into curriculum.

FSM 118 (1) Healthy Edge
This course provides child nutrition services personnel with the basic knowledge and skills to implement the Dietary Guidelines for Americans and to be effectively in child nutrition programs, using a total team approach.

FSM 121 (3) Quantity Food Production: Salads, Snacks and Sandwiches
Prereq: FSM 116 or instructor permission Provides the basic techniques for the ordering, preparing, handling, and storing of fresh produce and vegetables. Includes salad and sandwich preparation and presentation.

FSM 122 (3) Quality Food Preparation: Bakeshop
This course provides an in-depth study and practical application of basic bakeshop production techniques. Emphasis will be on the preparation methods of dough, batter, and yeast products.

FSM 130 (3) Child Nutritional Needs for Diverse Populations
This course identifies special nutritional needs that must be considered when serving a diverse student population, including cultural, medical, physical, and developmental needs.

FRENCH (FRCH)
FRCH& 123 (5) French III • GER-HM
Prereq: FRCH& 122 with a grade of 2.0 or better, or 1 year high school French plus placement in ENGL& 101; or instructor permission
Continuation of FRCH& 122 stressing speaking, reading, writing, and understanding the French language.

FRCH& 123 (5) French III • GER-HM
Continuation of FRCH& 122 stressing speaking, reading, writing, and understanding the French language. The course should result in an enhanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth’s weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well as soils. Non-lab course.

GEOGRAPHY (GEOG)
GEOG 100 (5) Introduction to Geography • GER-SS
Introduction to Geography introduces the student to the basic principles, concepts, and methods used in geography. This course will acquaint students to the principles and practices of the science of geography. Students will study the basic concepts of the following sub-fields of geography: The Earth Science Tradition: Cartography, Physical Geography and the Geography of Natural Resources. Culture-Environment Tradition: Population Geography, Cultural Geography and the Geography of Spatial Behavior. The Locational Tradition: Economic Geography, Urban Geography and Human Impact on the Environment.

GEOG 150 (5) The Americas, Australia, Europe and New Zealand • GER-SS
An introduction to the rich variety of peoples, traditions, and landscapes in the geographic realms of Europe, Russia, North America, Middle America, South America, Australia, and New Zealand. Emphasis is on the origins and evolution of the diverse cultural heritages of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

GEOG 160 (5) Africa, Middle East and Asia • GER-SS
An introduction to the rich variety of peoples, traditions, and landscapes in the geographic realms of Sub-Saharan Africa, North Africa, South West Asia, South Asia, East Asia, and South East Asia. Emphasis is on the origins and evolution of the diverse cultural heritages of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

GEOG 200 (5) Human Geography • GER-SS
An examination of the relationships between humans and their environments. Introduces basic concepts and human experience relating to economic activities, landscapes, languages, migrations, nations, regions, and religions. Serves as preparation for further work in cultural, economic, political, population and urban geography.

GEOG 205 (5) Physical Geography • GER-NS
This course introduces the processes that produce natural physical landscapes and weather phenomena. The course should result in an enhanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth’s weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well as soils. Non-lab course.

GEOG 207 (5) Economic Geography
The changing locations and spatial patterns of economic activity, including: production in agriculture, manufacturing, and services; spatial economic principles of trade, transportation, communication, and corporate organization; regional economic development, and diffusion of technological innovation. Topics include international trade, colonialism, industrial capitalism, advanced capitalism, and the globalization of labor markets.

GEOG 210 (5) Physical Geography • GER-NS
The student will learn about the processes that produce natural physical landscapes and weather phenomena. The course should result in an enhanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth’s weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well as soils. Lab included.

GEOL 110 (5) Environmental Geology • GER-NS
A study of the interaction of humans and the Earth, with emphasis on geologic hazards such as earthquakes, volcanic activity, landslides, and flooding; resources such as energy, water, and minerals; disposal of wastes and pollution. Appropriate for non-science and science majors. Field trip required. Lab included.

GEOL 115 (5) Geology of National Parks • GER-NS
Introduces the student to basic geologic processes and history, using the variety of features preserved in our National Park and Monument system. Appropriate for non-science and science majors. Lab included. Field trips required.

GEOL 120 (5) Volcanoes • GER-NS
A study of volcanoes, volcanic processes and volcanic hazards. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL 208 (5) Geology of Pacific Northwest • GER-NS
Prereq: GEOL 101 or GEOL 103 or instructor permission.
A study of the development of the Pacific Northwest, including pertinent rock formations, structures, mineral resources, environmental issues, and fossils. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL 220 (5) Earth Resources and the Environment • GER-NS
Prereq: GEOL 101 or instructor permission.
The study of Earth’s resources, including geologic origin, environmental issues, mineral law, economics, and uses. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL 283 (5) Regional Geology • GER-NS
Study of the geologic formations, structures, and geologic history that created the landscapes of a selected region. Appropriate for non-science and science majors.

GERMAN (GERM)
GERM& 121 (5) German I • GER-HM
Prereq: GERM& 121 with a grade of 2.0 or better; or 1 year high school German plus placement in ENGL& 101; or instructor permission.
The first quarter of a first-year sequential course to give the student the ability to speak, write, and understand the German language and culture.

GERM& 122 (5) German II • GER-HM
Prereq: GERM& 121 with a grade of 2.0 or better; or 1 year high school German plus placement in ENGL& 101; or instructor permission.
An introductory earth science course that covers essential topics in geology, meteorology, oceanography, and astronomy. The focus is on the system connections, connections and interactions between the four earth science disciplines. Special emphasis will be placed on examples from the Pacific Northwest. Appropriate for non-science and science majors. Field trip required. Lab included.

GEOL & 110 (5) Environmental Geology • GER-NS
A study of the interaction of humans and the Earth, with emphasis on geologic hazards such as earthquakes, volcanic activity, landslides, and flooding; resources such as energy, water, and minerals; disposal of wastes and pollution. Appropriate for non-science and science majors. Field trip required. Lab included.

GEOL & 115 (5) Geology of National Parks • GER-NS
Introduces the student to basic geologic processes and history, using the variety of features preserved in our National Park and Monument system. Appropriate for non-science and science majors. Lab included. Field trips required.

GEOL & 120 (5) Volcanoes • GER-NS
A study of volcanoes, volcanic processes and volcanic hazards. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL & 208 (5) Geology of Pacific Northwest • GER-NS
Prereq: GEOL 101 or GEOL 103 or instructor permission.
A study of the development of the Pacific Northwest, including pertinent rock formations, structures, mineral resources, environmental issues, and fossils. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL & 220 (5) Earth Resources and the Environment • GER-NS
Prereq: GEOL 101 or instructor permission.
The study of Earth’s resources, including geologic origin, environmental issues, mineral law, economics, and uses. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL & 283 (5) Regional Geology • GER-NS
Study of the geologic formations, structures, and geologic history that created the landscapes of a selected region. Appropriate for non-science and science majors.
Continuation of GERM& 121 stressing speaking, reading, writing and understanding German.

GERM& 123 (5) German III • GER-HM
Prereq: GERM& 122, 2 years high school German plus placement in ENGL& 101 or GERM& 122, or instructor permission
Continuation of GERM& 122 stressing speaking, reading, writing and understanding German.

HEALTH SCIENCE (HSCI)
HSCI 111 (6.5) Nursing Assistant Training
Prereq: Reading placement test with a minimum score of READ 075
Essentials of patient care in an extended care facility primarily designed for nursing assistants who must meet state certification requirements. Includes a minimum of seven hours of AIDS education.

HSCI 114 (3) Therapeutic Communication in Healthcare Settings
Prereq: Placement for ENGL& 101
An overview of communicating with a diverse client population across the lifespan. Includes information management, interpersonal relationships, decision making, process and effective techniques to work with clients and co-workers in a variety of health care settings.

