

Tacoma Community College



Catalog 2008-2010

TCC at a Glance

University Transfer

Degrees

- Associate in Arts and Sciences
 - Option A
 - Option B: TCC Bridge Program at The Evergreen State College - Tacoma

Associate in Business

Associate in Elementary Education

Associate in Pre-Nursing

Associate of Science

- Biological and Chemical Engineerings
- Biology
- Chemistry
- Computer and Electrical Engineering
- Computer Science
- Earth Sciences
- Engineering
- Environmental Sciences
- Mechanical, Civil, Aeronautical, Industrial and Material Science Engineering
- Physics

Program Areas

Arts, Humanities & Social Sciences

- American Ethnic and Gender Studies
- Anthropology
- Art
- Communication Studies
- Criminal Justice
- Education
- English Composition
- English Literature
- History
- Humanities
- Library Science
- Music
- Philosophy
- Political Science
- Psychology
- Sociology
- World Languages: Arabic, Chinese, French, German, Japanese, Spanish

Business

- Accounting (Academic)
- Business (Academic)
- Economics

Physical Education

Sciences, Mathematics & Engineering

- Astronomy
- Biology
- Botany
- Chemistry
- Computer Science
- Engineering
- Environmental Science
- Geography
- Geology
- Mathematics
- Nutrition
- Oceanography
- Physical Science
- Physics

Professional/Technical

Degrees/Certificates

- Associate in Applied Sciences
- Certificate of Completion

Program Areas

Administration of Law and Justice

- Administration of Law and Justice
- Paralegal Program

Allied Health

- Diagnostic Medical Sonography
- Emergency Medical and Health Services
- Health Information Management
- Medical Office Professional
- Nursing, Associate Degree
- Pharmacy Technician
- Radiologic Science
- Respiratory Therapy

Business and Technology

- Accounting
- Business
- Logistics
- Museum/Gallery Operations
- Office Management

Human Services Professional

ParaEducation

Worker Retraining

WorkFirst

Gig Harbor Campus

University Transfer Classes

Adult Literacy Program

Continuing Education

Medical Office Professional Programs

Learning Labs

- Business
- Computer
- Medical Office

Learning Resources

eLearning

Library

Learning Centers:

- Computer Assisted Learning (CAL) Center
- Language Center
- Math Advising and Resource Center (MARC)
- Professional Skills Center
- Reading and Study Skills Center
- Writing and Tutoring Center

Learning Labs:

- Art Gallery
- Business (Gig Harbor Campus)
- Medical Office (Gig Harbor Campus)

Student Services

- Experiential Learning
- Human Development
- International Students
- Running Start
- Study Abroad

Transitional Studies

English for Academic Purposes (EAP)

Developmental Education

Adult Basic Skills

- ABE - Adult Basic Education
- AESL - English as a Second Language
- General Education Development (GED)

Integrated Basic Education and Skills Training (IBEST)

Corporate & Cont. Education

Corporate Education

- Global Corporate College
- Performance Consulting
- Prior Learning Assessment
- Transcribing for College Credit

Information Technology Certification and Testing Center (ITCTC)

- Microsoft
- Cisco
- CompTIA

Customized Training

- Productivity Improvement
- Workplace Skills
- Supervision & Management
- Leadership
- Customer Service Academy
- Tribal Enterprise & Gaming Management

Professional Development

- Business
- Certifications
- Command Spanish
- Green Careers
- Health & Wellness
- Home Inspection
- Hypnosis
- Law Enforcement & Security
- Massage Practitioner
- Payroll
- Polygraph Examiner
- Real Estate, Appraisal & Mortgage Lending

Continuing Education

- Art
- Business & Computers
- Culinary
- Health & wellness
- Performing Arts
- Photography
- Trips & Tours
- World Languages
- Youth

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For additional copies of this catalog:

- Download a free version online at www.tacomacc.edu.
- Call Enrollment Services at 253.566.5001 to receive a free CD version.
- Attend a new student orientation session for a free hard copy (call 253.566.5001).
- Purchase a hard copy for \$2 from the TCC bookstore.

Note:

Tacoma Community College has made reasonable efforts to provide information in this catalog that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

TCC AT A GLANCE

Tacoma Community College provides a dynamic learning environment that is recognized for student success, academic excellence and quality instruction.

You can start your degree or receive career training at convenient locations during the day, evening, weekend or online, all with affordable tuition. You can choose from more than 50 study areas or train for a career in one of 46 professional/technical programs. In each of these disciplines you'll enjoy intimate class sizes, diverse classmates and highly-qualified instructors. Of our 121 full-time faculty, 78 hold master's degrees and 31 hold doctorates.

While you study, you'll meet students from around the area and abroad, and find sports, clubs and activities to enjoy with them. We also offer strong student support services to help ensure your success. This catalog introduces you to the college, its programs and activities.

MISSION

TCC creates meaningful and relevant learning, inspires greater equity, and celebrates success in our lives and our communities.

VISION

Bridging Tradition and Innovation: Tacoma Community College will anticipate emerging community educational needs with innovative, flexible programs and services while maintaining academic excellence.

VALUES

Tacoma Community College promotes student success by embracing these core values:

- Integrity.
- Leadership.
- Trust.
- Excellence.
- Innovation.
- Access.
- Responsibility.
- Diversity.
- Mutual Respect.
- Collegiality.

EDUCATIONAL OPTIONS

TCC serves more than 17,500 students every year. You can choose:

- **University Transfer:** The Associate in Arts and Sciences, Associate in Business and Associate of Science degrees offer an ideal way to earn the first two years of a bachelor's degree while discovering your interests or pursuing studies in a particular area.
- **Professional/Technical Certificates and Degrees:** TCC offers 46 professional/technical programs to train you for careers that are in high demand.
- **Transitional Studies:** Learn basic skills in reading, writing and math; earn a GED; Earn an IBEST job-ready certificate; or study English for Academic Purposes (EAP).
- **Continuing Education:** TCC provides customized training and services for businesses as well as scheduled classes to meet individual needs for improved job skills, certification, or personal enrichment.

TCC IS A SMART INVESTMENT

While the cost of attending four-year colleges and universities escalates beyond the reach of many individuals and families, tuition at Tacoma Community College remains affordable. Plus, the credits you earn at TCC will transfer to most four-year colleges and universities. In 2007-2008,

- Tuition and fees at a four-year private institution averaged \$22,000.
- Tuition and fees at a four-year public institution averaged \$5,450.
- Tuition and fees at Tacoma Community College averaged \$2,700.

We offer numerous financial aid packages to help you attain your educational goals. In 2006-2007, the average award (including grants, loans, work study employment and scholarships) was about \$5,139. The college awarded nearly \$768,698 in scholarships.

The TCC Job Assistance Center operates an extensive off-campus job program. During the 2006-2007 academic year, the center posted more than 2,000 openings.

STUDENT SUPPORT SERVICES

At TCC we offer strong student support services to help ensure your success.

- A nationally accredited Early Learning Center
- A Counseling Center
- A Career Center and Job Assistance Center
- Access Services for students with disabilities
- Center for Academic Support and Achievement (CASA)
- A Center for Multi-Ethnic and Cultural Affairs (MECA)
- TRIO programs
- International Student Services
- Free tutoring and writing services and other instructional labs
- Comprehensive financial aid programs
- Scholarships and grants through the TCC Foundation

STUDENT LIFE

At TCC, we believe that development of the entire person is central to a successful college education. The friendships and social bonds students form in college are some of the most important factors in determining academic success. That's why as a TCC student you will find many opportunities to become involved in college life, including clubs, trips, concerts, women's and multicultural programs, intramural sports, student government and more. At TCC, your college experience doesn't have to end when you leave the classroom – in fact it's just beginning.

MEET OUR STUDENTS

One of Tacoma Community College's greatest strengths is its diverse student body. Students of color comprise 30 percent of all students at TCC. The college also is home to more than 200 international students each quarter, who enhance the campus with a global perspective. And whether you're a teenager or part of the over-50 population, chances are you'll find classmates like you in your next TCC course.

RECRUITMENT AND COMMUNITY OUTREACH SERVICES

The purpose of Recruitment and Community Outreach Services is to provide information to prospective students, parents and community members throughout Tacoma and Pierce County. Staff communicate with secondary schools and community service organizations to promote the academic programs at Tacoma Community College and the importance of lifelong education. Services offered include:

- Campus tours
- Workshops on financial aid and enrolling in college.
- College/career awareness nights.

COLLEGE-WIDE STUDENT LEARNING OUTCOMES

Tacoma Community College is committed to strengthening student learning through six college-wide student learning outcomes that are included in all degree programs.

- **Communication:** To listen, speak, read, write and use nonverbal and technological means to make connections between self and others.
- **Critical Thinking and Problem Solving:** To define tasks and resolve problems by gathering, organizing, analyzing, and evaluating information and ideas.
- **Information and Information Technology:** To recognize when information is needed, to locate, evaluate, and use the needed information, and to use information technology to support learning.
- **Living and Working Cooperatively:** To develop an understanding of the uniqueness of self and others, demonstrate openness toward diverse points of view, and draw upon knowledge and experience of others to function as a team member, in a multicultural world.
- **Responsibility and Ethics:** To accept responsibility for learning, and to recognize and understand the importance of responsible and ethical behavior toward individuals, the community, and the environment.

- **Core of Knowledge:** To acquire a substantial body of knowledge related to students' degree objectives, from a broad-based curriculum. Arts and science students will also understand the following aspects of the humanities, quantitative skills, natural sciences, and social sciences:
 - The general methods employed by each;
 - The unique perspectives and assumptions of each;
 - The relationship of each to their areas of study.

ACCREDITATION

Tacoma Community College is regionally accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052. Specialized curriculum accreditation recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education include the following:

- The Associate Degree Nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC) and the Washington State Department of Health Nursing Care Quality Assurance Commission. It is recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).
- The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

- The EMT-Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Radiologic Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Paralegal program is approved by the American Bar Association.

Note: The accreditations listed above are current at the time of publication.

THE COLLEGE CAMPUSES

Tacoma Campus

6501 South 19th Street, Tacoma
253.566.5001

Tacoma Community College is a comprehensive state-supported school serving more than 720,000 residents of the Tacoma-Pierce County area. The college's service district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula and serves the Tacoma and Peninsula school districts. TCC is one of 34 community and technical colleges in a statewide system. The college has an annual operating budget of \$32 million.

Located on a 150-acre site in west Tacoma, the Tacoma Campus houses 31 buildings including a computer center, learning resource center, art gallery, gymnasium, student center, children's center, auditorium and bookstore. The Tacoma-Pierce County area, gateway to the Cascade and Olympic mountain ranges, offers residents and visitors a wealth of cultural and recreational opportunities. The city of Seattle is located 35 miles north of Tacoma.

Gig Harbor Campus

3993 Hunt Street, Gig Harbor
253.460.2424

The Gig Harbor Campus provides TCC's educational services to residents and organizations in Gig Harbor and throughout the Peninsula. It is located in a 13,000-square-foot facility built in 1995. The campus features classrooms and laboratories opening into a central mall that also serves as a student activities and commons area.

The campus offers credit courses for an associate degree, professional/technical and Worker Retraining programs, Adult Basic Education, personal enrichment classes, customized business training, and other programs. Classes are available days, evenings and weekends. Students at Gig Harbor can access services including registration, assessment, advising, career exploration, cashiering and book sales. Students also can use the online library to order main campus materials and access the internet through the campus computer labs.

Credit Curriculum

All classes needed for an Associate in Arts and Sciences degree are available during a morning and evening schedule. The business lab and health technology lab offer credit classes in a self-paced format.

Professional/technical and Worker Retraining programs include Medical Billing Specialist, Medical Transcriptionist, Medical Office Professional, Medical Office Clerk, Medical Registration & Admissions Specialist and Medical Office Assistant.

Continuing Education Programs

Every quarter, the Gig Harbor Campus offers many non-credit personal enrichment classes. These range from art, fitness, and special interest classes to gardening seminars and senior programs. Courses in computer literacy and a variety of popular software applications are available in the computer labs. Many classes are cosponsored with local organizations. The campus also hosts numerous community events throughout the year.

