

PIERCE COLLEGE 2014-15 CATALOG

2014-15

possibilities. realized.



PIERCE COLLEGE



possibilities. realized.

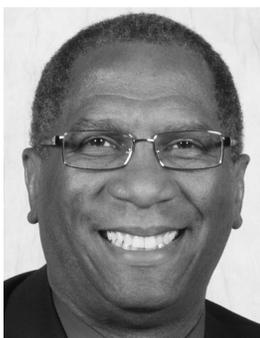
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EFFECTIVE DATE OF CATALOG INFORMATION

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



Chancellor's Message

Welcome to Pierce College!

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

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

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

Thank you,

A handwritten signature in black ink that reads "Michele L. Johnson". The signature is written in a cursive, flowing style.

Michele L. Johnson, Ph.D.

Chancellor and CEO

The Colleges

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



PIERCE COLLEGE FORT STEILACOOM

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



PIERCE COLLEGE PUYALLUP

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

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

District Vision, Mission, Values and Core Themes

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

VISION

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

MISSION

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

VALUES

* Learning * Integrity * Respect * Accountability * Sustainability

Core Themes

ACCESS

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

STUDENT LEARNING AND SUCCESS

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

EXCELLENCE

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

POSITIVE AND DIVERSE COLLEGE ENVIRONMENT

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

CONTRIBUTION TO THE COMMUNITY

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

Educational Philosophy

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

The Five Core Abilities

CRITICAL, CREATIVE AND REFLECTIVE THINKING

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

EFFECTIVE COMMUNICATION

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

INFORMATION COMPETENCY

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

MULTICULTURALISM

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

RESPONSIBILITY

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

Accreditation

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

Pierce College Foundation

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

Educational Choices

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

UNIVERSITY DIRECT TRANSFER DEGREES

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

• ASSOCIATE OF ARTS (AA-DTA)

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

• DIRECT TRANSFER DEGREES

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

UNIVERSITY TRANSFER DEGREES

• ASSOCIATE OF SCIENCE (AS-T)

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

AS-T Track 1 for science pre-majors in biological and environmental resource sciences, geology and earth science, and chemistry.

AS-T Track 2 for science pre-majors in engineering, computer science, physics, and atmospheric sciences.

PROFESSIONAL/TECHNICAL DEGREES AND CERTIFICATES

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

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

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 Apply.AmericanHonors.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.

TRANSITIONAL EDUCATION

FS: (253) 964-6657

PY: (253) 840-8463

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

- Provide the support services necessary for retention and college success.
- Develop in each learner the skills, competencies, and attitudes necessary for the attainment of personal 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 DSHS/WorkFirst cash assistance may receive assistance to complete job training. WorkFirst participants may fulfill their work requirements through WorkFirst Work Study while attending school. Call (253) 964-6265 or visit www.pierce.ctc.edu/dist/workforce/workfirst for details.

TRANSITION AND SUPPORT SERVICES

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

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

JOB CONNECTIONS/WORKSOURCE AFFILIATE

Pierce College is a partner in a statewide system that provides access to countywide employment information and services. Job Connections maintains a job board and job seekers can use 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](http://www.pierce.ctc.edu/dist/workforce/connections) for details.

DSHS PROGRAMS

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

RAINIER SCHOOL

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

WESTERN STATE HOSPITAL

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

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

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 for other ways to demonstrate proficiency in English.

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

INTERNATIONAL STUDENTS APPLYING OUTSIDE THE USA

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

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

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

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>.

IMPORTANT FINANCIAL NOTE

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

AIR FORCE ROTC STUDENTS

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

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

Financial Aid

District Website: www.pierce.ctc.edu/dist/financialaid

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

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

| | |
|---------------------------|--------------------------|
| Algebra I/Geometry | MATH 96 |
| Alternative to Algebra II | MATH 96 |
| Algebra II | MATH 107,131,141,146,147 |
| Precalculus | MATH 148,151 |
| AP Calculus AB/BC* | MATH 148,151 |
| AP Statistics* | MATH 146 |

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

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 milinlinereg@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 Stone Education Center on Fort Lewis or the McChord Education Center.

Forms are also accepted via fax at 253-964-6729 or by email at milinlinereg@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.

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 STEILACOON 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

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Earning Credits

CREDIT HOURS/CREDIT LOAD

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

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

Pierce College has established credit load guidelines to help students succeed. During fall, winter and spring quarters at the Fort Steilacoom or Puyallup 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.

| NUMERIC GRADE | LETTER GRADE EQUIVALENT |
|---------------|--|
| 4.0 - 3.9 | A |
| 3.8 - 3.5 | A- |
| 3.4 - 3.2 | B+ |
| 3.1 - 2.9 | B |
| 2.8 - 2.5 | B- |
| 2.4 - 2.2 | C+ |
| 2.1 - 1.9 | C |
| 1.8 - 1.5 | C- |
| 1.4 - 1.2 | D+ |
| 1.1 - 1.0 | D (lowest passing grade) |
| 0.0 | F Indicates student did not do passing work in the course, did not attend during the quarter, or did not officially withdraw |

GRADE SYMBOLS

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

Z† **In-Progress:** Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. The time limit for removal of “Z” grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. Instructor may convert “Z” to “0.0” or allow it to remain as “Z” if the student has not completed work by completion deadline. An “I” or “Z” grade on a transcript after one year (four quarters) will be automatically converted to a “0.0” without instructor input.

†Not computed in GPA

GRADE POINT AVERAGE (GPA)

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

EXAMPLE

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

53.9 grade points divided by 18.0 credits = 2.99 GPA

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.

COOPERATIVE EDUCATION

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

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

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

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

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

ACADEMIC 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.

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

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/myperce/). To change a name, the student must provide specific evidence showing that their name has officially changed. For more information, contact the registration office at either college.

TRANSCRIPTS

PIERCE COLLEGE TRANSCRIPTS

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

Transcripts are released only if a student has met all financial obligations to the college and if they have signed an authorization for release of the records. Transcript request forms are available at either college, sites within the Pierce College District, or on Pierce College's website (www.pierce.ctc.edu). 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

www.pierce.ctc.edu/about/policy/ref/files/grade_appeal-1-19-2011.pdf
www.pierce.ctc.edu/about/policy/ref/files/grade_appeal_petition.doc

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:

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

Exceptions which permit disclosure without written consent include:

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

who violates drug or alcohol laws or policies; and in connection with an emergency such as suicide risk, to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

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

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

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

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-

ing Sexual Harassment Policy (1.17.0000) and related procedures. For complaints against another student, appropriate action will be taken in accordance with the Pierce College Student Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-126) and related procedures.

ANNUAL SECURITY REPORT

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

Inter-College Reciprocity Policy

Reciprocity of Individual Courses:

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

Reciprocity of Distribution Areas/Specific Requirements:

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

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

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

Transfer Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

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

- Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
- Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
- Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
- When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
- Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

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

WASHINGTON 45

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

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

- **Communications (5 CREDITS)**
ENGL& 101 or ENGL& 102
- **Quantitative and Symbolic Reasoning (5 CREDITS)**
MATH& 107, MATH& 148 or MATH& 151
- **Humanities (10 CREDITS)**
PHIL& 101, MUSC& 105, DRAMA& 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& 100, ENV& 101, PHYS& 121 or GEOL& 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 in Washington state is available in the advising centers.

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

GENERAL DEGREE REQUIREMENTS

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

AA-DTA CORE REQUIREMENTS LIST (60 CREDIT MINIMUM)

| Course | Title | Credits |
|--|--|---------|
| COMMUNICATION SKILLS (10 CREDITS) | | |
| 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 |
| JOURN 102 | Intro to Newswriting | 5 |
| QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS) | | |
| <i>Students must meet stated math prerequisite before enrolling.</i> | | |
| MATH& 107 | Math in Society | 5 |
| MATH 114 | Applied Algebra, Geometry and Trigonometry | 5 |
| * MATH& 131 | Math for Elem Educ 1: Number Systems and Problem Solving | 5 |
| * MATH& 132 | Math for Elem Educ 2: Geometry and Statistics | 5 |
| MATH& 141 | Precalculus I | 5 |
| MATH& 142 | Precalculus II | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| MATH 147 | Business Precalculus | 5 |
| MATH& 148 | Business Calculus | 5 |
| MATH& 151 | Calculus I | 5 |
| MATH& 152 | Calculus II | 5 |
| MATH& 153 | Calculus III | 5 |
| MATH 205 | Linear Algebra | 5 |

| | | |
|-----------|------------------------|---|
| MATH 224 | Multivariate Calculus | 5 |
| MATH 238 | Differential Equations | 5 |
| PHIL& 120 | Symbolic Logic | 5 |

* for education majors

HUMANITIES (15 CREDITS)

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

| | | |
|---------------|---|-----|
| ART& 100 | Art Appreciation | 5 |
| ART 105 | Intro to Art | 5 |
| ART 145 | History of Art (Contemporary) | 5 |
| ART 243 | History of Art-Ancient World Through Middle Ages | 5 |
| ART 244 | History of Art-Renaissance Through Rococo | 5 |
| ART 245 | History of Art-The Modern World | 5 |
| ASL& 121-123 | American Sign Language I-III | 5 |
| ASL& 221-223 | American Sign Language IV | 5 |
| CMST&101 | Intro to Communications | 5 |
| CMST& 102 | Intro to Mass Media | 5 |
| CMST 105 | Intercultural Communication | 5 |
| CMST& 220 | Public Speaking | 5 |
| CMST& 230 | Small Group Communication | 5 |
| DRMA& 101 | Intro to Theatre | 5 |
| DRMA 160 | Intro to Film and Video | 5 |
| ENGL& 111 | Intro to Literature | 5 |
| ENGL& 112 | Intro to Fiction | 5 |
| ENGL& 113 | Intro to Poetry | 5 |
| ENGL& 114 | Intro to Dramatic Literature | 5 |
| ENGL 204 | The Bible as Literature | 5 |
| ENGL 205 | Intro to Mythology | 5 |
| ENGL 207 | Native American Literature | 5 |
| ENGL 210 | Intro to American Literature | 5 |
| ENGL& 220 | Intro to Shakespeare | 5 |
| ENGL& 226-228 | British Literature I-III | 5 |
| ENGL& 236-238 | Creative Writing I-III | 5 |
| ENGL 239 | World Literature | 5 |
| ENGL& 244-246 | American Literature I-III | 5 |
| ENGL 249 | Creative Writing: Special Projects | 5 |
| ENGL 264 | Literature of U.S. Slavery/Abolition | 5 |
| ENGL 265 | American Literature-Humor/Satire | 5 |
| ENGL 266 | Women Writers-International Mosaic | 5 |
| FRCH& 121-123 | French I-III | 5 |
| GERM& 121-123 | German I-III | 5 |
| HUM& 101 | Intro to Humanities | 5 |
| HUM 105 | Black Thought and Culture | 5 |
| HUM 106 | Ethnic Thought and Culture | 5 |
| HUM 107 | Latin American Thought and Culture | 5 |
| HUM 109 | American Thought and Culture: The Harlem Renaissance | 5 |
| HUM 161-164 | Western Thought and Culture I-IV | 5 |
| HUM 204 | American Popular Culture | 5 |
| HUM 209 | The Civil Rights Movement: From the Ground Up | 5 |
| HUM 210 | American Cinema and Society | 5 |
| HUM 212 | Great Directors and Auteurs | 5 |
| HUM 215 | World Cinema | 5 |
| HUM 240 | World Religions | 5 |
| JAPN& 121-123 | Japanese I-III | 5 |
| JOURN 103 | Intro to Feature Writing | 1-5 |
| JOURN 125 | The Documentary: A Social Force | 5 |
| KREA& 121-123 | Korean I-III | 5 |
| MUSC 100 | Intro to Rock and Roll | 5 |
| MUSC 102 | American Popular Music | 5 |
| MUSC 103 | Intro to Jazz | 5 |
| MUSC& 105 | Music Appreciation | 5 |
| MUSC 106 | World Music | 5 |
| MUSC& 141-143 | Music Theory I-III | 5 |
| MUSC& 241-243 | Music Theory IV-VI | 5 |
| PHIL& 101 | Intro to Philosophy | 5 |
| PHIL& 115 | Critical Thinking | 5 |
| PHIL 150 | Intro to Ethics | 5 |
| PHIL 210 | Philosophy of Western Religion | 5 |
| PHIL 220 | Introduction to Eastern Philosophy | 5 |
| PHIL 230 | Contemporary Moral Problems | 5 |
| PHIL 238 | Philosophy of Human Rights | 5 |
| RUSS& 121-123 | Russian I-III | 5 |
| SPAN& 121-123 | Spanish I-III | 5 |

HUMANITIES PERFORMANCE/SKILLS (5 CREDITS MAXIMUM)

| | | |
|-------------|-------------|---|
| ART 101-103 | Design | 5 |
| ART 107-109 | Photography | 5 |
| ART 111-113 | Drawing | 5 |

AA-DTA CORE REQUIREMENTS LIST - CONTINUED

| Course | Title | Credits | Course | Title | Credits |
|--|--|---------|---|--|---------|
| ART 115 | Three-Dimensional Drawing | 5 | PSYC& 200 | Lifespan Psychology | 5 |
| ART 150 | Printmaking Beginning | 5 | PSYC 201 | Psychology of Personal Growth | 5 |
| ART 201-203 | Painting | 5 | PSYC 210 | Social Psychology | 5 |
| ART 204 | Watercolor, Beginning | 5 | PSYC& 220 | Abnormal Psychology | 5 |
| ART 211 | Beginning Sculpture | 5 | PSYC 230 | Introduction of Personality | 5 |
| DRMA 170-172 | Technical Film and Theatre | 5 | SOC& 101 | Intro to Sociology | 5 |
| DRMA 260-262 | Acting for Stage and Digital Film | 5 | SOC& 201 | Social Problems | 5 |
| DRMA 280-285 | Production Practicum | 1-3 | SOC 211 | Family and Intimate Relations | 5 |
| MUSC 126-127 | Class Guitar | 1 | SOC 212 | Death, Dying and Bereavement | 5 |
| MUSC 140, 240 | College Choir | 1-2 | SOC 220 | Gender Roles in Society | 5 |
| MUSC 144, 244 | Concert Choir | 2.5 | | | |
| MUSC 145, 245 | Jazz Choir | 2.5 | | | |
| MUSC 147, 247 | Chamber Choir | 2.5 | | | |
| MUSC 150, 250 | College Band | 1 | | | |
| MUSC 154, 254 | College Orchestra | 1 | | | |
| MUSC 157, 257 | Jazz Band | 1-2 | | | |
| MUSC 160-168 | Private Instruction | 0.5 | | | |
| MUSC 260-268 | Private Instruction | 0.5 | | | |
| MUSC 170-173 | Ensemble (Instrumental) | 1 | | | |
| MUSC 270-273 | Ensemble (Instrumental) | 1 | | | |
| MUSC 174, 274 | Vocal Ensemble | 1 | | | |
| MUSC 181 | Beginning Class Piano | 1 | | | |
| MUSC 182 | Intermediate Class Piano | 1 | | | |
| MUSC 183 | Advanced Class Piano | 1 | | | |
| SOCIAL SCIENCES (15 CREDITS) | | | NATURAL SCIENCES (15 CREDITS) | | |
| Select from at least three disciplines. | | | Choose at least one laboratory science – indicated by an L – and from three different disciplines. | | |
| ANTH& 100 | Survey of Anthropology | 5 | ANTH& 205 | Biological Anthropology | 5 |
| ANTH& 104 | World Prehistory | 5 | L ANTH& 236 | Forensic Anthropology | 5 |
| ANTH& 106 | American Mosaic | 5 | ASTR& 100 | Survey of Astronomy | 5 |
| ANTH 107 | Archaeology of Ancient Civilizations | 5 | L ASTR& 101 | Intro to Astronomy | 5 |
| ANTH& 204 | Archaeology | 5 | L ASTR 105 | Survey of Astrobiology | 5 |
| ANTH& 206 | Cultural Anthropology | 5 | L ASTR& 110 | The Solar System | 5 |
| ANTH& 210 | Indians of North America | 5 | L ASTR& 115 | Stars, Galaxies and Cosmos | 5 |
| ANTH& 216 | Northwest Coast Indians | 5 | L ATMOS 101 | Intro to Weather | 5 |
| ANTH 240 | Women in Cross Cultural Perspectives | 5 | L BIOL& 100 | Survey of Biology | 5 |
| BUS& 101 | Intro to Business | 5 | L BIOL& 160 | General Biology w/Lab | 5 |
| BUS& 201 | Business Law | 5 | BIOL& 170 | Human Biology | 5 |
| CJ& 105 | Corrections in America | 5 | L BIOL& 175 | Human Biology w/Lab | 5 |
| CJ 112 | Criminal Justice in America | 5 | L BIOL& 211 | Majors Cellular | 5 |
| CJ 202 | Concepts of Criminal Law | 5 | L BIOL& 212 | Majors Animal | 5 |
| ECED& 105 | Intro to Early Childhood Education | 5 | L BIOL& 213 | Majors Plant | 5 |
| ECON 110 | Survey of Economics | 5 | L BIOL& 241 | Human Anatomy and Physiology 1 | 6 |
| ECON& 201 | Microeconomics | 5 | L BIOL& 242 | Human Anatomy and Physiology 2 | 6 |
| ECON& 202 | Macroeconomics | 5 | L BIOL& 260 | Microbiology | 5 |
| EDUC& 115 | Child Development | 5 | CHEM& 100 | Preparatory Chemistry | 5 |
| GEOG 100 | Intro to Geography | 5 | L CHEM& 110 | Chemical Concepts w/Lab | 5 |
| GEOG 150 | Europe, The Americas, Australia/New Zealand | 5 | L CHEM& 121 | Intro to Chemistry | 5 |
| GEOG 160 | Africa, Middle East and Asia | 5 | L CHEM& 131 | Intro to Organic/Biochemistry | 6 |
| GEOG 200 | Human Geography | 5 | CHEM& 139 | General Chemistry Prep | 5 |
| HIST& 126-128 | World Civilizations I-III | 5 | L CHEM& 161-163 | General Chemistry w/Lab I-III | 5 |
| HIST& 156-159 | History of US I-IV | 5 | L CHEM& 261-263 | Organic Chemistry w/Lab I-III | 5 |
| HIST 168 | Vietnam War as History | 5 | ENGR 101 | Intro to Engineering | 5 |
| HIST& 214 | Pacific NW History | 5 | ENVS& 100 | Survey of Environmental Science | 5 |
| HIST 260 | History of Russia and Soviet Union | 5 | ENVS 150 | Environmental Issues | 5 |
| HIST 265 | History of Latin America Since 1810 | 5 | L ENVS 155 | Applied Environmental Methods | 5 |
| HIST 266 | History of Europe Since 1870 | 5 | GEOG 205 | Physical Geography | 5 |
| HIST 270 | Intro to the Far East | 5 | L GEOG 210 | Physical Geography | 5 |
| HIST 272 | Survey of Middle East History | 5 | L GEOL& 101 | Intro Physical Geology | 5 |
| HIST 277 | The Cold War | 5 | L GEOL& 103 | Historical Geology | 5 |
| HIST 280 | Intro to Chinese Civilization | 5 | L GEOL 107 | Earth Systems Science | 5 |
| HIST 284 | Intro to the Balkans | 5 | L GEOL& 110 | Environmental Geology | 5 |
| HIST 287 | History of Japan Since Antiquity | 5 | L GEOL& 115 | Geology National Parks | 5 |
| INTS 107 | Intro to International Studies | 5 | L GEOL& 120 | Volcanoes | 5 |
| INTS 140 | Contemporary Issues in International Studies | 5 | GEOL 283 | Regional Geology | 5 |
| INTS 150 | Contemporary Rebel, Secessionist and Terrorist Organizations | 5 | MATH& 107 | Math in Society | 5 |
| INTS 164 | Border and Genocidal Conflicts of the Modern World | 5 | MATH 114 | Applied Algebra, Geometry and Trigonometry | 5 |
| POLS& 101 | Intro Political Science | 5 | MATH& 141 | Precalculus I | 5 |
| POLS& 200 | Introduction to Law | 5 | MATH& 142 | Precalculus II | 5 |
| POLS& 202 | American Government | 5 | MATH& 146 | Introduction to Statistics | 5 |
| POLS& 203 | International Relations | 5 | MATH 147 | Business Precalculus | 5 |
| POLS 208 | U.S. Campaigns and Elections | 5 | MATH& 148 | Business Calculus | 5 |
| POLS 230 | State and Local Government | 5 | MATH& 151 | Calculus I | 5 |
| PSYC& 100 | General Psychology | 5 | MATH& 152 | Calculus II | 5 |
| PSYC& 180 | Human Sexuality | 5 | MATH& 153 | Calculus III | 5 |
| | | | MATH 205 | Linear Algebra | 5 |
| | | | MATH 224 | Multivariate Calculus | 5 |
| | | | MATH 238 | Differential Equations | 5 |
| | | | L NSCI 150 | Nature | 5 |
| | | | L NSCI 160 | Environmental Biology | 5 |
| | | | NUTR& 101 | Nutrition | 5 |
| | | | L OCEA& 101 | Intro to Oceanography | 5 |
| | | | L OCEA 170 | Marine Biology | 5 |
| | | | PHIL& 120 | Symbolic Logic | 5 |
| | | | L PHYS& 110 | Physics Non-Science Majors | 5 |
| | | | L PHYS& 114-116 | General Physics I-III | 5 |
| | | | L PHYS& 221-223 | Engineering Physics I-III | 6 |
| | | | L PS 101 | Intro to Physical Science | 5 |

GENERAL TRANSFERABLE ELECTIVES (15 CREDITS)

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

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

AND/OR

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

GTE APPROVED COURSES BY DEPARTMENT

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

ANTHROPOLOGY: All

ART: All except those listed as HM-Performance courses

ASTRONOMY: All

ATMOSPHERIC SCIENCE: All

BIOLOGY: All

BUSINESS: Only BUS& 101 and BUS& 201

CHEMISTRY: All

COMMUNICATION STUDIES: All

COMPUTER SCIENCE: CS 201D and CS 202D

CRIMINAL JUSTICE: 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: ECED& 105

ECONOMICS: All

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

ENGINEERING: All

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

ENVIRONMENTAL SCIENCE: All

GEOGRAPHY: All

GEOLOGY: All

HISTORY: All

HUMANITIES: All

INTERDISCIPLINARY STUDIES: All except 292

JOURNALISM: Only 102, 103 and 125

MATHEMATICS: All

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

NATURAL SCIENCE: All

NUTRITION: All

OCEANOGRAPHY: All

PHILOSOPHY: All

PHYSICAL SCIENCE: All

PHYSICS: All

POLITICAL SCIENCE: All

PSYCHOLOGY: All except 192

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

SOCIOLOGY: All

WORLD LANGUAGES: All

GENERAL ELECTIVES (15 CREDITS)

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

See *Degree Outcomes* on page 29.

■ ASSOCIATE OF ARTS – OPTION B

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

GENERAL DEGREE REQUIREMENTS

- Complete an AA–Option B contract that must be approved by an authorized representative of the senior institution and Pierce College. Candidates must submit a signed copy of the Option B contract to the evaluations office, at least two quarters prior to graduation. The degree is awarded upon successful completion of the contract requirements.
- Minimum of 90 credits must be completed, as authorized for transfer by the four-year institution's representative and must meet the institution's general distribution and departmental requirements for entrance.
- The student must earn a college cumulative grade point average (GPA) of 2.0 or better and a grade of 1.5 (C-) or better in all core courses unless prerequisites state otherwise.
- Minimum of 25 of the last 45 credits must be earned at Pierce College.

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

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

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

See *Degree Outcomes* on page 29.

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

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

GENERAL DEGREE REQUIREMENTS

- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree
- ENGL& 101 - English Composition I - required
- 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)

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

| | |
|------------------------------|---|
| Humanities | 5 |
| Social Science | 5 |
| Humanities or Social Science | 5 |

SCIENCE PRE-MAJOR REQUIREMENTS (35-38 CREDITS)

| | | |
|-----------|-----------------------------|---|
| CHEM& 161 | General Chemistry w/Lab I | 5 |
| CHEM& 162 | General Chemistry w/Lab II | 5 |
| CHEM& 163 | General Chemistry w/Lab III | 5 |

Select one:

| | | |
|-----------|----------------------------|---|
| MATH& 146 | Introduction to Statistics | 5 |
| MATH& 153 | Calculus III | 5 |

Select one of the following sequences:

| | | |
|---------------|-------------------------------|----|
| BIOL& 211-213 | Majors: Cellular/Animal/Plant | 15 |
| PHYS& 114-116 | General Physics I-III | 15 |
| PHYS& 221-223 | Engineering Physics I-III | 18 |

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

ADDITIONAL SCIENCE REQUIREMENTS (15-18 CREDITS)

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

LIST OF APPROPRIATE COURSES:

| | | |
|---------------|-------------------------------------|----|
| BIOL& 241 | Human Anatomy and Physiology 1 | 5 |
| BIOL& 242 | Human Anatomy and Physiology 2 | 5 |
| BIOL& 211-213 | Majors: Cellular/Animal/Plant | 15 |
| CHEM& 261-263 | Organic Chemistry w/Lab I-III | 18 |
| GEOL& 101 | Intro Physical Geology | 5 |
| GEOL& 103 | Historical Geology | 5 |
| GEOL& 110 | Environmental Geology | 5 |
| GEOL 220 | Earth Resources and the Environment | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| MATH& 153 | Calculus III | 5 |
| MATH 205 | Linear Algebra | 5 |
| MATH 224 | Multivariate Calculus | 5 |
| MATH 238 | Differential Equations | 5 |
| 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 ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus.
- Biology majors should select organic chemistry or physics for the Science Pre-Major Requirements.
- Pre-calculus cannot be used to satisfy the mathematics requirement.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
- Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK 2

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

GENERAL DEGREE REQUIREMENTS

- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree
- ENGL& 101 - English Composition I - required
- 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 ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
- Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

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 skills course(s) in the curriculum guide for the specific degree. In programs where no specific course has been identified, students must be assessed above the MATH 098 (Intermediate Algebra) level.

HUMAN RELATIONS: A minimum of three credits

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

■ ASSOCIATE IN TECHNOLOGY – GENERAL

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

■ PROFESSIONAL/TECHNICAL CERTIFICATES

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

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

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

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

COURSE SUBSTITUTION POLICY

Pierce College Professional/Technical program coordinators and full-time faculty within the program area may substitute 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 Lozono (FS), Ken Kwok (PY)

Degree: Associate in Accounting

Certificate: Practical Accounting

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

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

■ ASSOCIATE IN ACCOUNTING

Some Accounting classes are only offered at the Puyallup Campus

GENERAL REQUIREMENTS (25 CREDITS)

COMMUNICATIONS (10 CREDITS)

Select one:

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

Select one:

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

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Select one:

- | | | |
|------------|----------------------|---|
| BUS 107 | Business Mathematics | 5 |
| * MATH 147 | Business Precalculus | 5 |

HUMAN RELATIONS AND LEADERSHIP (10 CREDITS)

- | | | |
|----------|--------------------------|---|
| MNGT 194 | Principles of Leadership | 5 |
|----------|--------------------------|---|

Select one:

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

ACCOUNTING REQUIREMENTS (42 CREDITS)

INTRODUCTORY CLASSES (17 CREDITS)

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

ADVANCED CLASSES (25 CREDITS)

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

BUSINESS REQUIREMENTS (24-26 CREDITS)

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

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

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

Total Credits Required 91-93

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

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

CERTIFICATE IN PRACTICAL ACCOUNTING

Some Accounting classes are only offered at the Puyallup Campus

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

GENERAL REQUIREMENTS (13-18 CREDITS)

| | | |
|--|------------------------------|---|
| BUS 107 | Business Mathematics | 5 |
| BTECH 112 | Keyboard Skillbuilding I | 2 |
| (BTECH 112 may be waived if typing proficiency is at least 30 wpm) | | |
| BTECH 135 | Electronic 10-Key Calculator | 3 |
| (BTECH 135 may be waived if proficiency on 10-key is demonstrated) | | |
| CIS 136 | Spreadsheet Applications | 3 |
| Select one: | | 5 |
| BUS 105 | Business English I | |
| ENGL& 101 | English Composition I | |

INTRODUCTORY CLASSES (12 CREDITS)

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

ADVANCED CLASSES (10 CREDITS)

| | | |
|---------------------------|-----------------------------------|---|
| ACCT 180 | Accounting Systems | 5 |
| And one of the following: | | |
| ACCT 179 | Federal Income Tax Preparation | 5 |
| ACCT 273 | Government Budget/Fund Accounting | 5 |
| ACCT 275 | Payroll and Business Taxes | |

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/NP 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 Orrange (FS); Teah Bergstrom (PY)

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

BEGINNING LITERACY

| | |
|---------|--|
| ABE 010 | Beginning ABE Literacy – Reading 1 |
| ABE 011 | Beginning ABE Literacy – Writing 1 |
| ABE 012 | Beginning ABE Literacy – Math 1 |
| ABE 013 | Beginning ABE Literacy – Reading/Writing 1 |
| ABE 014 | Beginning ABE Literacy – Integrated 1 |

BEGINNING BASIC SKILLS

| | |
|---------|---|
| ABE 020 | ABE Beginning Basic Education – Reading 2 |
| ABE 021 | ABE Beginning Basic Education – Writing |
| ABE 022 | ABE Beginning Basic Education – Math 2 |
| ABE 023 | ABE Beginning Basic Education – Reading/Writing |
| ABE 024 | ABE Beginning Basic Education – Integrated 2 |

LOW INTERMEDIATE BASIC SKILLS

| | |
|---------|--|
| ABE 030 | ABE Low Intermediate Basic Education – Reading 3 |
| ABE 031 | ABE Low Intermediate Basic Education – Writing 3 |
| ABE 032 | ABE Low Intermediate Basic Education – Math 3 |
| ABE 033 | ABE Low Intermediate Basic Education – Reading/Writing 3 |
| ABE 034 | ABE Low Intermediate Basic Education – Integrated |

HIGH INTERMEDIATE BASIC SKILLS

| | |
|---------|---|
| ABE 040 | ABE High Intermediate Basic Education – Reading 4 |
| ABE 041 | ABE High Intermediate Basic Education – Writing 4 |
| ABE 042 | ABE High Intermediate Basic Education – Math 4 |
| ABE 043 | ABE High Intermediate Basic Education – Reading/Writing 4 |
| ABE 044 | ABE High Intermediate Basic Education – Integrated 4 |

LOW ADULT SECONDARY EDUCATION

| | |
|---------|---|
| ABE 050 | ABE Low Adult Secondary Education – Reading 5 |
| ABE 051 | ABE Low Adult Secondary Education – Writing 5 |
| ABE 052 | ABE Low Adult Secondary Education – Math 5 |
| ABE 053 | ABE Low Adult Secondary Education – Reading/Writing |
| ABE 054 | ABE Low Adult Secondary Education – Integrated 5 |

HIGH ADULT SECONDARY EDUCATION

| | |
|---------|--|
| ABE 060 | ABE High Adult Secondary Education – Reading 6 |
| ABE 061 | ABE High Adult Secondary Education – Writing 6 |
| ABE 062 | ABE High Adult Secondary Education – Math 6 |
| ABE 063 | ABE High Adult Secondary Education – Reading/Writing |
| ABE 064 | ABE High Adult Secondary Education – Integrated 6 |

OTHER ABE OFFERINGS

| | |
|---------|-------------------------------|
| ABE 090 | Educational Interview |
| ABE 095 | Workplace Fundamentals |
| ABE 098 | Transitions to College |
| ABE 099 | I-BEST Academic Support - ABE |

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

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

LOW BEGINNING ESL

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

HIGH BEGINNING INTERMEDIATE ESL

| | |
|---------|-------------------------------|
| ESL 030 | High Beginning ESL Speaking 3 |
| ESL 031 | High Beginning ESL Reading 3 |

| | |
|---------|---|
| ESL 032 | High Beginning ESL Writing 3 |
| ESL 034 | High Beginning ESL Integrated 3 |
| ESL 035 | High Beginning ESL Computer Technology and Job Readiness 3 |
| ESL 036 | High Beginning ESL Intensive Oral Communication and Grammar 3 |
| ESL 037 | High Beginning ESL Workforce 3 |

LOW INTERMEDIATE ESL

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

HIGH INTERMEDIATE ESL

| | |
|---------|--|
| ESL 050 | High Intermediate ESL Speaking 5 |
| ESL 051 | High Intermediate ESL Reading 5 |
| ESL 052 | High Intermediate ESL Writing 5 |
| ESL 054 | High Intermediate ESL Integrated 5 |
| ESL 055 | High Intermediate ESL Computer Technology and Job Readiness 5 |
| ESL 056 | High Intermediate ESL Intensive Oral Communication and Grammar 5 |
| ESL 057 | High Intermediate ESL Workforce 5 |

ADVANCED ESL

| | |
|---------|---|
| ESL 060 | Advanced ESL Speaking 6 |
| ESL 061 | Advanced ESL Reading 6 |
| ESL 062 | Advanced ESL Writing 6 |
| ESL 063 | Advanced ESL Listening/Observing 6 |
| ESL 064 | Advanced ESL Integrated 6 |
| ESL 065 | Advanced ESL Computer Technology and Job Readiness 6 |
| ESL 066 | Advanced ESL Intensive Oral Communication and Grammar 6 |
| ESL 067 | Advanced ESL Workforce 6 |
| ESL 099 | I-Best Academic Support |

EDUCATIONAL INTERVIEW

| | |
|---------|-----------------------|
| ESL 090 | Educational Interview |
|---------|-----------------------|

■ HIGH SCHOOL COMPLETION

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

GENERAL REQUIREMENTS FOR ADMISSION

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

- A student who is still attending high school must obtain a release from his or her school district showing the class(es) the student is permitted to take.
- Any student under the age of 19 must obtain a release from the school district where he or she would normally be attending high school.

REGISTRATION PROCEDURE

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

TUITION

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

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

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

REQUIREMENTS

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

Students fulfill their high school requirements by taking appropriate college classes and completing the high school 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 | 5 |

ARCHAEOLOGY FOCUS

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

BIOLOGICAL ANTHROPOLOGY FOCUS

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

ART

Faculty: David Roholt (FS)

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

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

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

ART MAJOR

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

| | | |
|-------------|--|---|
| ART& 100 | Art Appreciation | 5 |
| ART 101-103 | Design (Beginning/Intermediate/Advanced) | 5 |
| ART 105 | Introduction to Art | 5 |

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

ASTRONOMY

Faculty: Hillary Stephens (FS); Tom Bush (PY)

Degree: Associate of Arts (AA-DTA)

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

ASTRONOMY/EARTH SCIENCE MAJOR

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

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

ATMOSPHERIC SCIENCE

Faculty: Tom Bush (PY)

Degree: Associate of Arts (AA-DTA)

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

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

ATMOSPHERIC SCIENCE MAJOR

| | | |
|---|----------------------------------|----|
| ATMOS 101 | Intro to Weather | 5 |
| CHEM& 161-163 | General Chemistry w/lab I-III | 15 |
| MATH& 141 | Precalculus I | 5 |
| MATH& 151-153 | Calculus I-III | 15 |
| PHYS& 221-223 | Engineering Physics I-III | 18 |
| GEOL& 101 | Introduction to Physical Geology | 5 |
| GEOG 205 | Physical Geography | 5 |
| ENVS& 100 | Survey of Environmental Science | 5 |
| OCEA& 101 | Introduction to Oceanography | 5 |
| Computer Sciences and Programming | | 5 |
| Electives in the Earth Sciences and Geography | | 5 |

BIOLOGY UNIVERSITY TRANSFER

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

Degrees: Associate of Arts (AA-DTA)

Associate of Science (AS)

Associate in Biology (DTA/MRP)

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

See Degree Outcomes on page 29.

■ ASSOCIATE IN BIOLOGY DTA

GENERAL DEGREE REQUIREMENTS

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

GENERAL REQUIRED COURSES

COMMUNICATION SKILLS (10 CREDITS)

| | | |
|-------------|--|---|
| ENGL& 101 | English Composition I | 5 |
| Select one: | | |
| ENGL 103 | Composition - Argumentation and Research | 5 |
| ENGL 107 | Composition - Writing about Literature | 5 |

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

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

| | | |
|-------------|--------------------------|---|
| Select one: | | |
| MATH& 151 | Calculus I | 5 |
| MATH& 146 | Introduction to Statics* | 5 |

*Statistics may substitute for Calculus 1 at some institutions; students are encouraged to check with the transfer institution early in their decision process to confirm requirements.

HUMANITIES (15 CREDITS)

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

SOCIAL SCIENCES (15 CREDITS)

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

NATURAL SCIENCES (30 CREDITS)

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

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

GENERAL ELECTIVES (15 CREDITS)

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

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)

■ 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)

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

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

| | | |
|-------------|--|---|
| ENGL& 101 | English Composition I | 5 |
| Select one: | | |
| ENGL 103 | Composition – Argumentation and Research | 5 |
| ENGL 107 | Composition – Writing About Literature | 5 |

QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)

Students must meet stated math prerequisites.