HSCI 116 (2) Pharmacology for Allied Health I
Prereq: CHEM& 121, BIOL& 241, BIOL& 242 and BIOL& 260
Therapeutic use of medications, drug classifications, routes of administration and related laws. Computations skills in dosage calculation are emphasized. Includes classification of practice, medication computations, discussion of medication administration and use of technology.

HSCI 117 (2) Pharmacology for Allied Health II
Prereq: CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260 and HSCI 116
This course is a continuation of Pharmacology I. The basics of clinical pharmacology principles are expanded. Medications used for treatment of conditions which affect the respiratory, circulation, nervous system and acid base balance are presented.

HSCI 119 (5) Human Health and Disease
A systematic overview of human anatomy, physiology and pathology. Intended for anyone interested in understanding health and disease interrelationships. A lab course for non-science majors.

HSCI 140 (5) Contemporary Health Science Problems
Introduction to contemporary issues related to the impact of technology on human health, including reproductive manipulation, birth defects, nutrition, organ research, immunity to disease, inheritance, genes, eugenics, and euthenics. Lab course for non-science majors.

HSCI 151 (5) Personal and Community Health
Contemporary issues and trends in modern human health.

HSCI 155 (6) Applied Anatomy and Physiology for the Health and Fitness Professional
An introductory course with lab designed to foster in the health and fitness professional student the knowledge, skills and capabilities necessary for advanced coursework in the Diagnostic Health and Fitness Technician Program. Course covers basic anatomy and physiology with an emphasis on its relationship to exercise, performance and health. Laboratory course required for DHFT certificate and degree candidates.

HSCI 180 (2) An Introduction to “Stay Active and Independent for Life” (SAIL)
This course is designed to equip the health and fitness professional with the knowledge and skills necessary to establish and lead a fitness program for older adults, with an emphasis on preventing falls in older adults.

HSCI 200 (5) Human Stress – Its Nature and Control
Examines human stress, its causes, consequences and benefits, while exploring specific strategies and techniques to control stress and use it for growth.

HSCI 210 (5) Wellness
A comprehensive study of human wellness including adequate fitness, nutrition, stress management, disease prevention, sexual wellness, spirituality, smoking cessation, substance abuse, weight control, cardiovascular endurance assessment, and metabolic pathways and systems. Lab included.

HSCI 228 (2) CPR for the Professional Rescuer, with First Aid and Blood Borne Pathogens
Course designed to teach those with a duty to act the skills needed to respond appropriately to breathing and cardiac emergencies. National American Red Cross sponsored course: CPR for the Professional Rescuer including Adult/Child CPR/AED and Infant CPR, First Aid, and Blood Borne Pathogens meeting the Occupational Safety and Health Administration (OSHA) standard with American Red Cross Certification. Meets the Health Care Provider level of certification.

HSCI 235 (4) Issues and Trends in Health Care Management
Prereq: HSCI 114 and HSCI 116
Management and leadership theories as applied to allied health settings. Explores challenges, issues and trends in healthcare to include skill building for managing care, leading groups, and resolving 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 115, HSCI 253, HSCI 250, HSCI 256 and HSCI 258
A course designed to familiarize the health and fitness professional with the fundamentals of fitness training and health prescription.

HSCI 256 (3) 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 physiologic 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
Prereq: HSCI 155, HSCI 252 and HSCI 253 or instructor permission
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 254, 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
A course designed to equip the health and fitness professional with health assessment and fitness testing techniques 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 (3) 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 and 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 260, 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.

HISTORY (HIST)
HIST& 126 (5) World Civilizations I • GER-SS
Examines the growth and development of various civilizations from the Stone Age to 1100. Emphasis is on political, economic, religious and cultural similarities and differences among these civilizations.

HIST& 127 (5) World Civilizations II • GER-SS
Examines the growth and development of various civilizations from the Renaissance to 1815. Emphasis is on the ideas which spawned religious, economic, political, and scientific revolutions and their impact on various civilizations.

HIST& 128 (5) World Civilizations III • GER-SS
Examines the growth and development of the modern nation state from 1815 to the present. Emphasis is centered on political, economic, religious, and social developments in major civilizations.
and their impact on a regional and global scale.

HIST 156 (5) History of U. S. I • GER-SS
A survey of the economic, social, political and diplomatic history of the United States from the period of European expansion to 1840.

HIST 157 (5) History of U. S. II • GER-SS
A survey of the economic, social, political and diplomatic history of the United States from 1840 to 1900.

HIST 158 (5) History of U. S. III • GER-SS
A survey of the economic, social, political and diplomatic history of the United States from 1900 to the present.

HIST 159 (5) History of U. S. IV • GER-SS
A survey of the economic, social, political and diplomatic history of the United States from 1939 to the present.

HIST 168 (5) Vietnam War as History • GER-SS
An in-depth look at the issues leading up to and sustaining American involvement in Vietnam. This examination involves historical, economic, political, religious and social issues from a number of different cultural perspectives.

HIST 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 wars, 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 wars, revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

HIST 270 (5) Introduction to the Far East • GER-SS
A survey of the major social, political, and economic trends in the Far East with emphasis on developments since the early 1800's.

HIST 272 (5) Survey of Middle East History • GER-SS
A survey of Middle East history from the 5th Century A.D. to the present, including the development of the modern states after World War II.

HIST 277 (5) The Cold War • GER-SS
An in-depth look of the post-Second World War era from 1945 to 1989. Emphasis is on the political, economic, and religious aspects of the Cold War and its impact on emerging third world nations.

HIST 280 (5) Introduction to Chinese Civilization • GER-SS
A survey of the major aspects in the development of Chinese civilization from antiquity to the present day.

HIST 284 (5) Introduction to the Balkans • GER-SS
A survey course in the history of the Balkans, a region that cradles some of the world's oldest civilizations and forms a crossroads between Europe and Asia. Emphasis placed on post-1800 political, socio-economic and cultural developments.

HIST 287 (5) History of Japan Since Antiquity • GER-SS
This course is an introduction to the history, geography, culture, and present position of Japan in the international community. Cardinal developments in a broad range of human activities will be covered in a chronological order.

HIST 290 (5) History of the United States since 1865 • GER-SS
The course will examine the development, cultural milieu, and elements of the geography of all nations in the United States, from the period of European expansion to the present.

A survey of the economic, social, political and diplomatic history of the United States from 1900 to the present.

A 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 wars, revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

HIST 295 (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 wars, revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

HSEM 110 (2) Basic Incident Command System/Normal Incident Command System
This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course develops an understanding of 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. 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 course provides a detailed overview of the technology used in the field of emergency management and how it is applied. Students will learn how to utilize technology in emergency planning; response, recovery and mitigation efforts. They will uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Wildfire Emergency Operations (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
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
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 course work on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, psyche questions, best practices, and lessons learned through recent years; requirements of NFPA® 1035, Standard on Emergency Management and Planning.

HSEM 160 (5) Emergency Response Awareness to Terrorism
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.
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 course work on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, psyche questions, best practices, and lessons learned through recent years; requirements of NFPA® 1035, Standard on Emergency Management and Planning.

HSEM 210 (3) Exercise Design and Evaluation
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 interact with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing, and operating, operational setting, and the critical link between Incident Management Systems and emergency management operations.

HSEM 210 (3) Exercise Design and Evaluation
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 interact with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing, and operating, operational setting, and the critical link between Incident Management Systems and emergency management operations.

HSEM 210 (3) Exercise Design and Evaluation
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 interact with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing, and operating, operational setting, and the critical link between Incident Management Systems and emergency management operations.
ty Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

**HSEM 220 (2) Developing and Managing Volunteer Resources**

Prereq: HSEM 102

This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of the course is on maximizing the effects of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting, training and motivating volunteers, and maintaining a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

**HSEM 230 (2) Disaster Response and Recovery**

Prereq: HSEM 102 and HSEM 120 or program coordinator approval

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the professions 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 facing social institutions and how to address these special needs in natural disaster response and recovery.