Off-Campus Centers

Bridge Program at The Evergreen State College–Tacoma
1210 South Sixth Avenue, Tacoma
253.680.3022

Tacoma Community College's Bridge Program is presented in partnership with The Evergreen State College-Tacoma (TESC-T). The liberal arts curriculum is intended for students interested in pursuing a bachelor's degree at The Evergreen State College. However, courses included in this degree can be transferred to other colleges and universities on a course-by-course basis. Students who fulfill the requirements of this A.A.S.-Option B degree are eligible to apply to the upper-division baccalaureate degree program at Evergreen-Tacoma or Olympia campuses.

The Bridge program is a unique learning experience. The program of studies is identical to TCC's associates transfer degree, but omits the physical education requirement for the degree and includes the lyceum requirement for the Evergreen Tacoma campus. Students wishing to earn the direct transfer degree to other Washington colleges and universities are encouraged to complete three physical education activity credits on the Tacoma campus. Lyceum courses included in this program are theme based, and include collaborative learning and community-based project work.

Bridge Program courses are offered in the evening and taught on site at the TESC-T campus, which is located at 1210 S. Sixth Ave. For more information, call TESC-Tacoma at 253.680.3000 or the Bridge Program at 253.680.3022 or 253.680.3023.

ACADEMIC CALENDAR

Please note: Dates are subject to change.

	2008-2009	2009-2010
SUMMER 2008	June 23-Aug. 13	June 22-Aug. 13
Day/evening classes begin	June 23	June 22
Independence Day observed	July 3	July 3
Last day of class	August 14	August 13
Grades due in Enrollment Services	August 18	August 17
FALL 2008	Sept. 22-Dec. 11	Sept. 28-Dec. 17
Day/evening classes begin	September 22	September 28
Educational Planning Day	November 5 (no day classes)	November 3 (no day classes)
Veteran's Day holiday	November 11	November 11
Thanksgiving holidays	November 26-28	November 25-27
Last day of class	December 5	December 11
Final exams and grading	December 8-11	December 14-17
Grades due in Enrollment Services	December 15	December 21
WINTER 2009	Jan. 5-March 20	Jan. 4-March 19
Day/evening classes begin	January 5	January 4
M.L. King Jr.'s Birthday observed	January 19	January 18
Educational Planning Day	February 10 (no day classes)	February 9 (no day classes)
President's Day observed	February 16	February 15
Last day of class	March 16	March 15
Final exams and grading	March 17-20	March 16-19
Grades due in Enrollment Services	March 23	March 22
SPRING 2009	March 30-June 12	March 29-June 11
Day/evening classes begin	March 30	March 29
Professional Development Day	April 17 (no classes)	April 16 (no classes)
Educational Planning Day	May 12 (no day classes)	May 11 (no day classes)
Memorial Day observed	May 25	May 31
Last day of class	June 8	June 7
Final exams and grading	June 9-12	June 8-11
Grades due in Enrollment Services	June 15	June 14

Get Started at TCC

Apply

- Online by selecting *Start Here* at www.tacomacc.edu, or
- On campus in Enrollment Services in Bldg. 7 or at the Gig Harbor Campus
- Call 253.566.5325 to have an application sent to you

Assess your skills

If you are a first time college student, you will be required to take an assessment test. If you have attended TCC and tested within the past two years, your placement tests are still valid.

- For hours and information, go to www.tacomacc.edu/resourcesforstudents
- Call 253.566.5093 or the Gig Harbor Campus at 253.460.2424

Research financial aid options

- Go online at www.tacomacc.edu/resourcesforstudents for financial aid and scholarship information.
- Visit the Financial Aid office in Bldg. 18.

Orientation and advising

New students who have not completed classes at TCC or any other college must attend the New Student Orientation and Advising session.

Option 1: Reserve your seat at an on-campus orientation session by signing up online at www.tacomacc.edu (select *StudentResources*, then under *Register for Classes*, select *Check out New Student Orientation*, then click on *Sign up for an on-campus orientation*) or call 253.566.6091, or

Option 2: If you are planning to take online courses only, you may complete the online orientation. Go to www.tacomacc.edu (select *Student Resources*, then under *Choices*, select *New Student Orientation*). After completing the online orientation, you may email an advisor at online@tacomacc.edu for online advising and registration information.

Returning students who have not attended classes at TCC for one year or longer are advised to attend either an on-campus or an online orientation session. Orientation is optional for transfer students or students with a degree.

Option 3: Call the Gig Harbor Campus at 253.460.2424 for an advising appointment.

Register online & pay tuition and fees

Go to www.tacomacc.edu (select *Student Resources*, then under *Choices*, select *My E-Services* and then *Registration Login*). Use your six-digit birth date for your quarterly registration PIN. Tuition and fees must be paid by the published deadline. Unpaid tuition may result in cancelled enrollment.

Start Classes!

FREQUENTLY CALLED NUMBERS

253.566.5325 Enrollment Services

253.566.5144 Adult Learning Center

253.566.6091 Advising

253.566.5093 Assessment

253.566.5158 Assessment Information
Line (24 hours)

253.566.5122 Counseling Center

253.566.5080 Financial Aid

253.566.5086 Fresh Start Program

253.566.5093 GED Testing Program

253.566.5144 GED Preparation Classes

253.460.2424 Gig Harbor Campus

253.566.5190 International Student
Services

253.566.6042 Outreach Services

253.566.6061 Running Start

253.566.5081 Veterans Services

253.565.9610 WorkFirst Program

253.566.5188 Worker Retraining Program

GETTING STARTED

ADMISSION TO TCC

The College has an open-door admission policy which reflects its commitment to access to higher education. Consistent with its open-door admissions policy, Tacoma Community College practices equal opportunity in its educational programs. No one is denied admission to the college because of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.

New student admission is a simple process. Simply submit an admissions application on the web (www.tacomacc.edu/futurestudents/starthere.aspx) or to Enrollment Services as early as possible. Admission to TCC is available to individuals who are high school graduates or at least 18 years of age. Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs. Other applicants age 16-18 must obtain a written release from the principal of the high school they last attended; admission of these applicants will be considered on a case-by-case basis.

Readmitting students who previously attended Tacoma Community College (including any of the off-campus sites) and who have not attended for one quarter or more (excluding summer quarter) must reapply to the college as early as possible. For more information, contact Enrollment Services at 253.566.5325.

Students with transfer work from other colleges or universities should have official transcripts sent to Enrollment Services for evaluation. These credits cannot be used to assign priority registration or to satisfy course prerequisite requirements at TCC until they have been evaluated. Evaluations usually take two to four weeks, and a copy will be mailed to the student. To learn more about transferability of credits earned from other institutions, see page 26 or contact the credential evaluator in Enrollment Services located in Bldg. 7, or call 253.566.5325.

Students who plan to enter a professional/technical program, the English for Academic Purposes program for international students,

the Running Start, Fresh Start, or Worker Retraining programs; or take continuing education or personal enrichment courses and students not seeking a degree should check below for additional admissions information.

ADULT BASIC EDUCATION ADMISSIONS

The Adult Basic Education program at TCC offers instruction for adults wishing to improve basic reading, writing, math, and English-as-a-Second Language skills. These classes are designed for adults 18 years of age or older. Classes are \$25 per quarter and offered at the Tacoma Campus, Gig Harbor, Key Peninsula and Madison School. ABE grants are available through the TCC Foundation for eligible students. Please see the Transitional Studies section for details.

For more information about placement testing, class location and registration, please call the Adult Learning Center at 253.566.5144.

FRESH START ADMISSIONS

Fresh Start is a scholarship program for young adults between the ages of 16 and 21 years who have dropped out of high school and want to resume their education in order to prepare for employment or college admission.

The Fresh Start program offers assistance with goal clarification; training in life skills, study skills, and job search strategies; high school completion; and enrollment in TCC's professional/technical certificate and degree programs.

INTERNATIONAL STUDENT ADMISSIONS

TCC welcomes international students from over 30 countries around the world. Whether you're entering college for the first time, seeking specific skills for a career path, or upgrading your expertise to compete in today's marketplace, TCC is a great place to learn and grow.

It is easy to apply to TCC! There are three convenient ways: 1) online; 2) by mail; 3) by fax. Along with the application form, you will need to submit original documents or certified

copies of the following documents:

1. Original bank statement in English showing sufficient funds available for the first year of study – must be submitted by mail (sufficient funds for 07-08 academic year = \$15,444).
2. Original high school transcript in English or GED score – only for students who will be under 18 years old and who have not graduated from high school when they start studying at TCC.
3. Applicable fees – includes mandatory \$50 application fee and other fees for housing placement, etc. Fees payable by credit card, money order from the postal service (not Western Union), bank draft or check from an American bank.
4. Transfer Students – if you are currently studying at a different college/university in the U.S., you will also need to submit a transfer form after you have had it signed by the International Advisor at your current institution.

I-20 Form

After we receive a complete application from you, we will send you an I-20 form within two working days. The I-20 is a document that indicates you have been accepted to study at TCC. The U.S. consulate in your home country will require that you bring the I-20 to your F-1 visa interview. We will also send you a consulate letter stating that we support your application to study in America.

F-1 Visa Interview

You will need to make an appointment for an interview at the U.S. consular office nearest your home. The U.S. government requires all F-1 visa applicants to interview and pay a SEVIS fee and a visa fee. Check out www.tacomacc.edu/internationalstudents/applynow.aspx for additional tips for your interview.

Arrival in the U.S.A.

As soon as you receive your F-1 visa, please inform us so that we can plan for your arrival. The Housing Coordinator will need to know your travel plans (including flight number, date and time) so an airport pickup can be arranged for you. Please plan on arriving no

more than one week before New Student Orientation begins.

English Proficiency

Upon arrival, students will be required to take TCC's English proficiency exam for placement into the appropriate level of English instruction. TOEFL is not required. However, you are encouraged to submit current TOEFL scores to determine your eligibility for the college placement test.

Other Visa Status

Students with other visa status (non F-1 visa status) will need to contact the International Office directly.

Congratulations!

You have completed all the steps required to study in the U.S.A. We hope to see you soon!

For more information regarding the international student admission process, please contact the International Office 253.566.5190 or visit www.tacomacc.edu/internationalstudents/applynow.aspx.

NON-DEGREE SEEKING STATUS

Students with advanced degrees or students wanting to take course work for their own interest who do not plan to pursue a degree or certificate at TCC may be eligible for non-degree seeking status and an abbreviated registration process. Contact Enrollment Services for additional information.

PROFESSIONAL/TECHNICAL PROGRAM ADMISSIONS

Admission into a particular TCC professional/technical program is dependent upon an individual's qualifications and the availability of space in the desired program. New TCC students must complete a college application and a program application if required. For program-specific information, contact the program chair listed with each program in the Professional/Technical section of the catalog.

RUNNING START ADMISSIONS

Running Start is a partnership between the community college system and public school districts in Washington, through which eligible high school juniors and seniors may enroll in TCC courses at no cost. The credits earned through Running Start apply toward high school graduation and satisfy college requirements. Students must have college-level reading and English skills. To apply, interested students should contact their high school counselor or the TCC Running Start program.

WORKER RETRAINING ADMISSIONS

Worker Retraining helps unemployed workers and people at risk of unemployment to get the training they need for better employment opportunities. The Worker Retraining program provides funding and services to eligible workers to build and enhance their job skills. You may be eligible for the Worker Retraining Program if, in the past 24 months you have:

- Collected unemployment benefits in Washington State;
- Separated from the military with an honorable discharge;
- Become a displaced homemaker, or;
- Ended self-employment.

This program can also help students in occupations that are in decline or when students need additional skills to maintain their current jobs. TCC offers retraining in 50+ professional/technical certificate and degree programs for worker retraining students.

Visit the Worker Retraining program in Bldg. 8 to learn more about eligibility and benefits or call 253.566.5188.

WORKFIRST PROGRAM ADMISSIONS

The WorkFirst program serves low income and Temporary Assistance for Needy family (TANF) recipients. Eligible students will receive assessment and career planning prior to beginning training to prepare them to enter the workforce in wage progression positions. WorkFirst offers:

- Educational assessment testing, including screening for learning disabilities.