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

HUMANITIES (15 CREDITS)

Selected from at least **two** disciplines. No more than **ten** credits allowed from any **one** discipline. Nor more than **five** credits in world language at the 100 level. No more than **five** credits in performance/skills courses are allowed.

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

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

SOCIAL SCIENCES (15 CREDITS)

Selected from at least **two** disciplines. No more than **ten** credits allowed from any **one** discipline.

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

NATURAL SCIENCES (15-18 CREDITS)

Selected from at least two disciplines. No more than **ten** credits allowed from any **one** discipline. At least **ten** credits in physical,

biological and/or earth sciences. Shall include at least **one** laboratory course indicated by an **L**. MATH& 146 is required.

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

| | | |
|------------------------|---------------------------------------|---|
| L ASTR& 100 | Survey of Astronomy | 5 |
| L ASTR& 101 | Intro to Astronomy | 5 |
| L ASTR 105 | Survey of Astrobiology | 5 |
| L ASTR& 110 | The Solar System | 5 |
| L ASTR& 115 | Stars, Galaxies and Cosmos | 5 |
| L ATMOS 101 | Intro to Weather | 5 |
| L BIOL& 100 | Survey of Biology | 5 |
| L BIOL& 160 | General Biology w/Lab | 5 |
| BIOL& 170 | Human Biology | 5 |
| L BIOL& 175 | Human Biology w/Lab | 5 |
| L BIOL& 211 | Majors: Cellular | 5 |
| L BIOL& 212 | Majors: Animal | 5 |
| L BIOL& 213 | Majors: Plant | 5 |
| L BIOL& 241 | Human Anatomy and Physiology 1 | 6 |
| L BIOL& 242 | Human Anatomy and Physiology 2 | 6 |
| L BIOL& 260 | Microbiology | 5 |
| L CHEM& 100 | Preparatory Chemistry | 5 |
| L CHEM& 110 | Chemistry Concepts | 5 |
| L CHEM& 121 | Intro to Chemistry | 5 |
| L CHEM& 131 | Intro to Organic and Biochemistry | 6 |
| L CHEM& 139 | General Chemistry Prep | 5 |
| L CHEM& 161-163 | General Chemistry w/Lab I-III | 5 |
| L CHEM& 261-263 | Organic Chemistry w/Lab I-III | 5 |
| L ENVS& 100 | Essentials of Environmental Science | 5 |
| L ENVS 150 | Environmental Issues | 5 |
| L GEOL& 101 | Intro to Physical Geology | 5 |
| L GEOL& 103 | Historical Geology | 5 |
| L GEOL 107 | Earth Systems Science | 5 |
| L GEOL& 110 | Environmental Geology | 5 |
| L GEOL& 115 | Geology of the National Parks | 5 |
| L GEOL& 208 | Geology of the Pacific NW | 5 |
| L MATH& 146 | Introduction to Statistics (required) | 5 |
| L NSCI 150 | Nature | 5 |
| L NSCI 160 | Environmental Biology | 5 |
| L OCEA& 101 | Intro to Oceanography | 5 |
| L OCEA 170 | Marine Biology | 5 |
| L PHYS& 110 | Physics for Non-Science Majors | 5 |
| L PHYS& 114-116 | General Physics I-III | 5 |
| L PHYS& 221-223 | Engineering Physics I-III | 6 |
| L PS 101 | Intro to Physical Science | 5 |

BUSINESS SPECIFIC COURSES/GTE (20 CREDITS)

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

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

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

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

GENERAL ELECTIVES (5 CREDITS)

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

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

Total Credits Required 90-93

Notes

- Minimum grade-point average requirements are established by each institution. Meeting the minimum requirements does not guarantee admission. Business programs are competitive and may require a higher GPA overall, a higher GPA in a selected subset of courses or a specific grade in one or more courses.
- Students who enrolled prior to Fall 2012 have a two-year grace period to transfer.
- Other college-level courses, of which a maximum of 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

Short

Certificates: Human Resource Management
Marketing
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.

GENERAL REQUIRED COURSES (10 CREDITS)

| | | |
|--------------|----------------------------|---|
| Select one: | | |
| *+ ENGL& 101 | English Composition I | 5 |
| *+ BUS 105 | Business English I | 5 |
| Select one: | | |
| *+ BUS 107 | Business Mathematics | 5 |
| *+ MATH& 107 | Math in Society | 5 |
| *+ MATH& 146 | Introduction to Statistics | 5 |

BUSINESS CORE (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 |
| Select one: | | |
| BUS& 201 | Business Law | 5 |
| POLS& 200 | Introduction to Law | 5 |

Select one:

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

Select one:

| | | |
|------------|--|---|
| ** CIS 110 | Intro to Microcomputer Business Applications | 3 |
| CIS 121 | Intro to Computer Information Systems | 5 |

MANAGEMENT AND CAREER SKILLS (13 CREDITS)

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

ECONOMICS (5 CREDITS)

Select one:

| | | |
|-----------|---------------------|---|
| ECON 110 | Survey of Economics | 5 |
| ECON& 201 | Microeconomics | 5 |

ACCOUNTING (5-10 CREDITS)

Select one:

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

AREA OF FOCUS

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

BUSINESS MANAGEMENT (25 CREDITS)

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

HUMAN RESOURCE MANAGEMENT(25 CREDITS)

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

MARKETING (25 CREDITS)

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

RETAIL/FASHION MERCHANDISING (30 CREDITS)

| | | |
|----------|--|---|
| FASH 160 | Intro to Fashion Merchandising | 5 |
| FASH 162 | Apparel Design and Construction Analysis | 5 |
| FASH 163 | Consumer Textiles | 5 |
| MNGT 275 | Intro to Visual Promotion | 5 |
| MNGT 282 | Principles of Marketing | 5 |
| MNGT 293 | Retailing and Merchandising | 5 |

SMALL BUSINESS/ENTREPRENEURSHIP (35 CREDITS)

| | | |
|----------|---|---|
| ACCT 275 | Payroll and Business Taxes | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 194 | Principles of Leadership | 5 |
| MNGT 276 | Employment Law: Human Resource Legal Issues | 5 |
| MNGT 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 BUSINESS

COURSE REQUIREMENTS (50 CREDITS)

| | | |
|--------------|---------------------------------------|---|
| † ACCT& 201 | Principles of Accounting I | 5 |
| † ACCT& 202 | Principles of Accounting II | 5 |
| BUS& 101 | Introduction to Business | 5 |
| † CIS 121 | Intro to Computer Information Systems | 5 |
| † ECON& 201 | Microeconomics | 5 |
| † ECON& 202 | Macroeconomics | 5 |
| *† ENGL& 101 | English Composition I | 5 |

| | | |
|--------------|----------------------------|---|
| *† MATH& 146 | Introduction to Statistics | 5 |
|--------------|----------------------------|---|

Select one:

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

Select one:

| | | |
|-----------|----------------------------------|---|
| * BUS 240 | Human Relations in the Workplace | 5 |
| PSYC& 100 | Introduction to Psychology | 5 |

Total Credits Required 50

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

■ CERTIFICATE IN CUSTOMER SERVICE

COURSE REQUIREMENTS (43-45 CREDITS)

| | | |
|------------|----------------------------------|---|
| * BUS 240 | Human Relations in the Workplace | 5 |
| *† BUS 107 | Business Mathematics | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 186 | Professional Development | 5 |
| MNGT 187 | Career Communication Skills | 5 |
| MNGT 282 | Principles of Marketing | 5 |

Select one:

| | | |
|------------|---------------------------------------|---|
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |

*Select one:

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

Total Credits Required 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)

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

Select one:

| | | |
|------------|---------------------------------------|---|
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |

Select one:

| | | |
|-------------|-----------------------|---|
| † BUS 105 | Business English I | 5 |
| † ENGL& 101 | English Composition I | 5 |

Total Credits Required 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)

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

Select one:

| | | |
|------------|---------------------------------------|---|
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |

*Select one:

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

Total Credits Required 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)

| | | |
|------------|----------------------------|---|
| ACCT 101 | Survey of Accounting | 5 |
| † ACCT 275 | Payroll and Business Taxes | 5 |

| | | |
|-------------------------------|---|--------------|
| †* BUS 107 | Business Math | 5 |
| * BUS 240 | Human Relations in the Workplace | 5 |
| MNGT 276 | Employment Law: Human Resource Legal Issues | 5 |
| MNGT 283 | Principles of Management | 5 |
| MNGT 295 | Human Resource Management | 5 |
| MNGT 296 | Current Trends in Human Resources | 5 |
| Select one: | | |
| BUS& 101 | Introduction to Business | 5 |
| MNGT 284 | Small Business Planning | 5 |
| Select one: | | |
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |
| *Select one: | | |
| † BUS 105 | Business English I | 5 |
| † ENGL& 101 | English Composition I | 5 |
| Total Credits Required | | 53-55 |

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

■ CERTIFICATE IN MARKETING

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

COURSE REQUIREMENTS (43-45 CREDITS)

| | | |
|-------------------------------|---------------------------------------|--------------|
| *† BUS 107 | Business Mathematics | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 275 | Intro to Visual Promotion | 5 |
| MNGT 282 | Principles of Marketing | 5 |
| MNGT 293 | Retailing and Merchandising | 5 |
| Select one: | | |
| BUS& 101 | Introduction to Business | 5 |
| BUS 245 | Global Business | 5 |
| Select one: | | |
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |
| *Select one: | | |
| *† BUS 105 | Business English I | 5 |
| *† ENGL& 101 | English Composition I | 5 |
| Total Credits Required | | 43-45 |

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

■ CERTIFICATE IN RETAIL MANAGEMENT

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

COURSE REQUIREMENTS (48-50 CREDITS)

| | | |
|-------------------------------|---------------------------------------|--------------|
| *† BUS 107 | Business Mathematics | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 275 | Intro to Visual Promotion | 5 |
| MNGT 282 | Principles of Marketing | 5 |
| MNGT 284 | Small Business Management | 5 |
| MNGT 293 | Retailing and Merchandising | 5 |
| Select one: | | |
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |
| *Select one: | | |
| *† BUS 105 | Business English I | 5 |
| *† ENGL& 101 | English Composition I | 5 |
| Select one: | | |
| * BUS 240 | Human Relations in the Workplace | 5 |
| MNGT 186 | Professional Development | 5 |
| Total Credits Required | | 48-50 |

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

■ CERTIFICATE IN SALES

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

COURSE REQUIREMENTS (43-45 CREDITS)

| | | |
|------------|--------------------------|---|
| *† BUS 107 | Business Mathematics | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 186 | Professional Development | 5 |

| | | |
|-------------------------------|---------------------------------------|--------------|
| MNGT 282 | Principles of Marketing | 5 |
| MNGT 283 | Principles of Management | 5 |
| Select one: | | |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 293 | Retailing and Merchandising | 5 |
| Select one: | | |
| BUS& 101 | Introduction to Business | 5 |
| MNGT 284 | Small Business Planning | 5 |
| Select one: | | |
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |
| Select one: | | |
| *† BUS 105 | Business English I | 5 |
| *† ENGL& 101 | English Composition I | 5 |
| Total Credits Required | | 43-45 |

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

■ CERTIFICATE IN SUPERVISION AND MANAGEMENT

COURSE REQUIREMENTS (48-50 CREDITS)

| | | |
|-------------------------------|---------------------------------------|--------------|
| ACCT 101 | Survey of Accounting | 5 |
| BUS& 101 | Introduction to Business | 5 |
| *† BUS 107 | Business Mathematics | 5 |
| * BUS 240 | Human Relations in the Workplace | 5 |
| MNGT 186 | Professional Development | 5 |
| MNGT 194 | Principles of Leadership | 5 |
| MNGT 283 | Principles of Management | 5 |
| Select one: | | |
| MNGT 276 | Employment Law | 5 |
| MNGT 295 | Human Resource Management | 5 |
| Select one: | | |
| ** CIS 110 | Intro to Micro Business Applications | 3 |
| ** CIS 121 | Intro to Computer Information Systems | 5 |
| Select one: | | |
| *† BUS 105 | Business English I | 5 |
| *† ENGL& 101 | English Composition I | 5 |
| Total Credits Required | | 48-50 |

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

SHORT CERTIFICATES

■ SHORT CERTIFICATE HUMAN RESOURCE MANAGEMENT

COURSE REQUIREMENTS (30 CREDITS)

| | | |
|-------------------------------|---|-----------|
| ACCT 101 | Survey of Accounting | 5 |
| † ACCT 275 | Payroll and Business Taxes | 5 |
| * BUS 240 | Human Relations in the Workplace | 5 |
| MNGT 276 | Employment Law: Human Resource Legal Issues | 5 |
| MNGT 295 | Human Resource Management | 5 |
| MNGT 296 | Current Trends in Human Resources | 5 |
| Total Credits Required | | 30 |

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

■ SHORT CERTIFICATE IN MARKETING

COURSE REQUIREMENTS (30 CREDITS)

| | | |
|-------------------------------|----------------------------------|-----------|
| *† BUS 107 | Business Mathematics | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 275 | Intro to Visual Promotion | 5 |
| MNGT 282 | Principles of Marketing | 5 |
| MNGT 293 | Retailing and Merchandising | 5 |
| Total Credits Required | | 30 |

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

■ SHORT CERTIFICATE IN SALES

COURSE REQUIREMENTS (25 CREDITS)

| | | |
|------------|----------------------------------|---|
| *† BUS 107 | Business Mathematics | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 182 | Creative Sales | 5 |
| MNGT 282 | Principles of Marketing | 5 |

Select one:

| | | |
|-------------------------------|----------------------------------|-----------|
| * BUS 240 | Human Relations in the Workplace | 5 |
| MNGT 283 | Principles of Management | 5 |
| MNGT 293 | Retailing and Merchandising | 5 |
| Total Credits Required | | 25 |

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

■ SHORT CERTIFICATE IN SUPERVISION AND MANAGEMENT

REQUIREMENTS (25 CREDITS)

| | | |
|-----------|----------------------------------|---|
| * BUS 240 | Human Relations in the Workplace | 5 |
| MNGT 186 | Professional Development | 5 |
| MNGT 187 | Career Communication Skills | 5 |
| MNGT 283 | Principles of Management | 5 |

Select one:

| | | |
|-------------------------------|---------------------------|-----------|
| MNGT 276 | Employment Law | 5 |
| MNGT 295 | Human Resource Management | 5 |
| Total Credits Required | | 25 |

* Meets related instruction requirements for professional/technical programs.

BUSINESS INFORMATION TECHNOLOGY

PROFESSIONAL/TECHNICAL

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

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

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

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

■ ASSOCIATE IN GENERAL OFFICE

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

BTECH REQUIREMENTS (48-49 CREDITS)

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

Select both:

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

or select:

| | | |
|----------|--------------------------|---|
| MNGT 186 | Professional Development | 5 |
|----------|--------------------------|---|

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 |

| | | |
|-------------------------------|---|--------------|
| * MNGT 130 | Customer Relationship Management | 5 |
| ** HSCI 228 | CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens | 2 |
| Total Credits Required | | 91-94 |

* Meets related instruction requirements for professional/technical programs

** Valid First Aid/CPR card satisfies this requirement

■ ASSOCIATE IN OFFICE MANAGEMENT

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

BTECH REQUIREMENTS (48-49 CREDITS)

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

Select both:

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

or select:

| | | |
|----------|--------------------------|---|
| MNGT 186 | Professional Development | 5 |
|----------|--------------------------|---|

Select 15 credits from the following:

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

GENERAL REQUIREMENTS (43 CREDITS)

| | | |
|-------------------------------|----------------------------------|--------------|
| * BUS 105 | Business English I | 5 |
| * BUS 106 | Business English II | 3 |
| * BUS 107 | Business Mathematics | 5 |
| BUS& 201 | Business Law | 5 |
| * BUS 240 | Human Relations in the Workplace | 5 |
| BUS 250 | Business Communications | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |
| MNGT 283 | Principles of Management | 5 |
| MNGT 295 | Human Resource Management | 5 |
| Total Credits Required | | 91-92 |

* Meets related instruction requirements for professional/technical programs.

■ ASSOCIATE IN INTERNATIONAL BUSINESS

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

BTECH REQUIREMENTS (41 CREDITS)

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

Select both:

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

or select:

| | | |
|----------|--------------------------|---|
| MNGT 186 | Professional Development | 5 |
|----------|--------------------------|---|

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 (52-53 CREDITS)

| | |
|---|--------------|
| Foreign Language (same language) | 15 |
| * BUS 105 Business English I | 5 |
| * BUS 106 Business English II | 3 |
| * BUS 107 Business Math | 5 |
| BUS 250 Business Communications | 5 |
| * MNGT 130 Customer Relationship Management | 5 |
| Select one: | |
| ANTH& 106 American Mosaic | 5 |
| ANTH& 206 Cultural Anthropology | 5 |
| Select one: | |
| GEOG 100 Intro to Geography | 5 |
| GEOG 200 Human Geography | 5 |
| Total Credits Required | 93-94 |

*Meets related instruction requirements for professional/technical programs.

ASSOCIATE IN 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 OFFICE ASSISTANT

Students who earn the general certificate gain a full range of basic employable skills in a relatively short time. Students complete

courses in word processing, spreadsheet preparation, filing, database management and communications.

BTECH REQUIREMENTS (17 CREDITS)

| | |
|---|-----|
| COLLG 110 College Success | 3 |
| BTECH 116A-D Keyboard Skill Development | 4 |
| BTECH 117A Format Basic Business Documents | 1 |
| BTECH 136 Ten-Key Mastery | 1 |
| BTECH 145 Records and Database Management | 5 |
| BTECH 245 Cooperative Work Experience | 3 |
| Select both: | |
| BTECH 248 Business Info Technology Seminar I | 2 |
| BTECH 249 Business Info Technology Seminar II | 2 |
| or select: | |
| MNGT 186 Professional Development | 5 |
| Select 8 credits from the following: | |
| BTECH 118A-C PC Operating System (or BTECH 120) | 1-3 |
| BTECH 200A-C Microsoft Word | 1-3 |
| BTECH 210A-C Microsoft Excel | 1-3 |
| BTECH 220A-C Microsoft Access | 1-3 |
| BTECH 225A-C Microsoft PowerPoint | 1-3 |
| BTECH 226A-C Microsoft Outlook | 1-3 |

GENERAL REQUIREMENTS (36 CREDITS)

| | |
|---|--------------|
| * BUS 105 Business English I | 5 |
| * BUS 106 Business English II | 3 |
| * BUS 107 Business Math | 5 |
| BUS 250 Business Communications | 5 |
| * MNGT 130 Customer Relationship Management | 5 |
| Total Credits Required | 52-53 |

*Meets related instruction requirements for professional/technical programs.

CERTIFICATE IN MEDICAL OFFICE ASSISTANT

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

BTECH REQUIREMENTS (50-51 CREDITS)

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

| | | |
|--------------------------------------|------------------------------------|-----|
| COLLG 110 | College Success | 3 |
| BTECH 116A-D | Keyboard Skill Development | 4 |
| BTECH 136 | Ten-Key Mastery | 1 |
| BTECH 145 | Records and Database Management | 5 |
| BTECH 149 | Intro to the Medical Office | 5 |
| BTECH 150 | Medical Terminology I | 5 |
| BTECH 151 | Medical Terminology II | 5 |
| BTECH 245 | Cooperative Work Experience | 3 |
| BTECH 250 | Medical Forms | 5 |
| BTECH 254 | CPT Coding | 5 |
| BTECH 255 | ICD-9-CM Coding | 5 |
| BTECH 257 | Electronic Health Records | 5 |
| Select 5 credits from the following: | | |
| BTECH 118A-C | PC Operating System (or BTECH 120) | 1-3 |
| BTECH 200A-C | Microsoft Word | 1-3 |
| BTECH 210A-C | Microsoft Excel | 1-3 |
| BTECH 220A-C | Microsoft Access | 1-3 |
| BTECH 225A-C | Microsoft PowerPoint | 1-3 |
| BTECH 226A-C | Microsoft Outlook | 1-3 |

GENERAL REQUIREMENTS (15-17 CREDITS)

| | | |
|-------------------------------|---|--------------|
| * BUS 105 | Business English I | 5 |
| * BUS 107 | Business Math | 5 |
| BIOL& 170 | Human Biology (or BIOL& 175) | 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)

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

Career opportunities include teaching, research, chemical laboratory work, chemical engineering, quality control, environmental monitoring, and medicine. Many opportunities are available to those with associate degrees, particularly as chemical lab technicians, but most positions require a bachelor’s or graduate degree.

Pierce College offers courses for students planning to transfer to four-year institutions, complete an associate degree, prepare for nursing, dental hygiene or veterinary technology programs, as well as those who desire elective credits in natural science.

CHEMISTRY MAJOR

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

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

For electives, a world language is recommended.

CHILD NUTRITION PROGRAM MANAGEMENT

PROFESSIONAL/TECHNICAL
(This is a contracted program offered to local school districts)

Degree: Associate in Child Nutrition Program Management

■ 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 |
| | Humanities 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 I | 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 |

| | | |
|-----------|--------------------------------|---|
| 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 Pisetzner (PY)

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

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

| | |
|-----------|-----------------------------------|
| COLLG 101 | Listening Skills |
| COLLG 104 | Study Techniques I |
| COLLG 105 | Study Techniques II |
| COLLG 106 | Study Techniques III |
| COLLG 107 | Study Skills for Math and Science |
| COLLG 110 | College Success |
| COLLG 111 | TRiO College Success |
| COLLG 112 | College Transfer Planning |

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 1 | 5 |
| ENGL& 235 | Technical Writing | 5 |
| MATH& 107 | Math in Society | 5 |

Select one:
CMST& 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)

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

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

| | | |
|---------|--------------------------------|---|
| CNE 253 | Deploy and Maintain ISA Server | 5 |
|---------|--------------------------------|---|

UNIX NETWORKING TRACK (10 CREDITS)

| | | |
|---------|--|---|
| CNE 235 | Implement and Maintain Windows Server Infrastructure: Network Infrastructure | 5 |
| CNE 237 | Plan, Implement and Maintain Active Directory Infrastructure | 5 |

Total Credits Required 90

■ CERTIFICATE IN COMPUTER SYSTEMS ADMINISTRATION

CNE CORE REQUIREMENTS (35 CREDITS)

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

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)

| | | |
|-----------|----------------------------------|---|
| BUS 240 | Human Relations in the Workplace | 5 |
| ENGL& 101 | English Composition 1 | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| CMST& 220 | Public Speaking | 5 |

CIS CORE REQUIREMENTS (88 CREDITS)

| | | |
|---------|---|---|
| CIS 122 | Structured Program Design | 5 |
| CIS 130 | Microcomputer Applications | 5 |
| CIS 134 | Microcomputer Operating Systems | 5 |
| CIS 136 | Spreadsheet Applications | 3 |
| CIS 150 | Computer Installation & Troubleshooting | 5 |
| CIS 210 | Business Analysis | 5 |

| | | |
|---------|--|---|
| CIS 215 | Client-side Web Development | 5 |
| CIS 216 | Server-side Web Development | 5 |
| CIS 260 | Database Management Systems | 5 |
| CIS 261 | SQL (Structured Query Language) | 5 |
| CIS 262 | Database Administration, Backup and Recovery | 5 |
| CIS 263 | Database Performance Tuning & Network Admin. | 5 |
| CIS 265 | Data Communications and Networks | 5 |
| CIS 269 | Advanced SQL Programming & Tuning | 5 |
| CIS 275 | Business Analytics/Intelligence | 5 |
| CIS 280 | Systems Analysis and Design | 5 |
| CIS 290 | Supervised Internship | 5 |
| CNE 232 | Managing & Maintaining Windows Server | 5 |

Total Credits Required 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 (HDMD) programs are targeted for students interested in a non-clinical care IT profession in the health care industry that merges both the health care background with IT database and business analysis skills.

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

PREREQUISITES

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

BTECH CORE REQUIREMENTS (15 CREDITS)

| | | |
|-----------|---------------------------|---|
| BTECH 150 | Medical Terminology I | 5 |
| BTECH 151 | Medical Terminology II | 5 |
| BTECH 257 | Electronic Health Records | 5 |

RELATED INSTRUCTION (20 CREDITS)

| | | |
|-----------|----------------------------------|---|
| BUS 240 | Human Relations in the Workplace | 5 |
| ENGL& 101 | English Composition 1 | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| CMST& 220 | Public Speaking | 5 |

CIS CORE REQUIREMENTS (73 CREDITS)

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

Total Credits Required 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, CIS130, CIS 134, CIS 265 or HIIT Advisor- approved and documented IT industry experience. Participating students will also need a one-terabyte or larger removable hard drive and possess or have access to a current version of Microsoft Office Professional.

BTECH CORE REQUIREMENTS (10 CREDITS)

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

CIS CORE REQUIREMENTS (30 CREDITS)

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

Total Credits Required 40

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

CONSTRUCTION MANAGEMENT

UNIVERSITY TRANSFER

Contact: 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.

| | | |
|-----------|-----------------|---|
| CMST& 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 |
| Social Science Elective | | 5 |

NATURAL SCIENCES (15-30 CREDITS)

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

Engineering Physics. CWU requires MATH& 152 and General Chemistry. EWU requires General Chemistry or CHEM& 161.

| | | |
|------------|------------------------------|---|
| CHEM& 161 | General Chemistry with Lab I | 5 |
| GEOL& 101 | Intro to Physical Geology | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| MATH& 152 | Calculus II | 5 |
| PHYS& 114 | General Physics I | 5 |
| PHYS& 115 | General Physics II | 5 |
| PHYS & 221 | Engineering Physics I | 6 |
| PHYS& 222 | Engineering Physics II | 6 |

CONSTRUCTION MANAGEMENT COURSES (13-18 CREDITS)

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

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

GENERAL ELECTIVES (20 CREDITS)

| | | |
|--|---------------------------------------|---|
| CONST 101 | Introduction to Construction Industry | 5 |
| CHEM& 161 | General Chemistry with Lab I | 5 |
| ENGR& 214 | Statics | 5 |
| ENGR& 215 | Mechanics of Materials | 5 |
| ENVS& 100 | Survey of Environmental Science | 5 |
| ENVS 150 | Environmental Issues | 5 |
| ENVS 155 | Applied Environmental Methods | 5 |
| MATH& 141 | Precalculus I | 5 |
| MATH& 142 | Precalculus II | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| MATH& 152 | Calculus II | 5 |
| PHYS& 115 | General Physics II | 5 |
| PHYS& 222 | Engineering Physics II | 6 |
| Additional college-level courses (5 credits maximum) | | 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 supervisors, foremen, and project managers. The program also offers a certificate in construction option that can be completed within one year.

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

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

GENERAL COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

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

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Select one:

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

HUMAN RELATIONS (5 CREDITS)

Select one:

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

CONSTRUCTION MANAGEMENT REQUIREMENTS (46 CREDITS)

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

BUSINESS MANAGEMENT (10 CREDITS)

Select two:

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

or select both:

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

GENERAL REQUIREMENTS (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 |

Select one:

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

Select one:

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

Select one:

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

Total Credits Required 101

**Meets related instruction requirements for professional/technical programs.
+Prerequisites required.*

CONSTRUCTION MANAGEMENT CERTIFICATE

CORE REQUIREMENTS (58 CREDITS)

| | | |
|-------------|--------------------------------------|---|
| * BUS 240 | Human Relations in the Workplace | 5 |
| + CONST 101 | Intro to Construction Management | 5 |
| + CONST 140 | Construction Drawings: Print Reading | 5 |
| + CONST 150 | Construction Documents | 5 |
| + CONST 160 | Materials and Methods | 5 |

| | | |
|-------------|---|---|
| CONST 180 | Building Codes | 5 |
| + CONST 200 | Estimating | 5 |
| + CONST 230 | Scheduling and Planning | 5 |
| CONST 250 | Construction Safety and Accident Prevention | 3 |
| + CONST 260 | Construction Project Management | 5 |

Select one:

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

Select one:

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

Total Credits Required 58

**Meets related instruction requirements for professional/technical programs.
+Prerequisites required.*

CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE

Contact: Ron May (FS)

GENERAL REQUIREMENTS (25 CREDITS)

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

SAFETY AND HEALTH REQUIREMENTS (35 CREDITS)

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

Total Credits Required 60

**Meets related instruction requirements for professional/technical programs.
+Prerequisites required.*

VIRTUAL CONSTRUCTION FOR 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.

CORE REQUIREMENTS (25 CREDITS)

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

Total Credits Required 25

CRIMINAL JUSTICE PROFESSIONAL/TECHNICAL

Faculty: Teresa Carlo, Bobi Foster-Grahler (FS)
Degrees: Associate in Criminal Justice
Certificates: Corrections/Protection Officer and Correctional Careers
 Criminal Justice
 Forensic Technician
 Explorer/Cadet Pre-Law Enforcement
 Reserve Pre-Law Enforcement
 Law Enforcement Officer

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

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

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

■ ASSOCIATE IN CRIMINAL JUSTICE (FS ONLY)

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

GENERAL REQUIRED COURSES

COMMUNICATION SKILLS (10 CREDITS)

* ENGL& 101 English Composition I 5
 ENGL 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.

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 |

*Meets related instruction requirements for professional/technical programs.

**Prerequisites required.

†Requires Criminal Justice advisor approval.

SOCAD military students may substitute five additional criminal justice elective credits with Criminal Justice advisor approval.

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

■ CERTIFICATE IN CRIMINAL JUSTICE (FS ONLY)

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

COURSE REQUIREMENTS (44 CREDITS)

| | | |
|-----------|---|-----------|
| CJ 103 | Criminal Justice 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 encouraged 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 Correctional Careers Certificate at the Fort Steilacoom campus. This certificate is designed to provide students with basic skills needed to succeed in the corrections field that will apply to any correctional work setting (federal, state, county, city and private).

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

The program is a great stepping stone to further education as all 22 credits for this certificate are transferable to the Associate in Criminal Justice; the entire 26 credits are transferable to the Associate of Arts-DTA, as well as many four-year college programs.

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

COURSE REQUIREMENTS (26 CREDITS)

| | | |
|-------------------------------|--------------------------------------|-----------|
| CJ 103 | Criminal Justice Introduction to ACJ | 1 |
| CJ 129 | Applied Correctional Wellness | 1 |
| CJ 130 | Criminal Justice Operational Skills | 5 |
| CJ& 105 | Corrections in America | 5 |
| CJ 221 | Special Topics – Security Practices | 3 |
| CJ 223 | Special Topics – Criminal Justice | 5 |
| † CJ 252B | Criminal Justice Work-Based Learning | 5 |
| ** CJ 280 | Criminal Justice Culminating Project | 1 |
| 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.

| | | |
|-------------------------------|---|-----------|
| * BIOL& 160 | General Biology w/Lab | 5 |
| * CHEM& 110 | Chemical Concepts w/Lab | 5 |
| CJ 103 | Criminal Justice Introduction to ACJ | 1 |
| CJ 112 | Criminal Justice in America | 5 |
| CJ 150 | Policing in America | 5 |
| CJ 205 | Investigative Technology | 5 |
| CJ 245 | Intro to Investigation and Evidence | 5 |
| * CJ 280 | Criminal Justice Culminating Project | 1 |
| INFO 102 | Problem-Based Research Methods in Professional Technical Programs | 2 |
| * MATH& 142 | Precalculus II | 5 |
| * PHYS& 114 | General Physics 1 | 5 |
| 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.

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

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

COURSE REQUIREMENTS (39 CREDITS)

| | | |
|-------------------------------|---|-----------|
| CJ 103 | Criminal Justice Introduction to ACJ | 1 |
| CJ 112 | Criminal Justice in America | 5 |
| CJ 150 | Policing in America | 5 |
| CJ 200 | Crime and Justice in America: Issues | 5 |
| * CJ 252 | Criminal Justice Work-Based Learning (180 hours volunteering) | 5 |
| *† CJ 260 | Law Enforcement Operational Skills: Explorer/Cadet | 5 |
| ** CJ 280 | Criminal Justice Culminating Project | 1 |
| CMST& 220 | Public Speaking | 5 |
| ** ENGL& 101 | English Composition I | 5 |
| INFO 102 | Problem-Based Research Methods in Professional Technical Programs | 2 |
| 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.

*Requires Criminal Justice advisor approval.

**Prerequisites required.

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

COURSE REQUIREMENTS (44 CREDITS)

| | | |
|-------------------------------|---|-----------|
| CJ 103 | Criminal Justice Introduction to ACJ | 1 |
| CJ 112 | Criminal Justice in America | 5 |
| CJ 150 | Policing in America | 5 |
| CJ 200 | Crime and Justice in America: Issues | 5 |
| * CJ 252 | Criminal Justice Work-Based Learning (180 hours volunteering) | 5 |
| *† CJ 261 | Law Enforcement Operational Skills: Reserves | 10 |
| ** CJ 280 | Criminal Justice Culminating Project | 1 |
| CMST& 220 | Public Speaking | 5 |
| ** ENGL& 101 | English Composition I | 5 |
| INFO 102 | Problem-Based Research Methods in Professional Technical Programs | 2 |
| 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.

*Requires Criminal Justice advisor approval.

**Prerequisites required.

■ CERTIFICATE FOR LAW ENFORCEMENT OFFICER (FS ONLY)

COURSE REQUIREMENTS (44 CREDITS)

| | | |
|-------------------------------|---|-----------|
| CJ 103 | Criminal Justice Introduction to ACJ | 1 |
| CJ 112 | Criminal Justice in America | 5 |
| CJ 150 | Policing in America | 5 |
| CJ 200 | Crime and Justice in America: Issues | 5 |
| * CJ 252 | Criminal Justice Work-Based Learning (180 hours volunteering) | 5 |
| *† CJ 262 | Law Enforcement Operational Skills: Officer | 10 |
| ** CJ 280 | Criminal Justice Culminating Project | 1 |
| CMST& 220 | Public Speaking | 5 |
| ** ENGL& 101 | English Composition I | 5 |
| INFO 102 | Problem-Based Research Methods in Professional Technical Programs | 2 |
| Total Credits Required | | 44 |

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

*Requires Criminal Justice advisor approval.

**Prerequisites required.

DENTAL HYGIENE PROFESSIONAL/TECHNICAL

Faculty: Monica L Hospenthal, R.D.H., M. Ed., Program Director;
Kathy Bassett, R.D.H., M.Ed.; Mary Galagan, R.D.H., M.H.A.,
Carol Robertson, R.D.H., B.S. (FS)

Degree: Associate in Dental Hygiene

The need for Registered Dental Hygienists (RDH) continues to grow within Washington state, nationwide, as well as worldwide. Dental hygiene professionals dedicate their careers to the prevention and treatment of specific oral diseases while working as oral health educators and clinicians. The profession attracts individuals interested in a licensed health profession that provides direct services to patients while working in various practice settings. Dental hygienists become eligible for licensure through successful program completion from an accredited professional dental hygiene program and by passing all licensing examinations. Pierce College's Dental Hygiene program enables students to take both written and practical examinations for licensure in this jurisdiction and in other jurisdictions within the United States (U.S.).

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

The ADH transfers into most dental hygiene degree completion programs within the U.S. and may meet some entrance requirements to U.S. dental schools where courses and credits apply. Additionally, Eastern Washington University (EWU) offers an Online Bachelor of Science in Dental Hygiene (BSDH) degree completion program. Pierce College ADH graduates typically articulate directly into the EWU BSDH program. The curriculum design provides the working dental hygienist the flexibility to be completed in one year or two. Acceptance into this program is dependent on previous academic courses at an accredited dental hygiene program and current licensure. For more information: <http://www.ewu.edu/cshe/programs/dental-hygiene/expanded-bs-in-dh.xml>.

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

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

PRE-DENTAL HYGIENE COURSES

Some pre-dental hygiene courses require prerequisite courses prior to enrollment. These prerequisite courses vary from college to college and are not listed below; therefore, completion of the pre-dental hygiene courses may take longer than one year. Please NOTE: Pre-dental hygiene courses NOT listed on our Transfer Guide as equivalent to the below Pierce College courses MUST HAVE a course transfer request form completed prior to the application deadline. A copy of the course transfer request must be submitted with the application to the dental hygiene program. You will find the course transfer request online at: <http://www.pierce.ctc.edu/dept/denthyg/exceptions/>.

| | | |
|-------------|---|---|
| BIOL& 241 | Biology, Human Anatomy and Physiology w/Lab 1 | 6 |
| BIOL& 242 | Biology, Human Anatomy and Physiology w/Lab 2 | 6 |
| BIOL& 260 | Microbiology | 5 |
| CHEM& 121 | Intro to Chemistry | 5 |
| CHEM& 131 | Intro to Organic/Biochemistry | 6 |
| CMST& 101 | Intro to Communication | 5 |
| ENGL 103 | Composition-Argumentation and Research | 5 |
| NUTR&101 | Nutrition | 5 |
| PSYC& 100 | General Psychology | 5 |
| SOC& 101 | Introduction of Sociology | 5 |
| Select one: | | 5 |
| BUS 240 | Human Relations in the Workplace | |
| PHIL 230 | Contemporary Moral Problems | |
| Select one: | | 5 |
| MATH& 107 | Math in Society | |
| MATH& 146 | Introduction to Statistics | |

Total Pre-Dental Hygiene Credits

63

■ ASSOCIATE IN DENTAL HYGIENE: APPLICATION SUMMARY**

(FS ONLY)

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

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

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

The applicant must submit the following documentation for initial application:

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

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

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

***Subject to change

EVALUATION OF CANDIDATES

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

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

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

REQUIREMENTS AFTER ACCEPTANCE

- Advance tuition deposit **paid by the deadline as requested** to show proof of intended enrollment. Failure to do so by the deadline will result in the offer of acceptance being rescinded.