**HSEM 240 (5) Homeland Security Emergency Management Work-Based Learning**

Prereq: HSEM 102 and HSEM 120 or program coordinator approval

Provides students "real world experiences" in homeland security and emergency management. Students learn to work within time constraints and develop to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum.

**HSEM 250 (3) Homeland Security Law and Ethics**

Prereq: HSEM 102

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

**HUMAN DEVELOPMENT (HUMDV)**

**HUMDV 103 (5-15)**

PiecWorks! Career Transition

A 6-week career transition course to assist individuals with career development and human relations. This course empowers students to explore careers and career clusters and make informed educational and career decisions. Students analyze their own interests, skills, personality and attributes, and use this information to select a career. Students use interest inventories and computer software to explore career opportunities available to them and link personal interests with related career fields. Activities enable students to increase self-awareness and develop the skills necessary to successfully plan for postsecondary education and the workplace. Basic job search skills include contacting employers, writing, and practicing interview skills. An emphasis is placed on developing skills necessary for success in the workforce. These employability skills include such areas as: teamwork, dependability, punctuality, attitude and interpersonal relationship skills.

**HUMDV 126 (2) Life Skills: Stress Management**

Course involves learning new techniques that help bridge personal transitions in life and include learning to manage stress to remain balanced and healthy.

**HUMAN SERVICES SUBSTANCE ABUSE**

-see Social Service Mental Health

**HSSA& 101 (3) Introduction to Chemical Dependency**

An orientation to chemical dependency and psychoactive drug abuse, including etiological theories of chemical dependency; history of alcohol and other active 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 art. A broader understanding is encouraged through the exploration and synthesis of outside sources using research methods.

**HUM 105 (5) Black Thought and Culture • GER-HM**

Beginning with African traditions and closing with a look at contemporary issues, this course will examine the cultural heritage of African Americans in relation to their language, literature, fine arts, music, religion and philosophy.

**HUM 106 (5) Ethnic Thought and Culture • GER-HM**

A comparative study of art, literature, and music representing various ethnic groups in America, and investigation of various issues surrounding ethnic identities.

**HUM 107 (5) Latin American Thought and Culture • GER-HM**

Examines Latin America through the lens of the humanities. Students will explore the literature, film, music and art of Latin America and how it has been shaped by cultural and geographical diversity, domestic and international politics, religion, social structure and economics. Team work and research skills will be developed.

**HUM 109 (5) American Thought and Culture: The Harlem Renaissance • GER-HM**

A study of the black American cultural movement of the late 1920's and 1930's known as the Harlem Renaissance through examination of the history, politics, philosophy, literature, music, visual arts, dance and theatre of the movement 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 human civilization to the 5th century. Topics include history, geography, culture, philosophy, religion, art, architecture, and literature of the Greco-Roman world.

**HUM 162 (5) Western Thought and Culture II: The Middle Ages • GER-HM**

A survey of western cultural ideas and expressions from the fall of the western Roman Empire to the early Florentine Renaissance. Topics include history, geography, culture, philosophy, religion, art, architecture, literature, and music of the Middle Ages.

**HUM 163 (5) Western Thought and Culture III: Birth of the Modern World • GER-HM**

A survey of western cultural ideas and expressions from the Italian Renaissance to the 18th century. Topics include history, geography, culture, philosophy, religion, science, art, architecture, literature, and music from the 15th-18th centuries.

**HUM 164 (5) Western Thought and Culture IV: The Modern World • GER-HM**

A survey of western cultural ideas and expressions from the 18th century to the present. Topics include history, geography, culture, philosophy, religion, science and technology, art, architecture, literature, and music from the French Revolution to the postmodern era.

**HUM 204 (5) American Popular Culture • GER-HM**

This course examines various theories of popular culture and applies these theories to various aspects of American culture, such as mass media, sports, fashion and cultural stereotypes.

**HUM 209 (5) The Civil Rights Movement: From the Ground Up • GER-HM**

This course offers students a broad multidisciplinary understanding of the American Civil Rights Movement through the Humanities: art, film, photography, oral histories, literature, theater, and music of the reform era. The course highlights the experiences and impact of local activists and organizations through the arts, presenting the movement from a "ground-up" perspective rather than a "top-down" to enhance students' civic and multicultural literacy.

**HUM 210 (5) American Cinema and Society • GER-HM**

Explores the relationship between the themes, major genres, and production of Hollywood cinema, and American social, political, and economic history from the early 1900s to the present.

**HUM 212 (5) Great Directors and Auteurs • GER-HM**

Examines the role of the director as "auteur" (author) 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. An additional emphasis will be placed on analyzing cinematic choices in many world cinema movements such as German Expressionism, Italian Neo-Realism, British Social Realism, The French New Wave, and the phases of Third World Cinema.

**HUM 240 (5) World Religions GER-HM**

Survey of the world's five major religions: Hinduism, Buddhism, Islam, Judaism, and Christianity. Exploration of the basic tenets, origins and evolution of each religion, reflecting on the influence they have had on history, culture and the arts.
INTS 164 (5) Border and Genocidal Conflicts in the Modern World • GER SS
This course will examine the origins and evolution of many devastating conflicts in recent history. The teaching methodology will be based on combining the regional and chronological approaches and the intensive use of current articles in periodicals from all over the world.

JAPANESE (JPN)
JAPN& 121 (5) Japanese I • GER-HM
The first course of a first-year sequential course providing the student the ability to speak, read, write, and understand Japanese.
JAPN& 122 (5) Japanese II • GER-HM
Prereq: JAPN& 121, one year of high school Japanese, or instructor permission
The second course of a first-year sequential course providing the student the ability to speak, read, write, and understand Japanese.

JAPANESE (JPN)
JAPN& 123 (5) Japanese III • GER-HM
Prereq: JAPN& 122, two years of high school Japanese, or instructor permission
The third course of a first-year sequential course providing the student the ability to speak, read, write, and understand Japanese.

JOURNALISM (JOURN)
Introduction to Mass Media – See Communication Studies

JOURN 102 (5) Introduction to News Writing • GER-CM
Prereq: ENGL 101 with a grade of 2.0 or better
A study of the basic forms and styles of various newswriting techniques and mechanics. Writing experience in basic newswriting, as well as work in news gathering, interview techniques, copy assimilation, copy editing, headline writing and other roles of the reporter.

JOURN 103 (1-5) Introduction to Feature Writing • GER-HM
Prereq: Instructor permission and JOURN 102 with a 2.0 or better
A study and practice of the form and style of writing feature stories for the college newspaper. Students will serve as staff writers for The Pioneer and general assignments. They will 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; web site publishing via WordPress; AP style; policy and process; the basics of news, news style and the news market and elements of libel and news ethics.

JOURN 111/211ab (1-5)
College Newspaper: Reporting and Editing
Prereq: Instructor permission required
Practical experience in producing the college newspaper. Students may pursue specialty areas of interest such as writing, copy-editing, desktop publishing, market research, and advertising.

JOURN 112/212ab (1-5)
College Newspaper Photojournalism
Practical experience in shooting and developing photos for the college newspaper. Students should already have a basic working knowledge of photography.

MATH 045 (5) Beginning Algebra
Prereq: Satisfactory placement test score or MATH 050 with a grade of at least 2.0 or instructor permission

MATH 096 (7) Intermediate Algebra in Context
Prereq: Satisfactory placement test score or MATH 054 with a grade of at least 2.0 or instructor permission
This course integrates numeracy, proportional reasoning, algebraic skills, and functional reasoning. Students will represent quantitative relationships in multiple ways in order to solve problems from a variety of authentic contexts. Linear and exponential functions, along with logarithms and radicals will be studied and applied. Modeling and interpreting quantitative data is emphasized.

MATH 098 (5) Intermediate Algebra
Prereq: Satisfactory placement test score or MATH 060 or MATH 096 with a grade of at least 2.0 or instructor permission
Algebraic skills, concepts, and applications. Simplifying and operating with polynomial, rational, and radical expressions. Using quadratic, rational, and radical models to solve problems encountered in the real world. Solving quadratic, rational, radical and absolute value equations and systems of linear equations. Function concepts and graphs.