- Training in basic skills, including GED preparation, reading, writing and mathematics.
- Customized job service training programs, including certificate programs in Office Assistant, Medical Office Clerk, and Customer Service and Sales.

Financial support and work-study positions are available for qualified students. Call 253.565.9610 for more information.

INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (IBEST) ADMISSIONS

IBEST programs are for students who want to improve English language or basic skills and also want to earn a college-level certificate or two-year degree. IBEST students have two teachers in each class, one professional-technical instructor, and one English language or basic skills instructor. IBEST students receive additional support for each professional technical course. TCC offers the following IBEST programs:

- Integrated Case Aide, leading to entry level certificate in the Human Services field.
- Integrated Early Childhood Development Specialist certificate, to prepare for the Child Development Associate (CDA) credential examination process.
- Integrated Logistics, leading to short-term certificate/3-quarter program for entry-level employment in Logistics field.
- Integrated Medical Office leading to short-term certificate/3-quarter program for entry-level employment in medical office field.
- Integrated Office Assistant, leading to short-term certificate/3-quarter program as an entry-level receptionist-clerk.
- Integrated Accounting Office Associate, leading to short-term certificate/3-quarter program for entry level accounting positions.

For more information about how to enroll in IBEST programs, stop by the Basic Skills office in Bldg. 7, or call 253.566.5229.

YOUR ACADEMIC FUTURE

Tacoma Community College is committed to helping each student achieve his or her educational goals. The college's services include computerized basic skills assessment, new student orientation, and academic advising.

ASSESSMENT

In an effort to provide effective educational services for students, Tacoma Community College's entry skills assessment process helps identify each student's strengths and weaknesses in reading, writing, and math. The assessment process may include basic skills testing or college transcript review. The results are used for academic advising, course placement, and program placement.

Assessment is required for any student who plans to register: In six or more credits; For English or math; In a course with a math, reading or English prerequisite which you have not met; In a degree, certificate or transfer program; In the Running Start or Fresh Start program.

International students take an English language placement exam upon arrival and are required to demonstrate proficiency in English before beginning college academic classes. Students whose English is not at college level take classes in TCC's English for Academic Purposes (EAP) program.

Transfer students who have completed college-level math and English coursework with a grade of 'C' or higher may substitute a transcript review for the assessment process. Unofficial transcripts may be used for this step.

Special testing accommodations for students with disabilities may be requested by contacting the Access Services Coordinator in Bldg. 7, phone 253.566.5328.

NEW STUDENT ORIENTATION

To encourage student success, entering students attend a new student orientation session. At the orientation session, students are introduced to academic programs and services of the college. Students receive academic advising to help make the most of their educational plans. Orientation is also meant to help students build connections at TCC by interacting with faculty, staff and fellow students.

All students are required to complete a New Student Orientation unless they have successfully completed college-level courses at another college prior to attending TCC. To sign up for the next available orientation, go to www.tacomacc.edu/nsosignup. Students who are taking **only** online courses are allowed to complete New Student Orientation in an online format.

ADVISING

Advising at Tacoma Community College is integrated and student-centered. TCC encourages students to make appropriate choices based on their abilities, interests and values and supports them in achieving their personal, academic, and career goals.

New students taking math, English or more than five credits meet with academic advisors during their orientation. Academic advisors assist new students with the planning and completion of class schedules consistent with the student's educational goals. Students are encouraged to meet with their academic advisors each quarter to track their educational progress. Once students have identified an educational goal, developed a plan for achieving that goal and demonstrated progress, they are assigned a faculty advisor.

The Counseling and Advising Center in Bldg. 7 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students. Academic advisors are available by appointment, or on a drop-in basis. The center also provides information on transfer requirements for students intending to pursue degrees at four-year colleges and universities. You may also call the Gig Harbor Campus at 253.460.2424 for advising information.

HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

Students assessing at the developmental level in at least two subject areas are required to enroll in HD 101 during their first (or earliest possible) quarter. The HD 101 Student Success Seminar is recommended for all students.

DUAL ENROLLMENT PROGRAM between the University of Washington, Tacoma and Tacoma Community College

Students participating in the TCC/UWT dual enrollment program may:

- Be admitted to AND enroll at both schools with one dual enrollment application.
- Take classes on both campuses simultaneously.
- Receive coordinated academic advising from our Dual Enrollment Advisor.
- Use facilities and services of both institutions (libraries, computer labs, etc.).
- Participate in activities and student life at both TCC and UWT.

For additional information contact the Counseling and Advising Center, 253.460.4468.

TUITION AND FEES

Tuition rates are set by the Washington State Legislature. Current quarterly tuition and fee rates are published in the quarterly class schedule.

Tuition and fees are due by the date published in the quarterly schedule. Late payments may result in cancellation of registration. Payments may be made via:

- Cashier's Office in Bldg. 11.
- VISA or MasterCard at TCC web site or by calling 253.566.5011.
- Automatic Payment Plan (FACTS). (See page 11 for more information.)
- Financial Aid (see page 11 for more information).

SPECIAL FEES

The college charges course fees at registration for most courses. Additionally, the college charges facilities use and safety fees. Students are charged for individualized instruction and other incidentals. These fees are published in the quarterly class schedule.

SPACE-AVAILABLE TUITION WAIVERS

Tacoma Community College offers reduced or waived tuition for certain students enrolled in state-funded classes.

RESIDENCY

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

- Be a U.S. citizen or have permanent resident immigration status in the U.S. for at least one year, or hold an eligible visa classification (A, E, G, I or K).
- Be physically present in Washington for 12 continuous months prior to the beginning of the quarter (or his/her parent or legal guardian);
- Have established a bona fide domicile (or his/her parent legal guardian) 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 your intent to become a permanent resident of Washington. Other factors include:

- Visa classification—some classifications will allow a student to establish residency, others do not;
- Residency status while enrolled at an out-of-state college or university;
- Financial assistance received from an out-of-state source where residency of that state is a requirement;
- Out-of-state driver's license, vehicle registration, and voter registration;
- Students who enroll in six credits or more shortly after arriving in Washington state are presumed to have come to the state primarily for educational purposes and will need to overcome this presumption.

Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply. The residency questionnaire is available at Enrollment Services. The questionnaire and all supporting documentation will be reviewed by the residency officer. If a change to resident status has been substantiated, a refund for the difference between nonresident and resident tuition will be processed.

Some students may qualify, on a quarterly basis, for an exemption from all or a portion of the nonresident fees. Those who may qualify include:

- U.S. citizens, and immigrants who hold permanent resident alien status who have not yet established Washington residency may qualify for the *nonresident on waiver* tuition rate.
- In accordance with HB 1079, which became effective July 1, 2003, TCC complies with guidelines that allow individuals who are not permanent residents or citizens of the United States to pay resident tuition. These individuals must meet certain criteria, and sign and return the *Washington Higher Education Residency Affidavit/Declaration/Certification* form (available at Enrollment Services). These students are not eligible to receive need-based state or federal financial aid.
- Eligible visa classifications: A, E, G, I or K. A student (or his/her parent or legal guardian in the case of a dependent student) may be eligible to apply for the resident tuition rate if residency requirements are met (with the exception of registering to vote).
- Active duty military, Washington National Guard members, and their spouses and dependents are eligible for the resident tuition rate. The student's military ID and orders showing the individual is stationed in Washington must be on file in the Enrollment Services office.
- A student on Refugee Status (or spouse or dependent children of such refugee) if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship may qualify for the refugee tuition rate. Appropriate documentation must be on file in Enrollment Services.
- A student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and who is a member of a qualifying American Indian tribe (for list contact Enrollment Services) may be eligible for resident tuition.

FINANCIAL ASSISTANCE

FINANCIAL AID

The primary responsibility for an education rests with students and their families. However, if financial resources are not sufficient to cover expenses, students may be eligible for financial aid. Aid programs include grants, work study, loans and scholarships.

Applying for financial aid takes time. Application materials are available online at www.tacomacc.edu or you may contact Financial Aid Services in Bldg. 18 to pick up application material. It is advisable to begin the application process in January or February for the upcoming academic year. The deadline for priority funding is typically mid- to late-March for the upcoming fall quarter. Specific deadlines for each quarter are available from Financial Aid and online at www.tacomacc.edu. Basic eligibility requirements for financial aid are as follows:

- Students must have a high school diploma or GED, or demonstrate through official testing an ability to benefit,
- Be in an eligible degree program or an eligible certificate program,
- Be a U.S. citizen or eligible noncitizen,
- Be making satisfactory academic progress as defined by the TCC satisfactory academic progress requirements,
- Be registered with selective service (if required),
- Provide a valid Social Security number, and not owe any repayments or be in default on any federal student loans.

Students advised into Adult Basic Education (ABE) will not be eligible to receive financial aid until they have successfully completed that coursework and are advised into an eligible college certificate or degree program.

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with a financial aid advisor first. Failure to successfully complete the credits may cause financial aid to be cancelled and may result in repayment of a portion of the aid received and all or a portion of tuition. A complete policy regarding these standards is available in Financial Aid upon request and is mailed to all aid recipients.

All potential financial aid applicants should note that previous academic performance will be reviewed prior to granting funds. All coursework from TCC is taken into consideration, even if aid was not received.

AUTOMATIC PAYMENT PLAN (FACTS)

Students owing \$200 or more in quarterly tuition and fees may enroll in the automatic payment plan, which offers easy online enrollment, monthly payment plans, flexible payment options and no interest. Payment methods include automatic bank payment (ACH) and credit card/debit card payment. There are minimal costs to participate in this automatic payment plan. Follow these simple steps to enroll in the payment plan:

- Go to www.tacomacc.edu and click on *My E-Services - Registration Login*
- Enter your student ID (SID) and quarter PIN to login to *Registration*
- After registering for classes click *Finish>>*
- Click on the *Pay by FACTS* link on the left side
- Follow the on-screen instructions to enroll in the FACTS automatic payment plan.

Students with financial aid or coverage by a third party should not sign up for the automatic payment plan. Contact the Nelnet Business Solutions at 800.609.8056 or the TCC Business Office at 253.460.4311 for more information.

OPPORTUNITY GRANTS

Students in approved professional-technical programs may be eligible for emergency funding under the Opportunity Grant for books, childcare and other assistance. For more information, contact the Worker Retraining program in Bldg. 8 or call 253.566.5188.

PASSPORT TO COLLEGE PROGRAM

Students who have been in foster care in Washington State for a year or more since their 16th birthday may be eligible for this scholarship and grant. Contact your financial aid advisor for more information in Bldg. 18 or call 253.566.5080.

SCHOLARSHIPS

An information board listing scholarships is maintained in Bldg. 18 and online at www.tacomacc.edu. The posted information summarizes the scholarship criteria and application process. Application packets for individual scholarships are available at the Financial Aid counter and the TCC Foundation office.

STUDENTS IN SERVICE (SIS)

Students in Service is an AmeriCorps program that supports and promotes the engagement of higher education students in their communities by offering education awards to those who volunteer and provide service to the community.

The Students in Service program offers three term-of-service options for students. Awards vary according to the length of term. Enrolled members can serve in positions that fit within any of the five focus areas identified by AmeriCorps: education, the environment, human needs, public safety and homeland security.

For more information visit the Career Center in Bldg. 7 or www.tacomacc.edu/SIS.

VETERANS, ACTIVE DUTY MILITARY AND RESERVIST SERVICES

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased or 100% disabled veterans, and eligible members of the select reserve. Veterans, reservists and dependents should contact Veterans Services at 253.566.5082 to apply for benefits.

Veterans attending TCC who expect to receive Veterans Administration benefits must meet three minimum standard requirements, in addition to those required by the college:

1. Veterans using benefits must declare a program of study or degree objective and will be paid only for those classes that apply toward the VA approved program of study.
2. Veterans must complete the course work paid for. Grades of 'N', 'V', 'WI', 'U', 'R', 'S', 'Z' or 'W' will result in overpayment; this means some or all the benefits received must be repaid.
3. Veterans must notify Veteran's Services in Bldg. 18 when changing classes, withdrawing from the college or when deciding to stop attending classes.

Benefits may be terminated for unsatisfactory progress or conduct. If terminated, benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met. Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 28 and Title 10, U.S. Code.