- Physical examination
- Tuberculin test or chest x-ray and tetanus shot
- Eye examination
- Vaccination for Hepatitis B and current on CDC standard immunizations for the health care worker
- Dental examination with most dental work completed including preventive maintenance

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

FIRST YEAR

FALL QUARTER (18 CREDITS)

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

WINTER QUARTER (17 CREDITS)

| | | |
|----------|--|---|
| DHYG 112 | Dental Imaging II | 2 |
| DHYG 113 | Preventive Dentistry II | 1 |
| DHYG 114 | Biological Structures II | 2 |
| DHYG 115 | General Pathology | 2 |
| DHYG 117 | Fundamentals of Restorative Dentistry II | 2 |
| DHYG 118 | Fundamentals of Dental Hygiene II | 2 |
| DHYG 119 | Dental Hygiene Practice II | 6 |

SPRING QUARTER (19 CREDITS)

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

SUMMER QUARTER (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 |
| 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
Total Credits incl. Pre-dental Hygiene courses *186.5

*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, constructing appropriate exercise prescriptions, and motivational strategies to help healthy individuals and those with medically controlled diseases.

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

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

**■ 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 1 | 6 |
| BIOL& 242 | Human Anatomy and Physiology 2 | 6 |
| NUTR& 101 | Nutrition | 5 |

HEALTH SCIENCE (7 CREDITS)

| | | |
|----------|---|---|
| HSCI 210 | Wellness | 5 |
| HSCI 228 | CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens | 2 |

DHFT REQUIREMENTS (40 CREDITS) (FS ONLY)

| | | |
|----------|--|---|
| 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 | | 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 II | 5 |

| | | |
|--------------------------------|--|-----------|
| DDSGN 140 | Fundamentals of 3D Modeling and Animation | 5 |
| DDSGN 150 | Web Design and CSS | 5 |
| DDSGN 160 | Fundamentals of Digital Photography | 5 |
| DDSGN 170 | Video Production and DVD Authoring | 5 |
| DDSGN 210 | Fundamentals of Multimedia Authoring Systems | 5 |
| DDSGN 220 | Integrated Digital Design I | 5 |
| DDSGN 230 | Integrated Digital Design II | 5 |
| ** DDSGN 290 | Supervised Internship | 5 |
| Select two from the following: | | |
| ART& 100 | Art Appreciation | 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& 101 as well as other requirements dependent on the four-year institution (for example, take MATH& 107 instead of BUS 107). See advisor for details.

*Prerequisites required.

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

DRAMA

Faculty: Patrick Daugherty, Fred Metzger (FS)
Degree: Associate of Arts (AA-DTA)

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

Digital film production at Pierce College is an excellent opportunity to collaborate with fellow theatre/film students, departments, the campus community, and the greater Pierce County area. Digital film production/technical theatre students collaborate across the curriculum. Students in acting classes are captured on digital videos produced by the digital film-making classes. Digital film production/technical theatre students help the digital film classes as production crews for the films. English students write the films' scripts. Film subjects include campus and community life, from dental hygiene to oceanography and basketball to early childhood education. Films that focus on community awareness and needs are particularly encouraged.

Live theatre is a vital part of the Pierce College Theatre experience. The college presents at least one major production each fall, winter and spring quarter. Auditions are open to anyone who wants to reap the benefits of educational theatre. Cast and crew have the opportunity to work with highly trained directors and designers with full backstage support. Pierce College Theatre stages plays that are artistically challenging for technicians and actors, and exciting for audiences. Students and volunteers can participate in every aspect of the production: acting, set design and construction, promotion, wardrobe, makeup, props, stage management, lighting, sound, and special effects.

DRAMA MAJOR

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

ACTING EMPHASIS

| | | |
|--------------|-----------------------------|----|
| ANTH& 100 | Survey of Anthropology | 5 |
| ART 105 | Intro to Art | 5 |
| CMST& 101 | Intro to Communication | 5 |
| CMST& 220 | Public Speaking | 5 |
| DRMA& 101 | Intro to Theatre | 5 |
| DRMA 160 | Intro to Film and Video | 5 |
| DRMA 165-167 | Digital Moving Making I-III | 15 |

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

TECHNICAL THEATRE EMPHASIS

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

105 CREDIT OPTION

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

FILMMAKING EMPHASIS

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

ADDITIONAL THEATRE COURSES

| | |
|----------|----------------------|
| DRMA 255 | Shakespeare Festival |
|----------|----------------------|

EARLY CHILDHOOD EDUCATION

PROFESSIONAL/TECHNICAL

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

Early Childhood Education (ECE) courses are concerned with the growth and development of the young child, including physical, cognitive, emotional, and social areas of development. The ECE program emphasizes a developmentally appropriate curriculum and positive guidance techniques for teachers and parents.

The ECE degree programs prepare individuals to work with young children (birth through age eight) as employees in child care centers, family child care homes, cooperative and private nursery schools or preschools, Head Start centers, Early Childhood Education Assistance Programs (ECEAP), and in programs for children with special needs.

The curriculum may also be applicable as an endorsement in Early Childhood Education (kindergarten-third grade) to students seeking a Bachelor of Arts in Education degree in Elementary Education. Other related fields with four-year transfer potential are special education, child studies, social work, parent education, child and family counseling, child psychology, and lifespan psychology.

The Early Childhood Education program offers three associate degree programs. The Associate Degree in Early Childhood Education is designed to get you a job in an early childhood setting. The

Associate in Applied Science-Transfer Degree (AAS-T) in Early Childhood Education is designed to get you a job in an early childhood setting and offers some limited transfer options to continue on to a bachelor's degree. Associate of Arts (AA-DTA) with electives in early childhood education is designed to allow you to transfer to most four-year state and private institutions and gives you some limited job options. Talk with your advisor about which degree is right for you. Graduates may transfer into a variety of disciplines including elementary education, special education, early childhood education, child psychology, speech pathology, family and consumer science education, and social services.

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

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

■ 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:

| | | |
|-----------|------------------------|---|
| 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 |
| * ECED& 160 | Curriculum Development | 5 |
| * ECED& 170 | Environments | 3 |
| * ECED& 180 | Language and Literacy | 3 |
| ECED& 190 | Observation and Assessment | 3 |
| EDUC& 203 | Exceptional Child | 3 |
| * ECED 205 | Music for Young Children | 5 |
| * ECED 215 | Art for Children | 5 |
| EDUC 223 | Practicum: Focus on Special Education | 2 |
| * ECED 225 | Math/Science for Children | 5 |
| ECED 270 | Planning and Assessment for Student Teaching | 3 |
| ECED 275 | Early Childhood Student Teaching | 5 |
| ECED 280 | Early Childhood Education Professional Portfolio | 1 |

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: | | 5 |
| 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 |
| * ECED& 160 | Curriculum Development | 5 |
| * ECED& 170 | Environments | 3 |
| * ECED& 180 | Language and Literacy | 3 |
| ECED& 190 | Observation and Assessment | 3 |
| EDUC& 203 | Exceptional Child | 3 |
| * ECED 205 | Music for Young Children | 5 |
| * ECED 215 | Art for Children | 5 |
| EDUC 223 | Practicum: Focus on Special Education | 2 |
| * ECED 225 | Math/Science for Children | 5 |
| ECED 270 | Planning and Assessment for Student Teaching | 3 |
| ECED 275 | Early Childhood Student Teaching | 5 |
| ECED 280 | Early Childhood Education Professional Portfolio | 1 |

Total Credits Required 96

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

STATE EARLY CHILDHOOD EDUCATION CERTIFICATE**GENERAL EDUCATION REQUIREMENTS (10 CREDITS)****COMMUNICATIONS (5 CREDITS)**

| | | |
|-----------|-----------------------|---|
| ENGL& 101 | English Composition I | 5 |
|-----------|-----------------------|---|

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

| | | |
|-------------|--|---|
| Select one: | | |
| ECED 161 | Mathematics for Early Childhood Education | 5 |
| MATH& 131 | Math for Elem Educ 1: Number Systems and Problem Solving | 5 |

EARLY CHILDHOOD EDUCATION REQUIREMENTS (37 CREDITS)

| | | |
|-----------|---|---|
| ECED& 105 | Intro to Early Childhood Education | 5 |
| ECED& 107 | 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 |
| ECED& 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 - GENERAL****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& 130 | Guiding Behavior | 3 |

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - INFANTS AND TODDLERS**COURSE REQUIREMENTS (20 CREDITS)**

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

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - SCHOOL AGE CARE**COURSE REQUIREMENTS (20 CREDITS)**

| | | |
|-----------|---|---|
| ECED& 105 | Intro to Early Childhood Education | 5 |
| ECED& 107 | 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 |
| ECED& 134 | Family Child Care | 3 |

STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - ADMINISTRATION**COURSE REQUIREMENTS (20 CREDITS)**

| | | |
|-----------|---|---|
| ECED& 105 | Intro to Early Childhood Education | 5 |
| ECED& 107 | Nutrition, Health and Safety for Children | 5 |
| EDUC& 115 | Child Development | 5 |
| ECED& 120 | Practicum: Focus on Relationships | 2 |
| ECED& 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 |
| 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.

EDUCATION UNIVERSITY TRANSFER

See Early Childhood Education

Faculty: Greg Brazell, Dr. Krissy Kim (FS)
Degree: Associate in Math Education – DTA

By providing an introduction to teaching, as well as a variety of classroom experiences, the Education department offers students a unique perspective into various educational pathways. This blend of academic and classroom experiences from preschool to

post-secondary is designed to give future educators a firm foundation to begin a career in education. Career preparation focus areas include the following:

Elementary and secondary education: Courses offered within this focus meet the lower division requirements of Washington State four-year institutions to which the student plans to transfer, and 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

(AS-T degree for future secondary math teachers)

GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit
- College cumulative GPA of at least 2.0
- ENGL& 101 - English Composition I - 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 | 5 |
| Select one: | | 5 |
| ENGL 103 | Composition – Argumentation and Research | |
| ENGL 107 | Composition – Writing about Literature | |

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

| | | |
|-----------|------------|---|
| MATH& 151 | Calculus I | 5 |
|-----------|------------|---|

HUMANITIES (15 CREDITS)

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

| | | |
|-----------|--------------------------|----|
| CMST& 220 | Public Speaking | 5 |
| | Humanities (HM) elective | 10 |

SOCIAL SCIENCES (15 CREDITS)

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

| | | |
|-----------|--------------------------------------|---|
| PSYC& 100 | General Psychology | 5 |
| | Multicultural elective by advisement | 5 |
| | Social Science (SS) elective | 5 |

NATURAL SCIENCES (15 CREDITS)

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

| | | |
|-----------|-----------------------------------|---|
| MATH& 152 | Calculus II | 5 |
| | Natural Science elective with lab | 5 |
| | Natural Science elective | 5 |

ADDITIONAL MATH REQUIREMENTS (15-20 CREDITS)

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

EDUCATION REQUIREMENTS (8-10 CREDITS)

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

GENERAL ELECTIVES (10 CREDITS)

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

Total Credits Required 93-100

Notes

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

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

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 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.

■ EMERGENCY MEDICAL SERVICES CERTIFICATE

EMERGENCY MEDICAL SERVICES REQUIREMENTS (41-45 CREDITS)

| | | |
|-----------|----------------------------------|---|
| EMT 210 | Emergency Medical Technician I | 5 |
| EMT 211 | Emergency Medical Technician II | 5 |
| EMT 212 | Emergency Medical Technician III | 5 |
| BIOL& 170 | Human Biology | 5 |
| PSYC& 100 | General Psychology | 5 |
| ENGL& 101 | English Composition I | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| CMST& 220 | Public Speaking | 5 |

One of the following courses:

| | | |
|----------|----------------------------------|-----|
| EMT 260 | Emergency Medical Services | 1-5 |
| MNGT 130 | Customer Relationship Management | 5 |

Total Credits Required 41-45

ENGINEERING

Faculty: Roya Sabeti (PY)

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

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

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

ENGINEERING MAJOR

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

should take as many of these courses as possible, in addition to meeting other degree requirements. Check with 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 | 5 |
| ENGR&114 | Engineering Graphics (CAD) | 5 |
| ENGR 142 | Computer Programming C++ for Engineers | 5 |
| ENGR& 214 | Statics | 5 |
| ENGR& 215 | Dynamics | 5 |
| ENGR& 224 | Thermodynamics | 5 |
| ENGR& 225 | Mechanics of Materials | 5 |
| MATH& 151 | Calculus I | 5 |
| MATH& 152 | Calculus II | 5 |
| MATH& 153 | Calculus III | 5 |
| MATH 205 | Linear Algebra | 5 |
| MATH 224 | Multivariate Calculus | 5 |
| MATH 238 | Differential Equations | 5 |
| PHYS& 221 | Engineering Physics I | 6 |
| PHYS& 222 | Engineering Physics II | 6 |
| PHYS& 223 | Engineering Physics III | 6 |

ENGLISH

Faculty: Kristin Brunner, 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 | Intro to Philosophy | 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 |
| and select one of the following: | | |
| 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:

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

FIRE COMMAND AND ADMINISTRATION

PROFESSIONAL/TECHNICAL

Contact: Robert Lord (FS)

Degree: Associate in Fire Command and Administration

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

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

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

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

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

■ ASSOCIATE IN FIRE COMMAND AND ADMINISTRATION

GENERAL REQUIREMENTS (25 CREDITS)

| | | |
|-----------|---------------------------|---|
| BUS 107 | Business Math | 5 |
| CMST& 101 | Intro to Communication | 5 |
| ENGL& 101 | English Composition I | 5 |
| PS 101 | Intro to Physical Science | 5 |
| PSYC& 100 | General Psychology | 5 |

FIRE COMMAND AND ADMINISTRATION REQUIREMENTS

(51 CREDITS)

| | | |
|---------|-------------------------------------|---|
| FCA 120 | Basic Fire Investigation | 3 |
| FCA 132 | Technical Writing for Fire Services | 3 |
| FCA 155 | Fire Instructor I | 3 |
| FCA 157 | Public Information Officer | 2 |
| FCA 160 | Tactics I | 2 |
| FCA 173 | Fire Service Response to Terrorism | 5 |
| FCA 180 | Fire Administration | 3 |
| FCA 195 | Fire Officer I | 4 |
| FCA 259 | Legal Aspects of Fire Service | 3 |
| FCA 260 | Basic ICS/NIMS | 2 |

| | | |
|---------|---|---|
| FCA 261 | Hazard. Material On-Scene Incident Commander | 2 |
| FCA 262 | Disaster and Fire Defense Planning | 4 |
| FCA 265 | Fire Officer II | 4 |
| FCA 272 | Negotiation | 3 |
| FCA 274 | Occupational Safety and Health for Fire Service | 4 |
| FCA 280 | Advanced Fire Administration | 4 |

ELECTIVES (28 CREDITS)

| | | |
|---------|--------------------------------|---|
| FCA 137 | Intro to System Design | 5 |
| FCA 152 | Building Construction | 2 |
| FCA 170 | Hazardous Materials Awareness | 1 |
| FCA 175 | Fire Safety Officer | 2 |
| FCA 177 | Wildland Urban Interface | 3 |
| FCA 205 | Testing H2O Systems | 3 |
| FCA 255 | Fire Instructor II | 3 |
| FCA 270 | Hazardous Materials Operations | 2 |
| FCA 285 | Fire and Life Safety Educator | 3 |
| FCA 295 | Fire Officer III | 4 |

*Emergency Medical Technician - Basic

Total Credits Required

104

**Valid Basic Emergency Medical Technician Certification would satisfy as an elective. Please contact the coordinator for more information.*

GED PREPARATION

See Adult Basic Education

GEOGRAPHY

Faculty: Nicholas Allemdinger (FS), Chris Vanneson (PY)

Degree: Associate of Arts (AA-DTA)

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

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

There are no prerequisites for geography classes at Pierce College. Course options include:

| | |
|----------|---|
| GEOG 100 | Intro to Geography |
| GEOG 150 | Europe, The Americas, Australia/New Zealand |
| GEOG 160 | Africa, Middle East and Asia |
| GEOG 200 | Human Geography |
| GEOG 205 | Intro to the Physical Environment |
| GEOG 207 | Economic Geography |
| GEOG 210 | Physical Geography – Lab |

GEOLOGY

Faculty: Beth Norman (FS); Tom Bush (PY)

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

Geology, the science of the Earth, is an organized body of knowledge about the world on which we live and its relationship to the rest of the universe. It is the study of the history of life; about the interaction of the mountains, plains, atmosphere, and ocean; and about the succession of physical events that accompanies the orderly development of life.

Courses in geology include field trips and laboratory study of minerals, rocks, fossils, and maps. Courses qualify to help meet the science requirement of an associate degree and/or transfer to four-year institutions. Pierce College offers geology with a general emphasis.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits.

GEOLOGY MAJOR

The following courses should be taken, in addition to courses

required for the AA-DTA degree:

| | | |
|---------------|-------------------------------------|----|
| CHEM& 161-163 | General Chemistry w/Lab I-III | 15 |
| GEOL& 101 | Intro to Physical Geology | 5 |
| GEOL& 103 | Historical Geology | 5 |
| GEOL& 110 | Environmental Geology | 5 |
| GEOL 220 | Earth Resources and the Environment | 5 |
| MATH& 141 | Precalculus I | 5 |
| MATH& 151-153 | Calculus I-III | 15 |
| PHYS& 221-123 | Engineering Physics I-III | 18 |

HEALTH PROFESSIONS

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

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

Coursework for health professions can be incorporated within a variety of transfer degree options. These options include, but are not limited to: 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):

| | |
|-----------|---------------------------------------|
| BIOL& 241 | Human Anatomy and Physiology I |
| BIOL& 242 | Human Anatomy and Physiology II |
| CHEM& 161 | General Chemistry w/Lab I |
| MATH& 146 | Introduction to Statistics (required) |
| PHYS& 114 | General Physics I |
| PSYC& 100 | General Psychology |
| PSYC& 200 | Lifespan Psychology |
| PSYC& 220 | Abnormal Psychology |

Select one:

| | |
|-----------|-----------------------|
| SOC& 101 | Intro to Sociology |
| ANTH& 206 | Cultural Anthropology |

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.

| | |
|-----------|--------------------------------|
| BIOL& 241 | Human Anatomy and Physiology 1 |
| BIOL& 242 | Human Anatomy and Physiology 2 |
| BIOL& 260 | Microbiology |

| | |
|-----------|-----------------------------|
| CHEM& 161 | General Chemistry w/Lab I |
| CHEM& 162 | General Chemistry w/Lab II |
| CHEM& 163 | General Chemistry w/Lab III |
| CMST& 220 | Public Speaking |
| MATH& 141 | Precalculus I |
| MATH& 142 | Precalculus II |
| MATH& 146 | Introduction to Statistics |
| PHYS& 114 | General Physics I |
| PHYS& 115 | General Physics II |
| PHYS& 116 | General Physics III |
| PSYC& 100 | General Psychology |
| PSYC& 220 | Abnormal Psychology |

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 sciences. Check with a science advisor for exceptions or additions suggested by specific professional schools.

MEDICAL TECHNOLOGY (PRE-)

University of Washington and Central Washington University offer Bachelor of Science in Medical Technology (BSMT) degrees and have affiliated clinical internship sites. Students are advised to check to see if their chosen college requires taking the AHPAT (Allied Health Professions Admission Test) prior to applying. Students can transfer to either of these institutions with an AA-DTA, but should try to include as many of the following courses as possible. All courses have prerequisites that must be included in academic planning.

| | |
|---------------|-------------------------------|
| BIOL& 160 | General Biology w/Lab |
| BIOL& 211-213 | Majors: Cellular/Animal/Plant |
| BIOL& 260 | Microbiology |
| CHEM& 139 | General Chemistry Prep |
| CHEM& 161-163 | General Chemistry w/Lab I-III |
| CHEM& 261-263 | Organic Chemistry w/Lab I-III |
| MATH& 146 | Introduction to Statistics |

Select one:

| | |
|-----------|-------------------------------|
| MATH& 151 | Calculus I |
| PHYS& 114 | General Physics I (suggested) |

PHARMACY (PRE-)

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

| | |
|---------------|-------------------------------|
| BIOL& 211-213 | Majors: Cellular/Animal/Plant |
| BIOL& 260 | Microbiology |
| CHEM& 161-163 | General Chemistry w/Lab I-III |
| CHEM& 261-263 | Organic Chemistry w/Lab I-III |
| MATH& 146 | Introduction to Statistics |

Select one:

| | |
|---------------------------------------|--|
| MATH& 148 | Business Calculus |
| MATH& 151 | Calculus I |
| ENGL& 101 | English Composition I |
| ENGL 107 | Composition - Writing About Literature |
| Humanities Electives (10 credits) | |
| Social Science Electives (10 credits) | |

Note: Most suggested courses have prerequisites that must be included in academic planning.

PHYSICIAN'S ASSISTANT/MEDEX (PRE-)

The only Physician's Assistant program currently available in Washington is the MEDEX program offered through the University of Washington's School of Medicine in Seattle. This is a two-year certificate-granting program (eight quarters) with an optional degree available (Bachelor of Clinical Health Services). Admission is VERY competitive since many applicants already hold degrees and have many years of experience in the health field. Minimal admission requirements are:

- 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 Vanneson (PY)
Degree: Associate of Arts (AA-DTA)

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

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

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

HISTORY MAJOR

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

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

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

HOMELAND SECURITY EMERGENCY MANAGEMENT

UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL

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

Certificate: Homeland Security Management

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

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

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

■ ASSOCIATE IN TECHNOLOGY - HOMELAND SECURITY EMERGENCY MANAGEMENT

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

GENERAL REQUIREMENTS (40 CREDITS)

COMMUNICATIONS (10 CREDITS)

| | | |
|-----------|-----------------------|---|
| ENGL& 101 | English Composition I | 5 |
| ENGL& 235 | Technical Writing | 5 |

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

| | | |
|-----------|----------------------------|---|
| MATH& 146 | Introduction to Statistics | 5 |
|-----------|----------------------------|---|

SOCIAL SCIENCES (10 CREDITS)

| | | |
|-------------|------------------------------|---|
| PSYC& 100 | General Psychology | 5 |
| Select one: | | |
| HIST& 158 | History of United States III | 5 |
| POLS& 101 | Intro to Political Science | 5 |
| POLS& 203 | International Relations | 5 |
| POLS 230 | State and Local Government | 5 |

HUMANITIES (5 CREDITS)

| | | |
|-------------|---------------------------------|---|
| Select one: | | |
| CMST& 101 | Speech Communication | 5 |
| CMST& 102 | Intro to Mass Media | 5 |
| CMST 105 | Intercultural Communications | 5 |
| CMST& 220 | Fundamentals of Public Speaking | 5 |
| CMST& 230 | Small Group Communication | 5 |

NATURAL SCIENCES (10 CREDITS)

| | | |
|-------------|---------------------------------|---|
| Select two: | | |
| ATMOS 101 | Intro to Weather | 5 |
| ENVS& 100 | Survey of Environmental Science | 5 |
| ENVS 150 | Environmental Issues | 5 |
| GEOG 210 | Physical Geography | 5 |
| GEO& 110 | Environmental Geology | 5 |

HSEM CORE REQUIREMENTS (41-46 CREDITS)

| | | |
|------------|---|---|
| * HSEM 102 | Introduction to Emergency Management | 5 |
| * HSEM 110 | Basic Incident Command System/National Incident Management System | 2 |
| * HSEM 120 | All Hazards Emergency Planning | 3 |
| * HSEM 130 | Technology in Emergency Management | 3 |
| * HSEM 157 | Public Information Officer | 2 |
| * HSEM 160 | Emergency Response Awareness to Terrorism | 5 |

| | | |
|------------|---|-----|
| * HSEM 180 | Public Administration | 3 |
| HSEM190A-D | Special Topics in HSEM** | 1-5 |
| HSEM 200 | Emergency Operations Center | 2 |
| HSEM 210 | Exercise Design and Evaluation | 3 |
| HSEM 220 | Developing and Managing Volunteer Resources | 2 |
| HSEM 230 | Disaster Response and Recovery | 2 |
| HSEM 240 | HSEM Work-Based Learning | 5 |
| HSEM 250 | Homeland Security Law and Ethics | 3 |

HSEM ELECTIVES (15 CREDITS)

| | | |
|---------------|--|-----|
| BTECH 200 A-E | Microsoft Word | 1-5 |
| BTECH 210 A-E | Microsoft Excel | 1-5 |
| BTECH 225 A-C | PowerPoint | 1-3 |
| BUS 250 | Business Communications | 5 |
| CJ 105 | Corrections in America | 5 |
| CJ 112 | Criminal Justice in America | 5 |
| CJ 120 | Constitutional Rights | 5 |
| CJ 150 | Policing in America | 5 |
| CJ 226 | Response to Terrorism | 5 |
| ENGL& 103 | Composition Argumentation and Research | 5 |
| HSEM 190A-D | Special Topics in HSEM** | 1-5 |
| INTS 150 | Contemporary Rebellion, Secessionist and Terrorist Organizations | 5 |
| MNGT 186 | Professional Development | 5 |
| MNGT 283 | Principles of Supervision and Leadership | 5 |
| OSH 100 | Introduction to Occupational Safety & Health | 5 |
| OSH 110 | Safety Management | 5 |
| OSH 190 | Industrial Security | 3 |
| OSH 240 | Handling Hazardous Materials | 4 |

* Indicates HSEM certificate (26 credits) Students must earn a minimum grade of 2.0 in each HSEM course to obtain this degree.

**HSEM 190-ABCD Special Topics has a different topic each quarter (represented by the changing letter designation) and may be repeated. The first time applies towards the Core Requirements and additional HSEM 190-ABCD courses apply toward electives.

Total Credits Required 96-101

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

■ HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE

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

COURSE REQUIREMENTS (25 CREDITS)

| | | |
|----------|---|---|
| HSEM 102 | Intro to Homeland Security Emergency Management | 5 |
| HSEM 110 | Basic Incident Command System/National Incident Management System | 2 |
| HSEM 120 | All Hazards Emergency Planning | 2 |
| HSEM 130 | Technology in Emergency Management | 3 |
| HSEM 157 | Public Information Officer | 2 |
| HSEM 160 | Emergency Response Awareness to Terrorism | 5 |
| HSEM 180 | Public Administration | 3 |
| OSH 190 | Industrial Security | 3 |

Total Credits Required 25

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

HUMANITIES

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

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

INFORMATION STUDIES

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

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

INTEGRATED BASIC SKILLS

See *Adult Basic Education*.

INTENSIVE ENGLISH PROGRAM

Faculty: Mishelle Pasinato (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 10/20/30/40 Intensive English Reading 1-4
- IE 11/21/31/41 Intensive English Writing 1-4
- IE 12/22/32/42 Intensive English Grammar 1-4
- IE 13/23/33/43 Intensive English Listening and Speaking 1-4

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

JOURNALISM

Faculty: Michael Parks (FS)

Degree: Associate of Arts (AA-DTA)

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

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

JOURNALISM/COMMUNICATIONS MAJOR

Communication, and especially journalism, majors should choose classes that provide a well-rounded exposure to the basic systems, issues, and concerns of American society; to the basic nature of people; and to the expanding global marketplace. The courses

recommended below help provide that exposure while meeting basic AA-DTA degree requirements. Students also are encouraged to pursue courses in anthropology, geography, and environmental issues.

| | | |
|-----------|--|-----|
| CMST& 102 | Intro to Mass Media | 5 |
| CMST& 220 | Public Speaking | 5 |
| ECON& 201 | 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& 101 | 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 Camner, Pete Kaslik, Rajesh Lal, David Lippman, Tom Phelps, Melonie Rasmussen (FS) Deb Falcioni, Phyllis Fikar, Tony Granata, Marlene Ignacio, Tom McCollow, Roya Sabeti, Ph.D., 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.

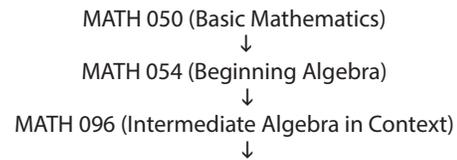
College-level mathematics courses at Pierce College include the study of contemporary math, elementary math education, math for business, statistics, precalculus, differential and integral calculus, and more advanced courses in multivariate calculus, linear algebra, and differential equations. Each course 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:



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

College Level Quantitative Skills (QS) Math Course Options:

| COURSE | PREREQUISITE |
|---|----------------------|
| MATH& 107: Math & Society | MATH 096 or MATH 098 |
| MATH 114: Applied Algebra, Geometry, Trig | MATH 098 |
| (only available at military sites) | |
| MATH& 141: Precalculus I | MATH 098 |
| MATH 147: Business Precalculus | MATH 098 |
| MATH& 131: Math for Elem Educ I | MATH 096 or MATH 098 |
| MATH& 146: Intro to Statistics | MATH 096 or MATH 098 |

MATHEMATICS MAJOR

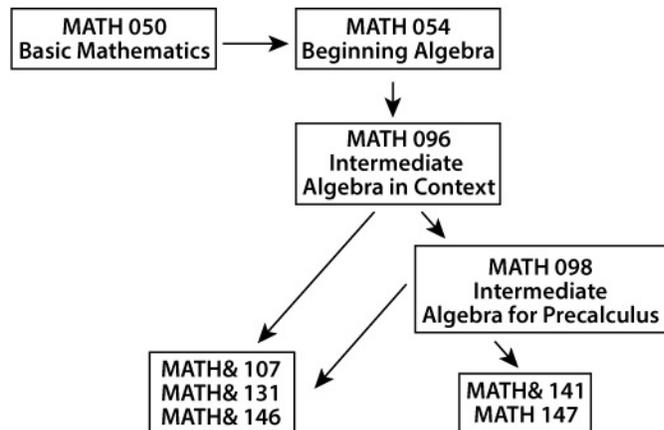
The following courses should be taken in addition to courses required for the AA-DTA degree:

| | | |
|-----------|------------------------|---|
| MATH& 151 | Calculus I | 5 |
| MATH& 152 | Calculus II | 5 |
| MATH& 153 | Calculus III | 5 |
| MATH 205 | Linear Algebra | 5 |
| MATH 224 | Multivariate Calculus | 5 |
| MATH 238 | Differential Equations | 5 |

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

Math Course Pattern

Your placement test scores will determine where you should start.



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

| | | |
|---|---|--|
| MATH& 107 Math in Society Prereq: MATH 096 or 098 | MATH& 146 Statistics Prereq: MATH 096 or 098 | MATH 147 Business Precalculus Prereq: MATH 098 |
| <i>Sample Programs:</i> -Some Education programs -Fine Arts -Humanities -Liberal Arts -Prof/Tech Programs: Early Childhood Ed Criminal Justice Dental Hygiene | <i>Sample Programs:</i> -Social Sciences -Nursing -Business -Accounting -Some Computer Info. Systems (CIS) -Some Prof/Tech Programs | <i>Sample Programs:</i> -Business -Accounting |
| MATH& 141 Precalculus Prereq: MATH 098 | MATH& 131 Math Elem Education 1 Prereq: MATH 096 or 098 | |
| <i>Sample Programs:</i> -Math -Sciences -Engineering -Prof/Tech Programs: Computer Network Engineering (CNE) | <i>Sample Programs:</i> -Elementary Education | |

Math Lab

Courses offered in the Math Lab format provide students personalized instruction in pre-college-level mathematics courses. Classes meet in a computer lab and instruction will be computer based, with videos and exercises individualized for each student. The instructor and classroom tutor will provide individual assistance. Daily attendance at the registered hour is expected. Additional open lab hours may be available; check the e-schedule quarterly. This class is recommended for students who work well independently and are interested in accelerating through the material quickly. Students will have the opportunity to complete more than one class worth of material during the quarter with no additional tuition costs.

COURSES OFFERED THROUGH THE MATH LAB:

| | |
|----------|----------------------|
| MATH 050 | Basic Mathematics |
| MATH 054 | Beginning Algebra |
| MATH 098 | Intermediate Algebra |

MUSIC

Faculty: Dr. Jere Knudtsen (District); Evin Lambert, (FS); Dr. Kenneth Owen (PY)

Degree: Associate of Arts (AA-DTA)

Pierce College makes music accessible to everyone with a wide range of music courses, instruction, and performance opportunities.

Music majors can build their knowledge and performance skills while earning an AA-DTA degree with an emphasis in music at Pierce College. This degree transfers to four-year colleges and universities. Courses are available in: beginning and advanced theory; music appreciation; class piano and guitar. Private lessons are also available.

In addition to music courses, Pierce College provides students and community members the opportunity to participate in several performing groups, which give quarterly concerts and sometimes participate in local and regional festivals. Each group offers credit toward an associate'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 colleges, allowing students access to a wide range of technology and music spaces.

Music scholarships may be available. Scholarships are talent-based and require an audition. Auditions are held throughout the year and may vary depending on departmental needs.

MUSIC MAJOR

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

| | | |
|-----------|--------------------------|---|
| MUSC& 141 | Music Theory I | 5 |
| MUSC& 142 | Music Theory II | 5 |
| MUSC& 143 | Music Theory III | 5 |
| MUSC 181 | Beginning Class Piano | 1 |
| MUSC 182 | Intermediate Class Piano | 1 |
| MUSC 183 | Advanced Class Piano | 1 |
| MUSC& 241 | Music Theory IV | 5 |
| MUSC& 242 | Music Theory V | 5 |
| MUSC& 243 | Music Theory VI | 5 |

RECOMMENDED COURSES

| | | |
|--------------|---------------------|-----|
| MUSC 140/240 | College Choir | 2 |
| MUSC 144/244 | Concert Choir | 2.5 |
| MUSC 145/245 | Jazz Choir | 2.5 |
| MUSC 150/250 | College Band | 1 |
| MUSC 154/254 | College Orchestra | 1 |
| MUSC 157/257 | Jazz Band | 1-2 |
| MUSC 160-168 | Private Instruction | 0.5 |
| MUSC 260-268 | Private Instruction | 0.5 |

NURSING UNIVERSITY TRANSFER

Faculty: Glenine Collins, Ronda Durano, Becky Piper, Elizabeth Webber (PY)

Degree: Associate in Pre-Nursing DTA/MRP

Website: www.pierce.ctc.edu/nursing

Nursing is a rewarding and diverse career that involves caring for people at all ages of the lifespan, and that provides opportunities for practice in a variety of settings, including hospitals, clinics, and long-term care facilities. Nurses may provide direct care, teach clients how to care for themselves, as well as plan care for groups and individuals. Nurses who continue their education and earn a Bachelor of Science in Nursing (BSN) degree have additional opportunities in community health, home care, care management, and teaching.

See Degree Outcomes on page 29.

■ ASSOCIATE IN PRE-NURSING DTA/MRP

STATEWIDE MAJOR READY PATHWAY (MRP) AGREEMENT

This pathway is applicable to students planning to prepare for upper-division Bachelor of Science-Nursing (entry-to-practice/basic BSN pathway) by completing a broad selection of academic courses. Many students transfer to the BSN program after completing the Associate Degree Nursing (ADN) program (RN to BSN pathway); however, this agreement is not applicable to and does not alter those ADN to BSN articulation agreements.

Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive with many qualified applicants finding themselves on waiting lists for admission

GENERAL DEGREE REQUIREMENTS

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

GENERAL COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

Northwest University and Walla Walla College require that the second English composition class be a research writing class.

| | | |
|-----------|--|---|
| ENGL& 101 | English Composition I | 5 |
| ENGL 103 | Composition - Argumentation and Research | 5 |

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 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 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 not be 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/proftech/>.

REQUIREMENTS FOR ADMISSION

Applicants must meet general entrance requirements for Pierce College as well as the specific pre-nursing course requirements. Prerequisite courses may take at least one year of study and possibly longer if additional coursework must be completed prior to taking the prerequisite courses. Check with the college early to plan a specific course of study.

The application deadline for admission to the Nursing Program is set annually. Check the Nursing program website for up-to-date information at www.pierce.ctc.edu/nursing. No waiting list is established. The Admission Committee selects students in October and successful candidates are then notified. Evaluation is based on each prerequisite science course and ENGL& 101 being completed with a 3.0 or higher, other college prerequisite courses completed with a 2.0 or higher, designated tests, a personal statement, two recommendations, and observation, volunteer, or work experience in a nursing care setting. There are additional courses recommended for students planning to continue their education to earn a Bachelor of Science in Nursing. It is recommended that the applicant make an appointment with an advisor to make sure the planned

course of study meets the program's admission requirements. The pre-nursing advisor's number is (253) 840-8355.

Nursing students will have additional college expenses, including uniforms, supplies, and pre-licensure testing. Application packets and additional information are available online at www.pierce.ctc.edu/nursing or by contacting the nursing program office at (253) 864-3272.