MATH& 107 (5) Math in Society • GER-NS, QS
Prereq: MATH 096 or 098 or equivalent, with a grade of at least 2.0 or satisfactory placement test score
Contemporary mathematics applied to a variety of fields. Instructor-chosen topics will focus on graphical and formula derived solutions, statistics, applied problems, and communicating solutions. Topics may include management science, statistics, social choice, patterns and financial applications.

MATH 110 (5) Business Mathematics
Prereq: Satisfactory placement test score or MATH 045 with a grade of at least 2.0 or instructor permission
Operations and applications with whole numbers, fractions, decimals, and integers. Order of operations. Converting among number representations, placing numbers in order. Basic applications, including use of percent and geometry. Study strategies.
MATH 114 (5) Applied Algebra, Geometry and Trigonometry • GER-NS, QS
Prereq: MATH 098 or equivalent with at least 2.0 or placement test scores above MATH 098
Linear, quadratic, logarithmic, exponential, and trigonometric functions and their applications. Interpretation and display of information using rectangular, polar, and logarithmic coordinate systems. Right triangle and unit circle trigonometry. Vector operations using real and complex numbers. Solutions to systems of linear equations.

MATH &131 (5) Math for Elem Educ 1: Number Systems and Problem Solving • GER-QS
(formerly MATH& 171)
Prereq: MATH 096 or MATH 098 or equivalent with a grade of at least 2.0 or satisfactory placement test score and eligible for ENGL 101 and READ 101
The first of two courses for prospective elementary teachers focusing on the mathematics underlying modern elementary school math. Topics include: number systems, models for operations, problem-solving techniques, and a variety of instructional approaches. Emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH& 132 (5) Math for Elem Educ 2: Geometry and Statistics • GER-QS
(formerly MATH 172 and MATH 173)
Prereq: MATH &131 with a grade of at least 2.0 or instructor permission
This is the second of two courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include geometry, measurement, probability and descriptive statistics. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH& 146 (5) Introduction to Statistics • GER-NS, QS
Prereq: MATH 096 or 098 or equivalent with a grade of at least 2.0 or satisfactory placement test score
Introduction to the analysis of data using descriptive statistics, probability, and inferential statistics. Topics include: data collection methods; measures of center and variation; graphical presentation of data; probability; binomial and normal distributions; confidence intervals; hypothesis tests of one and two parameters, using the normal, Student-t, and chi-square distributions; linear correlation and regression.

MATH 147 (5) Business Precalculus • GER-NS, QS
(formerly MATH 147/MATH 156 Finite Mathematics)
Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098
Linear, polynomial and rational function models. Exponential and logarithmic functions. Mathematics of finance, matrices, linear programming, set operations, and probability.

MATH& 148 (5) Business Calculus • GER-NS, QS
Prereq: MATH 141 or 147 with a grade of at least 2.0 or instructor permission
Concise course in calculus. Differential and integral calculus of nontrigonometric functions with an emphasis in social science, business, and economics applications.

MATH& 151 (5) Calculus I • GER-NS, QS
MATH 142 with a grade of at least 2.0 or satisfactory placement test score or instructor permission

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 205 (5) Linear Algebra • GER-NS, QS
Prereq: MATH& 153 with a grade of 2.0 or higher or instructor permission. MATH 224 recommended
Applications and techniques of Linear Algebra, including solving systems of equations, vector spaces, matrix operations, linear transformations, eigenvalues, eigenvectors, and characteristic polynomials. Introduction to appropriate technology and elementary proofs.

MATH 224 (5) Multivariate Calculus • GER-NS, QS
Prereq: MATH 153 with a grade of 2.0 or better or instructor permission
Functions of several variables. Partial derivatives, multiple integrals, and their applications. Vector analysis including vector fields, line and surface integrals, Green’s theorem, Stokes’ theorem, and the Divergence theorem.

MATH 238 (5) Differential Equations • GER-NS, QS
Prereq: MATH 205 and 224 with a grade of 2.0 or higher 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 (MUCS)
MUSIC 100 (5) Introduction to Rock & Roll • GER-HM
Focuses on rock and roll as a language of music from a listener’s perspective. Listening skills are exercised and become the vehicle through which specific rock music concepts are examined. Some social, biographical, and historical details are covered. No previous musical experience necessary.

MUSIC 102 (5) American Popular Music • GER-HM
Discover the roots of American popular music through a survey of popular song, blues, jazz, country and rock and roll styles, and the historical and social elements that impacted their development. Current popular music trends will be examined as extensions of or responses to past styles.

MUSIC 103 (5) Introduction to Jazz • GER-HM
A general survey course designed to introduce students to jazz music from the following periods: ragtime, the blues, New Orleans Dixieland, Chicago Dixieland, stride piano, boogie-woogie, swing, bebop, cool, hard bop, funky, third stream, free jazz, fusion, neoclassicism and Latin jazz. Relevant cultural, biographical, and historical data is covered that pertains to jazz music and its performance. Listening skills are exercised and become the vehicle through which specific jazz music concepts are examined. No previous music experience is necessary or expected.

MUSC 105 (5) Music Appreciation • GER-HM
A general survey course designed to introduce students to art music from the following periods: Medieval, Renaissance, Baroque, Classical, Romantic, and Twentieth Century. Relevant cultural, biographical, and historical data that pertains to art music and its performance are covered. Listening skills are exercised and become the vehicle through which specific classical art music concepts are examined. No previous music experience necessary or expected.

MUSC 106 (5) World Music • GER-HM
Examines select cultures from different regions of the world. Experiences listening skills and explores music concepts as well as engaging with issues such as diversity, cultural exchanges and the many societal motivations for writing, performing and preserving music. No musical experience necessary.

MUSC 107 (2.5) Audio Production I: Beginning
An introductory, hands-on course that covers the basics of midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSC 108 (2.5) Audio Production II: Intermediate
An intermediate, hands-on course that covers midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSC 109 (2.5) Audio Production III: Advanced
An advanced, hands-on course that covers midi sequencing, code synchronization, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSC 126 (1) Beginning Class Guitar • GER-HM/Performance
A performance course designed for the beginning guitarist. No prior experience expected. Students must furnish their own guitar.

MUSC 127 (1) Intermediate Class Guitar • GER-HM/Performance
A performance course designed for the intermediate guitarist. Students must furnish their own guitar.

MUSC 140/240 ABC (1-2) College Choir • GER-HM/Performance
A non-auditioned vocal performance group that provides an opportunity for students to participate in the arts. No previous experience necessary.
portunity to rehearse and perform choral literature. Quarterly concerts required. Major participation encouraged.

MUSC& 243 (5) Music Theory IV • GER-HM
Prereq: MUSC& 242
The purpose of the course is to enable students to acquire music literacy, theory, and related ear-training skills. MUSC& 241 is the fourth of six courses in the traditional music theory sequence at the college level. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

MUSC & 244 (2.5) Concert Choir • GER-HM/Performance
Prereq: Department permission required. Performance, selection and evaluation of vocal jazz/pop music. Performances required.

MUSC 150/250 ABCD (1) College Band • GER-HM/Performance
A large performance group open to all students with experience in reading and performing instrumental band literature. Non-music major participation encouraged.

MUSC 154/254 ABCD (1) College Orchestra • GER-HM/Performance
A large performance group open to all students with experience reading and performing orchestra literature. Non-music major participation encouraged.

MUSC 157/257 ABCD (1, 1.5, or 2) Jazz Band • GER-HM/Performance
A jazz instrumental performing group established to provide the experienced instrumentalist an opportunity to rehearse and perform selected jazz literature. Non-music major participation encouraged.

MUSC 160-168/260-268 ABCD (0.5) Private Instruction: Arranging, Improvisation, Brass, Woodwind, Percussion, Voice, Orchestral Strings, Keyboard and Plectrum Strings • GER-HM/Performance
An individual instruction course geared toward advancing all levels of student music performance in arranging, improvisation, brass, woodwind, percussion, voice, orchestral strings, keyboard, and plectrum strings.