WORKER RETRAINING PROGRAM

You may be eligible for TCC's Worker Retraining program if you:

- Have collected unemployment insurance in Washington state within the last 24 months,
- Are separated from the military with an honorable discharge,
- Are a displaced homemaker,
- Have been self-employed.
- Are currently employed but meet two of the following:
 - Are in a declining occupation,
 - Need training to keep your current job,
 - Do not already have a year of college and a related certificate or degree

Train in one of many challenging career fields offered in the Professional/Technical section. Financial assistance may be available for those who qualify.

REFUND POLICY

CREDIT CLASSES

College procedures for the refund of tuition and fees to students are consistent with state statutes. A student must complete the official withdrawal procedure to receive a refund. A student dismissed from the college for disciplinary reasons is not eligible for a refund. Instructional days are defined as days school is in session, not including weekends and scheduled holidays. Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the college 100%
- Withdrawal prior to the first instructional day of the quarter 100%
- Withdrawal during the first five instructional days of the quarter 80%
- Withdrawal from the sixth through the 20th calendar day of the quarter 40%
- Withdrawal after the 20th calendar day of the quarter..... 0%

For continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80 percent refund for five instructional days after the course begins and a 40 percent refund from the sixth through the 20th calendar day. Summer quarter courses and courses which do not follow the regular college calendar will have prorated refund periods. Contact Enrollment Services for these dates.

REGISTRATION

REFUNDS – NON-CREDIT COURSES

TCC reserves the right to change or reschedule classes as needed. All classes are payable in advance. If a student elects to withdraw from a class and seeks a refund, then a written request must be made before a refund is issued. Refunds will be issued as follows:

- If the written request is received at least seven calendar days before the first day of class, the class fee minus a \$20 processing fee will be returned to the student. Please allow three-four weeks for processing. The student may transfer the full class fee to another course within 90 days of submitting their written request.
- Enrollment in High Technology & Certification programs requires instructor permission. Tuition and fees are due in full at the time of registration and include a \$200 non-refundable deposit. No refunds will be issued for High Technology or Certification classes without written notice of intent to withdraw at least two weeks prior to the first day of the class.

Registration is the process of enrolling in classes each quarter. Detailed information and procedures for registration, as well as important dates and deadlines, are published in the quarterly class schedule. Summer quarter and short courses have prorated deadlines. See quarterly schedule for details.

NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

Students register using the college web site. New students taking math, English or more than five credits attend a mandatory New Student Orientation on campus before registering for classes. Exceptions include non-degree seeking students, students who are taking only online courses and students transferring in college-level courses from another institution.

Returning students registering for more than five credits are expected to meet with an advisor and will receive registration assistance during their advising appointment. New students registering for five credits or less may contact Enrollment Services at 253.566.5325 for additional options. Step-by-step instructions are also provided in the quarterly class schedule.

NON-CREDIT COURSE ENROLLMENT

Students may register by completing the mail-in registration form found in the Continuing Education quarterly class schedule. The completed form can be mailed with check or credit card payment to Corporate and Continuing Education at TCC; or dropped off at Continuing Education in Bldg. 6. (Cash payments must be made to the cashier in Bldg. 11). For credit card payments only, the student may enroll in continuing education courses by phoning 253.566.5020 and charging their course fees to Visa or MasterCard.

CURRENTLY ENROLLED STUDENTS

Students in credit courses register for their next quarter using the college web site. Detailed instructions are printed in the quarterly class schedule. Students may also use the web to check the status of a financial aid award, tuition and fees owed, wait list status, and final grades at the end of a quarter. Specific instructions for these functions are in the quarterly class schedule.

LATE REGISTRATION

Students who have been admitted may register through the third instructional day of the quarter. From the fourth instructional day through the tenth instructional day of the quarter, students may register with the written permission of the instructor. Registration requests after the tenth instructional day of the quarter, with the exception of continuous enrollment or late-starting classes, must be petitioned and are subject to a \$36.50 per class late add/reinstatement fee if approved.

SCHEDULE CHANGES

Students may add or drop a course using the college web site through the third instructional day of the quarter. Changes made after this date must be made on an add/drop form and submitted to Enrollment Services in Bldg. 7. The effective date of the transaction is the date the completed form is received at Enrollment Services.

To Add a Class:

- Add transactions completed on or before the third day of the quarter can be done on the college web site. Follow directions in the quarterly class schedule.
- An add/drop form is required for transactions from the fourth through the tenth day of the quarter. The instructor's signature approving entry into class is required. Submit add/drop form to Enrollment Services no later than the tenth instructional day of the quarter. Adds will not be accepted after the tenth instructional day of the quarter with the exception of continuous enrollment or late-starting classes.

To Drop a Class:

- Drop transactions completed through the third day of the quarter can be done on the college web site. There will be no entry regarding this class on the transcript.
- An add/drop form is required for transactions from the fourth through the tenth instructional day of the quarter (instructor's signature is not required for a drop during this period). Submit form to Enrollment Services on or before the tenth instructional day of the quarter. There will be no entry regarding this class on the transcript.
- While faculty permission is not required, a completed add/drop form must be submitted to Registration and Records to complete drops from the 11th instructional day through the 55th calendar day of the quarter. The instructor must sign the form or provide an email acknowledging the withdrawal. If the instructor is not available, a signature from a full-time advisor in the Advising center is an acceptable substitution. A grade of 'W' will appear on the transcript indicating official withdrawal from the course.
- After the 55th calendar day of the quarter, students no longer have the option to withdraw from a course. An instructor may grant a grade of 'WI' or any other letter grade appropriate.

Students who are physically unable to come to campus to complete an add/drop form must notify the registrar in writing of their intent to officially withdraw. An email to online@tacomacc.edu must be dated or a letter must be postmarked by the 55th calendar day of the quarter.

Students who register for a quarter and then do not attend must complete an official withdrawal. Failure to complete fee payment may not result in a cancellation of registration or tuition and fees. A failing grade may be assigned and be posted to the student's permanent record. The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and any special obligations the student may have relating to financial aid awards, veteran benefits or U.S. Citizenship and Immigration (USCIS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also Refund Policy, page 12).

WITHDRAWALS

Medical or military withdrawals may be granted in cases where a student experiences a serious unanticipated illness or medical emergency or is called up for active-duty military service. Petition forms are available at Enrollment Services in Bldg. 7. Written documentation must be provided at the time the petition is submitted. Refunds will not be granted for requests received after the quarter has ended.

Administrative withdrawals are initiated by the college to withdraw a student for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Students who are administratively withdrawn for disciplinary reasons or failure to meet academic standards are not eligible for a refund of tuition. (See Grade Policies for Course Repeat and Course Audit options.)

NO-SHOW INSTRUCTOR WITHDRAWAL

Students registered in regular quarter-length classes who fail to attend the initial class session and who fail to make arrangements with the instructor for an excused absence may be subject to an instructor withdrawal.

This withdrawal is at the discretion of the faculty and can be completed only if the section of the class has students waiting for an opportunity to add the class.

WAIT LISTS

Some classes have automated wait lists. When students attempt to register for these full classes, they are offered the opportunity to be placed on a wait list. Students are placed on the wait list on a first-come, first-served basis. Students cannot add themselves to a wait list if they are already enrolled in another section of the same course, but they may enroll in another section while on a wait list. Students can be on a total of two different wait lists at a time.

Once a class has an active wait list, all regular registration activity for that class stops. As other students drop these classes, wait listed students are registered into available class openings from the wait list in the order they were received.

It is the student's responsibility to track their status to see if they have been moved from the wait list into the class.

Wait lists are frozen the last business day prior to the start of a quarter. Students who have not been registered into a class by this point are encouraged to attend the first day of class to see whether the instructor will permit an overload. See the quarterly class schedule for more detailed information.

STUDENT SERVICES

ACCESS SERVICES: Serving Persons with Disabilities

Access Services assures that students with disabilities have equal access to programs and activities offered at the college. Access Services' staff is charged with coordinating services and fostering student independence. TCC is committed to making sure all students with disabilities receive appropriate accommodations. To receive academic accommodations, students must provide official documentation to the disability specialist.

To learn about options and opportunities, visit Access Service, located in the Assessment Center in Bldg. 7, or call 253.460.4438 to make an appointment, or visit www.tacomacc.edu/stuonline/disability/start.shtm.

CAREER CENTER

The center offers extensive resources to assist students in making career and educational decisions.

- Individual career counseling to explore interests, identify personal strengths and match skills with career opportunities.
- Washington Occupational Information Services (WOIS), a system providing access to accurate, up-to-date occupational and educational information specific to Washington State.
- Computer programs designed to help you investigate your learning style, personality and temperament.
- College catalogs for Washington colleges and universities.
- Assistance in finding full-time, part-time, temporary and seasonal employment
- Assistance with job-search skills, including resume assistance and interviewing techniques.
- Internships and volunteer opportunities

CENTER FOR ACADEMIC SUPPORT AND ACHIEVEMENT

The center houses two separate programs to support student success: Student Support Services (SSS) and the Center for Multi-Ethnic/Cultural Affairs (MECA).

Student Support Services (SSS)

Student Support Services is a federally-funded TRIO program committed to providing comprehensive educational enhancement and support services to first-generation, low-income students and students with disabilities. Program activities are designed to significantly increase participants' academic success, retention, and transfer to four-year institutions.

Services offered include academic planning and advising, advocacy within the college system, career exploration services, college skills workshops, comprehensive needs assessments, coordination of services for students with disabilities, financial aid advising, mentoring, scholarship search assistance, tutoring resources and transfer services, including transfer advising and college tours.

The Center for Multi-Ethnic/Cultural Affairs (MECA)

MECA's primary mission is to offer additional support services to traditionally under-represented populations of students to assist them in achieving their educational goals. MECA promotes academic excellence for all students. Programs and services offered include: Academic advising; Peer-to-peer mentor; Scholarship and grant information; and Emergency book loan.

MECA staff members advise clubs and play a key role in a number of campus activities including lectures, plays, concerts, and the Free Student Workshop series.

The center is located on the first floor of the Student Center (Bldg. 11); or visit www.tacomacc.edu/stuonline/meca/start.shtm.

FREQUENTLY CALLED NUMBERS

- 253.566.5122** Access Services
- 253.566.5191** Career Center
- 253.566.5025** Center for Academic Support and Achievement (TRIO SSS / MECA)
- 253.566.5180** Early Learning Center
- 253.566.6085** College Bookstore
- 253.566.6076** Convenience Store
- 253.566.5122** Counseling Center
- 253.566.5110** Educational Talent Search
- 253.566.5146** Employment Security
- 253.566.6023** Food Court
- 253.460.2424** Gig Harbor Campus
- 253.566.5323** ID Cards
- 253.566.5190** International Student Services
- 253.566.5122** Men's Services
- 253.566.5173** Parking on Campus
- 253.566.5111** Safety and Security Office
- 253.566.5003** Tacoma Community College Foundation
- 253.566.5122** Women's Programs

EARLY LEARNING CENTER

The college offers a high-quality, affordable child care program designed to enable parents to pursue their education by providing a safe, nurturing environment for their children. Spaces are also available for TCC staff and faculty. Eligible four-year-olds can enroll in the preschool ECEAP program which provides 2-1/2 hours of free preschool per day. The Early Learning Center is a state-certified, nonprofit center, housed in a specially-designed building on campus (Bldg. 31). TCC students taking ten or more credits are given priority for enrolling their children in the center. As of fall 2008, children of faculty and staff will be served.

The center accepts children from one month to five years of age and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is determined by a sliding fee scale, based on parents' income.

Center hours are 7:30 a.m.-5:30 p.m., Monday through Friday.

Families using the center are required to participate in a series of parent education courses or other activities to be determined. In addition, the center offers services such as family resource and referrals, developmental screening and assessment, and breakfasts, hot lunches and afternoon snacks.

Parents can place their children's names on the waiting list by coming to Bldg. 31, or call 253.566.5180. Childcare grants are available through the TCC Foundation for eligible TCC students and their children.