TRANSFERABILITY

Graduates of the Pierce College Nursing Program who successfully pass the NCLEX examination for RN licensure may apply to the University of Washington Tacoma 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 Practicum | 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
Associate in Applied Science (AAS-T)

Certificate: Construction Safety Technician Certificate

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

The AAS-T degree is designed to transfer to a BAS degree at Central Washington University. It can also transfer to BA programs at The Evergreen State College, City University, and University of Phoenix.

Occupational Safety and Health professionals work to prevent accidents and health hazards to workers, the community, and the environment. They are employed in every industry, including public and private companies. Safety professionals work with physicians, engineers, and management teams to eliminate work-related injuries and illness as well as respond to emergency preparedness and homeland security issues.

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

■ ASSOCIATE OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN

GENERAL REQUIREMENTS (53 CREDITS)

COMMUNICATION (10 CREDITS)

| | | |
|-----------|-----------------------|---|
| ENGL& 101 | English Composition I | 5 |
| ENGL& 235 | Technical Writing | 5 |

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

| | | |
|-----------|----------------------------|---|
| MATH& 146 | Introduction to Statistics | 5 |
|-----------|----------------------------|---|

HUMANITIES, SOCIAL SCIENCE AND SCIENCE (20 CREDITS)

| | | |
|-----------|--|---|
| BIOL& 170 | Human Biology | 5 |
| CHEM& 110 | Chemical Concepts w/Lab (or CHEM& 121) | 5 |
| PSYC& 100 | General Psychology | 5 |

Select one:

| | | |
|-----------|-------------------------------|---|
| CMST& 101 | Introduction to Communication | 5 |
| CMST& 220 | Public Speaking | 5 |

COMPUTER REQUIREMENT (5 CREDITS)

| | | |
|---------|----------------------------|---|
| CIS 130 | Microcomputer Applications | 5 |
|---------|----------------------------|---|

MANAGEMENT AND CAREER SKILLS (13 CREDITS)

| | | |
|---------|----------------------------------|---|
| BUS 240 | Human Relations in the Workplace | 5 |
| BUS 260 | Project Management I: Planning | 5 |
| OSH 291 | OSH Internship | 3 |

SAFETY AND HEALTH REQUIREMENTS (42 CREDITS)

| | | |
|-----------|---|---|
| CONST 250 | Safety and Accident Prevention | 3 |
| OSH 100 | Intro to Occupational Health and Safety | 5 |
| OSH 110 | Safety Management | 5 |
| OSH 140 | Regulatory Environment | 3 |
| OSH 150 | Workers Compensation and Risk Management | 3 |
| OSH 160 | Incident Investigation | 3 |
| OSH 170 | Training Techniques | 5 |
| OSH 190 | Industrial Security | 3 |
| OSH 220 | Industrial Hygiene | 3 |
| OSH 230 | Ergonomics | 3 |
| OSH 240 | Handling Hazardous Materials | 4 |
| HSCI 228 | CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens | 2 |

ADDITIONAL SAFETY AND HEALTH REQUIREMENTS (4-7 CREDITS)

| | | |
|-----------|--|-----|
| BUS 261 | Project Management II: Managing | 5 |
| OSH 155 | Special Topics in OSH - I | 2 |
| OSH 255 | Special Topics in OSH - II | 1-3 |
| CONST 140 | Construction Drawings: Print Reading | 5 |
| CONST 160 | Materials and Methods | 5 |
| HSEM 102 | Introduction to Homeland Security Emergency Management | 5 |
| HSEM 120 | All Hazards Emergency Planning | 3 |

Total Credits Required 99-102

■ CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE

Contact: Ron May (FS)

GENERAL REQUIREMENTS (25 CREDITS)

| | | |
|--------------|----------------------------------|---|
| * BUS 240 | Human Relations in the Workplace | 5 |
| + CIS 130 | Microcomputer Applications | 5 |
| *+ ENGL& 101 | English Composition I | 5 |
| ENGL& 235 | Technical Writing | 5 |

Select one:

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

SAFETY AND HEALTH REQUIREMENTS (35 CREDITS)

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

Select one:

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

Total Credits Required 60

+Prerequisites required.

*Meets related instruction requirements for professional/technical programs.

OCEANOGRAPHY

Faculty: Beth Norman, Ted Wood (FS); Tom Bush (PY)

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

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

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

OCEANOGRAPHY MAJOR - GENERAL EMPHASIS

| | | |
|---------------|-------------------------------|----|
| ATMOS 101 | Introduction to Weather | 5 |
| BIOL& 160 | General Biology w/Lab | 5 |
| CHEM& 161-163 | General Chemistry w/Lab I-III | 15 |
| GEOL& 101 | Intro to Physical Geology | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| OCEA& 101 | Intro to Oceanography | 5 |
| OCEA 170 | Marine Biology | 5 |

Recommended math/physics sequence:

| | | |
|---------------|---------------------------|----|
| MATH& 141-142 | Precalculus I and II | 15 |
| MATH& 151-153 | Calculus I-III | 15 |
| PHYS& 221-223 | Engineering Physics I-III | 18 |

OCEANOGRAPHY MAJOR - BIOLOGY EMPHASIS

| | | |
|---------------|-------------------------------|----|
| BIOL& 211-213 | Majors: Cellular/Animal/Plant | 15 |
| CHEM& 161-163 | General Chemistry w/Lab I-III | 15 |
| OCEA& 101 | Intro to Oceanography | 5 |
| OCEA 170 | Marine Biology | 5 |

Recommended math/physics sequence:

| | | |
|---------------|-----------------------|----|
| MATH& 141-142 | Precalculus I-II | 15 |
| MATH& 151 | Calculus I | 5 |
| PHYS& 114-116 | General Physics I-III | 15 |

PHILOSOPHY

Faculty: Emily Kulbacki (FS)

Degree: Associate of Arts (AA-DTA)

Philosophy involves both a body of knowledge and the active, critical and speculative inquiry into such areas as the meaning of human existence, the nature of reality, human knowledge and its justifications, and the pursuit of acceptable grounds for human conduct. Philosophy courses at Pierce are designed not only for students who plan to transfer as philosophy majors to four-year institutions, but also as service courses for students in other disciplines and as personal enrichment courses for those who have an interest in philosophical questions and in the development of methods and skills for determining one's own answers.

Students interested in pursuing a major in philosophy should first consult the general distribution requirements for their chosen transfer institution and fulfill as many of the requirements as possible. Students whose philosophical interests lie in a certain area (such as philosophy of science, political philosophy, philosophy of social science, aesthetics, etc.) should acquaint themselves with those disciplines. If completing an AA-DTA degree, the student should also ensure that degree requirements are met.

All philosophy majors should take at least a representative sample of the following courses, working closely with an advisor to determine those that best meet their specific educational needs. In addition, most baccalaureate programs in philosophy require the study of at least one foreign language from among the following: French, German, Latin, or Ancient Greek.

PHILOSOPHY MAJOR - GENERAL EMPHASIS

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

| | | |
|-----------|--|---|
| CMST& 220 | Public Speaking | 5 |
| ENGL 107 | Composition - Writing About Literature | 5 |
| HIST& 126 | World Civilizations I | 5 |
| HIST& 127 | World Civilizations II | 5 |
| HIST& 128 | World Civilizations III | 5 |

| | | |
|-----------|---------------------|---|
| PHIL& 101 | Intro to Philosophy | 5 |
| PHIL& 120 | Symbolic Logic | 5 |
| PHIL 150 | Intro to Ethics | 5 |

PHILOSOPHY MAJOR - VALUES EMPHASIS (ETHICS, AESTHETICS)

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

| | | |
|-----------|--|---|
| ANTH& 100 | Survey of Anthropology | 5 |
| ART 105 | Intro to Art | 5 |
| ENGL 103 | Composition – Argumentation and Research | 5 |
| ENGL& 114 | Intro to Poetry | 5 |
| MUSC& 105 | Music Appreciation | 5 |
| PHIL& 101 | Intro to Philosophy | 5 |
| PHIL& 120 | Symbolic Logic | 5 |
| PHIL 150 | Intro to Ethics | 5 |
| PHIL 210 | Philosophy of Western Religion | 5 |
| PSYC& 100 | General Psychology | 5 |

PHILOSOPHY MAJOR - LINGUISTICS AND EPISTEMOLOGICAL EMPHASIS

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

| | | |
|-----------|-----------------------|---|
| ANTH& 206 | Cultural Anthropology | 5 |
| PHIL& 101 | Intro to Philosophy | 5 |
| PHIL& 120 | Symbolic Logic | 5 |
| PHIL 150 | Intro to Ethics | 5 |

PHYSICAL EDUCATION

Faculty: 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 119-271 | Physical Education Activity | 1-2 |
| HSCI 228 | CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens | 2 |
| PSYC& 100 | General Psychology | 5 |
| SOC& 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)
Associate of Science (AS-T)

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

PHYSICS MAJOR

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

| | | |
|-----------|-------------------------------|---|
| PHYS& 221 | Engineering Physics I | 5 |
| PHYS& 222 | Engineering Physics II | 5 |
| PHYS& 223 | Engineering Physics III | 5 |
| ENGR& 224 | Thermodynamics | 5 |
| MATH& 151 | Calculus I | 5 |
| MATH& 152 | Calculus II | 5 |
| MATH& 153 | Calculus III | 5 |
| MATH 205 | Linear Algebra | 5 |
| MATH 224 | Multivariate Calculus | 5 |
| CHEM& 161 | General Chemistry w/Lab I AND | 5 |
| CHEM& 162 | General Chemistry w/Lab II | 5 |

(or 10 credits of physical science, not physics or math)

POLITICAL SCIENCE

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

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

POLITICAL SCIENCE MAJOR

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

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

RECOMMENDED COURSES:

COMMUNICATIONS SKILLS

| | | |
|-----------|--|---|
| ENGL& 101 | English Composition I | 5 |
| ENGL 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 |

| | | |
|-------------|-----------------------|---|
| PSYC& 100 | General Psychology | 5 |
| SOC& 101 | Intro to Sociology | 5 |
| Select one: | | |
| ANTH& 206 | Cultural Anthropology | 5 |
| GEOG 207 | Economic Geography | 5 |

NATURAL SCIENCE (THREE DISCIPLINES, INCLUDING ONE LAB COURSE)

| | | |
|-------------|-------------------------------|---|
| ANTH& 205 | Biological Anthropology | 5 |
| GEOG 205 | Intro to Physical Environment | 5 |
| OCEA& 101 | Intro to Oceanography | 5 |
| Select one: | | |
| GEOL& 101 | Intro to Physical Geology | 5 |
| GEOL& 110 | Environmental Geology | 5 |

PRE-LAW

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

There is no formal pre-law program or curriculum at Pierce College or at most other undergraduate institutions; thus, the pre-law designation normally is used only until the pre-law student selects a suitable major field of study. In most instances, the later study of a specialized area of law in law school is not related directly to the law student's undergraduate major field of study. However, students contemplating a career in law should emphasize the development of strong communication (especially writing) and critical thinking abilities while studying at the undergraduate level.

With few exceptions, individuals becoming lawyers earn the Juris Doctor (JD) degree by attending law school for the equivalent of three academic years of full-time study. Prior to entering law school, students must have been awarded the bachelor's degree and taken the Law School Admission Test (LSAT). Since admission to law school is highly competitive, pre-law students should earn the best grades possible. The LSAT, a one-day national examination offered several times each year at numerous testing sites, is usually taken early during the senior year of undergraduate study.

The pre-law advisor can share information about law schools and provide direction, from a pre-law perspective, concerning baccalaureate institutions as well as Pierce College courses and programs of study. Students should contact the appropriate transfer institution regarding transferability of credits and specific institutional, including departmental, requirements.

PROJECT MANAGEMENT

Contact: 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.

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.

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

PROJECT MANAGEMENT CERTIFICATE

COURSE REQUIREMENTS (28-30 CREDITS)

| | | |
|-------------|--|---|
| BUS 107 | Business Math | 5 |
| + BUS 240 | Human Relations in the Workplace | 5 |
| ** BUS 260 | Project Management I: Planning | 5 |
| ** BUS 261 | Project Management II: Managing | 5 |
| Select one: | | |
| + BUS 105 | Business English I | 5 |
| + ENGL& 101 | English Composition I | 5 |
| Select one: | | |
| * CIS 110 | Intro to Microcomputer Business Applications | 3 |
| * CIS 121 | Intro to Computer Information Systems | 5 |

Total Credits Required **28-30**

+Meets related instruction requirements for professional/technical programs.

**Minimum of 35 wpm keyboarding required*

***Prerequisite required*

SHORT PROJECT MANAGEMENT CERTIFICATE

COURSE REQUIREMENTS (10 CREDITS)

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

Total Credits Required **10**

**Prerequisite required*

PSYCHOLOGY

Faculty: Dr. JoAnne Geron, Dr. Thomas Link (FS);
 Sandra Croswaite, Leon Khalsa-Maulen (PY)
Degree: Associate of Arts (AA-DTA)

Psychology is the study of human and animal behavior, which forms a basis for making inferences about mental processes. It involves the study of mental states and processes, human behavior, and human nature and society. Pierce College's psychology program prepares students for transfer to four-year institutions as psychology majors; helps prepare students for vocational certification or licensure in disciplines related to and supported by psychological training; and provides courses that contribute to the personal growth and well-being of students who seek more knowledge of themselves and the world around them.

Students planning to transfer as psychology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Up to 30 psychology credits may be accepted, depending on the transfer institution. Often, psychology majors are best served by gaining a strong background in anatomy and physiology, philosophy, sociology and anthropology, well as in psychology. Students are strongly urged to work closely with faculty advisors to plan an overall program of study that best meets their transfer needs and career goals.

PSYCHOLOGY MAJOR

RECOMMENDED COURSES:

| | | |
|-----------------------|---------------------|---|
| PSYC& 100 | General Psychology | 5 |
| Two of the following: | | |
| PSYC& 180 | Human Sexuality | 5 |
| PSYC& 200 | Lifespan Psychology | 5 |

| | | |
|-------------|----------------------|---|
| * PSYC 210 | Social Psychology | 5 |
| * PSYC& 220 | Abnormal Psychology | 5 |
| * PSYC 230 | Intro to Personality | 5 |

*Check with the transfer institution for its preference/transferability of more than two 200 level psychology courses.

The following courses are recommended as part of the requirements for the AA-DTA degree:

COMMUNICATION SKILLS

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

QUANTITATIVE/SYMBOLIC REASONING SKILLS

| | | |
|--------------|----------------------------|---|
| ** MATH& 146 | Introduction to Statistics | 5 |
|--------------|----------------------------|---|

**For UW Seattle - see their requirements

SOCIAL SCIENCE (THREE DISCIPLINES)

| | | |
|-----------|-----------------------------------|---|
| PSYC& 100 | General Psychology | 5 |
| SOC& 101 | Introduction to Sociology | 5 |
| SOC 211 | Family and Intimate Relationships | 5 |
| ANTH& 100 | Survey of Anthropology | 5 |
| ANTH& 106 | The American Mosaic | 5 |
| ANTH& 206 | Cultural Anthropology | 5 |

HUMANITIES (THREE DISCIPLINES)

| | | |
|-----------|---|---|
| PHIL& 101 | Intro to Philosophy | 5 |
| CMST& 101 | Introduction to Communication | 5 |
| HUM 105 | Black Thought and Culture | 5 |
| HUM 106 | Ethic Thought and Culture | 5 |
| HUM 107 | Latin American Thought and Culture | 5 |
| HUM 109 | American Thought and Culture: The Harlem Renaissance | 5 |

NATURAL SCIENCE (THREE DISCIPLINES, INCLUDING ONE LAB COURSE)

| | | |
|-----------|--------------------------------|---|
| BIOL& 170 | Human Biology | 5 |
| BIOL& 175 | Human Biology w/Lab | 5 |
| BIOL& 160 | General Biology w/Lab | 5 |
| NUTR& 101 | Nutrition | 5 |
| | Natural Science of your choice | 5 |

READING

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

Offered through an arranged lab format, the Reading Program provides students a flexible way to increase their reading comprehension. Students receive reading instruction at various levels from skill development to speed reading. Classes are offered both daytime 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

PROFESSIONAL/TECHNICAL

Faculty: Dr. Denise Arnold (FS)

Degrees: Associate in Social Service/Mental Health

Certificate: Social Service/Mental Health

The Social Service/Mental Health Program prepares students for service and employment in the human services. Human service professionals help clients meet their diverse human and social needs. Their work routinely involves interviewing, counseling, crisis intervention, assessment, outreach, coordination and community development.

Entry-level workers, who are also known as beginning-level professionals or paraprofessionals, are employed in a variety of settings: group homes, halfway houses, community mental health centers, family and youth service agencies, correctional institutions, work release programs, congregate care facilities, and psychiatric hospitals. Clients include children, young adults, ethnic minorities, families, juvenile delinquents, senior citizens, prisoners, released criminal offenders, crime victims, and people who are disabled, mentally ill, abused, developmentally disabled, homeless, and chemically dependent.

The program at Pierce College integrates a solid academic background with specialized coursework that familiarizes students with the knowledge, values and skills they will need to succeed with clients and in the professional community.

The Certificate in Social Service/Mental Health is designed to prepare students for careers in Social Services and Mental Health. It is an excellent complement to the Pierce College AA-DTA degree for those continuing their higher education. For those who already have college degrees but lack formal human service training, it provides a solid career foundation.

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

■ ASSOCIATE IN SOCIAL SERVICE/MENTAL HEALTH

GENERAL REQUIREMENTS (23-25 CREDITS)

COMMUNICATIONS (10 CREDITS)

| | | |
|-----------|-----------------------|---|
| ENGL& 101 | English Composition I | 5 |
|-----------|-----------------------|---|

Select one:

| | | |
|-----------|-------------------------------|---|
| CMST& 101 | Introduction to Communication | 5 |
| CMST& 220 | Public Speaking | 5 |

COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS

Any course meeting the AA-DTA QS requirement (5) or

| | | |
|---------|-----------------------|---|
| BUS 103 | Computational Math or | 3 |
| BUS 107 | Business Math | 5 |

HUMAN RELATIONS (10 CREDITS)

| | | |
|-----------|--------------------|---|
| PSYC& 100 | General Psychology | 5 |
|-----------|--------------------|---|

Select one:

| | | |
|-----------|-----------------------|---|
| ANTH& 106 | American Mosaic | 5 |
| ANTH& 206 | Cultural Anthropology | 5 |
| SOC& 101 | Intro to Sociology | 5 |

SOCIAL SERVICE/MENTAL HEALTH CORE (69 CREDITS)

SOCIAL SERVICE FOUNDATION

| | | |
|-----------|---|---|
| HSSA& 101 | Intro to Chemical Dependency | 3 |
| PSYC& 220 | Abnormal Psychology | 5 |
| SSMH 202 | Social Service Mental Health Field Experience 2 | 5 |

Select one:

| | | |
|-----------|-----------------------|---|
| BIOL& 100 | Survey of Biology | 5 |
| BIOL& 160 | General Biology w/Lab | 5 |
| NUTR& 101 | Nutrition | 5 |

SOCIAL SERVICE MENTAL HEALTH COURSES

| | | |
|----------|---|----|
| SSMH 100 | Intro to Human Services | 5 |
| SSMH 170 | Mental Health Interviewing and Assessment | 5 |
| SSMH 201 | Social Service Mental Health Field Experience 1 | 5 |
| SSMH 210 | Self-Care for Care Givers | 3 |
| SSMH 215 | Law and Ethics in Social Services | 5 |
| | Electives approved by SSMH advisor | 15 |

(Any psychology, sociology, multicultural course or course related to career path)

Select one:

| | | |
|----------|-------------------------|---|
| SSMH 185 | Identity and the Family | 3 |
| SSMH 230 | Abuse in the Family | 3 |

PSYCHOLOGY COURSES (5 CREDITS)

| | | |
|-----------|-------------------------------|---|
| PSYC& 180 | Human Sexuality | 5 |
| PSYC& 200 | Lifespan Psychology | 5 |
| PSYC 201 | Psychology of Personal Growth | 5 |
| PSYC 210 | Social Psychology | 5 |
| PSYC 215 | Group Experience | 5 |
| PSYC 230 | Intro to Personality | 5 |

SOCIOLOGY COURSES (5 CREDITS)

| | | |
|----------|-----------------------------------|---|
| 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 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)

| | | |
|----------|---|---|
| SSMH 100 | Intro to Human Services | 5 |
| SSMH 170 | Mental Health Interviewing and Assessment | 5 |
| SSMH 201 | Social Service Mental Health Field Experience 1 | 5 |

| | | |
|---------------------------------------|-----------------------------------|-----------|
| SSMH 210 | Self Care for Care Givers | 3 |
| SSMH 215 | Law and Ethics in Social Services | 5 |
| Select one: | | |
| SSMH 185 | Identity and the Family | 3 |
| SSMH 230 | Abuse in the Family | 3 |
| 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 |
| 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 |

*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH certificate.

SOCIOLOGY

Faculty: Dr. Alan Kemp (FS); Leon Khalsa-Maulen, Daniel Suh (PY)
Degree: Associate of Arts (AA-DTA)

Sociology is the study of society and human interaction. It deals with human relationships, development in groups, and processes of social behavior and social institutions, such as the family, religion, and the economy. Courses in sociology are designed to stimulate critical and constructive attitudes toward society, to train persons in sociologically-related career fields, and to help students become better prepared to handle the problems of a rapidly-changing world.

Students planning to transfer as sociology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. The following courses are recommended, although sociology majors should work closely with faculty advisors to plan an overall program of study.

SOCIOLOGY MAJOR

The following courses are recommended as part of the core AA-DTA requirements or as electives:

| | | |
|---------------|--|---|
| ANTH& 106 | The American Mosaic | 5 |
| ANTH& 206 | Cultural Anthropology | 5 |
| BIOL& 160 | General Biology w/Lab | 5 |
| ENGL& 101 | English Composition I | 5 |
| ENGL 103 | Composition – Argumentation and Research | 5 |
| HIST& 126-128 | World Civilizations I-III | 5 |
| MATH& 141 | Precalculus I | 5 |
| MATH& 146 | Introduction to Statistics | 5 |
| PSYC& 100 | General Psychology | 5 |
| PSYC 210 | Social Psychology | 5 |
| SOC& 101 | Intro to Sociology | 5 |
| SOC& 201 | Social Problems | 5 |
| SOC 211 | Family and Intimate Relationships | 5 |
| SOC 212 | Death, Dying and Bereavement | 5 |
| SOC 220 | Gender Roles in Society | 5 |

VETERINARY TECHNOLOGY

PROFESSIONAL/TECHNICAL

Faculty: Markiva Contris, LVT; Salvador Hurtado, DVM (FS)
Degree: Associate in Veterinary Technology
Web site: www.pierce.ctc.edu/vet-tech

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 Veterinary Technicians, and is accredited by the American Veterinary Medical Association.

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

■ ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)

FIRST YEAR

FALL QUARTER (17 CREDITS)

| | | |
|----------|---------------------------------|---|
| * VT 100 | Intro to Veterinary Technology | 2 |
| VT 101 | Animal Nursing I 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

Prereq: ACCT& 202

A course in doing accounting simulations. Course is intended for students in the Associate in Accounting degree program who elect to take Principles of Accounting classes instead of Practical Accounting. Also useful for students who want hands-on practice in doing accounting work. Offered through the accounting lab, self-paced, continuous entry.

ACCT 179 (5) Federal Income Tax Preparation

Federal income tax law and preparation with primary emphasis on individual income tax.

ACCT 180 (5) Accounting Systems

Prereq: CIS 110 or CIS 121, and BTECH 111, and ACCT 101 or ACCT& 201, or instructor permission

Introduction to accounting systems and computerized processing of accounting data. Students will learn about the flow of accounting data and documents in a business, the management and processing of the data in both a manual and computerized system and the preparation of output reports.

ACCT& 201 (5) Principles of Accounting I

Prereq: MATH 096 or MATH 098 with a grade of at least 2.0

First accounting course required of students transferring to a four-year school to obtain a bachelor's degree in business administration. Introduction to basic accounting concepts and procedures. Primary emphasis on the balance sheet and income statements in a single proprietorship.

ACCT& 202 (5) Principles of Accounting II

Prereq: ACCT& 201 with a grade of at least 2.0

Second accounting course typically required of students transferring to a four-year school to obtain a bachelor's degree in Business Administration. Covers partnerships, bonds, corporations, cash flow statements and financial statement analysis.

ACCT& 203 (5) Principles of Accounting III

Prereq: ACCT& 202 with a grade of at least 2.0

An introduction into the field of managerial accounting. Survey of process and job order costs, budgeting, cash planning, capital budgeting, present value and other topics.

ACCT 273 (5) Government Budget and Fund Accounting

Prereq: ACCT& 201

Accounting practices for the growing not-for-profit segment of the economy (governmental units, educational institutions, hospitals, etc.) with a comparison to accounting for profit-making organizations.

ACCT 275 (5) Payroll and Business Taxes

Prereq: ACCT 101 or ACCT& 201 or equivalent

Payroll preparations, payroll tax laws, accounting procedures and supplementary records. Preparation of required returns for federal and state payroll taxes and business taxes (includes manual and computerized payroll problems).

ACCT 285 (5) Auditing and Advanced Analytical Techniques

Prereq: ACCT 180 and CIS 136

A capstone class for majors in accounting. The course will utilize auditing techniques and concepts to solve problems in verifying the accuracy of accounting records. Computerized spreadsheet and audit programs will be utilized in solving problems in a team environment.

ACCT 287 (3) Income Tax Practicum

Training in the preparation of the basic income tax forms and preparation of actual tax returns under the auspices of the AARP Tax-Aide program.

■ AMERICAN SIGN LANGUAGE (ASL)

ASL& 121 (5) American Sign Language I • GER-HM

A beginning course in American Sign Language using conversational methods. This includes vocabulary related to exchanging personal information, day-to-day common activities, describing family relationships, and providing basic directions. Basic grammar, finger-spelling, numbers 1-100, the fundamentals of spatial agreement, and an introduction to the deaf culture and its history are also introduced.

ASL& 122 (5) American Sign Language II • GER-HM

Prereq: ASL& 121 with grade of 2.0 or better; or one year HS equivalent or instructor permission

In ASL& 122, students will continue developing their sign skills while building on vocabulary, enhancing number skills, learning more about classifiers, increasing fluency and incorporating non-manual grammatical markers and non-manual signals with more ease. They will be introduced to basic story telling using these new skills and techniques as well as learn more about deaf culture and grammar.

ASL& 123 (5) American Sign Language III • GER-HM

Prereq: ASL& 122 with a grade of 2.0 or better; or 2 years high school equivalent or instructor permission

ASL& 123 focuses on vocabulary development, increasing expressive and receptive skills, and developing story telling techniques. This focus includes more advanced use of classifiers, expansion of detail, and introduction to deaf expressions and idioms, additional grammatical features, and a continued study of the deaf culture.

ASL& 221 (5) American Sign Language IV • GER-HM

Prereq: ASL& 123 with a grade of 2.0 or better; or 3 years HS equivalent; or instructor permission

Emphasis is placed on receptive and expressive skill development and ASL fluency. Attention is given to correct formation of signs, movement, rhythm, phrasing and clarity. This course includes intensive vocabulary building, a deeper understanding of ASL expressions, and proficiency in ASL grammar.

ASL& 222 (5) American Sign Language V • GER-HM

Prereq: ASL& 221 with a grade of 2.0 or better; or 4 years HS equivalent plus placement in ENGL& 101 or instructor permission

The importance of signing with sufficient grammatical accuracy and vocabulary is emphasized. Emphasis is placed on participating effectively in formal and informal conversations on familiar and unfamiliar topics. There will be many opportunities to develop a stronger acceptance and appreciation of the diverse regional aspects of ASL and expand on personal application of the language.

ASL& 223 (5) American Sign Language VI • GER-HM

Prereq: ASL& 222 with a grade of 2.5 or better; plus placement in ENGL& 101 or instructor permission

In ASL& 223, emphasis is placed on receptive and expressive skill development including discourse structures used in discussing a variety of topics, spontaneous conversations, and story-telling. The course will encourage vocabulary review, clear articulation of the language, continued practice of grammar structures, exposure to a variety of signing styles, and a deeper cultural awareness about interacting effectively in the deaf community.

■ ANTHROPOLOGY (ANTH)

ANTH& 100 (5) Survey of Anthropology • GER-SS

A survey of biological anthropology, archaeology, cultural anthropology and linguistic anthropology.

ANTH& 104 (5) World Prehistory • GER-SS

An archaeological interpretation of the lifeways of our human ancestors from 3 million years ago to the development of written records.

ANTH& 106 (5) The American Mosaic • GER-SS

An exploration of multiculturalism in the United States examining various aspects of social identity including ethnicity, race, socioeconomic class, gender and sexuality. Current anthropological methods and approaches will be employed to enhance the understanding of diversity in U.S. American society.

ANTH 107 (5) Archaeology of Ancient Civilizations • GER-SS

A course on the archaeology of ancient civilizations. Students compare ancient civilizations of the New World and the Old World to investigate how complex societies differ, in structure and internal dynamics, from simpler societies. They address the issue of how and why complex societies arose in some areas and not in others, as well as why complex societies collapse.

ANTH 167 (2-5) Cross Cultural Studies – Life and Culture

A course designed for students who participate in study abroad programs. Students examine host country's cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country's cultures.

ANTH& 204 (5) Archaeology • GER-SS

Introduction to archaeological method and theory.

ANTH& 205 (5) Biological Anthropology • GER-NS

The course examines human biological variation, taking into account the complex interaction of biology, physiology, environment and culture. Major topics include evolution, genetics, scientific classification, non-human primates, the fossil record and modern human variation.

ANTH& 206 (5) Cultural Anthropology • GER-SS

Course explores human behavior and belief across cultures. Major topics include the concept of culture, ethnographic research, and the cross-cultural examination of subsistence and economic systems, divergent social roles and identity, family systems, religious belief, and the impacts of colonialism, modernization and globalization.

ANTH& 210 (5) Indians of North America • GER-SS

Lifeways and cultures of North American Indians from prehistory until the present. The course is organized around the culture area concept, and could include the Northeast, Southeast, Southwest, Plains, Arctic, Subarctic, Plateau, Great Basin, California, and the Northwest Coast.

ANTH& 216 (5) Northwest Coast Indians • GER-SS

Exploration of the culture and 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 a chronological look at the development of Western Art from cave painting to the end of the 20th century. This class is for the non-art major and there are no prerequisites.

ART 101 (5) Design, Beginning • GER-HM/Performance

A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value as vital elements in creative design.

ART 102 (5) Design, Intermediate • GER-HM/Performance

Prereq: ART 101 or instructor permission

A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture, and value. Particular emphasis will be placed on color as an element of creative design.

ART 103 (5) Design, Advanced • GER-HM/Performance

A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value. Particular emphasis will be placed on color as an element of creative design.

ART 105 (5) Introduction to Art • GER-HM

A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. Topics include perception, aesthetics, creativity, elements of design, principles of design, role of the media, and a general chronological survey of the visual arts are investigated.

ART 107 (5) Photography, Beginning • GER-HM/Performance

Prereq: Basic knowledge of computers and manually controlled digital camera required

Photography for the beginning student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 108 (5) Photography, Intermediate • GER-HM/Performance

Prereq: ART 107 or instructor permission and basic knowledge of computers and manually controlled digital camera required

Photography for the intermediate student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 109 (5) Photography, Advanced • GER-HM/Performance

Prereq: ART 108 or instructor permission and basic knowledge of computers and manually controlled digital camera required

Photography for the advanced student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 111 (5) Drawing, Beginning • GER-HM/Performance

An entry-level drawing sequence course that provides a framework for addressing a variety of themes, materials, and techniques. This is an exploratory course that focuses on the observation and representation of three-dimensional form on a two-dimensional surface. Exercises and assignments will be explained through lecture, demonstration written sequential instruction, and historical/contemporary examples.

ART 112 (5) Drawing, Intermediate • GER-HM/Performance

Prereq: ART 111 or instructor permission

This intermediate course is an extension of the fundamentals of representational drawing. This course is designed to allow the serious student to develop skills as a draftsman and broaden capabilities for personal expression.

ART 113 (5) Drawing, Advanced • GER-HM/Performance

Prereq: ART 112 or instructor permission

This course builds upon the foundation of contemporary and classical approaches to drawing in artworks involving the figure. Students will acquire basic competence in structural studies including proportions, mass and basic surface anatomy. Curriculum will concentrate on realistically rendering specific features, mood and expression in portraiture.

ART 115 (5) 3-Dimensional Design • GER-HM/Performance

A non-computer hands on sculpture studio lab course that introduces the student to various approaches to constructing three-dimensional forms.

ART 145 (5) History of Art – Contemporary • GER-HM

A concise history of contemporary painting, sculpture, drawings, printmaking, photography, and mixed media from modern foundations through post-modern styles and related issues.

ART 150 (5) Printmaking, Beginning • GER-HM/Performance

A studio/lab course covering the various basic processes of fine art printmaking. Students will learn how to make mutable original prints from personally designed compositions. The methods used to create artwork will include the Intaglio print processes such as dry-point, monotype, and solar plate. The Relief system will be emphasized by the completion of woodcuts and lino-cuts. Students will leave the class with several editions of prints and a basic knowledge of hand-pulled printmaking practices.

ART 201 (5) Painting, Beginning • GER-HM/Performance

An introductory course exploring the fundamental concepts and techniques of painting with acrylic media. Assignments will be approached primarily through investigation of content, composition, color theory, paint mixing and application. This is a studio-laboratory course with intensive in-class experience supplemented by lectures, demonstrations, and critiques.

ART 202 (5) Painting, Intermediate • GER-HM/Performance

Prereq: ART 201 or instructor permission

An intermediate course expanding on the principles of representational painting, compositional aesthetics, and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

ART 203 (5) Painting, Advanced • GER-HM/Performance

Prereq: ART 202 or instructor permission

An advanced course expanding on the principles of representational painting, compositional aesthetics, and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

ART 204 (5) Watercolor, Beginning • GER-HM/Performance

A studio laboratory course that will explore the elements of a wide variety of watercolor techniques. Students will develop the ability to express themselves using various methods applicable to transparent and opaque watercolor approaches as sources for artistic invention. Pupils will also gain a historical overview of water soluble based media and explore an assortment of its applications in the visual arts.

ART 211 (5) Beginning Sculpture • GER-HM/Performance

A studio lab course that introduces students to materials, processes, and tools for the creation and consideration of sculptural design, with an emphasis on the use of non-hazardous and sustainable materials.

ART 243 (5) History of Art-Ancient World Through the Middle Ages • GER-HM

A concise chronological history of paintings, sculpture, drawings, and architecture from the dawn of recorded art to the gothic movement and related issues.

ART 244 (5) History of Art-Renaissance Through Rococo • GER-HM

A concise chronological history of paintings, sculpture, drawings, printmaking, and architecture from the early Renaissance of the 15th century to the Neoclassical style of the middle mark of the 19th century and related issues.

ART 245 (5) History of Art-The Modern World • GER-HM

A concise history of architecture, painting, sculpture, drawing, printmaking, photography, and mixed media from modern foundations through post-modern styles and related issues.

■ ASTRONOMY (ASTR)**ASTR& 100 (5) Survey of Astronomy • GER-NS**

An introduction to the history of astronomy and to scientific inquiry including basic concepts in observational astronomy, the solar system, stars, galaxies, and the origin of the universe. This is a non-lab course.

ASTR& 101 (5) Introduction to Astronomy • GER-NS

The methods and goals of scientific inquiry developed within the study of the planets, stars, galaxies and the cosmos. A historical perspective with theory, laboratory exercises and direct observations. Lab included.

ASTR 105 (5) Survey of Astrobiology • GER-NS

An introductory course that examines the interdisciplinary field of astrobiology. General principles

of astronomy, chemistry, biology and geology as applied toward the search for life on other planetary bodies. Special emphasis on current data acquisition from NASA and other sources. Lab included.

ASTR&110 (5) The Solar System • GER-NS

Methods and goals of scientific inquiry developed within the study of the solar system including the planets, sun, moons, asteroids and comets. Includes historical perspective, theories, laboratory exercises and direct observations. Lab included.

ASTR& 115 (5) Stars, Galaxies and the Cosmos • GER-NS

Methods and goals of scientific inquiry developed within the study of outer space including the life and death of stars, galaxies and clusters of galaxies and cosmology including the Big Bang. Includes historical perspective, theories, laboratory exercises, and direct observations. Lab included.

■ ATMOSPHERIC SCIENCE (ATMOS)

ATMOS 101 (5) Introduction to Weather • GER-NS

A study of earth's atmosphere including the major controls of weather and climate. Course discussions and labs will cover essential topics in meteorology including solar radiation, temperature, air pressure, wind, clouds, precipitation, and severe weather. Environmental issues including global climate change will also be discussed. Appropriate for non-science and science majors. Lab included.

■ BIOLOGY (BIOL)

BIOL& 100 (5) Survey of Biology • GER-NS

Emphasis on the study of cells, genetics, ecology, diversity of life and physiology in order to establish a foundation of understanding and respect of life. This course includes a laboratory.