MUSC 170/270 ABCD (1) Brass Ensemble • GER-HM/Performance
A small performance group open to all students with experience in reading and performing brass ensemble literature (i.e. Brass Quartets). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 171/271 ABCD (1) Woodwind Ensemble • GER-HM/Performance
A small performance group open to all students with experience in reading and performing woodwind ensemble literature (i.e. Flute Trios, Woodwind Quintets). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 172/272 ABCD (1) Percussion Ensemble • GER-HM/Performance
A small performance group open to all students with experience in reading and performing percussion ensemble literature. Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 173/273 ABCD (1) String Ensemble • GER-HM/Performance
Prereq: Department permission required. A small performance group open to all students with experience in reading and performing string ensemble literature (i.e., String Quartet). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 174/274 ABCD (1) Vocal Ensemble • GER-HM/Performance
Prereq: Department permission required. A small performance group open to all students with experience in reading and performing vocal ensemble literature (i.e., Madrigals). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 181 (1) Beginning Class Piano • GER-HM/Performance
Prereq: MUSC 150 or instructor permission. A continuation of MUSC 180 by establishing good reading habits and rhythmic orientation. Building a stronger technical background and learning more fundamentals of music theory.

MUSC 182 (1) Intermediate Class Piano • GER-HM/Performance
Prereq: MUSC 181 or instructor permission. To increase music reading ability and keyboard technical skills. Prepare students for the piano proficiency test required for a music degree in a four-year institution.

MUSC 183 (1) Advanced Class Piano • GER-HM/Performance
Prereq: MUSC 182 or instructor permission. A small performance group open to all students with experience in reading and performing voice literature (i.e., Arias, Madrigals). Outside performances required. Student self-initiative is a vital component of success in this class.
NURS 121 (4) Introduction to Medical-Surgical/Psychiatric Nursing
Prereq: HSCI 114, HSCI 116 and NURS 112
Introduction to basic medical concepts in nursing practice, according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the musculoskeletal, sensory, and endocrine systems. The Nursing Process will be explored in order to understand introductory concepts in Psychiatric Nursing.

NURS 122 (5) Introduction to Nursing Clinical Practice
Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112 and NURS 121
Application of basic nursing skills in the classroom laboratory and long term care setting, while assuming responsibility for clients throughout the lifespan. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and an introduction to related technology. The application of medication administration skills will also be covered. Concepts of the Nursing Process Model are used to guide developing nursing practice to individuals in the community.

NURS 125 (3) Family Nursing
Prereq: Admission to the Associate Degree Nursing program
Introduction to basic medical concepts in family centered nursing care, according to the Nursing Process Model. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the well mother and child and pediatric clients. Course also includes the life stages and caring for the geriatric clients within the community.

NURS 130 (6) Intermediate Medical-Surgical/Psychiatric Nursing
Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 121, NURS 125 and NURS 132
Intermediate medical concepts in medical-surgical/psychiatric nursing practice, according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the hematologic, urinary, and endocrine systems, with special attention to the peri-operative client.

NURS 132 (6) Intermediate Nursing Clinical Practice
Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 121, NURS 125 and NURS 130
Application of intermediate nursing skills in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. Methods of safe medication administration will be practiced.

NURS 210 (4) Advanced Topics in Nursing
Prereq: Year one in the nursing program, or NURS 218 with current LPN license
Advanced medical concepts in medical-surgical nursing practice will be explored. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the respiratory, cardiovascular, and neurological systems, with special attention to fluid and electrolyte/acid-base balance.

NURS 211 (6) Advanced Nursing Clinical Practice
Prereq: Year one in the nursing program, or NURS 218 and current LPN license
Application of advanced nursing skills in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Students will also provide care for obstetric clients in a variety of birthing environments. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Nursing Process are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 214 (3) Advanced Concepts in Family Centered Nursing Care
Prereq: Year one in the nursing program, or current LPN license
Advanced medical concepts in nursing practice, according to the Nursing Process. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the complex obstetric, neonatal and pediatric clients to include reproductive health.

NURS 217 (1) Practical Nurse Preparation Seminar
Prereq: Year one of nursing program
The study of nursing law, ethics and the practical nurse role. Emphasis is placed on critical thinking and on the major on-the-job hazards in the workplace, and how to collect and evaluate data to identify safety and health trends. Students will also learn how to respond to safety data by developing site-specific programs, policies, and procedures.

NURS 218 (4) ADN Articulation Seminar
Prereq: Admission as a Bridge student into the 4th quarter of the nursing program
Articulation course for Licensed Practical Nurse (LPN) Bridge students. Examine essential components of the Nursing Process and review nursing concepts taught in the first year of the nursing program with a focus on performance of nursing skills in simulated skills lab.

NURS 220 (5) Professional Nursing Clinical Practice
Prereq: NURS 210, NURS 211, NURS 214 and concurrent enrollment in NURS 223 and NURS 224
Application of advanced nursing skills while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Nursing Process are used to guide nursing practice in a variety of community settings.

NURS 223 (3) Advanced Psychiatric Nursing
Prereq: NURS 210, NURS 211, and NURS 214
Focus on mental health issues and disorders. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the respiratory, cardiovascular, and neurological systems, with special attention to fluid and electrolyte/acid-base balance.

NURS 224 (3) Professional Role Transition
Prereq: NURS 210, NURS 211, and NURS 214
Synthesis of advanced nursing concepts in nursing practice, according to the Nursing Process Model. Nursing law, ethical responsibilities, and cultural awareness will be explored. Basic leadership skills in working with groups and critical thinking strategies are emphasized, with a focus on self-care to optimize professional performance. The service-connected learning project will culminate in a student teaching project at the end of the quarter.

NURS 230 (3) Advanced Topics in Nursing II
Prereq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224, NURS 230, NURS 233 and NURS 235
Advanced medical concepts in medical/surgical/psychiatric nursing practice. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing advanced medical and psychological disorders in the acute care setting. Special focus on providing nursing care in critical care, telemetry, oncology, neonatal intensive care units and emergency departments as well as other specialized settings. The nursing role in disaster preparedness and during a catastrophic event is also discussed.

NURS 233 (8) Acute Care Nursing Practicum
Prereq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224, NURS 230 and NURS 235
Clinical nursing practice in an acute care setting where students apply theory attained in all previous courses. Focus is on transition from the Registered Nurse (RN) role. Concepts of the Nursing Process Model are used to guide nursing practice development in a variety of health care settings and a preceptorship assignment. At the end of the course, students will also be expected to complete the National Council for State Boards of Nursing Licensing Examination (NCLEX) preparation classes and take an NCLEX-RN predictor test.

NUTR 101 (5) Nutrition • GER-NS
Introduction to the role of nutrition in human health with respect to essential nutrients, factors that affect eating habits, food advertising, nutrition and disease, and establishing a healthy lifestyle.

OSH 100 (5) Introduction to Occupational Safety and Health
Overview of occupational safety and health, including introduction to regulatory agencies, financial and human impact of occupational injuries and illnesses, and workers compensation. Covers basic safety terminology and how to access safety information and resources. Focuses on the role of responsibility of the Safety and Health employee.

OSH 110 (5) Safety Management
Concepts and measurements of reactive versus proactive safety practices. Students will learn the major on-the-job hazards in the workplace, and how to collect and evaluate data to identify safety and health trends. Students will also learn how to respond to safety data by developing site-specific programs, policies, and procedures.

OSH 140 (3) Regulatory Environment
Introduction to regulatory bodies and overview of Occupational Safety and Health Agency (OSHA), Washington Industrial Safety and Health Act (WISHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), Mine Safety and Health Administration (MSHA) regulations. History and political evolution of the regulatory environment; how violations are penalized, and how a regulatory agency performs a formal inspection.