COUNSELING CENTER

The Counseling Center staff offers a wide variety of services to students in an atmosphere of mutual trust and confidentiality. Services available to students include:

- Counseling to assist in educational planning and resolving problems relating to studies.
- Counseling to address personal concerns.
- Counseling to assist in choice of academic major, program or career.
- Career interest assessment.
- Current information on educational and career opportunities.
- Classes in human development, career and life planning.
- Special-interest workshops/class presentations.
- Information on prevention and recovery from substance abuse.
- Referral to a wide variety of community resources when additional services are needed.

Counseling Center services are free (with the exception of some assessment fees) to all enrolled and prospective students. For an appointment, stop by the Counseling Center in Bldg. 7 or call 253.566.5122. A counselor is also available in Bldg. 19 for students who are currently enrolled in a professional/technical program. Please call 253.566.5216. Visit our web site and meet the counselors at www.tacomacc.edu/stuonline/counseling/start.shtm.

EDUCATIONAL TALENT SEARCH

Educational Talent Search (ETS) is a federal funded TRIO program designed to assist 6th through 12th graders within Tacoma School District to better understand their educational opportunities and options. ETS provides tutoring, academic advising, personal counseling, career and college preparation and mentoring to Jason Lee Middle School and Stadium and Foss High School students. The program is committed to educational access, diversity, excellence and the belief that each student is a valuable member of the educational community. ETS welcomes TCC students to join in making a difference for community youth.

EMPLOYMENT SECURITY SERVICES

Employment Security services are available at the Career Center in Bldg. 7 by the employment security representative. This representative can provide job search assistance, job readiness skills, job referrals and unemployment information.

INTERNATIONAL STUDENT SERVICES

Tacoma Community College provides a quality learning environment in which international students can pursue their educational objectives. The college is committed to international education as a means to promote cultural, political, and social awareness and understanding.

Through the college's International Student Services office, students receive support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. In addition, the office provides information on regulations from United State Citizenship and Immigration Services.

Services for international students also include housing and activities. Students who request help with accommodations are matched with local families for home stays or placed in nearby apartments. The International Student Organization, a large and active student club, plans many events each quarter that are of special interest to international students.

Tacoma Community College now offers a direct transfer agreement for international students to transfer to the University of Washington, Tacoma and Saint Martin's University for engineering. For more information contact the International Student Programs office at 253.566.5190.

OTHER SERVICES

MEN'S SERVICES

Men are encouraged to stop by the Counseling Center in Bldg. 7 or call 253.566.5122 to inquire about resources available addressing men's issues or concerns. A men's support group is offered when interest is expressed. See also the Human Development course, Life Choices for Men (HD 116). The Children's Center and Continuing Education have information regarding classes of interest to parents.

WOMEN'S PROGRAMS

A variety of workshops, support groups and activities are planned on campus throughout the year to support women's interests. Life Choices for Women (HD 116) is a class offered to assist women in transition. Women may call the Counseling Center with questions about women's programs. The Children's Center and Continuing Education have information regarding classes of interest to parents.

COLLEGE BOOKSTORE

New and used textbooks for all courses at Tacoma Community College may be purchased in the Bookstore, Bldg. 11. Art and classroom supplies, nursing uniforms, postage stamps, and monthly bus passes are also available. Special orders for books may be placed by anyone.

Textbooks can be ordered online approximately four weeks before classes start. The online store also has an assortment of clothing, supplies, TCC imprinted items, graduation regalia and bargain books available. Orders can be shipped or picked up in-store.

www.tacomacc.edu/bookstore

CONVENIENCE STORE

The Convenience Store is located at the north end of the Bookstore. An assortment of soups, chili hotdogs, nachos, coffee, candy and cold drinks are available. The C-Store also has various supplies, including scantrons, health and beauty aids, newspapers and greeting cards.

FOOD COURT

The TCC Food Court is located in the Opgaard Student Center, Bldg. 11.

A variety of food and beverages are available including a sandwich shop, smoothie bar, pizza counter, bagels, fried chicken, Asian food, and espresso stand. In addition, the grill provides both breakfast and lunch items including fresh scones baked every morning.

Hours vary during advising day, holidays, finals week and summer quarter. We are closed during professional development days.

Additionally, food and beverage machines are located in many buildings on campus.

ID CARDS

Photo identification cards are available through Campus Public Safety office, Bldg. 18. The ID card is used for access to the library, computer lab and fitness center.

PARKING ON CAMPUS

Students are required to display a parking permit when parking in the designated student areas (red or unmarked spaces). Administrators, faculty, and staff are required to have a valid parking permit which authorizes their vehicles to park in the administrative or faculty/staff designated spaces. Failure to obtain a permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

Security and parking information is given to each student during registration and to each employee at the time of his or her employment. Parking permits can be obtained through the Campus Public Safety office, Bldg. 18.

SAFETY AND SECURITY OFFICE

Safety and Security is responsible for providing a safe and healthy educational and working environment for students and employees, the initiation and maintenance of an accident prevention program, and the protection of people and property. Members of this campus unit maintain parking controls, enforce traffic laws, investigate accidents, maintain a lost and found department and handle emergency situations. Students and staff are encouraged to report any unusual campus incidents to the office by calling 253.566.5111.

TCC FOUNDATION

Private gifts are payable to the Tacoma Community College Foundation, a 501(C)(3) not-for-profit benefit corporation that accepts and administers philanthropic support for the college.

Through gifts and bequests, the Foundation is able to support a wide range of collegiate goals including scholarships and grants, childcare subsidies to TCC's Children's Center, emergency student funds, faculty and staff development, and capital projects. The Foundation receives grant funding from area corporations, foundations, and individuals who are dedicated to providing access to top-quality education in Tacoma and Pierce County.

STUDENT POLICIES AND NOTICES

EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR

The principles of equal employment opportunity, affirmative action and nondiscrimination are fundamental to the mission, goals and objectives of Tacoma Community College. The college complies with all applicable federal and state laws designed to promote equal employment opportunity and affirmative action.

1. It is the policy of Tacoma Community College to provide an environment in which faculty, staff and students can work and study free from harassment or discrimination.
2. It is the policy of Tacoma Community College, District 22 to prohibit discrimination on the basis of, and provide equal opportunity and equal access to its programs and services without regard to, race, color, religion, national origin, sex, sexual orientation, sexual identity, age, marital status, status as a disabled or Vietnam-era veteran, or the presence of any sensory, mental, or physical disability.

The college will undertake a program of affirmative action as provided for by state and/or federal law. This policy is applicable to all the college's educational programs and activities; student services and financial aid programs; use of facilities, purchasing, contracting and facilities' construction activities, and all areas of employment. The college is committed to protecting the rights and dignity of each individual in the campus community, and will not tolerate discrimination of any kind at any level.

If you feel you are being discriminated against, you are encouraged to seek help. For more information, please contact one of the following offices: Vice President for Student Services, 253.566.5115; or Human Resources: 253.566.5356. The college's policy statement and procedures for filing discrimination complaints is available from administrative offices, the Vice President for Student Services office, the ASTCC president's office, the Counseling Center, the Library, and Human Resources.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment and maintenance of student educational records.

Tacoma Community College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the act and U.S. Department of Education regulations.

TCC directory information is information which can be released without a student's permission. It includes student name, degrees and awards. TCC will also confirm dates of attendance, dates of birth, major field of study, participation in officially-recognized sports and activities and the most recent previous educational institution attended. Release of non-directory information to anyone other than the student requires a signed release by the student.

Students should be advised that military recruiters may request address and phone listings as well as the above directory information without a signed release.

A student may request directory information be withheld from public release by filing an annual request with the Registrar in Bldg. 7. However, the college may authorize designated persons and agencies access to students' educational records under certain conditions listed in the college policy without the student's consent.

Copies of the college's student educational records policies and procedures may be obtained from the Vice President for Student Services office in Bldg. 7.

Students may file complaints concerning alleged failures by the college to comply with the Act or regulations promulgated there under with the United States Department of Education (FERPA), Office of the Review Board, Washington, D.C. 20202.

HIV/AIDS

The college is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of such chronic, communicable diseases, including human immune-deficiency virus (HIV) and acquired immune deficiency syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the college takes appropriate measures to ensure a safe environment through educational services.

RADIOLOGIC TECHNOLOGY PROGRAM PREGNANCY POLICY

For information on the Radiologic Technology Program Pregnancy Policy, contact the Radiologic Sciences program chair.

RESTRICTED SMOKING POLICY

Effective January 1, 2005 Tacoma Community College instituted a restricted smoking policy. Smoking is restricted to parking lots and designated smoking shelters located on the perimeter of campus. Violations of the policy may result in fines or other penalties.

STUDENT RIGHT TO KNOW

Information required under the Student Right to Know Act is available on the college web site. This includes:

- Campus Safety and Substance Awareness
- Student Right to Know Guide
- Completion and Graduation Rules

Additional information is available in the Student Services Administration office in Bldg. 7 and Security office in Bldg. 18. The Equity in Athletics Disclosure Act Report is available in the Athletic Department, Bldg. 21.

STUDENT RIGHTS AND RESPONSIBILITIES

Admission to Tacoma Community College carries with it the presumption that the student will conduct himself/herself as a responsible member of the college community.

The Student Rights and Responsibilities Code identifies the rights that are guaranteed individual students and the responsibilities of students according to state law and college policy. The provisions of the code apply to all students whenever they are on campus or engaged in any college-sponsored activity or function. The following rights are guaranteed to each student: Academic freedom; Due process; Distribution and posting of approved materials; Opportunity to invite speakers to campus.

A student who commits any of the following offenses is subject to disciplinary action:

- Personal offenses (such as assault, disorderly, drunken or abusive conduct, false complaint or alarm, illegal assembly, trespass, sexual harassment, and possession of or use of firearms);
- Property offenses (such as theft, intentional or grossly negligent damage or destruction of college property, and unauthorized use of college equipment);
- Status offenses (such as cheating, plagiarizing, or tendering; forgery or alteration; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages except wherein official approval has been given; use, possession or distribution of alcoholic beverages on campus; failure to comply with directions of an authorized college official; smoking in “no smoking” areas; and unauthorized occupancy of a college facility).

Requests by students or college employees to initiate disciplinary proceedings should be submitted in writing to the Vice President for Student Services within 10 instructional days of the date the petitioner became aware or could have become aware of the alleged violation of the code.

A student is subject to disciplinary warning, probation, suspension or expulsion for violating any of the above listed offenses. The Code of Student Rights and Responsibilities identifies the due process guaranteed to any student who is charged with violating provisions of the code. The Code of Student Rights and Responsibilities also identifies the grievance procedures guaranteed to students who believe their rights have been violated.

The college’s Code of Student Rights and Responsibilities is available in the office of the Vice President for Student Services in Bldg. 7 and on the college web site.

SUBSTANCE ABUSE

In accordance with provisions of the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570) and its amendments of 1989, Tacoma Community College provides substance abuse education, resources, information, and referral focusing on the prevention and treatment of substance abuse.

Information on substance abuse prevention is available in the Counseling Center, Bldg. 7. This information covers the many health risks associated with the use and abuse of illicit drugs and alcohol, which include liver damage, heart disease, ulcers, brain damage, malnutrition, cancer, and damage to a developing fetus. These risks may adversely affect the learning environment, work and personal life.

Student use, possession or distribution of alcoholic beverages, narcotic drugs, or controlled substances or being under the influence of alcohol or illicit drugs on campus or at any college-sponsored event is prohibited. (Exceptions for use of alcoholic beverages may be made with permits and by approval of the college president.) Violations of this policy by any student may result in disciplinary warning, probation, suspension or expulsion. In addition, state and federal laws make possession or distribution of illicit drugs and alcohol a crime subject to imprisonment, fine or both.

POLICY APPEALS

The college provides a process for students to appeal operating policy or procedures. Appeals are typically addressed to the manager responsible for administration of the policy or procedure. Policy and procedure appeals are usually subject to strict time limits – it is important to act upon a concern as soon as it develops.

Some of the rules by which TCC operates are state or federal law; in most situations, laws may not be appealed. College policies and procedures may be open to appeal. If you have questions about who to contact regarding your appeal, contact the Vice President for Student Services office in Bldg. 7.

STUDENT LIFE

The mission of Student Life at Tacoma Community College is to provide cultural, educational, recreational, and social learning that will enhance student horizons as individuals participate in campus life and prepare for the future.