BIOL& 160 (5) General Biology w/Lab • GER-NS

Prereq: Completed MATH 096 with a 2.0 or eligible for MATH 098 AND ENGL& 101. Completed CHEM& 100 with a 2.0 grade or better or CHEM& 139 or concurrently enrolled in CHEM& 121 or CHEM& 161 or beyond

The science of life. Scientific methodology and evolution, ecological perspectives, cells, biotechnology, genetics, diversity of life, metabolism and life and reproduction. Lab included. For students preparing for allied health professions and for science majors.

BIOL& 170 (5) Human Biology • 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 comparisons of the major animal taxa with emphasis on development, physiology, anatomy, taxonomy, adaptations, and behavior. Examination and evidence for evolution. Lab and/or field excursions included.

BIOL& 213 (5) Majors: Plant • GER-NS

Prereq: BIOL& 160 with a minimum grade of 2.0 is required; CHEM& 139 or CHEM& 121 with a minimum grade of 1.5, or instructor permission

Examination and comparison of the major non-animal eukaryotic kingdoms and divisions with emphasis on development, physiology, anatomy, taxonomy, plant evolution and adaptations. Introduction to ecosystems, population and community ecology. Lab included.

BIOL& 241 (6) Human Anatomy and Physiology 1 • GER-NS

Prereq: BIOL& 160 with a grade of 2.0 or better and CHEM& 100 with a grade of 2.0 or better or instructor permission

First course of a two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of cells and tissues; integumentary, skeletal, muscular, nervous and sensory systems. Lab includes in-depth study of cell physiology; microscopy; histology; human bone and bone marking identification; basic dissection techniques; cat and human musculature; and nervous and sensory function tests.

BIOL& 242 (6) Human Anatomy and Physiology 2 • GER-NS

Prereq: BIOL& 241 or instructor permission

Second course of a two-quarter study of body structure and relat-

ed physiology on cellular through system levels. Includes an in-depth study of body organization and physiological processes of cardiovascular lymphatic (includes immunology), respiratory, digestive (includes metabolism), excretory, reproductive and endocrine systems. Lab includes cardiovascular system of the cat and human, human hematology, urinalysis, immunology, respiratory, digestive (including chemistry) and reproductive systems.

BIOL& 260 (5) Microbiology • GER-NS

Prereq: BIOL& 160 and CHEM& 100 or instructor permission

Diversity, structure, and physiology of beneficial and harmful microbes. Lab practice in identification of microbial species through culturing, staining and biochemical testing. Lab included.

■ BUSINESS (BUS)

BUS& 101 (5) Introduction to Business • GER-SS

Basic background in general fields of business. An examination of the nature of for-profit and not-for-profit organizations in a free market economy. An overview of marketing, management, finance, production, economics, information systems and international commerce.

BUS 103 (3) Computational Mathematics

Prereq: MATH 054 with a 2.0 or higher

Covers fundamental math relationships, percentages, merchandising and banking procedures and the metric system. Students cannot receive credit for both BUS 103 and BUS 107.

BUS 105 (5) Business English I

Prereq: Grade of 2.0 or better in ENGL 098 or equivalent or placement recommendation of ENGL 099

A course designed to strengthen the student's writing skills through the study of grammar, sentence structure, paragraph development and punctuation. The student will enhance his/her business vocabulary while learning to compose clear and concise business documents.

BUS 106 (3) Business English II

Prereq: BUS 105 or ENGL& 101 with a grade of 2.0 or better

Further study and practice with the writing process to create effective business memoranda, letters and short reports. The student will continue to build a strong business vocabulary and fluency with punctuation rules.

BUS 107 (5) Business Mathematics

Prereq: MATH 054 with a 2.0 or higher

Mathematics applications in banking, merchandising, inventory, depreciation and promissory notes. Introduction to simple

statistics and the metric system. Students cannot receive credit for both BUS 107 and BUS 103.

BUS 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). Develop competence with project management tools and techniques based on best practices from the Project Management

Institute (PMI) in the Project Management Body of Knowledge (PM-BOK Guide). Introduce the tools and techniques to manage the project from execution to closing. Part two of a two-part series.

BUS 279 (5) Personal Finance and Money Management

Offered through Military sites only

A practical course in managing personal finances. Course includes budgeting, home ownership, income tax, Investments, Insurance, wills and trusts.

■ BUSINESS INFORMATION TECHNOLOGY (BTECH)

BTECH 104 (3) Dvorak Keyboarding

Prereq: Instructor permission only

Students will learn to key the alphabet and common punctuation by touch using one-handed keyboarding. Speed and accuracy will be developed through proper keyboarding technique and practice. These keyboarding skills will then be applied to create memorandums, business letters, and reports. Recommended for students with any physical disability that requires one-handed typing.

BTECH 111 (3) Keyboarding

Students work with a computer keyboard to learn how to key the alphabet by touch. Optimum speed and accuracy are encouraged through proper keyboarding technique and practice. These keyboarding skills are applied to create basic letters, memos and reports using word processing software.

BTECH 112 (2) Keyboard Skillbuilding I

Prereq: BTECH 111 with grade of 2.0 or better, or type by touch at 20 wpm or instructor permission

First of two courses emphasizing improved keyboarding technique in order to increase speed and accuracy through planned drill and practice exercises.

BTECH 113 (2) Keyboard Skillbuilding II

Prereq: BTECH 112 with grade of 2.0 or better

Second of two courses emphasizing improved keyboarding technique to continue building speed and accuracy through drill and practice.

BTECH 115 A-B (1) Business Keyboarding

Prereq: None for BTECH 115A. For BTECH 115B: BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission

Students use a computer keyboarding program to learn to keyboard by touch: (A) Key the alphabet by touch; (B) Key number and symbols by touch.

BTECH 116 A-D (1) Keyboard Skill Development

Prereq: For BTECH 116A: BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission. For BTECH 116B-D: BTECH 116A with grade of at least 2.0 or touch typing at 20 wpm, or instructor permission

Four one-credit courses that assist students with continuous development of keyboard speed, accuracy and technique: (A) Alphabet and technique improvement; (B) Alphanumeric and technique improvement; (C) Alphanumeric improvement; and (D) Further alphanumeric improvement.

BTECH 117 A-B (1) Business Document Formatting

Prereq: For BTECH 117A: BTECH 115A with grade of at least 2.0 or touch typing at 20 wpm, or instructor permission. For BTECH 117B: BTECH 117A or instructor permission

Use word processing software to create basic and advanced business documents: (A) Format basic business documents; (B) Format advanced business documents.

BTECH 118 A-C (1) PC Operating System

Prereq: BTECH 115 A and B with a grade of 2.0 or better or type by touch at 15 wpm or instructor permission

Operating system fundamentals for the PC. Topics include the following: (A) Navigating and customizing the operating system; (B) Managing files and using help; and (C) Using the Internet and basic applications.

BTECH 120 (3) Introduction to Windows

Prereq: BTECH 111 or BTECH 115A and BTECH 115 B with a grade of 2.0 or type by touch at 15 wpm and instructor permission

Fundamentals of using the Windows operating system. Topics include management of files, documents, and folders and use of the control panel to customize the computer and the Windows desktop.

BTECH 135 (3) Electronic 10-Key Calculator

BUS 107 or BUS 103 recommended

Students learn to use the 10-key calculator to solve basic to more advanced business math problems. Students also use the computer's numeric keypad with an emphasis on speed and accuracy.

BTECH 136 (1) Ten-Key Mastery

Learn to input data by touch on the computer keyboard ten-key pad. Focus will be on speed, accuracy, and proper technique when keying numeric data.

BTECH 145 (5) Records and Database Management

Prereq: BTECH 120, type by touch at 20 wpm or instructor permission

Principles and procedures for records management including storage and retrieval using manual and computer database systems.

Includes alphabetic, subject, numeric and geographic storage methods and control of records.

BTECH 146 (2) Filing Review

Principles and procedures for manual storage and retrieval of records in medical and general business offices are reviewed in this course. Included are alphabetic, subject, numeric, and geographic filing systems.

BTECH 149 (5) Introduction to the Medical Office

An interpersonal networking course for medical office students including discussion, guest speakers, and assignments related to topics such as the medical environment, medical staff, medical ethics and law, and the healthcare-related job market.

BTECH 150 (5) Medical Terminology I

Fundamentals of medical terminology, including prefixes, suffixes, root words, and basic rules, upon which the student will build a medical vocabulary. Includes basic anatomy and physiology for the medical office worker.

BTECH 151 (5) Medical Terminology II

Prereq: Grade of 2.0 or better in BTECH 150

A continuation of BTECH 150 to build on the student's medical vocabulary by learning advanced terminology and body systems. Includes basic anatomy and physiology for the medical office worker.

BTECH 156 (3) Records Management

Prereq: BTECH 146 or instructor permission

Principles and practices for effective records management including storage, retrieval, the life cycle of a record, and overall control of records. Emphasis is placed on changes in the volume of information, the need for compliance to government regulations, and advances in technology.

BTECH 200 A-E (1) Microsoft Word

Prereq: For BTECH 200A: BTECH 118A and BTECH 118B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 200B-E: BTECH 200A or instructor permission

Students can work through all levels of Microsoft Word features: (A) Prepare and edit documents; (B) Enhance and customize documents; (C) Create tables and merge documents; (D) Use macros and styles; and (E) Prepare and protect shared documents.

BTECH 201 (5) Professional Office Applications I

Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm, or instructor permission

Introduces student to essential features of word processing, spreadsheets and personal information management software. Word processing features include document and paragraph editing, text format-

ting, tabs and tables, use of graphics and insertion of headers/footers. Spreadsheet features include manipulation of worksheets, use of formulas, charts and enhanced formatting. Personal information management features may include email, task, calendar and contact management.

BTECH 202 (5) Professional Office Applications II

Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission

Introduces student to major features of database management and presentation software. Includes the creation of tables, relationships, forms, queries and reports. The student will also build creative presentations with graphics and sound.

BTECH 203 (5) Professional Office Applications III

Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission

Enhances student's skill with advanced features of word processing, spreadsheet, database, and presentation software. Student will work with the integration of these applications in an online environment.

BTECH 205 (3) Office Procedures

Prereq: BTECH 200A, BTECH 210A and BTECH 111 or BTECH 115A, 115B and 117A or instructor permission

A course designed for students who wish to learn and practice necessary skills for employment in today's office. Students receive instruction in telephone communications, use of electronic information software, processing travel and meeting documents, time management, and use of personal productivity software.

BTECH 210 A-E (1) Microsoft Excel

Prereq: For BTECH 210A: BTECH 200A with at least a 2.0 or instructor permission. For BTECH 210B-E: BTECH 210A with at least a 2.0 or instructor permission

Students can choose to work through one or more of these Excel features: (A) Prepare and format basic worksheets; (B) Insert formulas and enhancements; (C) Create charts and diagrams; (D) Advanced formatting and functions; and (E) Interpret and integrate data.

BTECH 220 A-E (1) Microsoft Access

Prereq: For BTECH 220A: BTECH 200A with at least a 2.0, or instructor permission. For BTECH 220B-E: BTECH 220A with at least a 2.0, or instructor permission

Students can choose to work through one or more of these Access topics: (A) Create and modify a database; (B) Create queries and forms; (C) Create reports, charts and web pages; (D) Use advanced tables, forms, queries and reports; and (E) Secure and integrate databases.

BTECH 225 A-C (1) Microsoft PowerPoint

Prereq: For BTECH 225A: BTECH 200A with at least a 2.0, or instructor permission. For BTECH 225B-C: BTECH 225A with at least a 2.0, or instructor permission

Students can choose to work through one or more of these PowerPoint topics: (A) Create and modify a PowerPoint presentation; (B) Format and add visual elements; and (C) Customize and share a presentation.

BTECH 226 A-C (1) Microsoft Outlook

Prereq: For BTECH 226A – BTECH 118A & B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 226B-C – BTECH 226A or instructor permission

Students can choose to work through one or more of these Outlook topics: (A) Using email and the calendar; (B) Managing tasks, calendar and the inbox; and (C) Customizing and integrating Outlook.

BTECH 230 (5) Machine Transcription I

Prereq: Grade of 2.0 or better in BUS 105 and a word processing course, or instructor permission

Fundamentals of transcribing dictated letters, memos, and other documents using a computer and transcription equipment. Course provides an opportunity to apply business English skills along with formatting techniques and proofreading skills to produce "mailable" documents.

BTECH 231 (5) Machine Transcription II

Prereq: BTECH 230 with a grade of 2.0 or better

Further practice of advanced transcribing techniques with an emphasis on increased speed and accuracy in the production of business documents. Students will be expected to produce finished documents applying proper business English skills and formatting techniques.

BTECH 241 (5) Accounting Fundamentals

Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs such as business management, accounting, computer information systems, and office professions.

BTECH 244 (3) Medical Office Simulation

Prereq: Permission from a Business Information Technology Instructor

A capstone service learning course primarily focused on the cumulative application of skills of a medical office assistant including professional networking for future employment.

BTECH 245 (3) Cooperative Work Experience I

Prereq: Permission from a Business Information Technology Instructor

Emphasis on relating and apply-

ing the skills and attitudes learned in college to the workplace. Students complete a 90-hour internship, working part time in an office setting related to their chosen Business Information Technology program(s). The students regularly discuss job-related issues. Professional liability insurance required for this course. See instructor for more information.

BTECH 246 (3) Cooperative Work Experience II

Prereq: Completion or concurrent enrollment in BTECH 245

Students work in an office setting related to their chosen Business Information Technology program(s). Emphasis continues from BTECH 245 on practicing the skills and attitudes learned in their college courses. Professional liability insurance required for this course. See instructor for more information.

BTECH 248 (2) Business Information Technology Seminar I

Prereq: Enrollment in a Business Information Technology program

Provides student with job search strategies, including preparation of resumes, cover letters, interviewing strategies, professional appearance, and telephone techniques.

BTECH 249 (2) Business Information Technology Seminar II

Prereq: Enrollment in a Business Information Technology program

A seminar course for students in the Business Information Technology program emphasizing human relations skills to include leadership, assertiveness, handling criticism, conflict resolution, office politics and diversity in the workplace.

BTECH 250 (5) Medical Forms and Referral Management

Prereq: Grade of 2.0 or better in BTECH 150 or instructor permission

Emphasis on the production of the many forms required for insurance billing, including: CMS-1500, UB-92, referrals and referral requests. Includes documentation guidelines and completion of medical claim forms for (including, but not limited to): Medicare, Medicaid, private insurance, Worker's Compensation, Labor and Industries.

BTECH 251 (5) Medical Transcription I

Prereq: Grades of 2.0 or better in BTECH 150 or instructor permission

This is a sequential course involving skills in word processing/machine transcription of medical records for health care facilities, including transcription of various types of medical reports, formatting of medical reports and use of medical references.

BTECH 252 (5) Medical Transcription II

Prereq: BTECH 251 with grade of 2.0 or better

A continuation of BTECH 251, this

course will give students intensive practice in transcribing medical dictation while encouraging students to meet progressively more demanding accuracy and productivity standards.

BTECH 253 (5) Medical Office Procedures

Prereq: Grade of 2.0 or better in BTECH 150, or instructor permission

Basic procedures in the medical office with emphasis on the role of the administrative medical office professional, including records management, 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, 200B, 210A, 210B, and 225A with a grade of 2.0 or instructor permission

Legal theory, vocabulary and forms used in preparation of estate planning documents, probate, adoption and guardianship pleadings.

BTECH 262 (5) Legal Theory II

Prereq: BTECH 261

A second course in a sequence focusing on terminology, procedures, theory and specialized document preparation relating to the history of law, the American Judicial System, sources of law, court systems and pleadings in civil and criminal cases.

■ BUSINESS MANAGEMENT (MNGT)**MNGT 130 (5) Customer Relationship Management**

Introduction to customer relationship management. Topics include customer behavior, customer assessment, and effective communication, serving the customer in a diverse environment, and developing and maintaining a relationship with customers.

MNGT 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 customer, buying motives, prospecting, approaching the customer, presenting/demonstrating the product, handling objections, closing the sale, and developing and maintaining a relationship with the customer.

MNGT 186 (5) Professional Development

Provides practical skills and techniques for entering the world of professional employment. Students will experience strategies for ongoing career planning as well as strategies to increase workplace effectiveness.

MNGT 187 (5) Career Communication Skills

Students will learn the essentials for professional communication through career skills strategies, oral presentations, individual projects and group exercises.

MNGT 194 (5) Principles of Leadership

Principles and techniques of leadership and supervision including leadership and motivation theory and application, strategic planning, team development, workplace diversity, and conflict management.

MNGT 198 (3) Work-Based Learning

Prereq: MNGT 186 and MNGT 187

Students will pursue an organized career path plan by obtaining work experience in their chosen field. This course is for the Associate in Business Professional Technical degree students only.

MNGT 275 (5) Introduction to Visual Promotion

Provides the student with a working knowledge of planning, creating and implementing visual promotion including advertising, print media, visual display and special promotions.

MNGT 276 (5) Employment Law: Human Resource Legal Issues

Overview of major common employment-related laws, workplace legal issues, statutory, and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship.

MNGT 278 (5) Introduction to Labor Management Relations

An overview of the elements and relationships which characterize workplace interactions between the workforce and management in the modern business organization.

MNGT 282 (5) Principles of Marketing

A study of the business activities concerned with the flow of goods and services from producers to consumers.

MNGT 283 (5) Principles of Management

Principles and practices of management as applied to for-profit and not-for-profit organizations. Real world scenarios in business are used to help the student apply principles to contemporary management problems.

MNGT 284 (5) Small Business Planning

Planning and organizing a small business to include developing a preliminary business plan.

MNGT 293 (5) Retailing and Merchandising

Fundamentals of retail buying and the management of retail inventories. Topics are important for the contemporary store-level merchant who is responsible for space productivity, inventory turnover and profitability.

MNGT 295 (5) Human Resource Management

Principles, methods and procedures in human resource management including job analysis, description and classification, employee morale and motivation, labor turnover, selection and placement, rating and promotion and compensation in conjunction with current government regulations.

MNGT 296 (5) Current Trends in Human Resources

Prereq: MNGT 295

Explores current human resource issues including local, state and federal labor laws; effective recruitment and selection techniques using behaviorally-anchored structured interview format; training

and development strategies using competency-based individual development plans; 360-degree performance review; and how to write employee policy manuals and job descriptions.

CHEMISTRY (CHEM)**CHEM& 100 (5) Preparatory Chemistry • GER-NS**

Introductory course in chemistry for students intending to take CHEM& 121 and CHEM& 131. Discussion of basic chemical concepts including atomic structure, periodic properties, chemical bonding, and chemical nomenclature.

CHEM& 110 (5) Chemical Concepts with Lab • GER-NS

The relationship of basic chemical concepts to issues in modern society will be discussed. Intended for non-science majors.

CHEM& 121 (5) Intro to Chemistry • GER-NS

Prereq: CHEM& 100, high school chemistry or instructor permission. MATH 096 or MATH 098 or concurrent enrollment in MATH 098 and recommended for ENGL& 101 on placement tests

An introduction to general chemistry for health professionals or as chemical background for further studies in chemistry. Topics covered include unit conversions, atomic structures, periodic properties, chemical bonds, basic stoichiometry, states of matter, solutions, equilibrium, acid/base chemistry and oxidation/reduction. Lab included.

CHEM& 131 (6) Intro to Organic/Biochemistry • GER-NS

Prereq: CHEM& 121

Continuation of CHEM& 121. The course includes an introduction to organize functional groups and a study of carbohydrates, optical isomerism, lipids, proteins, enzymes, nucleic acids, and metabolism. Lab included.

CHEM& 139 (5) General Chemistry Prep • GER-NS

Prereq: MATH 098 or equivalent with grade of 2.0 or better or placement test score above MATH 098

Designed to introduce the science major student to mathematical and chemical principles needed for a successful experience in their science studies. Includes problem solving, graphs, calculator use, atomic structure, periodic properties, inorganic nomenclature, the mole, balancing equations and stoichiometry. Non-lab course.

CHEM& 161 (5) General Chemistry with Lab I • GER-NS

Prereq: CHEM& 139 and MATH& 141 (which may be taken concurrently) or instructor permission

The first quarter of a three-quarter sequence in general chemistry for science and engineering majors. The course covers measurements, significant figures, dimensional analysis, fundamentals of atomic structure, stoichiometry, reactions,

gas laws, thermochemistry, and an introduction to solutions. Lab included.

CHEM& 162 (5) General Chemistry with Lab II • GER-NS

Prereq: CHEM& 161 or instructor permission

The second quarter of a three-quarter sequence in general chemistry for science and engineering majors. The course covers bonding theory, molecular structures, states of matter, quantum theory, periodic properties, atomic structure, intermolecular forces and an introduction to the second law of thermodynamics. Lab included.

CHEM& 163 (5) General Chemistry with Lab III • GER-NS

Prereq: CHEM& 162 or instructor permission

The last quarter of a three-quarter sequence in general chemistry for science and engineering majors. The course covers kinetics, equilibrium, oxidation/reduction reactions, acids and bases, slightly soluble salts, entropy and free energy and electrochemistry. Lab included.

CHEM& 261 (6) Organic Chemistry with Lab I • GER-NS

Prereq: CHEM& 163 or equivalent with a grade of 2.0 or better or instructor permission

The first quarter of a three-quarter sequence in organic chemistry for university transfer, designed for science majors, pre-medical, pre-dental and other pre-professional curricula. Structure, nomenclature, physical properties, reactions and synthesis of the main types of organic compounds. Lab included.

CHEM& 262 (6) Organic Chemistry with Lab II • GER-NS

Prereq: CHEM& 261 with a grade of 2.0 or better or instructor permission

The second quarter of a three-quarter sequence in organic chemistry for university transfer, designed for science majors, pre-medical, pre-dental and other pre-professional curricula. Further discussion of the properties and transformations of organic molecules. Lab included.

CHEM& 263 (6) Organic Chemistry with Lab III • GER-NS

Prereq: CHEM& 262 with a grade of 2.0 or better or instructor permission

The third quarter of a three-quarter sequence in organic chemistry for university transfer, science majors, pre-medical, pre-dental and other pre-professional curricula. Further discussion of the properties and transformations of organic molecules, including bio-molecules. Lab included.

COLLEGE SUCCESS (COLLG)**COLLG 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.

COLLG 104 (2) Study Techniques I

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.

COLLG 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.

COLLG 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.

COLLG 107 (2) Study Skills for Math and Science

Interactive class designed to support development of personal and academic skills for success in math and science classes. Topics include dealing with math and science anxiety, self-awareness of preferred learning styles, confronting word problems, and making one's own study sessions more productive. Some sections may be program specific.

COLLG 110 (3) College Success

This course is designed to enhance student success and transition into college. It emphasizes self-assessment, goal-setting, effective study habits, campus resources and education planning. Additional topics include diversity, team building, academic honesty, career development and the use of online tools to aid in academic success.

COLLG 111 (5) TRiO College Success

Prereq: Permission of TRiO staff

Designed to introduce TRiO program students to the skills and tools needed to become a successful college student. Topics include team building and problem solving, study skills, understanding the higher education system, career exploration, budget and time management, and on-line learning styles, communication skills (oral, written, electronic), and self-awareness. Student cannot receive credit for both COLLG 110 and 111 toward degree requirements.

COLLG 112 (2) College Transfer Planning

Prereq: COLLG 110 or COLLG 111

Interactive capstone course designed for students who have already taken COLLG 110 or COL-

LG 111, to support development of personal and academic skills required for success at a four-year school. Topics include networking, mentoring, overcoming personal life challenges, expanding and expounding on a previous exploration in self-awareness and values clarification, and personal preparation for transition to a four-year college.

COLLG 120 (2) Overcoming Math Anxiety

Designed to teach methods and processes for success in college. Topics include how the brain learns, learning styles, development of an awareness of math abilities and math anxieties and how to deal with those, self-care, and study techniques.

COMMUNICATION STUDIES (CMST)

CMST& 101 (5) Introduction to Communication • GER-HM

An investigation into communication theory, including verbal and non-verbal communication. Communication barriers and processes will be studied. The student will also make presentations before the class.

CMST& 102 (5) Introduction to Mass Media • GER-HM

An analysis of structure, trends and the technology of American mass media industries, including print media, and how they impact individuals, shape society and influence culture.

CMST 105 (5) Intercultural Communication • GER-HM

The examination of the effects of culture upon the process of communication. Using theory and skill development, students are prepared to communicate effectively both within and across cultures. The course gives students the opportunity to analyze their own, and others – intercultural communication through experiential and interviewing formats. The course emphasis includes the influence of culture on non-verbal communication, language, perception, intercultural relationship development and conflict management.

CMST& 220 (5) Public Speaking • GER-HM

A beginning course in public speaking that emphasizes speech organization, audience analysis, organization and delivery. Frequent presentations will be made before the class in which the student will be given the opportunity to explore his/her speaking capabilities.

CMST& 230 (5) Small Group Communication • GER-HM

Understanding the principles and processes of oral communication within groups. The course uses theory with practice in participating in group presentations and meetings. The course will examine group presentation skills, group problem solving, listening, leadership, conflict management, group role and group development. The focus is

to prepare the student for effective group communications at work, socially and in the community.

COMPUTER (CMPTR)

CMPTR 131 (1) Introduction to Personal Computers

Introduction to personal computer terminology, hardware components and software; hands-on practice using the Windows operating system; word processing; spreadsheets; Internet browser software.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 103 (2) Online Learning: Getting Started

Prereq: Regular access to the Internet; familiarity with Web and email

Through an introductory online experience, the student will learn about how courses work and the personal preparation required for successful learning. Topics covered include technical preparation, navigating the course environment, relationships, and how online learning differs from face-to-face instruction. The class will help students identify when and how online learning is best incorporated into their educational activities.

CIS 110 (3) Introduction to Microcomputer Business Applications

An abbreviated version of CIS 121 designed specifically for non-CIS/DDSGN majors. Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Lab assignments using current microcomputer-based application programs allow the student to interact with computer technology, hardware and Internet.

CIS 121 (5) Introduction to Computer Information Systems

Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Students will develop an understanding of personal computers and emphasize their use as both stand-alone and networked systems. Current microcomputer-based application programs and higher-level programming language exercises and lab assignments allow each student to interact with computer technology, hardware, Internet and concepts of common application programs.

CIS 122 (5) Structured Program Design

Prereq: CIS 121 and MATH 096 or MATH 098 with a 2.0 or above or instructor permission

Introduction to the concepts of computer program analysis, design, and development using modern structured programming

methodologies and techniques. Involves structure charts, pseudo-code, and flowcharts. Common computer program techniques of documentation, testing and validation, and implementation using the systems development life cycle (SDLC) model, and lab assignments to allow the student to interact with computer technology, hardware and concepts.

CIS 130 (5) Microcomputer Applications

Prereq: CIS 110 or CIS121 each with a grade of at least 2.0 or instructor permission

Learn four of the most popular software applications used for word processing, spreadsheet, database management and presentation purposes.

CIS 134 (5) Computer Operating Systems

Prereq: CIS 121 with a 2.0 grade or better or instructor permission

Introduction to the function and use of command line and graphical user interface (GUI)-based computer operating systems. A combination of classroom discussion and hands-on lab exercises provides practical knowledge and experience in various operating system features.

CIS 136 (3) Spreadsheet Applications

This course introduces basic spreadsheet design and development. Topics will include creation and manipulation of spreadsheets, conversion to charts and graphs, and creation of macros.

CIS 150 (5) Computer Installation and Troubleshooting

Prereq: Instructor permission only

An introduction to the installation and interfacing of computer hardware and software including a variety of computer components. Troubleshooting and correction of problems encountered in computer operation of both hardware and software.

CIS 185 (5) 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; web services concepts and Active Server Pages; complex window forms to interface with desktop applications using controls and events including menu and keyboard handling; Window forms that access data from various back end databases and program threads.

CIS 210 (5) Business Analysis

Prereq: CIS 130 with 2.0 or higher and BUS 240, other Human Relations course; or instructor permission

A study of the Business Analyst profession and generally accepted best practices. This course addresses analysis of the business environment, definition of stakeholder needs and recommenda-

tion for IT solutions that enable the organization to achieve its goals. An examination of business analysis in the healthcare industry with comparison to other industries.

CIS 215 (5) Client-Side Web Development

Prereq: CIS 121 or instructor permission

Addresses Web forms utilizing HTML; dynamic client-side Web forms that utilize JavaScript and JQuery; server-side code that can receive, process, and return Extensible Markup Language (XML) data from the client-side; relevant object models and creation of multiple forms to move data; Web forms that utilize techniques such as cascading style sheets; separation of the presentation and application layers; error handling; Simple Object Access Protocol (SOAP) and Representational State Transfer (REST).

CIS 216 (5) Server-Side Web Development

Prereq: CIS 122 and CIS 215 or instructor permission

This course covers the fundamental concepts of server-side Web development using ASP, NET, through practical application Topics will include using session state, connecting Web pages to a database, and using error handling.

CIS 260 (5) Database Management Systems

Prereq: CIS 122 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 Office Specialist 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

security and data integrity measures, and granting data access privileges to individual users.

CIS 263 (5) Database Performance Tuning and Network Administration

Prereq: CIS 262 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) systems. Covers installation and configuration of workstation, client operating system software and network hardware including media, topologies, access methods, and protocols. Reviews present and future LAN trends, alternatives, security, and planning strategies and LAN management considerations. Includes examination of LAN interconnection using bridges, routers, switches, and gateways as well as LAN segmentation, VLAN, and subnetting. Practical application in a network laboratory.

CIS 269 (5) Advanced SQL Programming and Tuning

Prereq: CIS 261 with 2.0 or better; or instructor permission

An advanced course in Structure Query Language (SQL). Students will develop script files, stored procedures, and procedural language units, as well as diagnose and tune performance problems.

CIS 275 (5) Business Analytics/Intelligence

Prereq: CIS 262, CIS 136, and MATH& 146 or instructor permission

Practical application developing business intelligence (BI) solutions, including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation. BI tools will be used for reporting (SSRS), integration (SSIS), and analysis (SSAS). Cubes and marts will

be created to feed presentation layers for dashboards and Key Performance Indicators (KPIs) providing needed user analytics.

CIS 280 (5) Systems Analysis and Design

Prereq: CIS 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 HIIT majors only

Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work, including associated resume preparation, job interviews, and internship documentation.

■ COMPUTER NETWORK ENGINEERING (CNE)

CNE 231 (5) Implementing Windows Client Operating Systems

Prereq: CIS 265 with a grade of at least 2.0 or instructor permission

This course is to provide individuals who are new to Microsoft Windows client operating system with the knowledge necessary to understand and identify the tasks involved in supporting Windows server products. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Windows-based environment.

CNE 232 (5) Managing and Maintaining a Microsoft Windows Server

Prereq: CNE 231 with a 2.0 grade or better

Install and configure Windows on stand-alone and client computers in a workgroup or domain. Install and configure a Windows Server to create File, Print, Web, and Terminal Servers.

CNE 235 (5) Implementing and Maintaining Microsoft Windows Server Network Infrastructure: Network Services

Prereq: CNE 232 with a grade of at least 2.0 or instructor permission

Professional support class for installation, configuration, management and support of network services using Microsoft Windows Server products.

CNE 237 (5) Planning, Implementing and Maintaining a Microsoft Server Active Directory Infrastructure

Prereq: CNE 232 with a grade of 2.0 or better or instructor permission

Install, configure, and administer Windows Active Directory services. Course also focuses on implementing Group Policy and performing those Group Policy-related tasks that are required to centrally manage users and computers.

CNE 238 (5) Designing Security for a Windows Network

Prereq: CNE 232 with a 2.0 grade or better or instructor permission

Design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Secure the specific areas of: Local Network Users; Remote Users and Offices; Private and Public Networks; and Partner Organizations.

CNE 240 (5) Computer Hardware Troubleshooting

Prereq: CIS 150 recommended with a grade of 2.0 or better

An introduction to the installation and interfacing of hardware including storage, and peripheral devices including multimedia, memory, and video. Troubleshooting and conflict resolution/correction of problems in computer operation relating to hardware components will be included.

CNE 246 (5) Windows Server Applications Infrastructure

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 Micro-

soft 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 schedule using templates which can be transferred to the workplace. Course will identify critical factors and expectations for designing a Unix network to include determining pre-optimization and clean-up strategies for implementation.

CNE 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 above MATH 098

An introduction to computer science using a high-level language; problem-solving and programming techniques; syntax and semantics through arrays, text files; programming projects (ACM CS1).

CS 202D (5) Computer Science II - C#

Prereq: CS 201D or instructor permission. Continuation of CS 201D: Algorithms, data structures, applications, computer systems, social implications (ACM CS2)

■ CONSTRUCTION MANAGEMENT (CONST)

CONST 101 (5) Introduction to Construction Management

Prereq: ENGL 099 with a grade of 2.0 or better or placement into ENGL& 101, MATH 054 with a grade of 2.0 or better or placement into MATH 096. Completion of BTECH 200A, B or instructor

Construction management processes are introduced, including industry terminology, business practices, estimating/bidding, scheduling, project management, field operations, and career pathways.

CONST 140 (5) Construction Drawings: Print Reading

Prereq: ENGL 099 with a grade of 2.0 or better or placement into ENGL& 101, MATH 054 with a grade of 2.0 or better or placement into MATH 096. Completion of BTECH 200A, B or instructor permission

Introduction to construction drawings with emphasis on reading, interpreting and communicating the content of the documents.

CONST 150 (5) Construction Documents

Prereq: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission

Construction documents and their use as a tool to manage the construction process.

CONST 160 (5) Materials and Methods

Prereq: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission

The technical aspects of construction systems, including the procedures and methods for masonry, steel, wood and concrete construction. Recent trends in construction materials are also covered.

CONST 180 (5) Building Codes

A study of the application and administration of electrical, plumbing and mechanical codes.

CONST 198 (3) Work-Based Learning

Prereq: Enrollment in the Construction Management program and instructor permission

Participants will pursue an organized career path plan by obtaining construction management work experience in their chosen area of interest.

CONST 200 (5) Estimating

Prereq: CONST 150 and CONST 160, with a 2.0 or better and completion of BTECH 210 A, B, C or instructor permission

A comprehensive introduction to construction estimating and bidding, including basic concepts, procedures, terminology and pricing techniques. Covers work issues and costs connected with the major components of a construction project.

CONST 230 (5) Scheduling and Planning

Prereq: CONST 200

Principles of scheduling and planning to control and manage a construction project.

CONST 250 (3) Construction Safety and Accident Prevention

Construction industry standards for accident prevention, hazard identification, and compliance responsibility are emphasized in conjunction with an overview of Occupational Safety and Health Act and other related federal and state legislative requirements.

CONST 260 (5) Construction Project Management

Prereq: CONST 230

Project organization, documentation, and control methods utilized to manage all facets of a project from start to completion.

CONST 270 (3) Introduction to Virtual Design and Construction

Prereq: CONST 101, CONST 140, CONST 150, and CONST 160 all with a grade of 2.0 or better or instructor/program coordinator permission

Virtual Design and Construction (VDC) 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 160-163

A work based learning experience incorporating an educational component as it relates to the individual student work experience.

COOP 160-163 (1) Seminar: Cooperative Education

Prereq: Currently employed and concurrent enrollment in COOP 150-153

A work-based learning seminar that enhances the work experience by presenting appropriate solutions to job related issues.

■ CRIMINAL JUSTICE (CJ)

CJ 102 (5) Introduction to Criminal Law

Basic introduction to the elements of criminal law and justice in the United States.

CJ 103 (1) Criminal Justice: 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 crime, juveniles, and the community.

CJ 120 (5) Constitutional Rights

An examination of the evolution and current judicial interpretation of the first, second, fourth, fifth, sixth, eighth, and fourteenth Amendments to the United States Constitution. Compare and contrast the basic principles and theoretical foundations of Constitutional Law versus Restorative Justice.

CJ 129 (1) Applied Correctional Wellness

Prereq: Must be enrolled in the Correction/Protections 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, communication, 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: ENGL& 101

This course examines issues of social justice and privilege (race, gender, class, sexual orientation, etc.) and the effect upon self, clients, systems, and public policy.

CJ 202 (5) Concepts of Criminal Law • GER-SS

An analysis of the fundamental concepts of both the English Common Law and modern statutory criminal law and defenses. Includes scope and nature of law; classification of offense; 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. NCIC/WASIC checks required

A course designed to familiarize students with operational procedures, expectations and competencies of local law enforcement agencies through participation in an approved Law Enforcement Explorer/Cadet program. Professional liability insurance required for this course. See instructor for more information.

CJ 261 (10) Law Enforcement Operational Skills: Reserve

Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCIC/WASIC checks required

A course designed to familiarize students with operational procedures, expectations and competencies needed to obtain "Reserve" status through participation and successful completion of an approved Law Enforcement Reserve academy/program. Professional liability insurance required for this course. See instructor for more information.

CJ 262 (10) Law Enforcement Operational Skills: Officer

Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCIC/WASIC checks required

Practical application of knowledge skills, and abilities necessary to serve effectively as an entry level "Law Enforcement Officer." Law Enforcement Agency sponsorship and Criminal Justice approval required. Professional liability insurance required for this course. See instructor for more information.