OSH 150 (3) Workers Compensation & Risk Management
Overview of risk manager role and current analysis methods. History and evolution of the workers compensation system, the Access and Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and Washington State Disability Act will be explored. Covers business insurance, claims process, transfer, as well as assumption, assessment of risk, and lines of insurance.

OSH 155 (2) Special Topics in OSH - I
Topics covered will vary or rotate depending on current events and
changes in the field of Occupational Safety and Health. Sample topics include: workplace violence, trans- portation safety, medical surveil- lence, health epide- miology, agriculture safety, etc.

OSH 160 (3) Incident Investigation
This course covers methods and documentation required for incident investiga- tion. Overview of supervisor role in incident investi- gation, methods of review, action, and follow-up to prevent recur- rence. Includes over view of record-keeping system.

OSH 170 (5) Training Techniques
Overview of different learning styles and effective methods for providing training to employees. Advantages and disadvantages of different training media and associ- ated costs. Opportunities to pro- vide training to other class mem- bers on selected safety topics and use different training methodol- ogies.

OSH 190 (3) Industrial Security
Overview of the All Hazards App- roach to industrial cultural Site-specific vulnerability assessments and development of Emergenc- cy Action Plans, loss prevention, industrial security, history of ter- rorism and terrorist threats, and workplace violence. The Nation- al Incident Management System (NIMS) will be introduced.

OSH 220 (3) Industrial Hygiene
Basics of industrial hygiene pro- grams and their relationship to com- pany safety plan. Addresses chemical problems in the body, physi- cal 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 evo- lution of ergonomics in the work- place. Ergonomic risk factors, ter- minology, engineering solutions, applications of the principles of body mechanics, and communica- tion of basic ergonomic concepts and solutions.

OSH 240 (4) Handling Hazardous Materials
Overview of regulations on haz- ard recognition, protective equip- ment, biological and radiological toxicology, monitoring decontam- ination. Includes 40 hours of OSHA required safety training and certi- fication for workers and supervi- sors. 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 depend- ing on current events and changes in the field of Occupa- tional Safety and Health, sample topics include: workplace violence, trans- portation safety, medical surveil- lence, health epide- miology, agriculture safety, etc.

PHIL 131 (3) Integrated Systems Thinking
Prereq: PHIL 130
Integrated Systems Thinking examines a particular system, issue, or technical construct from a variety of disciplines. Key interdiscipli- nary 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 under- stand 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 con- tradictions and apologetics problems and classical arguments of ethical monotheism (Christianity, Judaism and Islam). Explores such issues as God, faith, reason, the problem of evil and the problem of immorality and miracles.

PHIL 220 (5) Introduction to Eastern Philosophy • GER-HM
An introductory survey of the main philosophies in India, China and Ja- pan. Helps students understand the philosophical similarities bet- ween 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 prob- lems of our day. It will provide stu- dents with an introduction to eth- ical theories and their application to contemporary moral problems. Topics covered may include: war, privacy rights, capital punish- ment, animal rights, cloning, envi- ronmental issues including sustain- ability, 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 hu- man rights universal or are they culturally determined? Do future people have rights? Are minori- ty rights exceptions to or different from human rights?

PHYSICAL EDUCATION (PE)
PE 119 (1) Cycling
An introduction to cycling, (both road & mountain bike), designed to improve cardiovascular endurance, muscular strength, muscular endur- ance, flexibility and body com- position.

PE 121 (1) Spin
Spin is a high energy stationary bike workout that enhances car- diovascular endurance and mus- cular strength. Participants select personal intensity levels during the workout through body position and bike tension. Class features include 45 minute cardio ride, includ- ing warm-up and cool-down, fol- lowing by stretching.

PE 125 (1) Lifestyle Fitness
An exercise class designed to im- prove cardiovascular endurance, muscular strength, muscular endur- ance, flexibility and body com- position. Students achieve this goal by utilizing the varied fitness resources available in the fitness fa- cility as well as walking, running, inline skating and cycling in and around the natural environment of Pierce College.

PE 126 (1) Hard Core
This is a challenging core fitness workout using balance, coordina- tion, stability and control. Stability balls, free weights, Bosu and Pilates techniques are used.

PE 127 (1) Power Step
High-energy music combined with non-stop fun choreography and in- terval training makes this the per- fect way to rev-up your cardio training and improve your power and endurance. This class provides a moderate to high intensity work- out and will daily give you a chal- lenge while burning calories!

PE 129 (1) Cardio Pump
Combines a high energy cardio workout with creative choreogra- phy using hand weights, bands and floor work designed to en- hance the muscular tone of all ma- jor muscle groups of the body while burning fat.

PE 131 (1) Body Conditioning
A self-paced and independent fit- ness program designed and mon- itored during class seminars that improves cardiovascular endur- ance, muscular strength, mus- cular endurance, flexibility and body composition using both aerobic and anaerobic exercises.

PE 132 (1) Jogging
Progressive running program to improve cardio-vascular endur- ance, to build stamina important in performing everyday skills and ac- tivities, to lower fat percentage and to improve overall health.

PE 139 (1) Yoga-Special Topics
Yoga Special Topics is a diverse ap- proach to the modern practice of Yoga with varying topics being in- troduced. It includes yoga, dance and yoga sculpt in practical work- outs to reduce stress while im- proving strength and flexibility.

PE 140 (2) Total Fitness
Total Fitness is a current approach to establishing and promoting physical fitness for better health. Combination lecture and lab, stressing the importance of a life- long fitness. Course will include in- dividual assessment and self-eval- uation, development of exercise prescription and implementation of program.
both in and around the natural environment of Pierce College and in the Health Education Center to become "Naturally Fit".

**PE 190-192 (1) Independent Fitness Activities**

An independent physical activity course for students who are unable to participate in physical education courses located at Pierce College. This course meets once every four weeks for a seminar to assess the student's progress in an "off-campus" physical activity course. The student must arrange and pay for the "off-campus" course, and have a certified instructor who supervises course activity. Students must attend all three seminars and complete the "off-campus" activities to be successful in PE 190-192.

**PE 225 (1) Intermediate Lifestyle Fitness**

An exercise class designed to build upon and further improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in and around the natural environment of Pierce College.

**PE 226 (1) Intermediate 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-vsts two and three-vsts three to the five man game.

**PE 269 (1) Intermediate Volleyball**

A course designed to build upon and improve existing volleyball skills.

**PE 270 (1) Intermediate Weight Training**

A course designed to build upon and improve weight training skills to build muscular strength and endurance.

**PE 271 (1) Intermediate Soccer**

A course designed to build upon and improve existing outdoor soccer skills.

### PHYSICAL SCIENCE (PS)

**PS 101 (5) Introduction to Physical Science • GER-NS**

Prereq: High School algebra or MATH 096 with grade of at least 2.0 or instructor permission.

An introductory course for non-science majors covering the concepts of physics, chemistry, earth science, and astronomy. Lab included.

**PHYSICS (PHYS)**

**PHYS& 110 (5) Physics for Non-Science Majors • GER-NS**

(formerly PHYS& 100)

Prereq: High School algebra or MATH 096 with grade of at least 2.0 or instructor permission.

A survey course for non-science majors that develops an awareness and appreciation of the physical environment by looking at everyday experiences and relating them to the principles and laws in physics. Lab included.

**PHYS 111 (4) Preparation for General Physics**

Prereq: MATH 098 with grade of 3.0 or better or MATH 141 with 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 grade of at least 2.0 or instructor permission.

Graphical and analytical techniques in data processing and error analysis for beginning students in science laboratories. Useful for students in any science dealing with exact methods of measurements such as chemistry, physics and geology.

**PHYS& 114 (5) General Physics I • GER-NS**

(formerly PHYS& 121)

Prereq: MATH 142 or PHYS 111 with grade of 2.0 or better or instructor permission.