Student Life at TCC is committed to be an active part of the diverse learning community and enhancing student learning outcomes. Students are challenged to extend the boundaries of learning through the programs and activities in which they become involved, the resources they utilize, and interactions with the multicultural community.

Campus Life at TCC is committed to developing student leaders. We believe the following are essential qualities of leadership:

- Awareness of self.
- Ability to understand and work well with diverse people.
- Ability and willingness to take action.
- Commitment to service.

Students are continually encouraged to contribute to the campus community in ways that can make a difference. Student leadership opportunities will enhance student success and campus community.

Student Leadership Opportunities at TCC

ASTCC Student Government

Student government provides for input of student viewpoints and interest in college governance. The Associated Students (ASTCC) executive officers provide direct representation of students in establishing policies and procedures that affect student life.

ASTCC Senators

Any student registered for credit may become an active participant in student government. Students become ASTCC senators by attending three consecutive senate meetings. Senate meetings are held bimonthly.

AS Productions

Associated Students Productions is a leadership training program which involves placing students into programming positions on campus. AS Productions plans, promotes, implements and evaluates events. These events are diverse in nature and may include educational, multicultural, recreational and social opportunities to enhance campus life.

Student Ambassadors

Students Ambassadors are a core group of volunteers who help with a variety of tasks in both the college and community. This offers an opportunity to work with a diverse group of student leaders and develop skills in community service.

Artist & Lecture Series

Student Life coordinates a yearly Artist & Lecture Series. This series of events are cultural, educational, and entertaining. The Artist and Lecture series consists of concerts, lectures, exhibits and other performances. Events are both open to the college and local community. Events are published quarterly.

TCC Clubs and Organizations

Clubs and organizations reflect the many diverse student interests that comprise Tacoma Community College. Participation in the clubs and organizations encourages educational opportunities; personal growth; and the development of social, organizational and leadership skills. Current campus clubs center around academic interests. Opportunities exist for starting new clubs and organizations as student interests develop or change.

- American Society of Mechanical Engineers
- Black Student Union
- Center for Academic Support and Achievement
- Clay Club
- Diagnostic Medical Sonography
- Environmental Club
- History Appreciation Club
- Human Services Program
- International Student Organization
- Lambda Juris
- Native American Student Union
- Phi Theta Kappa
- Pride and Allies
- Primate Protection and Awareness
- Radiologic Technicians
- Respiratory Care Club
- Student Nurses Organization
- Students for a Socialist Alternative
- Tacoma Artworks Group
- Teachers of Tomorrow
- Women of Substance

Other Campus Life Programs

For more information about Student Life:

- Stop by Bldg. 11,
- Call 253.566.5118, or
- Visit www.tacomacc.edu/stulife.

Student Newspaper

The Challenge, TCC's student news site, is a fully online, up-to-date web site. Monitored, written, edited and designed by TCC students, *The Challenge* provides the TCC community with campus news and information. The news site is divided into four sections: news, arts and entertainment, sports and opinions. Along with stories and photos, *The Challenge* news site also supports podcasts, slide shows, and iTunes University. With the ability to post stories within days to minutes after the event, the news site is never outdated and always available.

Athletics

Both male and female athletes participate in TCC's six intercollegiate sports. The athletic program emphasizes both academic and athletic success for its student athletes. The Titans have a strong record in competition in the Northwest Athletic Association of Community Colleges (NWAACC). Each year many athletes transfer to universities to continue their academic and athletic pursuits.

Men's varsity sports include soccer, basketball and baseball. Varsity sports for women include volleyball, basketball and soccer.

Athletic facilities include the TCC gym, Minnitti Baseball Field, an all-weather 400-meter track and a soccer field.

To be eligible for athletic competition, a student must:

- Have passed 12 credit hours his/her previous quarter of attendance at any post-secondary institution.
- Must be enrolled in at least 12 credit hours during the quarter of participation.
- Must pass 12 credit hours to remain eligible in sports which overlap into a second quarter.

To compete in a second season of any sport, a student must:

- Have completed 36 credit hours from his/her first quarter of participation.
- Have an overall G.P.A. of at least 2.0.

Students may request a copy of the Equity in Athletics Disclosure Act report as filed by the Athletic Department each October. This report provides a summary of participation rates; athletics related student aid; expenses related to athletics; revenue generated through athletics; graduation and transfer rates of athletes. Requests for this information should be made to the athletic director.

For information on athletic scholarship opportunities, call Athletics at 253.566.5097.

INSTRUCTIONAL SERVICES

eLearning

Tacoma Community College's eLearning department is comprised of three primary resources: online courses, multimedia production and the Information Commons student computer lab.

ONLINE COURSES

Tacoma Community College offers online course options to meet your educational goals, whether it is completing a degree, updating job skills or personal enrichment. Our courses are offered via the web in web-enhanced, hybrid and full online modes to give you the flexibility you need to accommodate your schedule. In addition to course offerings, we also provide online student enrollment services and technical support to get you started on reaching your educational goals. eLearning staff members are available to assist students with technical issues related to distance learning courses. Tutorials and additional information are available on the web at www.tacomacc.edu/eLearning/. Also see online course information on page 25.

MULTIMEDIA PRODUCTION

Multimedia Production provides computer workstations and a variety of portable equipment for the creation of classroom presentations. Students may check out multimedia projectors with laptop computers for classroom presentations. In addition, students may check out digital camcorders or digital still cameras for a 24-hour loan. Multimedia Services provides assistance for students and staff in the scanning of material into a digital format and in the use of Microsoft Word, Excel or PowerPoint software.

INFORMATION COMMONS STUDENT COMPUTER LAB

TCC's Information Commons includes 86 student-use computers, plus a small-group study room equipped with computers and video projectors. The Information Commons has height adjustable surfaces and special software to accommodate persons with disabilities. All computers have internet access,

Microsoft Office and numerous other software titles. Staff assistants are available to answer student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve computer time or use of group study rooms.

Library

Open hours vary. Current hours and other information are available online at www.tacomacc.edu/library or by calling 253.566.5087.

The library collection includes books, electronic books, DVDs, compact discs and electronic databases. The library subscribes to over 7,000 magazine, journal and newspaper titles in print and electronic formats. Currently enrolled students can access these electronic resources anytime/anywhere through the web. Ethnic and Northwest history materials are well represented. There is a special collection of high-interest, low-reading-level materials for developmental and ESL students. A reserve collection supports class assignments. Inter-library loan services are available.

The library includes spaces for both quiet and group study. Over sixty computers linked to a networked printer provide access to the library's catalog, electronic databases, Microsoft Office programs and the web. Wireless internet access is available for students' personal laptop and for library laptops that may be checked out for on-campus use. The library has a computer workstation with adaptive software to assist students with disabilities. Two black-and-white photocopiers are available.

Librarians are available to help students choose and refine research topics, create research strategies and locate and use a wide variety of information resources; they also teach information competency skills courses and are "guest lecturers" in many classes throughout the quarter. Library staff members assist students with basic computer hardware and software questions as well as the use of scanners, printers and photocopiers.

FREQUENTLY CALLED NUMBERS

- 253.566.5048** Advanced Placement
- 253.566.5145** Al-Khwarizmi Math Advising and Resource Center (MARC)
- 253.566.5388** Alpha Delta Omega
- 253.460.4306** Art Gallery
- 253.566.5048** Assessment
- 253.566.5048** CLEP/DANTES
- 253.566.5369** Computer Assisted Learning (CAL) Lab
- 253.566.5048** Departmental Challenge Exam
- 253.460.3989** eLearning
- 253.566.5048** International Baccalaureate
- 253.566.5143** Language Center
- 253.566.5087** Library
- 253.566.5095** Multimedia Services
- 253.566.6007** Phi Theta Kappa
- 253.566.5143** Reading and Study Skills Center
- 253.566.5325** Enrollment Services
- 253.566.6006** Service Learning
- 253.566.5048** Servicemen's Opportunity College (SOC)
- 253.566.5176** Student Computer Lab
- 253.566.5190** Study Abroad
- 253.566.5035** Transcripts
- 253.566.6032** Writing and Tutoring Center

Student Learning Centers

Student Learning Centers support individualized learning, computer-based learning, and individual and group tutoring to meet student needs.

PROGRAM LEARNING OUTCOMES

Upon consistent use of the learning support services in these student learning centers/labs, students will confidently and competently:

- Apply increasing knowledge and skills (reading, writing, math, listening, speaking, tutoring, etc.) and successfully persist in concurrent and subsequent course work.
- Recognize and apply appropriate study skill and/or tutoring strategies, and adapt strategies to fit different learning challenges.
- Appropriately access and use information and information technology as educational and life tools.

AL-KHWARIZMI MATH ADVISING AND RESOURCE CENTER (MARC)

The MARC is a student learning center devoted to helping all TCC students be successful in their math studies. The MARC offers a number of valuable resources:

- Study areas.
- Drop-in tutoring.
- Testing room for taking or making up math tests.
- Math advising.
- Math handouts and resources.
- Books, calculators, rulers and whiteboards.
- Computer lab equipped with math software.
- Supplemental Instruction in select math classes.
- Classes to support students in developmental math courses: MARC 075 Tools for Review Arithmetic Success; MARC 085 Tools for Introduction to Algebra Success; MARC 090 Tools for Elementary Algebra Success; MARC 099 Tools for Intermediate Algebra Success. See Course Descriptions section for MARC class descriptions and prerequisites.

The MARC is staffed by students, professionals and instructors. For current hours, additional information and online resources visit www.tacomacc.edu/marc.

COMPUTER ASSISTED LEARNING (CAL) CENTER

The CAL Lab provides a specialized computer-based learning facility for courses in reading, English, EAP, GED preparation, study skills, math and world languages. Students generally participate with their classes during weekly reserved times, although students may drop in and use computers that are available on a first-come, first-served basis. Students may also be referred by their instructors for individualized learning and study assignments.

LANGUAGE CENTER

This unique facility is available to all TCC students of language and culture. While the Language Center is an ideal location for all world language and EAP classes to meet, it also serves as the perfect venue for conversation groups, world music presentations, foreign cinema, and other special events.

Self-study materials and audio-visual language acquisition systems (including cassette tapes and players, CDs, DVDs, books, magazines and newspapers) are on reserve for use in the Center. Technical assistance, guidance and monitoring are also provided on request and by appointment. Languages offered at TCC for which we currently provide resources and assistance are Arabic, Chinese, ESL, French, German, Japanese and Spanish. Although resources are limited, students may request assistance to study other languages of choice.

READING AND STUDY SKILLS CENTER

The Reading and Study Skills Center offers self-paced courses to all TCC students as well as a venue for supervised assistance for reading instructors and their students. Students build vocabulary, textbook comprehension, and study skills as a result of their participation. An online description is available at www.tacomacc.edu/academics/studentlearningcenters/readingstudyskill.aspx.

The Center offers tutoring appointment times as well as a variety of self-paced credited reading tutorials. Appointments can be made in person in Bldg. 7 or by phone. In addition, students can drop in to use the Student Learning Center's computers for reading, software, research, and computer-assisted tutorials.

WRITING AND TUTORING CENTER

The Writing & Tutoring Center is a tutoring program that offers to all TCC students:

- One-on-one appointments and drop-in instruction;
- Tutoring in many subjects: writing, English and EAP, accounting, statistics, math, physics, the sciences, language, computer user, reading, and others;
- Competent peer and staff tutors;
- A chance to gain new strategies, understand concepts, learn good study habits, write more effectively, study for exams, and learn more about your own learning process;
- Help with any kind of writing, at any stage of the process, such as brainstorming, topic development, research, organization, documentation, and grammar;
- Computers for drafting, research and computer-assisted tutorials;
- Special programs for writing, EAP, and grammar students
- Grammar Corner where students can get help in specific areas of grammar trouble;
- Credited writing tutorial;
- Science tutors for drop-in help in the Active Learning Lab (Bldg. 29);
- Online tutoring help for English, writing, and math with eTutoring;
- Credited tutoring practicum and volunteer opportunities;
- Handouts and web resources: www.tacomacc.edu/wtc;
- The chance to make an appointment by calling or stopping by Bldg. 7, upstairs level.