CJ 280 (1) Criminal Justice Culminating Project

Prereq: Must have taken or currently completing all core Criminal Justice courses prior to this course. Successful completion of BTECH 225A or proficiency in PowerPoint demonstrated prior to registration. Instructor permission is required.

Students will complete and deliver to college and industry personnel their culminating portfolio project which demonstrates student learning of all outcomes (FAK, 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 intro-oral dental radiographic techniques.

DHYG 103 (2) Preventive Dentistry I

Prereq: Enrollment in Dental Hygiene Program

Study of the basic principles of dental deposits, dental diseases, prevention, plaque control, and motivation techniques.

DHYG 104 (3) Biological Structures I

Prereq: Enrollment in Dental Hygiene Program

This course provides a comprehensive study of the anatomy, embryology, and histology of the tissues and structures on the head and neck relevant to the practice of dental hygiene.

DHYG 106 (1) Medical Emergencies in Dental Practice

Prereq: Enrollment in Dental Hygiene Program

The prevention, diagnosis and treatment of medical emergencies in the dental office setting.

DHYG 107 (2) Fundamentals of Restorative Dentistry I

Prereq: Enrollment in Dental Hygiene Program

First in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of introductory dental assisting skills and addressing the basic physical and mechanical properties of dental materials.

DHYG 108 (3) Fundamentals of Dental Hygiene I

Prereq: Enrollment in Dental Hygiene Program

First in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to develop knowledge and comprehension of introductory or beginning dental hygiene theory and practice.

DHYG 109 (4) Dental Hygiene Practice I

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108

First in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 108.

DHYG 112 (2) Dental Imaging II

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 102

Second in a two course series focused on continued development of dental imaging techniques. Includes dental extra-oral and 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, facilitating the growth of developing dental assisting skills and beginning skills in the manipulation and placement of dental amalgam restorations on the adult dentition in a pre-clinical setting.

DHYG 118 (2) Fundamentals of Dental Hygiene II

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108

Second in a series of seven courses, Fundamentals of Dental Hygiene I - VII, to further develop knowledge and comprehension of introductory dental hygiene theory and practice and for application to patients in a clinical setting.

DHYG 119 (6) Dental Hygiene Practice II

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109

Second in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 118.

DHYG 121 (3) Introduction to Periodontology I

Prereq: Enrollment in Dental Hygiene Program

First in a series of three courses, DHYG 121, 161 and 231, introducing the dental hygienist to the basic science and introducto-

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 dental hygiene practice.

DHYG 123 (1) Preventive Dentistry III

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103 and 113

Emphasis on effective communication with patients as well as coworkers. Students will be given the opportunity to develop their own style of presenting patient education while learning motivation techniques.

DHYG 125 (2) Oral Pathology

Prereq: Enrollment in Dental Hygiene Program

An introduction to oral pathologic processes, the recognition of oral diseases and oral manifestations of commonly encountered systemic diseases, and their considerations to the practice of dental hygiene.

DHYG 127 (2) Fundamentals of Restorative Dentistry III

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 117

Third in a series of seven courses. Fundamentals of Restorative Dentistry I-VII, facilitating the growth of beginning to developing skills in the placement and finishing of dental amalgam restorations and an introduction to the knowledge and skills needed to place and finish composite restorations on the adult dentition in a pre-clinical setting.

DHYG 128 (2) Fundamentals of Dental Hygiene III

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108 and DHYG 118

Third in a series of seven courses, Fundamentals of Dental Hygiene I - VII, to further develop knowledge and comprehension of dental hygiene theory and practice and for application to patients in a clinical setting.

DHYG 129 (6) Dental Hygiene Practice III

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109 and DHYG 119

Third in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of introductory to developing clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 128.

DHYG 161 (2) Introduction to Periodontology II

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 121

Second in a series of three periodontology courses, DHYG 121, 161 and 231, providing the dental hygienist information on recognition and therapy of periodontal diseases. Content includes non-surgical periodontal therapy and the associated complications and variations to treatment.

DHYG 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 anesthesia, elements of pre-anesthesia patient assessment, and devices and injection techniques commonly used in dentistry. Students will practice common injection techniques and experience the effects of a variety of local drugs in lab situations.

DHYG 167 (1) Fundamentals of Restorative Dentistry IV

Prereq: Enrollment in Dental Hygiene program and successful completion of DHYG 127

Fourth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition, the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting

DHYG 168 (1) Fundamentals of Dental Hygiene IV

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 128

This is the fourth of a series of seven courses, Fundamentals of Dental Hygiene I-VII. The intent of this course is to expand the student's knowledge of personal, professional and community issues related to HIV disease as outlined in the core curriculum of the Washington State AIDS Omnibus ACT. This course is specifically designed to satisfy state mandated HIV/AIDS curriculum as outlined in WAC 246-12-270 for dental hygiene licensure.

DHYG 169 (6.5) Dental Hygiene Practice IV

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109, 119 and 129

Fourth in a series of seven courses Dental Hygiene Practice I-VII, facilitates the further growth of developing clinical skills required for the safe and effective practice of dental hygiene.

DHYG 207 (2) Fundamentals of Restorative Dentistry V

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 167

Fifth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing to competent skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and introductory skills for the primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as an introductory exploration of advanced techniques and procedures of modern dental materials, endodontic, and pedodontic dentistry.

DHYG 217 (1) Fundamentals of Restorative Dentistry VI

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 207

Sixth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of competent skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as treatment planning for the restorative patient.

DHYG 227 (1) Fundamentals of Restorative Dentistry VII

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 217

Seventh in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of competent skills in the role of a restorative dental hygienist, including utilization of the dental hygienist in dental specialty fields and restorative case treatment planning.

DHYG 231 (2) Advanced Periodontology

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 121 and DHYG 161

A continuation of DHYG 121 and 161, focused on advanced, scientific methods and technology used in dental hygiene examination, diagnosis and treatment of patients with periodontal diseases.

DHYG 232 (1) Nutrition for Dental Hygienists

Prereq: Enrollment in Dental Hygiene Program

Scientific effects of food in the human organism plus the role of nutrients in preventive dentistry, nutritional education, and counseling for dental hygienists.

DHYG 233 (2) Gerontology/ Special Needs

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103 and 113

Acquaints the student with the psychosocial and physical changes in the aging process and of special needs patients, and how these changes relate to oral health care treatment and maintenance.

DHYG 236 (1) Nitrous Oxide Sedation

Prereq: Enrollment in Dental Hygiene Program

This course provides a comprehensive study of the proper diagnosis and use of nitrous oxide sedation for the dental office.

DHYG 237 (2) Clinical Restorative Dentistry I

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 167

First in a series of three courses, Clinical Restorative Dentistry I, II, III providing a culmination of the information and skills learned in didactic and laboratory settings of Fundamentals of Restorative Dentistry I-IV transferred to beginning clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

DHYG 238 (3) Fundamentals of Dental Hygiene V

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 168

Fifth in a series of seven courses, Fundamentals of Dental Hygiene I - VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting.

DHYG 239 (7) Dental Hygiene Practice V

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 169

Fifth in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing to competent clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 238 and DHYG 231.

DHYG 243 (3) Community Dental Health

Prereq: Enrollment in Dental Hygiene Program

Principles of dental public health theory and practice, including epidemiology, biostatistics, prevention and control of dental disease, and community oral health education.

DHYG 246 (2) Extramural Dental Hygiene Practice I

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 239

Clinical dental hygiene in extramural clinic and community facilities.

DHYG 247 (2) Clinical Restorative Dentistry II

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 207 and DHYG 237

Second in a series of three courses, Clinical Restorative Dentistry I-III, with further growth to developing clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

DHYG 248 (2) Fundamentals of Dental Hygiene VI

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 238

Sixth in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Introductory leadership skills to further develop competence as an integral dental team member.

DHYG 249 (7) Dental Hygiene Practice VI

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 239

Sixth in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing to competent clinical skills required for the safe and effective practice of dental hygiene.

DHYG 253 (1) Community Dental Hygiene Practice

Prereq: Enrollment in Dental Hygiene Program

A course incorporating dental public health field experiences and the development and implementation of community oral health services.

DHYG 256 (2) Extramural Dental Hygiene Practice II

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 249

Clinical dental hygiene in extramural clinic and community facilities with increasingly complex treatment plans.

DHYG 257 (2) Clinical Restorative Dentistry III

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 217 and 247

Third in a series of three courses, Clinical Restorative Dentistry I-III, with further growth to competent clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

DHYG 258 (3) Fundamentals of Dental Hygiene VII

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 248

Seventh in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop

knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Development of introductory career strategies, practice management skills and further development of leadership skills.

DHYG 259 (7) Dental Hygiene Practice VII

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 249

Seventh in a series of seven courses, Dental Hygiene Practice I-VII, facilitates the further growth of competent clinical skills required for the safe and effective practice of dental hygiene.

DHYG 266 (1) Local Anesthesia II

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 166

This course builds on the foundations of Local Anesthesia I. Students will be introduced to supplemental and alternative injection techniques, computerized and specialized injection devices, and new drugs and other technologies for use in dentistry. Students will practice new injection techniques and experience a variety of specialty dental injection devices in lab situations.

■ DIGITAL DESIGN (DDSGN)**DDSGN 110 (5) Introduction to Graphic Design and Rich Media**

Prereq: CIS 121 or Instructor permission

Overview of the Graphic Design and Interactive Media field. Introduction to terminology, changes, and trends, in the business and industry. Discussion of various media, such as image manipulation, computer illustration, web design, digital video, animation, and ethics.

DDSGN 120 (3) Production Management

This course will trace the production flow from creation to implementation for design projects. Specific content will include stages of analysis and development, principles of task management and contract writing.

DDSGN 121 (3) Layout Design and Publishing

Prereq: CIS 121 or instructor permission

Class explores and implements layout theory and design processes to create production projects using publishing production techniques.

DDSGN 130 (5) Graphic Design II

Prereq: DDSGN 110 or instructor permission

Concept development in visual communication problem solving involving letter forms, illustrative material and typography. Basic principles of selection, organization and production techniques are introduced.

DDSGN 131 (5) Techniques in Adobe Illustrator

Prereq: DDSGN 110 or instructor permission

Production techniques in Adobe Illustrator. Class explores and implements vector imaging theory using fundamental concepts and processes to create works of art for print and the Web. A graphic tablet is recommended.

DDSGN 140 (5) Fundamentals of 3D Modeling and Animation

Prereq: CIS 121 or instructor permission

Introduction to the theories and techniques necessary to produce high-quality 3D images and animation for publication through print and electronic media. Course looks at the history of the 3D industry, design philosophy and other vital elements of creative 3D design and animation.

DDSGN 141 (5) Advanced 3D Modeling and Animation

Prereq: DDSGN 140

Advanced exposure to resources and applied procedures necessary to produce high quality 3D products and animation for publication through electronic media.

DDSGN 150 (5) Web Design and CSS

Prereq: CIS 121 or instructor permission

Develop skills necessary for effective delivery of content via the Internet. Students develop Web sites using digital design programming, interactive techniques and associated tools. Students are also introduced to basic principles of site management, business strategies and information architecture.

DDSGN 151 (5) Web Design with WordPress

Prereq: CIS 121 or equivalent computer experience

Develop skills necessary to implement and maintain a web site using WordPress, a Content Management System (CMS). Students will install and modify templates, create efficient site navigation using menus, organize a site using components and enhance a site with plugins. Students are also introduced to basic principles of site management, business strategies and information architecture.

DDSGN 160 (5) Fundamentals of Digital Photography and Adobe Photoshop

Prereq: CIS 121 or instructor permission

Introduction to visual concepts, image capture and functions of digital cameras. Explores the techniques and applications of correcting, manipulating and outputting digitized photographic images and digital artwork utilizing Adobe Photoshop.

DDSGN 161 (5) Advanced Adobe Photoshop

Prereq: DDSGN 160 or instructor permission

Advanced production techniques in Adobe Photoshop. Class explores and implements digital im-

aging theory and processes to enhance and retouch photographs and create new works of art.

DDSGN 170 (5) Fundamentals of Video Production

Prereq: CIS 121 or instructor permission

Production techniques utilizing current and historical elements of design and composition theory to integrate digital video, still images, sound, and music into various digital formats. Class explores and implements interface theory and authoring techniques for Video DVDs.

DDSGN 180 (5) Fundamentals of 3d Game Design

Prereq: CIS 121 or equivalent computer experience. 3D modeling experience recommended

Learn how to make high quality 3D video games using Unity 3D. Students will learn game development design principles and practices. Learn how to create, acquire, modify and integrate assets such as sounds, music and 3D models all while learning how to build interactive 3D worlds.

DDSGN 210 (5) Fundamentals of Interactive Media

Prereq: DDSGN 110-170

Projects in basic design of interactive media. Use of software to integrate still images, 2D animation, music, sound and video into interactive presentations.

DDSGN 211 (5) Animation for the Web with Adobe Flash

Prereq: CIS 121 or instructor permission

Development of a variety of techniques to create Web animations using Adobe Flash. Student will create Web banners, interactive photo galleries and character animation. Course explores different animation theories and techniques and analyzes their impact on an audience.

DDSGN 220 (5) Integrated Digital Design I

Prereq: DDSGN 110-210 or instructor permission

First course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio project from concept to final production.

DDSGN 230 (5) Integrated Digital Design II

Prereq: DDSGN 110-220 or concurrently with DDSGN 220

Second course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio project from concept to final production. The course will also provide a forum for occupation-related topics.

DDSGN 290 (5) Supervised Internship

Prereq: Digital Design Majors

Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work, including asso-

ciated resume preparation, job interviews, and experience documentation.

■ DRAMA (DRMA)

DRMA & 101 (5) Introduction to the Theatre • GER-HM

This course provides an overview of theatre including dramatic literature, theatre history, scene design, stage lighting, styles of acting and directing and plays discussions.

DRMA 160 (5) Introduction to Film and Video • GER-HM

Introduction to and exploration of the world of movies, film, history, filmmaking, techniques and film direction. The social and economic influences of the American film will also be addressed.

DRMA 165 (5) Digital Movie Making I

This is an introductory class in making movies using the digital format. Storytelling, filming, editing, and presentation will be covered.

DRMA 166 (5) Digital Movie Making II

Prereq: DRMA 165 with a grade of 2.0 or better

This is an intermediate class in making movies using the digital format. Storytelling, filming, editing, and presentation will be covered.

DRMA 167 (5) Digital Movie Making III

Prereq: DRMA 166 with a grade of 2.0 or better

This is an advanced class in making movies using the digital format. Storytelling, filming, editing, and presentation will be covered.

DRMA 170 (5) Technical Film and Theatre I • GER-HM/Performance

Introduction to behind-the-scenes activities of stagecraft/digital film: stage/digital film terminology, stage/digital film organization, tool familiarity, safety and scenery construction.

DRMA 171 (5) Technical Film and Theatre II • GER-HM/Performance

An intermediate course in behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

DRMA 172 (5) Technical Film and Theatre III • GER-HM/Performance

Behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

DRMA 255 (10) Shakespeare Festival (same as ENGL 250)

To familiarize the student with Shakespearean drama, elements of drama, and elements of the theater. Student must attend the Oregon Shakespeare Festival in Oregon.

DRMA 260 (5) Acting for Stage and Digital Film I • GER-HM/Performance

Introduction to the methods employed in acting for the contemporary stage and digital film.

DRMA 261 (5) Acting for Stage and Digital Film II • GER-HM/Performance

Acting for the stage and digital film with emphasis on movement and character development.

DRMA 262 (5) Acting for Stage and Digital Film III • GER-HM/Performance

Acting for the stage and digital film with emphasis on styles of acting.

DRMA 280-285 (1-3) Production Practicum I – VI • GER-HM/Performance

Prereq: Instructor permission required for 2 and 3 credit hours

Provides students involved in the creative/performance aspect of a Pierce College theatre/film production with credit for their effort. The class offers flexibility for students to participate in several different areas of a Pierce College theatre/film production.

■ EARLY CHILDHOOD EDUCATION (ECED)

See Education (EDUC) for additional Early Childhood Education courses

ECED 102 a-f (1) Parent and Child (formerly ECE 140D)

Prereq: Child is enrolled in campus Child Development Center and department permission

Participation of parents with children from infancy through five years of age in a campus Child Development Center for the purpose of forming collaborative relationships between the center and the family to support and understand the growth and development of individual children. Course components include supported explorations, dialogue sessions and collaborative classroom interactions. Pass/No Pass grading system used.

ECED 103 a-f (1) Parent and Child (formerly ECE 131)

Prereq: Parent participates with child, Department permission.

Participation of parents with children three through five years of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions and leadership development opportunities.

ECED 104 a-f (2) Parent and Child (formerly ECE 141)

Prereq: Parent participates with child, and department permission.

Participation of parents with children 18-36 months of age in a child-study laboratory for the purpose of parent education in two-year-old growth and development. Course components include obser-

vation, lecture and discussion sessions.

ECED & 105 (5) Introduction to Early Childhood Education • GER-SS (formerly ECE 111)

Explore the foundations of Early Childhood Education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action.

ECED & 107 (5) Health, Nutrition, and Safety (formerly ECE 240)

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED & 120 (2) Practicum: Focus on Relationships (formerly ECE 222)

Prereq: ECED & 105 or concurrent enrollment

In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development.

ECED & 132 (3) Infants and Toddlers

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care.

ECED & 134 (3) Family Child Care

Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety and nutrition; guiding behavior and promoting growth and development.

ECED & 139 (3) Administration of Early Learning

Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and NAEYC standard compliance.

ECED & 160 (5) Curriculum Development (formerly ECE 213)

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8).

ECED 161 (5) Mathematics for Early Childhood Education

Prereq: MATH 050 with a grade of at least 2.0 or placement test score above MATH 050 or instructor permission

A course for early childhood educators focusing on math concepts

essential for teachers of young children. Topics include patterns, sequencing, classifying, number systems and computation, functions, geometry, measurement, and basic concepts from statistics and probability. Interactive, activity-based methods are used guided by national mathematics education standards. Emphasizes conceptual understanding, connections among topics, and communication of mathematical thinking.

ECED & 170 (3) Environments for Young Children (formerly ECE 112)

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED & 180 (3) Language and Literacy Development (formerly ECE 213)

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

ECED & 190 (3) Observation and Assessment (formerly ECE 224)

Prereq: EDUC & 115 or concurrent enrollment

Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings.

ECED 205 (5) Music for Young Children (formerly ECE 205)

A general introduction to music as applied to the physical development of young children. Explores theories, techniques, cultural influences, and curriculum design.

ECED 212 (3) Survey of Special Education (formerly ECE 212)

An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

ECED 215 (5) Art for Young Children (formerly ECE 215)

A general introduction to the arts as applied to the development of young children. Explores developmental theories, techniques and curriculum design in offering a wide variety developmentally appropriate art media to children.

ECED 225 (5) Math/Science for Children (formerly ECED 202)

Prereq: ECED & 105 AND one of the following: ECED 205 or ECED 215

A study of the cognitive development of young children and its application to mathematics and science conceptual development. Research, planning, and assessment of math and science curricula

ulum and its application to the young child's learning environment.

ECED 256-260 (1-5) Early Childhood Field Experience

Prereq: ECED& 105, department permission, and criminal background check required

Supervised field experience in early childhood educational programs. Professional liability insurance required for this course. See instructor for more information.

ECED 270 (3) Planning and Assessment for Student Teaching (formerly ECED 210)

Prereq: ECED& 105, ECED& 115, EDUC& 130, ECED& 160, ECED& 170, ECED& 180, ECED 205, ECED 215 and ECED 225 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECED 275

The development and evaluation of appropriate practices, learning materials, and experiences for the individual and group needs of children within the laboratory setting. Current teaching theories/theorists (Piaget, Vygotsky, Gardner, Bloom) are planned for application in the laboratory. Current observation and assessment models evaluated and synthesized into a usable tool for a young child's learning environment.

ECED 275 (5) Early Childhood Student Teaching (formerly ECED 220)

Prereq: ECED& 105, ECED& 115, ECED& 170, ECED& 180, ECED& 160, EDUC& 130, ECED 205, ECED 215 and ECED 225 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECED 270

Designed for the student's participation in planning and implementing a 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 interactions, providing positive individual guidance, and enhancing group experiences.

EDUC& 136 (3) School Age Care

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach.

EDUC& 150 (3) Child, Family, and Community (formerly ECE 230)

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

EDUC 190 (3-5) Education Practicum

An introduction to field experience in education that includes classroom observations and seminar discussions.

EDUC& 202 (5) Introduction to Education

An introduction to teaching: historical, organizational, legal, ethical, philosophical and social foundations of public education.

EDUC& 203 (3) Exceptional Child (formerly ECE 212)

An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

EDUC& 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 an 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 re-

sponsive/unresponsive using scenarios in monitored lab settings. Students differentiate between "Unaltered Mental Status" and "Altered Mental Status" to assess the nature and seriousness of a patient's condition or injuries. Skills learned in class labs are utilized by students in an Emergency Department rotation. Students are evaluated for cognitive and practical competency based on National Registry of Emergency Medical Services requirements.

EMT 221 (3) Emergency Medical Technician Refresher

Prereq: Certified Emergency Medical Professional

National Standard focused EMT-Refresher for Certified Emergency Medical Professionals to demonstrate cognitive and practical competency in topics required for National Registry.

EMT 260 (1-5) Emergency Medical Services

Prereq: TBD based on course content

Applies principles of the Emergency Medical Services (EMS) systems to meet specific educational requirements of military unit, civilian organization, state agency or group of individuals. Typical courses could include: EMS content required by DSHS for facility staff; courses to prepare EMT's to become certified Evaluators or Senior Emergency Services Instructors (SEI); selected EMS topics for military units; and EMS management content.

■ ENGINEERING (ENGR)

ENGR 101 (5) Introduction to Engineering • GER-NS

Prereq: MATH 096 or instructor permission

Introduction to the engineering profession and the design process. Introduction to graphical communication, engineering materials, structures, problem solving, and computer applications. Includes lab activities, teamwork, field trips and a design project.

ENGR& 114 (5) Engineering Graphics

Prereq: CIS 121 or instructor permission

An introduction to Computer Aided Design (CAD) using 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-oriented programming. Objects, inheritance, polymorphism.

ENGR& 214 (5) Statics

Prereq: MATH& 152 and PHYS& 221 or instructor permission

Introduction to the principles of Statics. Analysis of two- and three-dimensional force systems; free-body diagrams and equilibrium equations; analysis of trusses, frames, and machines; centroids and distributed forces; friction application. Vector methods used throughout the course.

ENGR& 215 (5) Dynamics

Prereq: ENGR& 214, MATH& 152 and PHYS& 221 or instructor permission

Introduction to the principles of dynamics. Kinematics of particles and rigid bodies. Kinetics of particles and rigid bodies using equilibrium, work-energy, and impulse-momentum methods. Vector methods used throughout the course.

ENGR& 224 (5) Thermodynamics

Prereq: PHYS& 221, CHEM& 161 and MATH& 152 or instructor permission

Introduction to the principles of Thermodynamics, properties, processes and equations of state. First law analysis of closed and open systems; energy interactions, work and heat, steady flow devices. Second law analysis of closed systems; heat engines, refrigeration, Carnot cycle, entropy and work potential. Introduction to power cycles.

ENGR& 225 (5) Mechanics of Materials

Prereq: ENGR& 214, MATH& 152 and PHYS& 221, or instructor permission

Introduction to the principles of Mechanics of Materials. Analysis of stress, strain, and deformation in solid materials. Development of the relationships between load, stress, and deformation in columns, shafts, and beams. Analysis and design of members under tension, compression, shear, torsion and bending.

ENGLISH (ENGL)

ENGL 090 (1-3) Spelling

The improvement of spelling skills. Students will learn how to spell a variety of challenging words while learning tactics to improve their spelling skills with future vocabulary as well.

ENGL 091 (1-3) Vocabulary

A variable credit course designed for the pre-college-level reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.

ENGL 096 (2) Grammar, Punctuation and Spelling

Focuses on sentence structure, grammar, spelling, and punctuation; when taken in conjunction

with ENGL 097 (normally over two consecutive quarters), and passed with a 2.0 or higher, will fulfill the same requirements as ENGL 098, the prerequisite for ENGL 099.

ENGL 097 (3) Paragraph Composition

Prereq: ENGL 096 with a grade of 2.0 or better or instructor permission

Developing the writing process: emphasis on sentences and paragraphs. When taken in conjunction with ENGL 096 (normally over two consecutive quarters), and passed with a 2.0 or higher, will fulfill the same requirements as ENGL 098, the prerequisite for ENGL 099.

ENGL 098 (5) Basic Writing Skills

Prereq: Satisfactory placement test score

Building upon the structure of sentences, paragraphs, and essays, introduces students to the processes of reading and writing effective academic essays.

ENGL 099 (5) Introduction to Composition

Prereq: Satisfactory placement test score or ENGL 096 and 097 or ENGL 098 with a grade of 2.0 or better

An introduction to college-level composition focusing on effective strategies for reading and writing academic essays, the writing process, sentence structure, grammar, and mechanics.

ENGL& 101 (5) English Composition I • GER-CM

Prereq: Satisfactory placement test score or 2.0 or higher in ENGL 099

Writing and analyzing unified, coherent expository essays that support and develop a thesis; using the modes of development (the rhetorical devices) appropriately in compositions; to recognize writing as a process; and incorporating secondary sources in essays using the MLA style of documentation.

ENGL 103 (5) Composition – Argumentation and Research • GER-CM

Prereq: ENGL& 101 with 2.0 grade or better

Writing and analyzing argumentative essays that logically support and develop a claim (thesis); writing a research paper using the MLA or APA style of documentation; researching data using the latest research tools available, including electronic data bases and the Internet; becoming information competent.

ENGL 104 (1-3) College Vocabulary

A variable credit course designed for the college-level or upper-level pre-college reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.

ENGL 107 (5) Composition – Writing About Literature • GER-CM

Prereq: ENGL& 101 with grade of 2.0 or better

Writing expository and argumentative essays based upon literary readings and studies.

ENGL& 111 (5) Intro to Literature • GER-HM

Literary works and techniques through analyses of representative fiction, drama and poetry emphasizing the relationship of content and expression through form.

ENGL& 112 (5) Intro to Fiction • GER-HM

Introduction to the literary genre of fiction, including short stories and novels.

ENGL& 113 (5) Intro to Poetry • GER-HM

Course designed to familiarize students with form, content and expression in poetry from ancient to contemporary times.

ENGL& 114 (5) Intro to Dramatic Literature • GER-HM

Form and expression of great works of the theater from Ancient Greece to the present.

ENGL 145 (5) Research for the 21st Century

Prereq: Eligibility for ENGL& 101

This course develops a framework for research in the online environment and helps students to build skills and techniques for success as an online learner. Through a quarter-long research project on a global issue, participants will examine various strategies for locating, evaluating and applying information resources in the research process with attention to information issues like intellectual property, censorship and freedom of information.

ENGL 204 (5) The Bible as Literature • GER-HM

A course designed to show the themes, structures and literary merits of the Bible.

ENGL 205 (5) Introduction to Mythology • GER-HM

A survey of mythologies from two or more cultures with some study of what myth is and how it informs literature. Topics may vary.

ENGL 207 (5) Native American Literature • GER-HM

Native American Literature: its themes, issues, symbols, application to personal, family, and regional cultures.

ENGL 210 (5) Introduction to American Literature • GER-HM

Celebrating the rich diversity of American voices, ENGL 210 focuses on the literary contributions of African Americans, Asian Americans, European Americans, Latinas/Latinos and Native Americans and introduces the literary genres of poetry, fiction, drama and essay as

it explores the dominant themes that have shaped the American literary tradition.

ENGL& 220 (5) Intro to Shakespeare • GER-HM

To familiarize the student with Elizabethan England and the three major types of Shakespearean drama: comedy, history and tragedy.

ENGL& 226 (5) British Literature I • GER-HM

To familiarize the student with the main types of literature written during a specified period in England: 800 to 1660.

ENGL& 227 (5) British Literature II • GER-HM

To familiarize the student with the main types of literature written during a specified period in England: 1660 to 1832.

ENGL& 228 (5) British Literature III • GER-HM

A study of representative works of literature, tracing ideas and trends in literary art from the late Romantic period through Victorian, Modern, Postmodern and Postcolonial literature.

ENGL& 235 (5) Technical Writing • GER-CM

Prereq: ENGL& 101 with grade of 2.0 or better

Learn the principles of organizing, developing and expressing technical information. Study rhetorical patterns common to scientific and technical disciplines. Also understand technical writing conventions as they apply to students during their academic careers.

ENGL& 236 (5) Creative Writing I • GER-HM

A creative writing course which instructs in structure, form, and content of fiction, poetry and plays.

ENGL& 237 (5) Creative Writing II • GER-HM

Writing short stories.

ENGL&238 (5) Creative Writing III • GER-HM

Writing poetry.

ENGL 239 (5) World Literature • GER-HM

Explores the rich diversity of world cultures through fiction, poetry and drama.

ENGL& 244 (5) American Literature I • GER-HM

Survey of American literature from its early origins to the Civil War.

ENGL& 245 (5) American Literature II • GER-HM

Survey of American literature from mid-nineteenth century to World War I.

ENGL& 246 (5) American Literature III • GER-HM

Survey of twentieth century literature to the present.

ENGL 249 (5) Creative Writing: Special Projects • GER-HM

Concentrates on producing original writings in a specific genre.

Each quarter will focus on a particular genre such as screenwriting, science fiction, mystery, play writing or autobiography.

ENGL 250 (10) Shakespeare Festival

Familiarizes students with Shakespearean drama, elements of drama and elements of the theater. Students must attend the Ashland, Oregon Festival.

ENGL 256 (3) Advanced Composition - Portfolio

Prereq: ENGL& 101, 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: ENGL& 236 and ENGL& 237 or ENGL& 238 with a 2.0 or better

Advanced study in creative writing concentrating on the workshop process, portfolio building, and submitting/presenting work.

ENGL 264 (5) Literature of U.S. Slavery and Abolition • GER-HM

Study and analysis of slave narrative and other works written about and/or during the era of slavery in the United States, to provide a better understanding of the surrounding conditions and issues.

ENGL 265 (5) American Literature: Comedy, Humor and Satire • GER-HM

Theory and practice of comedy, humor and satire. Concentration on American humor, its distinctive characteristics and importance in American Literature.

ENGL 266 (5) Women Writers: Voices from the International Mosaic • GER-HM

Emphasis on twentieth century women writers across the international spectrum.

ENVIRONMENTAL SCIENCE (ENVS)

ENVS& 100 (5) Survey of Environmental Science • GER-NS

An introductory non-lab natural science course designed to develop the ability to critically analyze environmental concepts and issues. The course will cover essential topics in scientific analysis, ecosystems, pollution, population, urbanization, natural resources, and other environmental issues. Field trip required.

ENVS 140 (5) Western Water Problems • GER-NS

Historical and contemporary exploration of the water resource and issues in the western United States.

ENVS 150 (5) Environmental Issues • GER-NS

An interdisciplinary investigation of topics of environmental concern covering a wide range of local, national, and international case studies.

ENVS 155 (5) Applied Environmental Methods • GER-NS

Environmental science course involving field work in regional parks and natural areas as well as field trips to area restoration sites. Topics will cover Pacific Northwest ecosystems, restoration ecology, native and invasive species of plants and animals, including adaptations to their environment, water quality, ecology, and biogeography. Appropriate for non-science and science majors. Field trips required. Lab included.

ENVS 180 a-b (2) Seminar in Sustainability

This seminar is an interdisciplinary approach to studying sustainability led by faculty from diverse disciplines. The course will examine and explore the three core dimensions of sustainability (environment, economy, and society) with respect to one or more major sustainability-related issues. Students will complete assigned readings and participate in weekly seminars. Throughout the quarter, students may be required to participate in various sustainability-related activities: watching films and online lectures, listening to speakers, attending field trips and other events. The course will be presented with a different focus each time and may be taken twice.

FASHION MERCHANDISING (FASH)

FASH 160 (5) Introduction to Fashion Merchandising

Survey of the fashion industry from early development to present. Students will analyze the interrelationships of the many different industries involved in the design, production, and distribution of all types of apparel and accessories.

FASH 162 (5) Fashion Design and Clothing Construction Analysis

Provides working knowledge of the design and construction skills valued in today's fashion marketplace. Students will develop the skills necessary to analyze, evaluate, and specify the quality of apparel design and production relative to consumer value.

FASH 163 (5) Consumer Textiles

Designed for those whose career direction will require knowledge of textiles as part of the professional prerequisites of the industry. Specific career fields include, but are not limited to, fashion merchandising, retailing, interior design, and fashion design. This study of textiles will provide in-depth information in the areas of fiber properties,

yarn and fabric production, coloring, printing, finishing, care and renovation of textiles.

FIRE COMMAND (FCA)

FCA 120 (3) Basic Fire Investigation

Explores a basic study of fire scene investigation procedures and techniques used to determine the origin and cause of fire. Included are reasons for accurately determining the origin and cause of fire, the systematic approach to fire scene examination, the chemistry of fire, determining the origin, major accidental and incendiary fire causes, scene sketching, scene photography and note taking. Other topics that will be covered are: basic scene security, major fire scene control, report writing, interviewing, and courtroom demeanor for the firefighter and investigator.

FCA 132 (3) Technical Writing for Fire Service

This course is an introduction to developing the skills for clear writing, grammar, spelling and punctuation effective in any written work. Students will complete practical applications that will be used in fire service report writing.

FCA 137 (5) Introduction to System Design

This course provides an overview of the types of building hazard categories, specific hazards, and methods used to choose the appropriate types and degrees of detection and suppression. Industry standards and variations will be discussed using National Fire Protection Association (NFPA) codes. In addition, students will match environment to occupancy hazard classification and demonstrate knowledge of special hazard classification and systems.

FCA 152 (2) Building Construction

This course provides an overview of the engineering principles of building construction, characteristics of building classifications, fire and life safety devices and assemblies, fire loading, fire resistance and flame spread ratings. Special attention will focus on construction techniques and utilization of building construction knowledge for pre-planning fire potential, meeting competency standards defined by the National Fire Protection Association (NFPA).

FCA 155 (3) Fire Instructor I

This course is an introduction to a fire instructor's duties as written by the requirements of the National Fire Protection Agency (NFPA) 1041, Standard for Fire Service Instructor Qualifications. Students examine a basic study of elements that influence teaching and learning. Special attention is given to the Fire Service Training Instructor's relationship to student safety as well as the legal liabilities involved. Instruction will include discussion of techniques for preparing effective lessons using the psychology of learning. Other top-

ics include: training aids, copyright law, learning theories, purposes and principles of testing and evaluation.

FCA 157 (2) Public Information Officer

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by National Fire Protection Association (NFPA) 1035.

FCA 160 (2) Tactics I

This course is a review and study of basic principles and methods utilizing fire department personnel, equipment and apparatus. Instruction will include knowledge of fire behavior factors common to fire incidents as well as tactical and operational considerations. Students will examine what incident managers must know to minimize or negate the effects of fire, heat, and smoke including identifying the Incident Management System (IMS), its basic components and explain how it can be used as a scene management tool.

FCA 170 (1) Hazardous Materials Awareness

This course is a detailed look at the skills necessary to respond safely to hazardous materials emergencies. Derived from National Fire Protection Association (NFPA) 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition*. This course will assist students with the proper techniques vital to managing all hazardous materials incidents that include: recognizing the presence of hazardous materials, protecting themselves, securing the area and calling for trained personnel.

FCA 173 (5) Fire Service and Response to Terrorism

Explores the many aspects of terrorist attacks from actions taken prior to an incident to operations at the scene and afterward. Provides fire service with comprehensive strategic and tactical information pertaining to prevention, preparedness, recognition, response, and recovery from terrorist attacks. Special emphasis on explosive, chemical, biological, radiological, and nuclear incidents. Other topics include Personal Protective Equipment (PPE), incident management, technical and mass decontamination, special operational considerations and lessons learned from actual global incidents.

FCA 175 (2) Fire Safety Officer

This course is an introduction to the duties as written by the requirements of the National Fire Protection Association (NFPA) 1521, *Standard for Fire Department Safety Officer, 2002 edition*. Course elements are designed to enable the student to identify and analyze health and safety aspects relating

to their role as Incident Safety Officer in both emergency and non-emergency situations.

FCA 177 (3) Wildland Urban Interface

This course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements, in the wildland/urban interface. Instructional units include: interface awareness, size-up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow-up and public relations, and firefighter safety in the interface.

FCA 180 (3) Fire Administration

This course is an introduction into relationships and issues in personnel administration within the context of fire-related organizations. Topics include human resource management, financial management, customer service, training and education, health and safety, laws and ethics.

FCA 195 (4) Fire Officer I

Prereq: FCA 270

This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*. Content includes leadership, supervisory and decision making practices, legal responsibilities, communication practices, report writing, workplace safety, quality assurance and pre-incident planning.

FCA 205 (3) Testing H2O Systems

This course is an introduction to testing of water-based suppression systems principles. Performance outcomes will include, I&T of water-based fire protection systems, hydrant flow test, fire pump test and forward flow test of backflow preventers.