The first 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.
■ POLITICAL SCIENCE (POLS)
POLS& 101 (5) Introduction to Political Science • GER-SS
A comparative analysis of the various forms of government and politics in the world together with an introduction to the terms and concepts of political science.
POLS& 200 (5) Introduction to Law • GER-SS
Prereq: ENGL& 101 or BUS 105 with a 2.0 grade or better or instructor permission
Introduction to the nature of law and the operation of the legal system; includes discussion of representative substantive law and analysis of the interaction between legal institutions and interest groups.
POLS& 202 (5) American Government • GER-SS
A description and analysis of the institutions, processes, and ideas that make up the American political and governmental systems.
POLS& 203 (5) International Relations • GER-SS
Designed to develop the ability to identify the terms and concepts common to international relations, analyze the problems inherent in a multi-polar, interdependent nation-state political system; and evaluate the ways in which the various global actors attempt to deal with these problems.
POLS 208 (5) U.S. Campaigns and Elections • GER-SS
This course will explore various features of political campaigns and elections in America. Topics include: voter behavior, public opinion, the role of money, media and interest groups in campaigns, and the relationship of elections to policy outcomes.
POLS 230 (5) State and Local Government • GER-SS
This course looks at the different levels of government in the United States system, with emphasis on the state and local level, including their power, structure and how they interact. The constitution and politics of the government in Washington state will receive particular attention.
■ PSYCHOLOGY (PSYC)
PSYC& 100 (5) General Psychology • GER-SS
Scientific study of animal behavior and experience. Both biological and social bases of behavior are covered with emphasis on heredity, neurology, motivation, emotion, perception, cognition, learning and intelligence.
PSYC& 180 (5) Human Sexuality • GER-SS
Human sexual behavior covering the psychological, biological and sociological aspects of human sexuality.
PSYC 192 (3) Career Development: Theory and Application
Rooted in psychological career development theories, students will study and apply theoretical approaches of self and career exploration. Additional application will include cognitive processes, adjustment theory and developmental factors that enable and affirm a decision making process necessary to research, discern and identify career and/or vocational paths that are consistent with results. Career development theories will include: personality, trait-factor, developmental and social-family of origin. Class includes administration and professional interpretation of APA endorsed personality, values and interest assessments.
PSYC& 200 (5) Lifespan Psychology • GER-SS
Prereq: PSYC& 100
A lifespan study of human growth and development, providing a broad understanding of the human life cycle through contributions of psychology, anthropology, sociology, biology, and medicine.
PSYC 201 (5) Psychology of Personal Growth • GER-SS
The study of personality, adjustment, love and relationships, self-actualization and the application of psychological principles to problems met by normal people in everyday life.
PSYC 210 (5) Social Psychology • GER-SS
Prereq: PSYC& 100
Social psychology surveys how people are affected by the world around them. Social influence includes obedience, conformity, and sales and negotiation strategies. Social relations includes stereotyping, love and liking. Social thinking includes identity, how we think about ourselves, and how we explain the world.
PSYC 215 (5) Group Experience
Prereq: PSYC 100 or PSYC 170 or SSMH 170 or instructor permission
Small group theory and practice applicable to working with both in-patient and out-patient agency settings. Designed to further develop the students’ ability to lead counseling groups in the social service/mental health professions. Active listening, group dynamics and group theory in psychology.
PSYC 220 (5) Abnormal Psychology • GER-SS
Prereq: PSYC& 100
A study of the history, etiology, diagnosis and treatment of abnormal behavior.
PSYC 230 (5) Intro to Personality • GER-SS
Prereq: PSYC& 100
A survey of contemporary personality theory, assessment and change.
■ READING (READ)
READ 055 (1-4) Reading Tactics
Prereq: Compass placement
Designed to prepare students for college-level reading through vocabulary development, recognizing ideas both stated and implied, and other strategies for comprehension.
READ 075 (1-5) Reading Tactics
Prereq: Compass Test, completion of previous level with at least a 2.0 or instructor assessment
Reading tactics focus on improving and refining reading comprehension methods, expanding vocabulary, and learning the skills necessary for success in college-level courses, programs of study, and workforce.
READ 101 (1-3) College Reading
Prereq: Compass test, completion of READ 075 with a 2.0 or better or instructor permission
Designed to improve a student’s critical reading skills, comprehension, vocabulary, and speed needed for success in college courses, programs of study and the workplace.
READ 102 (2) Speed Reading
Prereq: 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
Prereq: 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
Prereq: RUSS& 121 or 1 year high school Russian or instructor permission
Continuation of RUSS& 121 stressing speaking, reading, writing and understanding Russian.
RUSS& 223 (5) Russian III • GER-HM
Prereq: RUSS& 122 or 2 years high school Russian or instructor permission
The third quarter of a first year sequential course to give the student the ability to speak, read, write and understand the Russian language and culture.
■ SOCIAL SERVICE/MENTAL HEALTH (SSMH)
SSMH 100 (5) Introduction to Human Services
A survey of social service field history, philosophy, theory, and exploration of career paths, values, education, and skills needed.
SSMH 125 (4) Observation and Intervention Skills
Behavioral observation and record-techniques, report formats, interview style, basic behavior management and referral techniques.
SSMH 170 (5) Mental Health Interviewing and Assessment
Prereq: SSMH 100 or instructor permission; SSMH 215 recommended
Introduction to helping skills and interpersonal communication, specifically basic communications, interviewing and assessment skills, as used in community mental health settings.
SSMH 185 (3) Identity and Values in the Family
Exploration of the formation of identity, values, and self-concept in a family context, including exploration of personal family history, cultural, and attitudinal factors.
SSMH 201 (5) Social Service-Mental Health Field Experience 1
Prereq: Instructor permission and SSMH 100, 101, 170 or 215
A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values, and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.
SSMH 202 (5) Social Service-Mental Health Field Experience 2
Prereq: Instructor permission and SSMH 100, 101, 170, or SSMH 215
A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values, and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.
SSMH 203 (5) Social Service-Mental Health Field Experience 3
Prereq: Instructor permission and SSMH 100, 101, 170 or SSMH 215
A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values, and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.
SSHM 210 (3) Self-Care for Caregivers
This course helps the professional care provider master personal self-care techniques. The student will learn to identify and plan strategies to cope with the multiple stresses inherent when giving care.

SSHM 215 (5) Law and Ethics in Social Services
This course explores the legal and ethical issues in social services. Includes counselor regulations, confidentiality, client rights, involuntary commitment, rights and responsibilities of mental health professionals, mandates, malpractice, child welfare, case law, and standards of conduct.

SSHM 230 (3) Abuse in the Family
A course designed to familiarize students with problems of abuse in the family. Examines types of abuse, definitions, frequency, views of causation, as well as approaches to intervention and prevention.

■ SOCIOLOGY (SOC)

SOC& 101 (5) Introduction to Sociology • GER-SS
An introduction to sociology, the study of society and human interaction. Includes, but is not limited to, the systematic, or scientific, study of social phenomena, developing one's "sociological imagination," and exploring human relationships within the context of today's rapidly changing world.

SOC& 201 (5) Social Problems • GER-SS
A critical exploration of social problems using key sociological perspectives and research strategies. Includes examination 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 societies and their social institutions.

SOC 211 (5) Family and Intimate Relationships • GER-SS
A sociological exploration of family, marriage and intimate relationships. The family is explored as a social institution shaped by cultural and historical factors. Topics surveyed include attraction, dating, love, commitment choices, parenting, communication, conflict, and divorce. Students will learn about diverse forms of modern families and research findings on how to enhance family relationships.

SOC 212 (5) Death, Dying and Bereavement • GER-SS
A sociological exploration of death, dying, and bereavement. Includes, but is not limited to, the study of our "death system;" practices of the funeral service industry; the role of the health care system; traumatic death; facing death care of the dying; bereavement, grief, and mourning; legal and ethical issues; practical matters; and belief in life after life.

SOC 220 (5) Gender Roles in Society • GER-SS
A sociological exploration of sex and gender in contemporary society, including an examination of the influences of biology and socialization. Also includes an exploration of the influence of sex and gender on self-concept and social opportunities. Explores historical and cross-cultural dimensions. Examines the influence of gender identity and sexual orientation on the lived experience of individuals.