CHOICES IN LEARNING FORMATS

Learning Labs

Some courses are offered in an independent learning/tutorial assistance environment where students set their own schedules after attending a required orientation. The lab format is designed for students who desire flexibility and are comfortable with the additional self-motivation and self-discipline required. Success requires excellent time management and study skills as well as organization and self-motivation. Consistent attendance is necessary.

ART GALLERY

The Gallery at TCC has its own building on the Tacoma Campus across from Bldg. 5. Currently the following self-paced course is offered in which students visit this and other galleries and museums, view videos, and attend lectures: ART 199, Gallery Viewing Lab.

BUSINESS LAB

Business labs are located at the Tacoma Campus (Professional Skills Center, Bldg. 28-309) and Gig Harbor Campus. Currently, accounting, business math and computer user classes are offered at the business labs.

MEDICAL OFFICE LAB

The Medical Office Lab is located at the Gig Harbor Campus. Medical terminology, transcription and general medical office classes are offered.

In addition to dynamic and diverse classroom offerings, Tacoma Community College offers a wide range of learning opportunities to meet different students' needs. These options cover the same material as courses taught in the tradition classroom. Quarterly class schedules indicate unique learning formats used.

Computer-Mediated Learning

Developmental math courses are sometimes offered in a computer-mediated format where students meet regularly with their instructor in a hands-on computer classroom.

Students learn by using computer software under the direction of their instructor, often working independently or in small groups. Students will be required to complete unit tests and a final exam within a time line established by the instructor. Additional time working on a computer (either at home or in a TCC computer lab) is required. Computer-mediated classes can be identified by their section name, which begins with "CM" (e.g. CMA or CMB).

Coordinated Studies/Learning Communities

Coordinated studies brings together two or more academic disciplines into a cooperative teaching and learning environment. Coordinated studies is an umbrella for several approaches to linking courses and course work together around a common theme that allows students and teachers to experience greater depths of teaching and co-learning in an active manner.

Students transferring to The Evergreen State College or University of Washington-Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree. Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than composition) as part of their TCC degree electives. Coordinated studies and linked classes are regularly offered. See quarterly schedules.

Condensed Format

JUMP START

Jump Start classes are offered before fall quarter begins. These classes help prepare you to be a successful full-time student in the fall. By choosing to take one or two classes during Jump Start, you may be able to reduce your fall quarter course load and still be a full-time student. Students must be motivated to meet the demands of the in-class time and homework required to complete these courses in an intensive short term.

COMPUTER USER COURSES

These classes are offered in short time blocks that start at different times throughout the quarter, enabling students to learn a skill early in the quarter, add a class later if the need arises, or create a two- or three-class sequence, all in one quarter:

CU	Course Title	Credit	Weeks
100	Intro. to Windows & WWW	1	2 or 10
102	Word I	2	4 or 10
103	Excel I	2	4 or 10
104	PowerPoint	1	2 or 10

INTENSIVE REVIEW

These four-week courses are intense refreshers to help students sharpen skills necessary for success in college-level course work.

- **MATH 010 Arithmetic & Algebra Review** begins with a skills analysis to determine an individualized program of study. Under the direction of their instructor, students will engage in self-paced, computer-mediated learning to address their specific needs.
- **ENGL 010 Academic Writing** reviews the essential elements of writing a short essay, including revision and editing, punctuation, source documentation, and formatting with a word processor.
- **READ 010 Strategies for College Reading** includes strategies to build vocabulary, locate and paraphrase main ideas, organize information, improve comprehension, and read critically.

Experiential Learning

INTERNSHIPS

All of the professional/technical programs include an internship or clinical component. An internship is a good opportunity to earn college credit as you enhance your classroom experience with on-the-job learning in the workplace. Practical work experience helps you develop the skills and personal attributes that improve your job opportunities. For more information, contact the chair of the program you are interested in, or drop by the Career Center in Bldg. 7 to explore internship opportunities, or to register in EXPLR 290 Internships.

SERVICE LEARNING

Service Learning is a teaching strategy that integrates course content with relevant community service. Through assignments and class discussions, students critically reflect on their service in order to increase their understanding of course content, gain a broader appreciation of the discipline and enhance their sense of civic responsibility.

Talk with your academic advisor to learn more about experiential service learning courses, EXPLR 295 Service Experience or EXPLR 296 Capstone Experience.

PRIOR LEARNING ASSESSMENT (PLA)

Tacoma Community College serves a diverse community of learners, many of whom have acquired a wealth of previous learning through life experiences including work, training, and independent study. These adults come to the college ready to demonstrate what they already know and can do.

PLA credits will be noted on the TCC transcript as the equivalent TCC course. Credit will not generally be awarded if TCC does not offer an equivalent course. However, if the PLA experience can be shown to have direct application to a student's technical program the credit may be posted as elective credit.

If PLA credit is based on an articulated agreement, a letter grade will be assigned in accordance with the agreement. Other forms of PLA credit will be posted with a grade of 'S' for satisfactory pass.

In some cases a student may be granted a waiver of a prerequisite, but not credit for prior learning. In this event a notation will be made to the TCC transfer-in registration screen that the student has satisfied the prerequisite, but no credit will be posted to the transcript.

A student must be currently enrolled before prior learning assessment will be undertaken. Credits for PLA will be posted at the end of the quarter in which the PLA requirement is satisfied. PLA credits are not considered enrolled credits and will not be counted in calculating the student's enrollment status or calculating financial aid awards.

Transfer schools will evaluate credits and make their own determination regarding PLA based upon institutional policy.

Contact the Career Center in Bldg. 7 or call 253.566.5021 to learn more about earning PLA credit through an electronic portfolio.

PORTFOLIO

Portfolio assessment options may be available in some departments. Students interested in petitioning for credit through a portfolio should enroll in EXPLR 190 E-Portfolio.

Contact Transition Services at 253.566.6006 for more information.

Human Development Instruction

Human development instruction enhances and expands the opportunities provided through traditional instructional programs for student success. These courses help students develop their individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships.

Human development classes provide students with help in selecting a career, setting goals, making career and educational decisions, and exploring college resources.

These courses are offered each quarter and are supplemented by special interest, short-term workshops, seminars and independent study projects. Details are available in the course description section of the catalog and in the Advising/Counseling Center, Bldg. 7. Please read about these courses by visiting

www.tacomacc.edu/stuonline/counseling/classes.shtm.

PROGRAM LEARNING OUTCOMES

Upon successful completion of any of the Human Development (HD) courses (not individual counseling sessions), students will:

- Assume greater responsibility for their own thoughts, behaviors and feelings in order to reach their personal, professional, educational and social goals.
- Be accountable for contributions to team projects in order to function effectively as a group member in any system.
- Be capable of assessing their own unique capabilities, interests, values and personality as they relate to job satisfaction or personal fulfillment.
- Be able to value the richness of diversity needed to function effectively as a contributing member of an increasingly global society. Become a participant in the college community; show an understanding of college culture.
- Clearly define educational, personal, social or career goals and develop realistic action plans and persistence to achieve them.
- Be proficient at locating, evaluating and using the information technology and other college resources needed to support learning.

Online Courses

Students can earn college credits, complete their Associate in Arts and Science degree and take some professional/technical courses through online courses at Tacoma Community College. Online courses include full online courses, hybrid online courses and web-enhanced courses. Non-credit online courses are also offered.

Online courses are classes that have all or some of the instructional content available through the internet. In **full online** courses all instruction takes place in a virtual classroom where students may interact with their instructors and other students using email, discussion board postings and chat rooms.

COLLEGE DEGREES

Some full online courses may require proctored exams.

In addition, TCC offers full online courses developed through Washington Online (WAOL), a cooperative effort by the Washington State Community and Technical College system. WAOL courses are taught by TCC faculty and faculty at other state colleges.

Hybrid online courses combine online learning with traditional classroom instruction. Students are required to attend a reduced number of on-campus class meetings as well as work online.

Web-enhanced courses are traditional on campus classes with additional information and resources provided online.

The TCC web site (www.tacomacc.edu/elearning) provides an updated course list, computer requirements, answers to frequently-asked questions, and a self assessment to help decide whether online learning is right for you. All of the full online and hybrid online courses have a one-time-per-quarter non-refundable account fee.

In online/lab courses, students learn using web-based instructional materials after attending a required orientation on campus. Throughout the quarter, instructor assistance is available at scheduled hours in a computer lab.

Study Abroad

If you want to live and learn in a foreign country you can participate in quarter-long study abroad programs as a TCC student. You can earn credits applicable to the A.A.S. degree while experiencing a new culture and developing global competencies. Information on these programs is available in International Student Services in Bldg. 11 and on our web site at www.tacomacc.edu/internationalstudents/studyabroad.aspx. Funding opportunities are made available through the TCC Financial Aid office and wccsa.com.

Tacoma Community College grants different types of college degrees. They are:

- **University transfer degrees:** Awarded for completion of a transfer curriculum paralleling the first two years of university study (page 35).
- **Associate in Applied Sciences:** Awarded for completion of an approved TCC professional/technical program. This is a terminal degree that is not generally transferable to universities. In some cases, articulation agreements with specific universities enable transfer. Program chairs can provide information regarding any transfer opportunities for specific programs (page 51).
- **Associate in Technical Arts:** Awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a program of studies upon transferring to TCC (page 52).
- **Associate in General Studies:** Awarded for completion of a two-year academic program designed to meet a particular educational goal (page 49).

Requirements for All Degrees

Note: For grade policies, see page 30.

General requirements for all degrees are as follows:

- A combined cumulative grade point average of 2.00 in TCC and transferred-in college-level coursework. *Note: College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. See the credential evaluator for questions regarding transfer credit.*
- A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- At least 30 applicable credits must be earned at Tacoma Community College.

The college provides assistance in determining completion of the required curricula for graduation through its system of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with you, the individual student.

Credits Transferred to TCC

Tacoma Community College will accept for transfer a maximum of 60 credits that apply to the degree or certificate the student is pursuing, to include no more than 15 credits that do not satisfy skills or distribution requirements, unless additional credits are required to satisfy prerequisites for, or requirements of, a professional/technical degree. Applicable credits are defined for this purpose as courses that, at the time of the transfer evaluation, do not duplicate requirements already satisfied by courses previously completed at Tacoma Community College or previously transferred from other institutions.

Tacoma Community College recognizes academic credits that are essentially equivalent in academic level and nature to credit (or courses) offered at TCC and which are earned at other colleges accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College.

The college subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges, and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the Enrollment Services office in Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions as soon as they are admitted to the college. Credit evaluations usually take two to four weeks to complete. Transfer coursework will not be used to satisfy prerequisites or degree requirements until official transcripts have been evaluated.

Transfer among Washington State Community & Technical Colleges

Washington State community and technical colleges have adopted the Inter-College Reciprocity Policy. It is designed to help students transfer courses that have met distribution requirements from one community or technical college to another. This policy does not address transfer of courses from two-year colleges to four-year colleges.

• Individual Courses

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending two-year college for a specific transfer degree, that course is considered to have met that requirement at TCC for a similar transfer degree, even if this course does not have an exact equivalent.

• Distribution Areas/Specific Requirements:

TCC will accept an entire Distribution, Communication Skills, Quantitative Skills or other requirement for a transfer degree as met if that student has met certain requirements. It is the student's responsibility to initiate the reciprocity process. Additional information and necessary forms are at Enrollment Services in Bldg. 7.

Credits Transferring from Tacoma Community College

TRANSFER OF CREDITS

Tacoma Community College offers credit courses that fall into three general categories:

- University Transfer
- Professional/Technical
- Transitional Studies

Courses that fulfill requirements for university transfer degrees are generally transferable to four-year colleges and universities (baccalaureate institutions). General education courses that are taken to meet requirements for a professional/technical degree are also generally transferable. Courses that are specifically within a professional/technical program are generally not transferable to four-

year institutions unless a specific articulation agreement exists between TCC and the four-year school to provide acceptance of those courses. Courses that make up TCC's Transitional Studies program are numbered below 100, are not considered college-level, and do not transfer.

Each baccalaureate institution maintains its own policies on acceptance of credits for transfer. While TCC advisors make a good faith effort to assist students with the transferability of courses, TCC cannot be responsible for acceptance of credits and courses at other institutions.