FCA 255 (3) Fire Instructor II

Prereq: FCA 155

Builds and expands on the skills learned in Fire Instructor I. This course is designed to provide the Fire Instructor with the next level of understanding for the training of personnel. This course is designed to train the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating of training aids and student test and evaluation. Prepares the student for the requirements as written by the National Fire Protection Administration, (NFPA) 1041, *Standard for Fire Service Instructor Qualifications*.

FCA 259 (3) Legal Aspects of Fire Service

This course introduces the federal, state and local laws that regulate emergency services, national standards influencing emergency ser-

vices, standard of care, tort, liability and a review of relevant court cases.

FCA 260 (2) Basic Incident Command System/National Incident Management System

Prereq: FCA 160

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200 requirements).

FCA 261 (2) Hazardous Material On-Scene Incident Commander

Prereq: FCA 270

Examines regulatory issues, hazard analysis, multi-agency contingency planning, response personnel, multi-agency response resources, agency policies, procedures and implementation, public education and emergency information systems, health and safety, command post dynamics, strategic and tactical considerations, recovery and termination procedures, and program evaluation.

FCA 262 (4) Disaster and Fire Defense Planning

This course examines concepts and principles of community risk assessment, planning and response to fires and natural disasters, including Incident Command System (ICS), mutual aid and automatic response, training and preparedness, communications, civil disasters, earthquake preparedness, and disaster recovery.

FCA 265 (4) Fire Officer II

Prereq: FCA 155 and FCA 195

This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*. Content includes interaction with government agencies, report writing, managing human resource, RMS, budgets, performance appraisal and exposure reports.

FCA 270 (2) Hazardous Materials Operations

Prereq: FCA 170

This course meets National Fire Protection Association (NFPA) 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2002 edition requirements and expands on the awareness level to an operational ability to control, contain and confine hazardous materials. Course elements include basic skills needed to evaluate and work defensively at an incident involving the release of a hazardous material for the purpose of protecting persons, property and the environment from the effects of the release.

FCA 272 (3) Negotiation

This course introduces a critical skill needed for effective management. Negotiation explores the major concepts and theories of the psychology of bargaining and negotiation, and the dynamics of interpersonal and intergroup conflict and its resolution. Content includes basic elements of conflict and negotiation, the processes of communication, persuasion, and ethical judgment, external influences on negotiations and breakdowns in the negotiation process.

FCA 274 (4) Occupational Safety and Health for Fire Service

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, emergency situations involving fire, EMS, hazardous materials and technical rescue.

FCA 280 (4) Advanced Fire Administration

Prereq: FCA 180

This course introduces the student to the organization and management of fire departments preparing fire officers to be fire administrators. Instruction will include various components of the fire service organization, cultural differences, line and staff functions including personnel management, recruitment and hiring practices, legal aspects, disciplinary actions, communication skills, safety practices, budgetary practices and ethics.

FCA 285 (3) Fire and Life Safety Educator

This course prepares students in comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, or the environment. Course elements include: documenting, scheduling, selecting, presenting, developing, implementing and evaluating within a framework of instructional methodology and concepts. This course is an introduction to a public fire and life safety educator's duties as written by the requirements of the National Fire Protection Association (NFPA) 1035, *Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005)*.

FCA 295 (4) Fire Officer III

Prereq: FCA 255 and FCA 265

This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and management systems within the fire service organization. Data interpretation and planning are major elements addressed in this course. Enhancement of fire service leadership decision-making capabilities is the primary focus of this course. Prepares the student for the requirements as written by the National Fire Protection Associ-

ation, (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2003 edition.

FOOD SERVICE MANAGEMENT (FSM)

FSM 102 (5) Equipment, Facilities and Maintenance

Creative planning for a merchandisable atmosphere at optimum cost.

FSM 103 (5) Nutrition and Menu Planning

Restaurant menu planning and nutritional considerations, with special emphasis on menu types and specializations.

FSM 105 (3) Quantity Food Preparation: Entrees

Prereq: FSM 116

This course introduces basic terminology, principles, and methods for preparation of meat/meat alternatives and entrees. Participants will practice their skills and techniques of quantity cooking in a kitchen facility.

FSM 106 (5) Supervision and Management of Quantity Food Preparation II

Prereq: FSM 102, 103 or 105

A study of food service supervision and management techniques with emphasis on advanced procedures in culinary arts.

FSM 109 (5) Personnel and Human Relations

Develop a knowledge of restaurant organizations, effective management techniques, employee motivation and training.

FSM 110 (5) Food & Beverage Cost Analysis

Prereq: FSM 103

Techniques of controlling foods, beverages, supplies and equipment in a food service establishment.

FSM 112 (1) Introduction to Child Nutrition Program Management

Provides an introduction to child nutrition program management, including the history and evolution of child nutrition programs, legislation, state and federal regulations, program requirements, funding, and the benchmarks of a quality program.

FSM 114 (3) Marketing Child Nutrition

This course provides participants with a step-by-step process to help them develop a customized marketing plan for child nutrition programs. Emphasis will be on strategies for merchandising, promotion, public relations, and customer service.

FSM 115 (1) Basic Nutrition

For school food service workers and potential supervisors. Includes nutrition as related to meeting dietary goals, preschool through

Grade 12, modifying recipes, promoting nutrition through school lunches.

FSM 116 (1) Safety and Sanitation

Basic food safety and sanitation practices for school personnel. Microbiology as it relates to food-borne illness and prevention, agar plates, accident prevention, proper use of thermometer, housekeeping and personal hygiene, transporting and serving techniques, and being prepared for health inspector.

FSM 117 (1) Nutrition – Team Teaching

Provides methodology and techniques for team teaching nutrition for school food service workers. Topics emphasized are: review of nutrition, definition, needs, and goals of Child Nutrition Programs, resources and teaching aids, integration into curriculum.

FSM 118 (1) Healthy Edge

This course provides child nutrition services personnel with the basic knowledge and skills to implement the Dietary Guidelines for Americans successfully and effectively in child nutrition programs, using a total team approach.

FSM 121 (3) Quantity Food Production: Salads, Snacks and Sandwiches

Prereq: FSM 116 or instructor permission

Provides the basic techniques for the ordering, preparing, handling, and storing of fresh produce and vegetables. Includes salad and sandwich preparation and presentation.

FSM 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& 121 (5) French I • GER-HM

The first quarter of a sequential beginning course in spoken and written French language.

FRCH&122 (5) French II • GER-HM

Prereq: FRCH& 121 with a grade of 2.0 or better, or 1 year high school French plus placement in ENGL& 101 or instructor permission

Continuation of FRCH& 121 stressing speaking, reading, writing, and understanding the French language.

FRCH& 123 (5) French III • GER-HM

Prereq: FRCH& 122 with a grade of 2.0 or better, or 2 years high school French plus placement in ENGL& 101; or instructor permission

Continuation of FRCH& 122 stressing speaking, reading, writing and understanding the French language.

■ GEOGRAPHY (GEOG)

GEOG 100 (5) Introduction to Geography • GER-SS

Introduction to Geography introduces the student to the basic principles, concepts, and methods used in geography. The course introduces students to the principles and practices of the science of geography. Students will study the basic concepts of the following sub-fields of geography. The Earth Science Tradition: Cartography, Physical Geography and the Geography of Natural Resources. Culture-Environment Tradition: Population Geography, Cultural Geography and the Geography of Spatial Behavior. The Locational Tradition: Economic Geography, Urban Geography and the Human Impact on the Environment.

GEOG 150 (5) The Americas, Australia, Europe and New Zealand • GER-SS

An introduction to the rich variety of peoples, traditions, and landscapes in the geographic realms of Europe, Russia, North America, Middle America, South America, Australia and New Zealand. Emphasis is on the origins and evolution of the diverse cultural heritages of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

GEOG 160 (5) Africa, Middle East and Asia • GER-SS

An introduction to the rich variety of peoples, traditions, and landscapes in the geographic realms of Sub-Saharan Africa, North Africa, South West Asia, South Asia, East Asia, and South East Asia. Emphasis is on the origins and evolution of the diverse cultural heritages of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

GEOG 200 (5) Human Geography • GER-SS

An examination of the relationships between humans and their environments. Introduces basic concepts in human geography relating to economic activities, landscapes, languages, migrations, nations, regions, and religions. Serves as the basis for further course work in cultural, economic, political, population and urban geography.

GEOG 205 (5) Physical Geography • GER-NS

The student will learn about the processes that produce natural physical landscapes and weather phenomena. The course should re-

sult in an enhanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth's weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well as soils. Non-lab course.

GEOG 207 (5) Economic Geography

The changing locations and spatial patterns of economic activity, including: production in agriculture, manufacturing, and services; spatial economic principles of trade, transportation, communications, and corporate organization; regional economic development, and the diffusion of technological innovation. Topics include international trade, colonialism, industrial capitalism, advanced capitalism, and the globalization of labor markets.

GEOG 210 (5) Physical Geography • GER-NS

The student will learn about the processes that produce natural physical landscapes and weather phenomena. The course should result in an enhanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth's weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well as soils. Lab included.

■ GEOLOGY (GEOL)

GEOL& 101 (5) Introduction to Physical Geology • GER-NS

A study of minerals, rocks and the dynamic processes that shape the earth's surface over time, including earth's tectonics, volcanism, earthquakes, landslides, streams, and coastlines. Special topics such as resources or climate change may be included. Appropriate for non-science and science majors. Field trip required. Labs included.

GEOL& 103 (5) Historical Geology • GER-NS

A study of the development and interactions of the earth's crust, life, oceans, and atmosphere through geologic time, in order to provide perspective on present-day global environmental concerns. Includes studies of the formation and breakup of supercontinents, global climate change; fossils, dinosaur and other mass extinctions, and meteor impact effects. Appropriate for non-science and science majors. Field trip required. Lab included.

GEOL 107 (5) Earth Systems Science • GER-NS

An introductory earth science course that covers essential topics in geology, meteorology, oceanog-

raphy, and astronomy. The focus is on the system connections, connections and interrelationships between the four earth science disciplines. Special emphasis will be placed on examples from the Pacific Northwest. Appropriate for non-science and science majors. Field trip required. Lab included.

GEOL& 110 (5) Environmental Geology • GER-NS

A study of the interaction of humans and the Earth, with emphasis on geologic hazards such as earthquakes, volcanic activity, landslides, and flooding; resources such as energy, water, and minerals; disposal of wastes and pollution. Appropriate for non-science and science majors. Field trip required. Labs included.

GEOL& 115 (5) Geology of National Parks • GER-NS

Introduces the student to basic geologic processes and history, using the variety of features preserved in our National Park and Monument system. Appropriate for non-science and science majors. Lab included. Field trips required.

GEOL& 120 (5) Volcanoes • GER-NS

A study of 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. Labs included.

GEOL 220 (5) Earth Resources and the Environment • GER-NS

Prereq: GEOL& 101 or instructor permission

The study of Earth's resources, including geologic origin, environmental issues, mineral law, economics, and uses. Appropriate for non-science and science majors. Field trips required. Lab included.

GEOL 283 (5) Regional Geology • GER-NS

Study of the geologic formations, structures, and geologic history that create the landscapes of a selected region. Appropriate for non-science and science majors.

■ GERMAN (GERM)

GERM& 121 (5) German I • GER-HM

The first quarter of a first-year sequential course to give the student the ability to speak, read, write and understand the German language and culture.

GERM& 122 (5) German II • GER-HM

Prereq: GERM& 121 with a grade of 2.0 or better, or 1 year high school German plus placement in ENGL& 101; or instructor permission

Continuation of GERM& 121 stressing speaking, reading, writing and understanding German.

GERM& 123 (5) German III • GER-HM

Prereq: GERM& 122, 2 years high school German plus placement in ENGL& 101 or GERM& 122, or instructor permission

Continuation of GERM& 122 stressing speaking, reading, writing and understanding German.

■ HEALTH SCIENCE (HSCI)

HSCI 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, group process and effective techniques to work with clients and co-workers in a variety of health care settings.

HSCI 116 (2) Pharmacology for Allied Health I

Prereq: CHEM& 121, BIOL& 241, BIOL& 242 and BIOL& 260

Therapeutic use of medications, drug classifications, routes of administration and related laws. Computations in dosage calculation are emphasized. Includes classroom practice of medication computations, discussion of medication administration and use of technology.

HSCI 117 (2) Pharmacology for Allied Health II

Prereq: CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260 and HSCI 116

This course is a continuation of Pharmacology I. The basics of clinical pharmacology principles are expanded. Medications used for treatment of conditions which affect the respiratory, circulation, neurosensory and acid-base balance are presented.

HSCI 119 (5) Human Health and Disease

A systematic overview of human anatomy, physiology and pathology. Intended for anyone interested in understanding health and disease 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 conflict within organizations. Course includes student completion of a professional healthcare management portfolio.

HSCI 250 (3) Kinesiology

Prereq: HSCI 155

An introductory course providing a basic understanding of the mechanical principles of human movement and how these mechanical principles relate to human health and performance.

HSCI 252 (3) Nutrition and Exercise

A course designed to familiarize the health and fitness professional with the fundamentals of exercise and nutrition for health assessment and health prescription.

HSCI 253 (2) Essentials of Weight Management

A course designed to familiarize the health and fitness professional with the fundamentals of weight management, exercise and nutrition.

HSCI 254 (5) Essentials of Fitness Training

Prereq: HSCI 155, HSCI 253, HSCI 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 (5) Exercise Physiology for the Health and Fitness Professional

Prereq: HSCI 155, HSCI 252 and HSCI 253 or instructor permission

A course designed to equip the health and fitness professional with the proper application of 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

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 (5) Applied Sport Psychology

A course designed to equip the health and fitness professional with the knowledge and skills in applied sport psychology necessary for a career in coaching.

HSCI 264 (3) Drugs in Sports

An introductory course designed to equip the coaching professional with the knowledge, skills and capabilities necessary for dealing with various drugs and purported ergogenic aids associated with a career in coaching.

HSCI 265 (5) PCCC Practicum

Prereq: HSCI 155, HSCI 250, HSCI 252, HSCI 253, HSCI 256, HSCI 258, HSCI 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 revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

HIST 266 (5) History of Europe Since 1870 • GER-SS

The course will examine the development, cultural milieu, and elements of the geography of all nations in Europe. The regional and chronological approaches will be used when dwelling on issues, such as wars, revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

HIST 267 (5) History of Africa Since 1800 • GER-SS

The course will examine the development, cultural milieu, and elements of the geography of all nations in Africa. The regional and chronological approaches will be used when dwelling on issues, such as revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

HIST 270 (5) Introduction to the Far East • GER-SS

A survey of the major social, political, and economic trends in the Far East with emphasis on developments since the early 1800's.

HIST 272 (5) Survey of Middle East History • GER-SS

A survey of Middle East history from the 5th Century A.D. to the present, including the development of the modern states after World War II.

HIST 277 (5) The Cold War • GER-SS

An in-depth look of the post-Second World War era from 1945 to 1989. Emphasis is on the political, economic, and religious aspects of the Cold War and its impact on emerging third world nations.

HIST 280 (5) Introduction to Chinese Civilization • GER-SS

A survey of the major aspects in the development of Chinese civilization from antiquity to the present day.

HIST 284 (5) Introduction to the Balkans • GER-SS

A survey course in the history of the Balkans, a region that cradles some of the world's oldest civilizations and forms a crossroads between Europe and Asia. Emphasis placed on post-1800 political, socioeconomic and cultural developments.

HIST 287 (5) History of Japan Since Antiquity • GER-SS

This course is an introduction to the history, geography, culture, and present position of Japan in the international community. Cardinal developments in a broad range of human activities will be covered in a chronological order.

■ HOMELAND SECURITY (HSEM)

HSEM 102 (5) Introduction to Emergency Management

Prereq: This is a required first course to enter the HSEM degree program. Must earn a 2.0 or better before taking other HSEM courses

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA® 1600, Standard on Emergency Management

and exposure to new and developing theories, practices and technology in emergency management.

HSEM 110 (2) Basic Incident Command System/National Incident Management System

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). Course will meet ICS 100/200 requirements.

HSEM 120 (3) All Hazards Emergency Planning

Prereq: HSEM 102

This course is designed to introduce students in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as special needs (vulnerable populations) or animal sheltering are included.

HSEM 130 (3) Technology in Emergency Management

Prereq: HSEM 102

This class provides a detailed overview of the technology used in the field of emergency management and how it is applied. Students will learn how to utilize technology in emergency planning; response, recovery and mitigation efforts. They will uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing, downlinks, Geographic Information System (GIS) and Global Positioning System (GPS) capabilities.

HSEM 157 (2) Public Information Officer

This course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

HSEM 160 (5) Emergency Response Awareness to Terrorism

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how

to deal effectively with threats and the consequences of attacks. Students will gain insight into the key players involved in emergency management, local and state issues, and interacting and working with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoiding communication and leadership collapse.

HSEM 180 (3) Public Administration

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

HSEM 190 (1-5) Homeland Security Emergency Management Special Topics

Prereq: HSEM 102, must have completed 12 HSEM credits or HSEM Program Coordinator approval

Special topics will be developed for areas outside the usual course offerings in the Homeland Security Emergency Management degree. Topics developed will focus on a specific current issue or concept in the areas of homeland security or emergency management.

HSEM 200 (2) Emergency Operations Center

Prereq: HSEM 102 and HSEM 110

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations.

HSEM 210 (3) Exercise Design and Evaluation

Prereq: HSEM 102 and HSEM 120 or program coordinator approval

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security

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 effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting, training and motivating volunteers, and maintaining a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

HSEM 230 (2) Disaster Response and Recovery

Prereq: HSEM 102 and HSEM 120 or program coordinator approval

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

HSEM 240 (5) Homeland Security Emergency Management Work-Based Learning

Prereq: HSEM 102 and requires HSEM program coordinator approval

Provides students "real world experiences" in homeland security and emergency management. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum.

HSEM 250 (3) Homeland Security Law and Ethics

Prereq: HSEM 102

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for

counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

HUMAN DEVELOPMENT (HUMDV)

HUMDV 103 (5-15) PierceWorks! Career Transition

A 6-week career transition course to assist individuals with career development and human relations. This course empowers students to explore careers and career clusters and make informed educational and career decisions. Students analyze their own interests, skills, personality and attributes, and use this information to select a career. Students use interest inventories and computer software to explore career opportunities available to them and link personal interests with related career fields. Activities enable students to increase self-awareness and develop the skills necessary to successfully plan for postsecondary education and the workplace. Basic job search skills include contacting employers, writing, and practicing interview skills. An emphasis is placed on developing skills necessary for success in the workforce. These employability skills include such areas as: teamwork, dependability, punctuality, attitude and interpersonal relationship skills.

HUMDV 126 (2) Life Skills: Stress Management

Course involves learning new techniques that help bridge personal transitions in life and in college, including learning to manage stress to remain balanced and healthy.

HUMAN SERVICES SUBSTANCE ABUSE

-see Social Service Mental Health

HSSA& 101 (3) Introduction to Chemical Dependency

An orientation to chemical dependency and psychoactive drug abuse, including etiological theories of chemical dependency; history of alcohol and other psychoactive drugs; and basic principles of prevention, intervention, and treatment.

HUMANITIES (HUM)

HUM& 101 (5) Introduction to Humanities • GER-HM

Prereq: Eligibility for ENGL& 101

Exposes students to works in the literary, performing, and visual arts. Students identify common themes in the arts, analyze works representing diverse perspectives, and investigate the political, social, and historical contexts of works. A broader understanding is encouraged through the exploration and synthesis of outside sources using research methods.

HUM 105 (5) Black Thought and Culture • GER-HM

Beginning with African traditions and closing with a look at contemporary issues, this course will ex-

amine 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 Aegean civilization to the 5th century. Topics include history, geography, culture, philosophy, religion, art, architecture, and literature of the Greco-Roman world.

HUM 162 (5) Western Thought and Culture II: The Middle Ages • GER-HM

A survey of western cultural ideas and expressions from the fall of the western Roman Empire to the early Florentine Renaissance. Topics include history, geography, culture, philosophy, religion, art, architecture, literature, and music of the Middle Ages.

HUM 163 (5) Western Thought and Culture III: Birth of the Modern World • GER-HM

A survey of western cultural ideas and expressions from the Italian Renaissance to the 18th century. Topics include history, geography, culture, philosophy, religion, science, art, architecture, literature, and music from the 15th-18th centuries.

HUM 164 (5) Western Thought and Culture IV: The Modern World • GER-HM

A survey of western cultural ideas and expressions from the 18th century through postmodernism. Topics include history, geography, culture, philosophy, religion, science and technology, art, architecture, literature, and music from the French Revolution to the postmodern era.

HUM 204 (5) American Popular Culture • GER-HM

This course examines various theories of popular culture and applies these theories to various aspects of American culture, such as mass media, sports, fashion and cultural stereotypes.

HUM 209 (5) The Civil Rights Movement: From the Ground Up • GER-HM

This course offers students a broad multicultural understanding of the American Civil Rights Movement through the Humanities: art, film, photography, oral histories, literature, theater, and music of the reform era. The course highlights the experiences and impact of local activists and organizations through the arts, presenting the movement from a "ground-up" perspective rather than a "top-down" to enhance students' civic and multicultural literacy.

HUM 210 (5) American Cinema and Society • GER-HM

Explores the relationship between the themes, major genres, and production of Hollywood cinema, and American social, political, and economic history from the early 1900s to the present.

HUM 212 (5) Great Directors and Auteurs • GER-HM

Examines the role of the director as "author" (auteur) of the film and the several competing theories about what film authorship entails. This class also explores the works, stylistic expressions and filmic choices of major world directors such as Alfred Hitchcock, Francis Ford Coppola, Steven Spielberg, Ousmane Sembene, Stanley Kubrick, Ingmar Bergman, and Francois Truffaut. An additional emphasis is placed on analyzing the changing role of the director from Hollywood's studio system heyday to today's independent filmmaking practices.

HUM 215 (5) World Cinema • GER-HM

Examines the films and 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; reflection on the influence they have had on history, culture and the arts.

■ INFORMATION STUDIES (INFO)

INFO 100 (1) Online Research Skills

Introduction to Internet research using online library resources and the free Web. Students will learn how search engines work, how to develop search strategies, how to use criteria to evaluate sources, and the impact of emerging web technologies on society.

INFO 101 (2) Research Essentials

Prereq: Eligibility for ENGL& 101

Introduction to the essential skills, concepts and strategies for college-level research. Students will learn how to effectively access, use and evaluate information resources, including books, periodicals, databases and the Internet. Information strategies will be examined through the lens of information seeking behavior. Students will also explore Information issues and theories such as information flow, censorship, intellectual freedom and bias and perspective.

INFO 102 (2) Problem Based Research Methods in Professional/Technical Programs

Introduction to the essential skills, concepts and strategies for academic and professional research. Using problems and topics encountered by professionals, students will learn how to effectively access, use and evaluate information resources. This course is intended for majors in professional/technical programs.

■ INTERDISCIPLINARY STUDIES (INTS)

INTS 107 (5) Introduction to International Studies • GER-SS

An introduction to global issues emphasizing the integrated and increasingly interdependent nature of the world, including: historical, political, economic, environmental and philosophical issues.

INTS 140 (5) Contemporary Issues in International Studies • GER-SS

Contemporary issues facing a visiting foreign professor's homeland, including but not limited to: historical, geographical, demographic, political, economic, environmental and social/cultural issues.

INTS 150 (5) Contemporary Rebel, Secessionist, and Terrorist Organizations • GER-SS

This course will cover major rebel, separatist, guerrilla, and terrorist movements and organizations in the modern world. The emphasis will be not only on their origins and current status but also on efforts that are undertaken to bring about a peaceful resolution to the conflicts that have caused them.

INTS 164 (5) Border and Genocidal Conflicts in the Modern World • GER-SS

This course will examine the origins and evolution of many devastating conflicts in recent history. The teaching methodology will be based on combining the regional and chronological approaches and the intensive use of current articles in periodicals from all over the world.

■ JAPANESE (JAPN)

JAPN& 121 (5) Japanese I • GER-HM

The first course of a first-year sequential course providing the student the ability to speak, read, write, and understand Japanese.

JAPN& 122 (5) Japanese II • GER-HM

Prereq: JAPN& 121, one year of high school Japanese, or instructor permission

The second course of a first-year sequential course providing the student with the ability to speak, read, write, and understand Japanese.

JAPN& 123 (5) Japanese III • GER-HM

Prereq: JAPN& 122, two years of high school Japanese, or instructor permission

The third course of a first-year sequential course providing the student with the ability to speak, read, write, and understand Japanese.

■ JOURNALISM (JOURN)

Introduction to Mass Media

– See Communication Studies

JOURN 102 (5) Introduction to News Writing • GER-CM

Prereq: ENGL& 101 with grade of 2.0 or better

A study of the basic forms and styles of various newswriting techniques and mechanics. Writing exercises in basic newswriting, as well as work in news gathering, interview techniques, copy assimilation, copy editing, headline writing and other roles of the reporter.

JOURN 103 (1-5) Introduction to Feature Writing • GER-HM

Prereq: Instructor permission and JOURN 102 with a 2.0 or better

A study and practice of the form and style of writing feature stories for the college newspaper. Students will serve as staff writers for The Pioneer and generate and/or receive feature story assignments for publication. This course is a sequel to JOURN 102.

JOURN 105 (5) Student Newspaper Leadership

A study and practice of production and leadership skills needed to edit and produce a student newspaper, including but not limited to design concepts, desktop publishing via Adobe InDesign; website publishing via WordPress; AP style; policy and process; the basics of news, news style and the news market and elements of libel and news ethics.

JOURN 111/211abc (1-5) College Newspaper: Reporting and Editing

Prereq: instructor permission required

Practical experience in producing the college newspaper. Students may pursue specialty areas of interest such as writing, copy-editing, desktop publishing, market research, and advertising.

JOURN 112/212abc (1-5) College Newspaper Photojournalism

Practical experience in shooting and developing photos for the school newspaper. Students should already have a basic working knowledge of photography.

JOURN 120 (5) Introduction to Broadcasting

Prereq: ENGL& 101 with grade of 2.0 or better

A study of the styles and techniques of Internet broadcasting with an emphasis on webcasts and podcasts with various delivery platforms. Techniques include but are not limited to video production (shooting, editing, microphone, lighting); motion graphics (such as titles and animated maps); and audio editing.

JOURN 125 (5) The Documentary: A Social Force • GER-HM

Throughout history, the documentary film has been a major social force that has moved us, amused us, manipulated us and inspired us. Using viewings and group discussions, this class examines the history and genres of the non-fiction film and the social impact of modern documentaries.

JOURN 210 (5) Photojournalism

Prereq: 35 mm camera or digital equivalent

A study of news photos and great photojournalists. Students will evaluate photos, including their own, develop photo essays, and learn how to present the photos in an attractive layout. Access to a camera is required.

■ KOREAN (KREA)

KREA& 121 (5) Korean I • GER-HM

The first quarter of a first-year sequential course to give the student the ability to speak, read, write, and understand Korean.

KREA& 122 (5) Korean II • GER-HM

Prereq: KREA& 121 or instructor permission

Continuation of KREA& 121 stressing speaking, reading, writing, and understanding the Korean language.

KREA& 123 (5) Korean III • GER-HM

Prereq: KREA& 122 or instructor permission

Continuation of KREA& 122 stressing speaking, reading, writing, and understanding the Korean language.

■ MATHEMATICS (MATH)

MATH 050 (5) Basic Mathematics

Prereq: Satisfactory placement test score or instructor permission

Operations and applications with whole numbers, fractions, decimals, and integers. Order of operations. Converting among number representations; placing numbers in order. Basic applications, including use of percent and geometry. Study strategies.

MATH 054 (5) Beginning Algebra

Prereq: Satisfactory placement test score or MATH 050 with a grade of at least 2.0 or instructor permission

Operations with fractions, decimals, percents, and signed numbers. Simplify algebraic expressions. Solve linear equations. Solve a variety of application problems. Square roots, exponents, and coordinate graphing. Determine area, perimeter, and volume. Calculate statistical measures of center and interpret graphs.

MATH 096 (7) Intermediate Algebra in Context

Prereq: Satisfactory placement test score or MATH 054 with a grade of at least 2.0 or instructor permission

This course integrates numeracy, proportional reasoning, algebraic skills, and functional reasoning. Students will represent quantitative relationships in multiple ways in order to solve problems from a variety of authentic contexts. Linear and exponential functions, along with logarithms and radicals will be studied and applied. Modeling and interpreting quantitative data is emphasized.

MATH 098 (5) Intermediate Algebra

Prereq: Satisfactory placement test score or MATH 060 or MATH 096 with a grade of at least 2.0 or instructor permission

Algebraic skills, concepts, and applications, Simplifying and operating with polynomial, rational, and radical expressions. Use of quadratic, rational, and radical models to solve problems encountered in the real world. Solving quadratic, rational, radical and absolute value equations and systems of linear equations. Function concepts and graphs.

MATH& 107 (5) Math in Society • GER-NS, QS

Prereq: MATH 096 or 098 or equivalent, with a grade of at least 2.0 or satisfactory placement test score

Contemporary mathematics applied to a variety of fields. Instructor-chosen topics will focus on graphical and formula derived solutions, statistics, applied problems, and communicating solutions. Topics may include management science, statistics, social choice, patterns and financial applications.

MATH 114 (5) Applied Algebra, Geometry and Trigonometry • GER-NS, QS

Prereq: MATH 098 or equivalent with at least a 2.0 or placement test scores above MATH 098

Linear, quadratic, logarithmic, exponential, and trigonometric functions and their applications. Interpretation and display of information using rectangular, polar, and logarithmic coordinate systems. Right triangle and unit circle trigonometry. Vector operations using real and complex numbers. Solutions to systems of linear equations.

MATH & 131 (5) Math for Elem Educ 1: Number Systems and Problem Solving • GER-QS
(formerly MATH& 171)

Prereq: MATH 096 or MATH 098 or equivalent with a grade of at least 2.0 or satisfactory placement test score and eligible for ENGL& 101 and READ 101

The first of two courses for prospective elementary teachers focusing on the mathematics underlying modern elementary school math. Topics include: number systems, models for operations, problem-solving techniques, and a variety of instructional approaches. Emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH& 132 (5) Math for Elem Educ 2: Geometry and Statistics • GER-QS

(formerly MATH& 172 and MATH& 173)

Prereq: MATH & 131 with a grade of at least 2.0 or instructor permission

This is the second of two courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include geometry, measurement, probability, and descriptive statistics. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH& 141 (5) Precalculus I • GER-NS, QS

Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test scores above MATH 098

Families of functions, their properties, graphs and applications. Functions include: polynomial, rational, exponential, logarithmic functions and combinations of these. Solve related equations and inequalities. Data analysis, introductory mathematical modeling. Develop competency with a graphing calculator.

MATH& 142 (5) Precalculus II • GER-NS, QS

Prereq: MATH& 141 with a grade of at least 2.0, satisfactory placement test score or instructor permission

Families of trigonometric functions, their inverses, properties, graphs and applications. Trigonometric equations and identities.

Laws of sines and cosines. Systems of equations. Polar coordinates and graphs. Elementary vector operations.

MATH& 146 (5) Introduction to Statistics • GER-NS, QS

Prereq: MATH 096 or 098 or equivalent with a grade of at least 2.0 or satisfactory placement test score

Introduction to the analysis of data using descriptive statistics, probability, and inferential statistics. Topics include: data collection methods; measures of center and variation; graphical presentation of data; probability; binomial and normal distributions; confidence intervals; hypothesis tests of one and two parameters, using the normal, Student-t, and chi-square distributions; linear correlation and regression.

MATH 147 (5) Business Precalculus • GER-NS, QS

(formerly MATH 147/MATH 156 Finite Mathematics)

Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098

Linear, polynomial and rational function models. Exponential and logarithmic functions. Mathematics of finance, matrices, linear programming, set operations, and probability.

MATH& 148 (5) Business Calculus • GER-NS, QS

Prereq: MATH& 141 or 147 with a grade of at least 2.0 or instructor permission

Concise course in calculus. Differential and integral calculus of non-trigonometric functions with an emphasis in social science, business, and economics applications.

MATH& 151 (5) Calculus I • GER-NS, QS

MATH& 142 with a grade of at least 2.0 or satisfactory placement test score or instructor permission

Families of algebraic and transcendental functions and their derivatives. Limits, including indeterminate forms. Applications of differential calculus. Anti-derivatives.

MATH& 152 (5) Calculus II • GER-NS, QS

Prereq: MATH& 151 with a grade of at least 2.0 or instructor permission

Fundamental Theorem of Calculus. Definite and indefinite integrals. Methods of integration. Applications of integration. Improper integrals. Introduction to first order differential equations.

MATH& 153 (5) Calculus III • GER-NS, QS

Prereq: Completion of MATH& 152 with a grade of 2.0 or higher or instructor permission

Sequences and series. Vectors and geometry of space. The calculus of vector functions and parametric surfaces. Polar, cylindrical and spherical coordinates.

MATH 205 (5) Linear Algebra • GER-NS, QS

Prereq: MATH& 153 with a grade of 2.0 or higher or instructor permission. MATH 224 recommended

Applications and techniques of Linear Algebra, including solving systems of equations, vector spaces, matrix operations, linear transformations, eigenvalues, eigenvectors, and characteristic polynomials. Introduction to appropriate technology and elementary proofs.

MATH 224 (5) Multivariate Calculus • GER-NS, QS

Prereq: MATH& 153 with a grade of 2.0 or better or instructor permission

Functions of several variables. Partial derivatives, multiple integrals, and their applications. Vector analysis including vector fields, line and surface integrals, Green's theorem, Stokes' theorem, and the Divergence theorem.

MATH 238 (5) Differential Equations • GER-NS, QS

Prereq: MATH 205 and 224 with a grade of 2.0 or higher instructor permission

First and second order differential equations with applications to the sciences and engineering. An introduction to higher order equations. Laplace Transform. Systems of linear differential equations. Topics at the discretion of the instructor include numerical methods, phase plane analysis, and series solutions to differential equations.

MUSIC (MUSC)**MUSC 100 (5) Introduction to Rock & Roll • GER-HM**

Focuses on rock and roll as a language of music from a listener's perspective. Listening skills are exercised and become the vehicle through which specific rock music concepts are examined. Some social, biographical, and historical data covered. No previous musical experience necessary.

MUSC 102 (5) American Popular Music • GER-HM

Discover the roots of American popular music through a survey of popular song, blues, jazz, country and rock and roll styles, and the historical and social elements that impacted their development. Current popular music trends will be studied as extensions of or responses to past styles.

MUSC 103 (5) Introduction to Jazz • GER-HM

A general survey course designed to introduce students to jazz music from the following periods: ragtime, the blues, New Orleans Dixieland, Chicago Dixieland, stride piano, boogie-woogie, swing, bebop, cool, hard bop, funky, third stream, free jazz, fusion, neoclassicism and Latin jazz. Relevant cultural, biographical, and historical data is covered that pertains to jazz music and its performance. Listening skills are exercised and become the vehicle through which specific

jazz music concepts are examined. No previous music experience is necessary or expected.

MUSC& 105 (5) Music Appreciation • GER-HM

A general survey course designed to introduce students to art music from the following periods: Medieval, Renaissance, Baroque, Classical, Romantic, and Twentieth Century. relevant cultural, biographical, and historical data that pertain to art music and its performance are covered. Listening skills are exercised and become the vehicle through which specific classical art music concepts are examined. No previous music experience necessary or expected.

MUSC 106 (5) World Music • GER-HM

Examines select cultures from different areas around the world. Exercises listening skills and explores music concepts as well as engaging with issues such as diversity, cultural differences and the many societal motivations for writing, performing and preserving music. No musical experience necessary.

MUSC 107 (2.5) Audio Production I: Beginning

An introductory, hands-on course that covers the basics of midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSC 108 (2.5) Audio Production II: Intermediate

Prereq: MUSC 107

An intermediate, hands-on course that covers midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSC 109 (2.5) Audio Production III: Advanced

Prereq: MUSC 107 and 108

An advanced, hands-on course that covers midi sequencing, code synchronization, sound reinforcement, microphone construction and application, signal processing equipment, analog multi-track recording and digital multi-track recording.

MUSC 126 (1) Beginning Class Guitar • GER-HM/Performance

A performance course designed for the beginning guitarist. No prior experience expected. Students must furnish their own guitar.

MUSC 127 (1) Intermediate Class Guitar • GER-HM/Performance

Prereq: MUSC 126 or equivalent

A performance course designed for the intermediate guitarist. Students must furnish their own guitar.

MUSC 140/240 ABC (1-2) College Choir • GER-HM/Performance

A non-auditioned vocal performance group that provides an op-

portunity to rehearse and perform choral literature. Quarterly concerts required. Non-music major participation encouraged.

MUSC& 141 (5) Music Theory I • GER-HM

A music theory course intended to facilitate the acquisition of music literacy and related ear-training skills. In addition, it covers the fundamentals of theory such as key and time signatures, intervals, simple chord construction, and the basics of four-part writing. This is the first course in the traditional college-level music theory sequence. No previous musical experience or knowledge is required. Concurrent enrollment in MUSC 181 is strongly recommended.