■ SPANISH (SPAN)

SPAN& 121 (5) Spanish I • GER-HM
A first-year sequential course to give the student the ability to speak, read and write in a simplified Spanish.

SPAN& 122 (5) Spanish II • GER-HM
Prereq: SPAN& 121 grade of 2.0 or better, 1 year of high school Spanish plus placement in ENGL& 101 or instructor permission

Second quarter of first-year Spanish stressing speaking, reading, writing and understanding Spanish.

SPAN& 123 (5) Spanish III • GER-HM
Prereq: SPAN& 122 grade of 2.0 or better; 2 years of high school Spanish plus placement in ENGL& 101; or instructor permission

A continuation of first-year Spanish stressing speaking, reading, writing and understanding Spanish.

SPAN& 221 (5) Spanish IV • GER-HM
Prereq: SPAN& 123 of 3 years of high school Spanish or instructor permission

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor discretion.

■ VETERINARY TECHNOLOGY (VT)

VT 100 (2) Introduction to Veterinary Technology
Survey of the veterinary medical profession and the role of the technician within the profession. Outlines job opportunities, ethics and animal care administration for various species including breed identification.

VT 101 (2) Animal Nursing I Lecture
Prereq: First-year standing in the Veterinary Technology program
Discussion of the handling and restraint of small animals in veterinary nursing. Clinical applications of veterinary nursing care. Discussion of the administration of medication as related to nursing care of the hospitalized animal.

VT 102 (2) Animal Nursing I Lab
Prereq: First-year standing in the Veterinary Technology program
The handling and restraint of small animals in medical nursing. Administration of medication as related to nursing care of the hospitalized animal.

VT 104 (5) Animal Nursing II
Prereq: First-year standing in the Veterinary Technology program
Introduction to the preparation of the surgical patient, assisting the doctor in sterile surgery, pre- and post-operative care of the patient, performing basic dental prophylaxis.

VT 105 (3) Animal Nursing III
Prereq: First-year standing in the Veterinary Technology program
Basic care and treatment of exotic pet species with an overview of common medical problems and their management.

VT 107 (2) Medical Dosage for Veterinary Technicians
Prereq: First-year standing in the Veterinary Technology program
A course designed to help the Veterinary Technology student determine accurate veterinary medicine dosage calculations and conversions.

VT 110-112 (1) Ward Care Laboratory I-III
Prereq: First-year standing in the Veterinary Technology program
Culminating course in practical experience in the veterinary field.

VT 116 (4) Animal Nutrition
Prereq: First-year standing in the Veterinary Technology program
Practical experience in daily animal care for professional, stable and ward facilities. Procedures include cleaning and sanitizing of holding facilities, supplying proper nutrition, maintaining patient medical records and administering treatments.

VT 123 (4) Large Animal Nursing
Prereq: First-year standing in the Veterinary Technology program
Large animal husbandry techniques and procedures for basic restraint and treatment of horses and food animals.

VT 125 (6) Clinical Microbiology and Public Health
Prereq: First-year standing in the Veterinary Technology program
Veterinary Technology course that introduces the student to microorganisms of clinical importance in veterinary medicine. Emphasis will be placed on zoonoses and public health as it applies to veterinary medicine and the veterinary technician.

VT 155 (2) Nutrition and Complementary Therapies
Prereq: First-year standing in the Veterinary Technology program
Overview of small animal nutrition with emphasis placed on therapeutic diets, age-related dietary needs, and sound nutritional recommendations. Survey of common complementary therapies used in veterinary medicine with emphasis placed on different cultures and traditions, discerning fact from fiction, and the veterinary technician's role in complementary therapy practice.

VT 160 (2) Applied Behavior Techniques I
Prereq: First-year standing in the Veterinary Technology program
Introductory course in a series of three courses on canine and feline behavior. The student will work to socialize and train program dogs and cats while learning about common behavioral problems and solutions seen in the veterinary field.

VT 161 (1) Applied Behavior Techniques II
Prereq: First-year standing in the Veterinary Technology program
Continuing practical experience in canine and feline behavior. This is a second course in a three course series. The student will apply techniques learned in VT 160 on topics such as common behavioral problems/solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

VT 162 (1) Applied Behavior Techniques III
Prereq: First-year standing in the Veterinary Technology program
Culminating course in practical experience in canine and feline behavior. This is the third course in a three-course series. The student will apply techniques learned in VT 160 and VT 161 on topics such as common behavioral problems and solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

VT 166 (4) Hematology for Veterinary Technicians
Prereq: First-year standing in the Veterinary Technology program
Study of blood formation, including recognition of normal
VT 215 (2) Animal Hospital Office Procedures
Prereq: Second-year standing in the Veterinary Technology program
Veterinary Technology course offering a broad view of typical veterinary clinic office procedures. Emphasis placed on the role of a veterinary technician in various professional settings.

VT 220 (4) Public Health and Sanitation
Prereq: Second-year standing in the Veterinary Technology program
Lectures on public health as it applies to veterinary medicine and the veterinary technician. Covers epidemiology, zoonoses, environmental public health, including meat and food hygiene.

VT 222 (4) Hematology for Veterinary Technicians
Prereq: Second-year standing in the Veterinary Technology program
Study of blood formation, including recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of the CBC.

VT 223 (3) Applied Equine Techniques
Prereq: Second-year standing in the Veterinary Technology program
Advanced equine techniques commonly used in large animal practice, on breeding farms and in horse racing.

VT 224 (2) Veterinary Clinical Laboratory Principles
Prereq: Second-year standing in the Veterinary Technology program
Lecture course covering advanced laboratory principles and techniques in hematology, urinalysis, cytology, bacteriology and parasitology.

VT 230 (4) Anesthesiology
Prereq: Second-year standing in the Veterinary Technology program
Small animal anesthesia techniques focusing on agents, administration, and management of the anesthetized patient.

VT 233 (14) Veterinary Clinical Practice
Prereq: Second-year standing in the Veterinary Technology program
Practical field experience with weekly seminar.

VT 240 (3) Animal Diseases
Prereq: Second-year standing in the Veterinary Technology program
Lecture course covering the fundamentals of animal disease, including etiology, nursing care and laboratory procedures which apply to the particular disease syndrome.

VT 250 (3) Radiology for Veterinary Technicians
Prereq: Second-year standing in the Veterinary Technology program
A course emphasizing radiography focusing on basic machine structure, fundamental radiographic techniques, correct animal patient restraint and handling, and achievement of technical quality. Includes a discussion of small animal, large animal, and exotic animal techniques, plus an overview of alternative imaging technologies.

VT 251 (3) Pharmacology for Veterinary Technicians
Prereq: Second-year standing in the Veterinary Technology program
Introduction to the pharmacology of commonly used drugs in veterinary medicine. Drugs are grouped by category based on their target organ systems. The indication, mechanism of action, pharmacokinetics and adverse effects of each drug are discussed.

VT 252 (4) Special Techniques and Projects
Prereq: Second-year standing in the Veterinary Technology program
Selected individual and group assignments covering all technical procedures learned in the Veterinary Technology Program.

VT 260 (3) Emergency and Critical Care
Prereq: Second-year standing in the Veterinary Technology program
Overview of common small animal emergencies and the role the veterinary technician plays in the management of these patients.

VT 265 (6) Clinical Techniques Laboratory
Prereq: Second-year standing in the Veterinary Technology program
Advanced laboratory principles and techniques for veterinary technicians.

VT 266 (5) Veterinary Clinical Pathology and Parasitology
Prereq: Second-year standing in the Veterinary Technology program
Clinical laboratory course covering the most common diagnostic laboratory tests conducted in veterinary hospitals. Procedures discussed include fecal examination, urinalysis, blood chemistry test, cytology, infectious disease test and necropsy. Common animal parasites and their life cycles are covered in detail.