MUSC& 142 (5) Music Theory II • GER-HM

Prereq: MUSC& 141 or the equivalent

A music theory course designed to strengthen music literacy skills and to facilitate an understanding of intermediate principles regarding chords, chord progressions, figured bass, four-part writing skills, melody, and related ear-training skills. It is the second course in the traditional college-level music theory course. Concurrent enrollment in MUSC 182 or the equivalent is strongly recommended.

MUSC& 143 (5) Music Theory III • GER-HM

Prereq: MUSC& 142 or the equivalent

Strengthens music literacy skills and facilitates an understanding of more advanced principles regarding chords, chord progressions, figured-bass, melody, part-writing, and related ear-training skills. This is the third course in the traditional college-level music theory sequence. Concurrent enrollment in MUSC 183 or the equivalent is strongly recommended.

MUSC 144/244 ABCD (2.5) Concert Choir • GER-HM/Performance

Prereq: Audition may be required

A non-auditioned vocal performance group geared toward providing the experienced singer with an opportunity to rehearse and perform choral literature. Quarterly concerts a requirement. Non-music major participation encouraged.

MUSC 145/245 ABCD (2.5) Jazz Choir • GER-HM/Performance

Prereq: Department permission required

Performance, selection and evaluation of vocal jazz/pop music. Performances required.

MUSC 147/247 ABCD (2.5) Chamber Choir • GER-HM/Performance

Prereq: Audition and/or instructor permission

An auditioned vocal performance group geared towards providing more experienced singers that read music with an opportunity to rehearse and perform choral literature appropriate to their stage of education. Quarterly concerts are a requirement.

MUSC 150/250 ABCD (1) College Band • GER-HM/Performance

A large performance group open to all students with experience in reading and performing instrumental band literature. Non-music major participation encouraged

MUSC 154/254 ABCD (1) College Orchestra • GER-HM/Performance

A large performance group open to all students with experience reading and performing orchestra literature. Non-music major participation encouraged.

MUSC 157/257 ABCD (1, 1.5, or 2) Jazz Band • GER-HM/Performance

A jazz instrumental performing group established to provide the experienced instrumentalist an opportunity to rehearse and perform selected jazz literature. Non-music major participation encouraged.

MUSC 160-168/260-268 ABCD (0.5) Private Instruction: Arranging, Improvisation, Brass, Woodwind, Percussion, Voice, Orchestral Strings, Keyboard and Plectrum Strings • GER-HM/Performance

Prereq: For MUSC 160/260: MUSC& 143

An individual instruction course geared toward advancing all levels of student music performance in arranging, improvisation, brass, woodwind, percussion, voice, orchestral strings, keyboard, and plectrum strings.

MUSC 170/270 ABCD (1) Brass Ensemble • GER-HM/Performance

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing brass ensemble literature (i.e. Brass Quartets). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 171/271 ABCD (1) Woodwind Ensemble • GER-HM/Performance

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing woodwind ensemble literature (i.e. Flute Trios, Woodwind Quintets). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 172/272 ABCD (1) Percussion Ensemble • GER-HM/Performance

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing percussion ensemble literature. Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 173/273 ABCD (1) String Ensemble • GER-HM/Performance

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing string ensemble literature (i.e., String Quartet). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 174/274 ABCD (1) Vocal Ensemble • GER-HM/Performance

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing vocal ensemble literature (i.e., Madrigals). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 181 (1) Beginning Class Piano • GER-HM/Performance

Basic introduction to playing the piano by establishing good reading habits and rhythmic orientation. Building a strong technical background and learning basic fundamentals of music theory.

MUSC 182 (1) Intermediate Class Piano • GER-HM/Performance

Prereq: MUSC 181 or instructor permission

A continuation of MUSIC 181 by establishing better reading habits and rhythmic orientation. Building a stronger technical background and learning more fundamentals of music theory.

MUSC 183 (1) Advanced Class Piano • GER-HM/Performance

Prereq: MUSC 182 or instructor permission

To increase music reading ability and keyboard technical skills. Prepare students for the piano proficiency test required for a music degree in a four year institution.

MUSC& 241 (5) Music Theory IV • GER-HM

Prereq: MUSC& 143 or equivalent

The purpose of this course is to enable students to acquire music literacy, theory, and related ear-training skills. MUSC& 241 is the fourth of six courses in the traditional music theory sequence at the college level. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

MUSC& 242 (5) Music Theory V • GER-HM

Prereq: MUSC& 241

To strengthen music literacy skills, to facilitate an understanding of more advanced principles regarding chords, chord progressions, melody, and related ear-training skills. Fifth course in the traditional college-level music theory sequence. Designed for, but not limited to, the student intending to transfer to a four-year college or university as a music major. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

MUSC& 243 (5) Music Theory VI • GER-HM

Prereq: MUSC& 242

The sixth of six in a series of courses designed to explore, both aurally and visually, advanced harmonic and related practices in classical music. Typically, this course is taken by students intending to transfer to a four-year institution as a music major or minor.

■ NATURAL SCIENCE (NSCI)

NSCI 150 (5) Nature • GER-NS

The emphasis of the course is to identify the major life forms found in a specific area or region including native and introduced species, and their adaptations to the environment. The course focuses on the observation of nature for both scientific and recreational purposes. Includes lab and field studies.

NSCI 160 (5) Environmental Biology • GER-NS

Inter-relationship of humans, animals, plants, soil, water and air. Application to contemporary environmental problems. Field trips with lab.

■ NURSING (NURS)

NURS 111 (3) Fundamentals of Nursing Practice

Prereq: Admission to the Associate Degree Nursing program

Introduces basic concepts in nursing practice according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process, assessment skills, and use of health care equipment. Upon completion, students will be able to demonstrate beginning competence in caring for individuals with common alterations in health.

NURS 112 (3) Fundamentals of Nursing Clinical Practice

Prereq: Admission to the Associate Degree Nursing program and NURS 111

Application of basic nursing skills while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. Concepts of the Nursing Process Model are used to guide developing nursing practice.

NURS 113 (3) Nursing Success Seminar

Prereq: Admission to the Associate Degree Nursing program

Provide new nursing students with tools for success for the nursing program to include the introduction to medical terminology, med math basics, APA writing, introduction to presentation formats, study tips, and strategies for answering NCLEX (National Council Licensure Exams) style questions.

NURS 121 (4) Introduction to Medical-Surgical/Psychiatric Nursing

Prereq: HSCI 114, HSCI 116 and NURS 112

Introduction to basic medical concepts in nursing practice, according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the musculoskeletal, sensory, and endocrine systems. The Nursing Process will be explored in order to understand introductory concepts in Psychiatric Nursing.

NURS 122 (5) Introduction to Nursing Clinical Practice

Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112 and NURS 121

Application of basic nursing skills in the classroom laboratory and long term care setting, while assuming responsibility for clients throughout the lifespan. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and an introduction to related technology. The application of medication administration skills will also be covered. Concepts of the Nursing Process Model are used to guide developing nursing practice to individuals in the community.

NURS 125 (3) Family Nursing

Prereq: Admission to the Associate Degree Nursing program

Introduction to basic medical concepts in family centered nursing care, according to the Nursing Process Model. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the well mother and child and pediatric clients. Course also includes the life stages and caring for the geriatric clients within the community.

NURS 130 (6) Intermediate Medical-Surgical/Psychiatric Nursing

Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 121, NURS 122, NURS 125 and NURS 132

Intermediate medical concepts in medical-surgical/psychiatric nursing practice, according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the hematologic, urinary, and endocrine systems, with special attention to the peri-operative client.

NURS 132 (6) Intermediate Nursing Clinical Practice

Prereq: HSCI 114, HSCI 116, NURS 111, NURS 121, NURS 122, NURS 125 and NURS 130

Application of intermediate nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the

nursing process, and introduction to related technology. Methods of safe medication administration will be practiced.

NURS 210 (4) Advanced Topics in Nursing

Prereq: Year one in the nursing program, or NURS 218 with current LPN license

Advanced medical concepts in medical-surgical nursing practice will be explored. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the respiratory, cardiovascular, and neurological systems, with special attention to fluid and electrolyte/acid-base balance.

NURS 211 (6) Advanced Nursing Clinical Practice

Prereq: Year one of the nursing program, or NURS 218 and current LPN license

Application of advanced nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Students will also provide care for obstetric clients in a variety of birthing environments. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Nursing Process are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 214 (3) Advanced Concepts in Family Centered Nursing Care

Prereq: Year one of the nursing program, or current LPN license

Advanced medical concepts in nursing practice, according to the Nursing Process. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the complex obstetric, neonatal and pediatric clients to include reproductive health.

NURS 217 (1) Practical Nurse Preparation Seminar

Prereq: Year one of nursing program

The study of nursing law, ethics and the practical nurse role. Employment-seeking strategies and guidance on NCLEX-PN (National Licensure Exam for Practical Nursing) preparation are included. Required for the student desiring to take the NCLEX-PN exam to become a practical nurse.

NURS 218 (4) ADN Articulation Seminar

Prereq: Admission as a Bridge student into the 4th quarter of the nursing program

Articulation course for Licensed Practical Nurse (LPN) Bridge students. Examine essential components of the Nursing Process and review nursing concepts taught in the first year of the nursing program with a focus on performance of nursing skills in simulated skills lab.

NURS 222 (5) Professional Nursing Clinical Practice

Prereq: NURS 210, NURS 211, NURS 214 and concurrent enrollment in NURS 223 and NURS 224

Application of advanced nursing skills while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Nursing Process are used to guide nursing practice in a variety of community settings.

NURS 223 (3) Advanced Psychiatric Nursing

Prereq: NURS 210, NURS 211, and NURS 214

Nursing theory and professional care for clients diagnosed with a mental illness. Explore legal, ethical and cultural issues pertaining to caring for this special population, utilizing the Nursing Process as a guide.

NURS 224 (3) Professional Role Transition

Prereq: NURS 210, NURS 211, and NURS 214

Synthesis of advanced nursing concepts in nursing practice, according to the Nursing Process Model. Nursing law, ethical responsibilities, and cultural awareness will be explored. Basic leadership skills in working with groups and critical thinking strategies are emphasized, with a focus on self-care to optimize professional performance. The service-connected learning project will culminate in a student teaching project at the end of the quarter.

NURS 230 (3) Advanced Topics in Nursing II

Prereq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224, NURS 230, NURS 233 and NURS 235

Advanced medical concepts in medical/surgical/psychiatric nursing practice. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing advanced medical and psychological disorders in the acute care setting. Special focus on providing nursing care in critical care, telemetry, oncology, neonatal intensive care units and emergency departments as well as other specialized settings. The nursing role in disaster preparedness and during a catastrophic event is also discussed.

NURS 233 (8) Acute Care Nursing Practicum

Prereq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224, NURS 230 and NURS 235

Clinical nursing practice in an acute care setting where students apply theory attained in all previous courses. Focus is on transition to the Registered Nurse (RN) role. Concepts of the Nursing Process Model are used to guide nursing practice development in a variety of health care settings during a preceptorship assignment. At

the end of the course, students will also be expected to complete the National Council on State Boards of Nursing Licensing Examination (NCLEX) preparation classes and take an NCLEX-RN predictor test.

■ NUTRITION (NUTR)**NUTR& 101 (5) Nutrition • GER-NS**

Introduction to the role of nutrition in human health with respect to essential nutrients, factors that affect eating habits, food advertising, nutrition and disease, and establishing a healthy lifestyle.

■ OCCUPATIONAL SAFETY AND HEALTH (OSH)**OSH 100 (5) Introduction to Occupational Safety and Health**

Overview of occupational safety and health, including introduction to regulatory agencies, financial and human impact of occupational injuries and illnesses, and workers compensation. Covers basic safety terminology and how to access safety information and resources. Focuses on the role of responsibility of the Safety and Health employee.

OSH 110 (5) Safety Management

Concepts and measurements of reactive versus proactive safety practices. Students will learn the major on-the-job hazards in the workplace, and how to collect and evaluate data to identify safety and health trends. Students will also learn how to respond to safety data by developing site-specific programs, policies, and procedures.

OSH 140 (3) Regulatory Environment

Introduction to regulatory bodies and overview of Occupation Safety and Health Agency (OSHA), Washington Industrial Safety and Health Act (WISHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), Mine Safety and Health Administration (MSHA) regulations. History and political evolution of the regulatory environment; how violations are penalized, and how a regulatory agency performs a formal inspection.

OSH 150 (3) Workers Compensation & Risk Management

Overview of risk manager role and current analysis methods. History and evolution of the workers compensation system, the Access and Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and Washington State Disability Act will be explored. Covers business insurance, claims process, transfer, assumption, assessment of risk, and lines of insurance.

OSH 155 (2) Special Topics in OSH - I

Topics covered will vary or rotate depending on current events and

changes in the field of Occupational Safety and Health. Sample topics include: workplace violence, transportation safety, medical surveillance, health epidemics, agriculture safety, etc.

OSH 160 (3) Incident Investigation

This course covers methods and documentation required for incident investigation. Overview of supervisor role in incident investigation, methods of review, action, and follow-up to prevent recurrence. Includes overview of record-keeping system.

OSH 170 (5) Training Techniques

Overview of different learning styles and effective methods for providing training to employees. Advantages and disadvantages of different training media and associated costs. Opportunities to provide training to other class members on selected safety topics and use different training methodologies.

OSH 190 (3) Industrial Security

Overview of the All Hazards Approach to industrial security. Site-specific vulnerability assessments and development of Emergency Action Plans, loss prevention, industrial security, history of terrorism and terrorist threats, and workplace violence. The National Incident Management System (NIMS) will be introduced.

OSH 220 (3) Industrial Hygiene

Basics of industrial hygiene programs and relationship to company safety plan. Addresses chemical absorption into the body, physical and airborne hazards; sampling techniques; how to identify and apply hazard control techniques; and using Material Safety Data Sheet (MSDS).

OSH 230 (3) Ergonomics

Overview of the history and evolution of ergonomics in the workplace. Ergonomic risk factors, terminology, engineering solutions, applications of the principles of body mechanics, and communication of basic ergonomic concepts and solutions.

OSH 240 (4) Handling Hazardous Materials

Overview of regulations on hazard recognition, protective equipment, biological and radiological toxicology, monitoring decontamination. Includes 40 hours of OSHA required safety training and certification for workers and supervisors. This "hands-on" course covers all regulations. Site simulations are conducted.

OSH 255 (1-3) Special Topics in OSH II

Topics covered will vary or rotate depending on current events and changes in the field of Occupational Safety and Health, sample topics include: workplace violence, transportation safety, medical surveillance, health epidemics, agriculture safety, etc.

OSH 291 (3) OSH Internship

Prereq: Enrollment in the Occupational Safety and Health Program and instructor permission

Participants will obtain and participate in an occupational safety and health extramural work experience in their chosen area of interest.

■ OCEANOGRAPHY (OCEA)

OCEA& 101 (5) Introduction to Oceanography • GER-NS

Oceanography is the exploration and investigation of all aspects of the marine environment. Topics include the geology of the sea floor and coastlines, the dynamics of waves, currents, tides, diversity of life in the ocean, salinity, and human impacts on the marine environment. Appropriate for non-science and science majors. Field trips required. Labs included.

OCEA 170 (5) Marine Biology • GER-NS

Prereq: BIOL& 160 or OCEA& 101 recommended

An introduction to the plant and animal life found in estuarine and marine ecosystems and environments. Topics include lifestyles, adaptation, habitats, diseases, effects of pollution, interrelationships, and taxonomic identification of marine organisms. Field trip required. Labs included.

■ PHILOSOPHY (PHIL)

PHIL& 101 (5) Introduction to Philosophy • GER-HM

An introduction to the important problems and figures of philosophy. Students will examine concepts related to knowledge, reality and value. Questions posed may include: Do we have free will? What can we know? Is the mind distinct from the body?

PHIL& 115 (5) Critical Thinking • GER-HM (formerly PHIL 115)

An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications, and the informal logical fallacies.

PHIL& 120 (5) Symbolic Logic • GER-QS, NS (formerly PHIL& 106)

Prereq: MATH 096 or equivalent with a 2.0 or higher or placement test score above MATH 096. College level reading and writing recommended

Introduction to modern symbolic logic emphasizing sentence logic with translation and proofs and quantificational logic with translation and proofs.

PHIL 130 (2) Introduction to Systems Thinking

First in a series of courses on systems thinking. The world contains a multitude of systems such as biological, educational, governmental, economic, and cultural. Learn the fundamentals of these systems, their behaviors, and impacts.

PHIL 131 (3) Integrated Systems Thinking

Prereq: PHIL 130

Integrated Systems Thinking examines a particular system, issue, or ideological construct from a variety of disciplines. Key interdisciplinary fields include arts, humanities, math, sciences and social sciences.

PHIL 150 (5) Introduction to Ethics • GER-HM

An introduction to the study of morality. Helps students understand and analyze competing ethical claims based on happiness, duty, human nature and custom. Questions include: What makes right actions right? Why should I care about the welfare of others? Are morals a product of culture or could there be universal moral values?

PHIL 210 (5) Philosophy of Western Religion • GER-HM

An introduction to the central concepts, basic problems and classical arguments of ethical monotheism (Christianity, Judaism and Islam). Explores such issues as God, faith, reason, the problem of evil and the possibility of immorality and miracles.

PHIL 220 (5) Introduction to Eastern Philosophy • GER-HM

An introductory survey of the main philosophies in India, China and Japan. Helps students understand the philosophical similarities between these systems, especially as they relate to self, reality, value, knowledge and religion.

PHIL 230 (5) Contemporary Moral Problems • GER-HM

This course introduces students to the most urgent moral problems of our day. It will provide students with an introduction to ethical theories and their application to contemporary moral problems. Topics covered may include: just war, privacy rights, capital punishment, animal rights, cloning, environmental issues including sustainability, abortion and euthanasia.

PHIL 238 (5) Philosophy of Human Rights • GER-HM

Introduces students to the major issues concerning human rights. Are there human rights? Are human rights universal or are they culturally determined? Do future people have rights? Are minority rights exceptions to or different from human rights?

■ PHYSICAL EDUCATION (PE)

PE 119 (1) Cycling

An introduction to cycling, (both road & mountain bike), designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 121 (1) Spin

Spin is a high energy stationary bike workout that enhances cardiovascular endurance and muscular strength. Participants select

personal intensity levels during the workout through body position and bike tension. Class features include 45 minute cardio ride, including warm-up and cool-down, followed by stretching.

PE 125 (1) Lifestyle Fitness

An exercise class designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the fitness facility as well as walking, running, inline skating and cycling in and around the natural environment of Pierce College.

PE 126 (1) Hard Core

This is a challenging core fitness workout using balance, coordination, stability and control. Stability balls, free weights, bands, Bosu and Pilates techniques are used.

PE 127 (1) Power Step

High-energy music combined with non-stop fun choreography and interval training makes this the perfect way to rev-up your cardio training and improve your power and endurance. This class provides a moderate to high intensity workout and will daily give you a challenge while burning calories!

PE 129 (1) Cardio Pump

Combines a high energy cardio workout with creative choreography using hand weights, bands and floor work designed to enhance the muscular tone of all major muscle groups of the body while burning fat.

PE 131 (1) Body Conditioning

A self-paced and independent fitness program designed and monitored during class seminars that improves cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition using both aerobic and anaerobic exercises.

PE 132 (1) Jogging

Progressive running program to improve cardio-vascular endurance, to build stamina important in performing everyday skills and activities, to lower fat percentage and to improve overall health.

PE 139 (1) Yoga-Special Topics

Yoga Special Topics is a diverse approach to the modern practice of Yoga with varying topics being introduced. It includes yoga, dance and yoga sculpt in practical workouts to reduce stress while improving strength and flexibility.

PE 140 (2) Total Fitness

Total Fitness is a current approach to establishing and promoting physical fitness for better health. Combination lecture and lab, stressing the importance of life-long fitness. Course will include individual assessment and self-evaluation, development of exercise prescription and implementation of program.

PE 153 (1) Beginning Salsa

Beginning Salsa dance skills designed to improve cardiovascular endurance, self-esteem, social confidence and motor skills.

PE 158 (1) Zumba

Zumba combines a high energy cardio workout with creative dance choreography using the Latin rhythms found in cumbia, salsa, samba and merengue music.

PE 159 (1) Yoga-Pilates

An exercise practice that takes you through a series of poses in coordination with the breath designed to improve one's flexibility, balance, muscular strength and endurance as well as awareness of the mind and body connection.

PE 164 (1) Basic Basketball Skills

Instruction and practice in the basic performance skills of shooting, passing, dribbling, footwork, rebounding, defense, and the coordination of individual offensive and defensive techniques into play patterns.

PE 165 (1) Advanced Basketball Skills

Instruction and practice in the application of individual offensive and defensive skills into team basketball. Emphasis on man defense and attack, including fast break. Course progresses from two-vs-two and three-vs-three to the five man game.

PE 166 (2) Advanced Baseball Skills

Develop greater skills in all aspects of playing baseball, including strategy, fundamentals and improved fitness.

PE 167 (1) Court Sports

A fun introduction to volleyball, pickle ball and badminton.

PE 168 (1) Indoor Soccer

Indoor soccer skills.

PE 169 (1) Volleyball

A fun introduction to volleyball.

PE 170 (1) Introduction to Weight Training

An introduction to weight training to build muscular strength and endurance.

PE 171 (1) Soccer

An introduction to soccer skills utilizing both indoor and outdoor facilities.

PE 175 (1) Mixed Martial Arts for Fitness

An introduction to mixed martial arts for fitness focusing on the fundamentals of grappling, striking and submission skills.

PE 185 (1) Naturally Fit

A health and fitness class designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition by utilizing the "nature gym" afforded us in the outdoor environment. Students achieve this goal by utilizing the varied fitness resources available

both in and around the natural environment of Pierce College and in the Health Education Center to become "Naturally Fit".

PE 190-192 (1) Independent Fitness Activities

An independent physical activity course for students who are unable to participate in physical education courses located at Pierce College. This course meets once every four weeks for a seminar to assess the student's progress in an "off-campus" physical activity course. The student must arrange and pay for the "off-campus" course, and have a certified instructor who supervises course activities. Students must attend all three seminars and complete the "off-campus" activities to be successful in PE 190-192.

PE 225 (1) Intermediate Lifestyle Fitness

An exercise class designed to build upon and further improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the Health Education Center as well as walking, running, inline skating and cycling in and around the natural environment of Pierce College.

PE 226 (1) Advanced Hard Core

Prereq: PE 126 or instructor permission

This is an advanced core fitness workout using balance, coordination, stability and control. Stability balls, free weights, bands, Bosu and Pilates techniques are used.

PE 231 (1) Intermediate Body Conditioning

A self-paced and independent fitness program designed to build upon and improve fitness and health. This course is monitored during three class seminars designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition using both aerobic and anaerobic exercises.

PE 232 (1) Intermediate Jogging-Walking

Intermediate jogging-walking is a class designed to build upon and improve basic running and walking skills and further improve cardiovascular endurance and to build stamina important in performing every day skills and activities, as well as lower fat percentage and improve overall health.

PE 259 (1) Intermediate Yoga-Pilates

Intermediate Yoga-Pilates builds on the basic concepts of Yoga-Pilates in order to build upon the benefits of both yoga and Pilates in one workout to improve strength and flexibility and to help reduce stress.

PE 268 (1) Intermediate Indoor Soccer

A course designed to build upon and improve existing indoor soccer skills.

PE 269 (1) Intermediate Volleyball

A course designed to build upon and improve existing volleyball skills.

PE 270 (1) Intermediate Weight Training

A course designed to build upon and improve weight training skills to build muscular strength and endurance.

PE 271(1) Intermediate Soccer

A course designed to build upon and improve existing outdoor soccer skills.

PHYSICAL SCIENCE (PS)**PS 101 (5) Introduction to Physical Science • GER-NS**

Prereq: High School algebra or MATH 096 with grade of at least 2.0 or instructor permission

An introductory course for non-science majors covering the concepts of physics, chemistry, earth science, and astronomy. Lab included.

PHYSICS (PHYS)**PHYS& 110 (5) Physics for Non-Science Majors • GER-NS**
(formerly PHYS& 100)

Prereq: High school algebra or MATH 096 with grade of at least 2.0 or instructor permission

A survey course for non-science majors that develops an awareness and appreciation of the physical environment by looking at everyday experiences and relating them to the principles and laws in physics. Lab included.

PHYS 111 (4) Preparation for General Physics

Prereq: MATH 098 with a grade of 3.0 or better or MATH& 141 with a grade of 2.0 or better or instructor permission

An introductory course to prepare students for general physics including: scientific notation, unit conversions, solving linear, quadratic, systems of equations, exponential and logarithmic equations, solving inequalities, graphing, trigonometry, vectors, and error analysis.

PHYS 120 (3) Data and Error Analysis in the Science Laboratory

Prereq: MATH& 141 with a grade of at least 2.0 or instructor permission

Graphical and analytical techniques in data processing and error analysis for beginning students in science laboratories. Useful for students in any science dealing with exact methods of measurements such as chemistry, physics and geology.

PHYS& 114 (5) General Physics I • GER-NS
(formerly PHYS& 121)

Prereq: MATH& 142 or PHYS 111 with a grade of 2.0 or better or instructor permission

The first quarter of a three-quarter algebra-based sequence in physics. The course covers topics in mechanics, including kinematics of

motion, force, work, energy, momentum, kinematics and dynamics of rotation, and static equilibrium. Lab included.

PHYS&115 (5) General Physics II • GER-NS
(formerly PHYS& 122)

Prereq: PHYS& 114 with a grade of at least 2.0

The second quarter of a three-quarter sequence in algebra-based physics dealing with the topics of properties of solids, fluid mechanics, heat, thermodynamics, vibrations, waves, sound and optics. Lab included.

PHYS&116 (5) General Physics III • GER-NS
(formerly PHYS& 123)

Prereq: PHYS& 114 with a grade of at least 2.0

The third quarter of a three-quarter sequence in algebra-based physics dealing with the topics of electric forces and fields, electric potential, capacitance, current, resistance, electrical power, direct current circuits, magnetism, electromagnetic induction, and alternating current circuits. Lab included.

PHYS& 221 (6) Engineering Physics I • GER-NS

Prereq: High School physics or PHYS& 114 with a grade of at least 2.0 and concurrent enrollment in or previous completion of MATH& 152 or instructor permission

The first quarter of a three-quarter sequence in calculus-based physics for science and engineering students. The course covers topics in mechanics, including kinematics of motion, force, work, energy, momentum, and kinematics and dynamics of rotation. Lab included.

PHYS& 222 (6) Engineering Physics II • GER-NS

Prereq: PHYS& 221 and MATH& 152 with grades of at least 2.0 in both

The second quarter of a three-quarter sequence in calculus-based physics for science and engineering students dealing with the topics of equilibrium of rigid bodies, properties of solids, gravity, fluid mechanics, heat, thermodynamics, waves, sound and light. Lab included.

PHYS& 223 (6) Engineering Physics III • GER-NS

Prereq: PHYS& 221 and MATH& 152 with grades of at least 2.0 in both

The third quarter of a three-quarter sequence in calculus-based physics for science and engineering students dealing with the topics of electric fields, Gauss's Law, electric potential, capacitance, current, resistance, direct current circuits, magnetic fields, electromagnetic induction, and alternating current circuits. Lab included.

■ POLITICAL SCIENCE (POLS)

POLS& 101 (5) Introduction to Political Science • GER-SS

A comparative analysis of the various forms of government and politics in the world together with an introduction to the terms and concepts of political science.

POLS& 200 (5) Introduction to Law • GER-SS

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 basics of behavior are covered with emphasis on heredity, neurology, motivation, emotion, perception, cognition, learning and intelligence.

PSYC& 180 (5) Human Sexuality • GER-SS

Human sexual behavior covering the psychological, biological and sociological aspects of human sexuality.

PSYC 192 (3) Career Development: Theory and Application

Rooted in psychological career development theories, students will study and apply theoretical approaches of self and career exploration. Additional application will include cognitive processes, adjustment theory and developmental factors that enable and affirm a decision making process necessary to research, discern and identify career and/or vocational paths that are consistent with results. Career development theories will include: personality, trait-factor, developmental and social-family of origin. Class includes administration and professional interpretation of APA endorsed personality, values and interest assessments.

PSYC& 200 (5) Lifespan Psychology • GER-SS

Prereq: PSYC& 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 obediency, 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 SSMH 100 or SSMH 170 or instructor permission

Small group theory and practice applicable to working with both in-patient and out-patient agency settings. Designed to further develop the student's ability to lead counseling groups in the social service/mental health professions. Active listening, group dynamics and group theory in psychology.

PSYC& 220 (5) Abnormal Psychology • GER-SS

Prereq: PSYC& 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& 123 (5) Russian III • GER-HM

Prereq: RUSS& 122 or 2 years high school Russian or instructor permission

The third quarter of a first year sequential course to give the student the ability to speak, read, write and understand the Russian language and culture.

■ SOCIAL SERVICE/MENTAL HEALTH (SSMH)

SSMH 100 (5) Introduction to Human Services

A survey of social service field history, philosophy, theory, and exploration of career paths, values, education, and skills needed.

SSMH 125 (4) Observation and Intervention Skills

Behavioral observation and recording techniques, report formats, interview styles, basic behavior management and referral techniques.

SSMH 170 (5) Mental Health Interviewing and Assessment

Prereq: SSMH 100 or instructor permission; SSMH 215 recommended

Introduction to helping skills and interpersonal communication, specifically basic communications, interviewing and assessment skills, as used in community mental health settings.

SSMH 185 (3) Identity and Values in the Family

Exploration of the formation of identity, values, and self-concept in a family context, including exploration of personal family history, cultural, and attitudinal factors.

SSMH 201 (5) Social Service-Mental Health Field Experience 1

Prereq: Instructor permission and SSMH 100, 101, 170 or 215

A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values, and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.

SSMH 202 (5) Social Service-Mental Health Field Experience 2

Prereq: Instructor permission and SSMH 100, 101, 170, or 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.

SSMH 210 (3) Self-Care for Caregivers

This course helps the professional care provider master personal self-care techniques. The student will learn to identify and plan strategies to cope with the multiple stresses inherent when giving care.

SSMH 215 (5) Law and Ethics in Social Services

This course explores the legal and ethical issues in social services. Includes: counselor regulation, confidentiality, client rights, involuntary commitment, rights and responsibilities of mental health professionals, mandatory reporting, child welfare, case law, and standards of conduct.

SSMH 230 (3) Abuse in the Family

A course designed to familiarize students with problems of abuse in the family. Examines types of abuse, definitions, frequency, views of causation, as well as approaches to intervention and prevention.

■ SOCIOLOGY (SOC)**SOC& 101 (5) Introduction to Sociology • GER-SS**

An introduction to sociology, the study of society and human interaction. Includes, but is not limited to, the systematic, or scientific, study of social phenomena, developing one's "sociological imagination," and exploring human relationships within the context of today's rapidly changing world.

SOC& 201 (5) Social Problems • GER-SS

A critical exploration of social problems using key sociological perspectives and research strategies. Includes exploration of cross-cultural and historical dimensions. Also looks into the influence of societies on the creation of social problems as well as the effects of social problems on these same societies and their social institutions.

SOC 211 (5) Family and Intimate Relationships • GER-SS

A sociological exploration of family, marriage and intimate relationships. The family is explored as a social institution shaped by cultural and historical factors. Topics surveyed include attraction, dating, love, commitment choices, parenting, communication, conflict, and divorce. Students will learn about diverse forms of modern families and research findings on how to enhance family relationships.

SOC 212 (5) Death, Dying and Bereavement • GER-SS

A sociological exploration of death, dying, and bereavement. Includes, but is not limited to, the study of our "death system," practices of the funeral service industry; the role of the health care system; traumatic death; facing death; care of

the dying; bereavement, grief, and mourning; legal and ethical issues; practical matters; and belief in life after life.

SOC 220 (5) Gender Roles in Society • GER-SS

A sociological exploration of sex and gender in contemporary society, including an examination of the influences of biology and socialization. Also includes an exploration of the influence of sex and gender on self-concept and social opportunities. Explores historical and cross-cultural dimensions. Examines the influence of gender identity and sexual orientation on the lived experience of individuals.

■ SPANISH (SPAN)**SPAN& 121 (5) Spanish I • GER-HM**

A first-year sequential course to give the student the ability to speak, read, write and understand Spanish.

SPAN& 122 (5) Spanish II • GER-HM

Prereq: SPAN& 121 grade of 2.0 or better, 1 year of high school Spanish plus placement in ENGL& 101; or instructor permission

Second quarter of first-year Spanish stressing speaking, reading, writing and understanding Spanish.

SPAN& 123 (5) Spanish III • GER-HM

Prereq: SPAN& 122 with a grade of 2.0 or better; or 2 years of high school Spanish plus placement in ENGL& 101; or instructor permission

A continuation of first-year Spanish stressing speaking, writing, reading and understanding Spanish.

SPAN& 221 (5) Spanish IV • GER-HM

Prereq: SPAN& 123 or 3 years of high school Spanish or instructor permission

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor's discretion.

■ VETERINARY TECHNOLOGY (VT)**VT 100 (2) Introduction to Veterinary Technology**

Survey of the veterinary medical profession and the role of the technician within the profession. Outlines job opportunities, ethics and husbandry terms for various species including breed identification.

VT 101 (2) Animal Nursing I Lecture

Prereq: First-year standing in the Veterinary Technology program

Discussion of the handling and restraint of small animals in medical nursing. Clinical applications of veterinary nursing care. Discus-

sion of the administration of medication as related to nursing care of the hospitalized animal.

VT 102 (2) Animal Nursing I Lab

Prereq: First year standing in the Veterinary Technology program

The handling and restraint of small animals in medical nursing. Administration of medication as related to nursing care of the hospitalized animal.

VT 104 (5) Animal Nursing II

Prereq: First-year standing in the Veterinary Technology program

Introduction to the preparation of the surgical patient, assisting the doctor in sterile surgery, pre- and post-operative care of the patient, performing basic dental prophylaxis.

VT 105 (3) Animal Nursing III

Prereq: First-year standing in the Veterinary Technology program

Basic care and treatment of exotic pet species with an overview of common medical problems and their management.

VT 107 (2) Medical Dosage for Veterinary Technicians

Prereq: First-year standing in the Veterinary Technology program

A course designed to help the Veterinary Technology student determine accurate veterinary medicine dosage calculations and conversions.

VT 110-112 (1) Ward Care Laboratory I-III

Prereq: First-year standing in the Veterinary Technology program

Practical experience in daily animal care for professional, stable and ward facilities. Procedures include cleaning and sanitizing of holding facilities, supplying proper nutrition, maintaining patient medical records and administering treatments.

VT 123 (4) Large Animal Nursing

Prereq: First-year standing in the Veterinary Technology program

Large animal husbandry techniques and procedures for basic restraint and treatment of horses and food animals.

VT 125 (6) Animal Anatomy and Physiology I

Prereq: First-year standing in the Veterinary Technology program

Study of animal body structure and function beginning with cellular components and including selected major body systems.

VT 126 (3) Animal Anatomy and Physiology II

Prereq: First-year standing in the Veterinary Technology program

Continuation of VT 125 to study animal body structure and function by including additional major body systems.

VT 150 (6) Clinical Microbiology and Public Health

Prereq: First-year standing in the Veterinary Technology program

Veterinary Technology course that introduces the student to microorganisms of clinical importance in veterinary medicine. Emphasis will be placed on zoonoses and public health as it applies to veterinary medicine and the veterinary technician.

VT 155 (2) Nutrition and Complementary Therapies

Prereq: First-year standing in the Veterinary Technology program

Overview of small animal nutrition with emphasis placed on therapeutic diets, age-related dietary needs, and sound nutritional recommendations. Survey of common complementary therapies used in veterinary medicine with emphasis placed on different cultures and traditions, discerning fact from fiction, and the veterinary technician's role in complementary therapy practice.

VT 160 (2) Applied Behavior Techniques I

Prereq: First-year standing in the Veterinary Technology program

Introductory course in a series of three courses on canine and feline behavior. The student will work to socialize and train program dogs and cats while learning about common behavioral problems and solutions seen in the veterinary field.

VT 161 (1) Applied Behavior Techniques II

Prereq: First-year standing in the Veterinary Technology program

Continuing practical experience in canine and feline behavior. This is a second course in a three course series. The student will apply techniques learned in VT 160 on topics such as common behavioral problems/solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

VT 162 (1) Applied Behavior Techniques III

Prereq: First-year standing in the Veterinary Technology program

Culminating course in practical experience in canine and feline behavior. This is the third course in a three-course series. The student will apply techniques learned in VT 160 and VT 161 on topics such as common behavioral problems and solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

VT 166 (4) Hematology for Veterinary Technicians

Prereq: First-year standing in the Veterinary Technology program

Study of blood formation, including recognition of normal

and abnormal blood cells from domestic and exotic animals, and accurate performance of Complete Blood Counts (CBC).

VT 215 (2) Animal Hospital Office Procedures

Prereq: Second-year standing in the Veterinary Technology program

Veterinary Technology course offering a broad view of typical veterinary clinic office procedures. Emphasis placed on the role of a veterinary technician in various professional settings.

VT 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.