General acceptance of transfer credits is not the same as direct course equivalency. A baccalaureate institution may accept credits for transfer, but not consider them directly equivalent to one of their own courses or count them as meeting a specific requirement at their institution.

TRANSFER OF DEGREES

Tacoma Community College offers several two-year degrees designed to transfer to a four-year college or university. See University Transfer on page 35 for details on these transfer degrees. These degrees are directly transferable to most baccalaureate (four year) institutions in Washington. TCC, along with 30 community colleges and 20 four-year colleges and universities in Washington subscribes to the Policy on Intercollege Transfer and Articulation among Washington Public Colleges and Universities (the Umbrella Policy). See www.sbctc.ctc.edu/docs/education/transfer/umbrella_policy.doc.

Changing Degree Requirements

In the event that degree requirements change after a student enrolls at TCC, the college will adhere to the following policy: *If the degree is completed within five years, the student who initially enrolls at Tacoma Community College, or who transfers to the college with a minimum of 55 applicable credits, may graduate under the provisions of the Tacoma Community College degree in effect when he or she originally enrolled in any college accredited by the Northwest Association of Schools and*

Colleges or by another accrediting body duly recognized by Tacoma Community College. The college encourages all students to fulfill the degree requirements in effect at the time of their graduation; students who do not complete the degree requirements within five years must fulfill the requirements in effect when they graduate.

Multiple Degrees

A student may earn more than one degree from Tacoma Community College. In addition to meeting the specific requirements for each degree, a candidate must earn an additional 30 credits for each additional degree. (Example: 120 credits for a second degree and 150 credits for a third degree). Fifty (50) credits must be earned in residence at Tacoma Community College to be eligible for two degrees.

Application for Degrees or Certificates

Students preparing for graduation must complete a formal application for degree or certificate. Application forms are available from Enrollment Services, Bldg. 7. Completed application forms, signed by the advisor or program coordinator, must be on file at Enrollment Services no later than two weeks prior to the end of the quarter in which a student plans to graduate. A \$10.50 non-refundable application fee for degrees will be assessed. Students applying to graduate with an Associate in Arts and Sciences degree, Option B, must complete an Option B application form, which must be signed by an Option B advisor. See additional information on page 38 under Option B Degrees.

Prior to submitting an Application for Degree, students are advised to carefully review program requirements identified in the college catalog with their academic advisor to ensure all requirements have been satisfied. Applications for degree are reviewed and approved quarterly by the Academic Associate Degree Committee. Transfer students must have official copies of all transcripts from other colleges on file in Enrollment Services, Bldg. 7, prior to applying for the degree.

INSTRUCTIONAL POLICIES

CREDIT HOURS AND QUARTER

The college measures its course work by credit hour. Courses offered each quarter are assigned credit value related to the number of class-hours per week; however some courses require additional laboratory time, and activity courses typically involve additional hours per week. Students should anticipate an additional two hours of study time for every hour spent in the classroom when planning their quarterly course load.

A student who wishes to enroll for 20 or more credit hours must have the permission of the Counseling, Advising and Transition Services office or designee.

The academic year at Tacoma Community College is divided into four quarters. See *Academic Calendar* (page 5) for specific quarter start and end dates.

INSTRUCTIONAL AND CALENDAR DAYS

The terms instructional and calendar days are used in various policies. Instructional days are those days starting with the first day of the quarter in which the campus is open and counting each day classes are held through the last class day of the quarter. Weekends and holidays when classes are not in session are not included in the calculation of deadlines based on instructional days.

Some deadline dates are based upon calendar days, for example, the last day to drop a class with a grade of 'W' is the 55th calendar day of the quarter. These deadline calculations include weekends and holidays.

Student Status

• *Full-time Student*

Tacoma Community College's degree programs are structured with the expectation that students average 15 college-level credits each quarter, if they intend to complete an associate's degree in two years. The college considers a student full-time if they are enrolled in 12 or more credits.

• *Part-time Student*

A student registered for less than 12 credits.

• *First-year Student*

A student who has earned fewer than 45 college-level credits.

• *Second-year Student*

A student who has earned 45 or more college-level credits.

• *Auditing Student*

A student who registers for a class for no credit and pays the standard tuition and fees for the class (see Course Audit for additional information).

• *Non-Degree Seeking Student*

A student attending TCC for purposes other than to obtain a degree or certificate. Students in this status are restricted to registration in five credits or less per quarter and are self-advised.

Transcripts

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request an official transcript by mail or at the Enrollment Services office in Bldg. 7.

Unofficial transcripts for advising are available on the web or at the Enrollment Services office in Bldg. 7.

All outstanding fees and/or fines must be paid before transcripts will be released. Picture ID is required to order transcripts for mailing or to pickup transcripts. Transcripts will not be released to a third-party without written permission of the student.

For transcript fees and further information about how to request a transcript by mail call 253.566.5035, or go online at www.tacomacc.edu/resourcesforstudents/requestatranscript.aspx.

TRANSCRIPTS FROM OTHER SCHOOLS

Tacoma Community College does not release or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous secondary and college education which have been submitted to Tacoma Community College are part of the official file and will not be returned to the student. Students desiring transcripts of work completed elsewhere must order transcripts directly from the institution where the work was completed.

Official transcripts from other schools and colleges must be received by Enrollment Services from the sending institution electronically or in a sealed unopened envelope. For more information about transfer credit see *Credits Transferred to TCC*, page xx.

Nationally-Recognized Exams

ADVANCED PLACEMENT

Tacoma Community College grants credits to entering first-year students who have earned scores of three (3) or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. Students who wish to receive advanced placement credits must send their ETS test score to the credential evaluator for evaluation. The number of credits will be noted on the student's transcript, and a grade of 'S' recorded for all courses where credit is granted. Advanced placement credits will fulfill either distributive or elective requirements for an associate degree. The following departments of the college currently grant advanced placement credits:

- **Biology:** A student scoring 3 on the Biology AP examination will receive 5 credits for BIOL& 100. A student scoring 4 or 5 may receive additional credit upon consultation with the Natural Science and Engineering department.
- **Chemistry:** A student scoring 4 on the Chemistry AP examination will receive credit for CHEM& 161 and 162. A student scoring 5 on the Chemistry AP examination will receive credit for CHEM& 161, 162 and 163.
- **Computer Science:** A student scoring 4 or 5 on the Computer Science A exam will receive credit for CS 142. A student scoring 3 on the Computer Science AB exam will receive credit for CS 142. A student scoring 4 or 5 on the Computer Science AB exam will receive credit for CS 142 and CS 143.
- **English:** A student scoring a 3 on the composition and literature examination will receive credit for ENGL& 101. A student scoring 4 will receive credit for ENGL& 101 and ENGL& 102. A student scoring 5 will receive credit for ENGL& 101, 102 and ENGL 258.
- **Mathematics:** A score of 3, 4 or 5 on the AP Statistics Exam will receive five credits for MATH& 146. A student scoring 3 on the calculus AB or BC examination will receive five credits for MATH& 151. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.
- **History:** A student scoring 3 or higher on either the American or European History examination will receive five credits in the area of specialization.
- **Physics:** A student scoring 3 or 4 on the Physics B exam will receive credit for PHYS 114. A student scoring 5 on the Physics B exam will receive credit for PHYS 114 and 115. A student taking the Physics C exam will receive credit for PHYS 121 and/or 122 depending upon the test focus and score.

Note: Transfer schools are not required to accept courses transferred in by AP exam. Students should check with their intended transfer school as to its AP exam policy.

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads. Contact the credential evaluator in Enrollment Services, Bldg. 7.

INTERNATIONAL BACCALAUREATE

International Baccalaureate (IB) - A student who has tested in IB may request college credit for IB higher-level work. TCC will evaluate each student's record individually, on a departmental basis, for credit and advanced placement. Contact the credential evaluator in Enrollment Services, Bldg. 7.

CLEP/DANTES

Tacoma Community College grants up to 30 credits towards the Associate in General Studies degree to students for scoring in the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examination if approved by the division or department chairperson. For further details, students should contact the credential evaluator in Enrollment Services, Bldg. 7.

Articulation Agreements

TECH-PREP/DUAL CREDIT AGREEMENT

TCC and the Pierce County Careers Connection have developed an agreement to award college credit to high school students who successfully complete college-level courses. The dual credit agreements are entered into when common objectives and competencies exist between the college and local school districts. With a review of the course objectives and competencies, high school students who have passed all college competencies are eligible and will be allowed to enroll in college-level courses based upon existing specific dual credit agreements between college and high school programs. High school students must complete dual credit classes with a grade of 'B' or higher. They must identify the college at which they intend to register. Interested students should contact their high school instructor for details regarding enrollment in the program.

COLLEGE IN THE HIGH SCHOOL PROGRAM

TCC develops articulation agreements with local school districts that permit students enrolled in approved courses to earn college credit for work completed at the high school. Interested students should contact their high school instructor for registration and fee information. Registrations must be completed by the first week of the quarter in which credit will be awarded.

SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Tacoma Community College has been officially designated as a participant in the Service Members Opportunity College (SOC) by the Department of Defense, in cooperation with the American Association of Community Colleges. The SOC, as implemented at Tacoma Community College, seeks to increase access to higher education for active and retired military personnel:

- By accepting a maximum of 45 quarter-hour credits from military service schools;

GRADES AND ACADEMIC POLICIES

Grading Policies

Tacoma Community College uses the following system of grading and grade-point values for reporting and recording academic achievement. Faculty may or may not choose to use the plus/minus grading option in a given class.

Grade	Description	Grade Points
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
D-		0.7
E	Failure to complete minimum requirement	0.0
W	Official withdrawal from course	0.0
<i>Instructor's signature indicates acknowledgment of the withdrawal. Instructor permission is not required during this period. 11th through 55th calendar day*</i>		
WI	Instructor approved withdrawal	0.0
<i>After 55th calendar day*</i>		
V	Unofficial withdrawal	0.0
<i>Student commenced attendance, then stopped attending before instructor had sufficient data to evaluate. Report last date of attendance on grade sheet.</i>		
I	Incomplete	0.0
<i>Granted at the discretion of the instructor, when the student has completed more than 60 percent of the quarter and has a plan to finish remaining coursework. Contract required. Grade will revert to E if not completed within one year.</i>		
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit	0.0
R	Repeat R beside lowest grade	0.0
Z	Unofficial withdrawal with zero attendance	0.0

Grades A, B, C, D and S are considered passing. 'S' and 'U' identify courses taken on pass/fail basis and are not counted in computing grade point averages. 'S' is given only if the student performed at a grade of 'C-' or higher. A grade of 'E' is not considered passing and does not earn credit toward a degree or certificate.

**Summer quarter courses and courses which do not follow the regular college calendar will have pro-rated withdrawal periods. Contact Enrollment Services for these dates.*

- By granting 15 quarter-hour military science credits to enlisted service members who have completed at least one year of active military service; and
- By granting 30 quarter-hour military science credits to commissioned officers who have completed at least one year of active military service.

The college will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree. Eligible military personnel may be awarded the A.G.S. degree by earning the balance of the total distribution requirements. Active and retired military personnel may obtain additional information about SOC by contacting the credential evaluator in Enrollment Services, Bldg. 7.

RECENT HIGH SCHOOL GRADUATE MATH PLACEMENT

This is a program only for students of Tacoma Public School District and selected high schools in Peninsula Public School District who are entering Tacoma Community College within one year of high school graduation and taking their first math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 or the MARC analyze the student's high school transcript as well as the student's assessment score to gain the best placement for students who have recently studied mathematics in public high schools in the Tacoma Community College district.

Other Options

DEPARTMENTAL CHALLENGE EXAM

A student enrolled for five or more credit hours may earn additional credits in some courses by a challenge examination, provided the department has developed an examination for the course to be challenged. All arrangements, including the payment of fees, must be completed within the first ten instructional days of a quarter.

Students who successfully challenge a course will receive an 'S' grade. Course challenge application forms are available in Enrollment Services, Bldg. 7.

FINAL COURSE GRADE GRIEVANCE

Students who believe they have received a final course grade that has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade by referring to the Student Grievance Procedure for Final Course Grades, WAC 132V-120-330 in the Code of Student Rights and Responsibilities. The procedure is available in the office of the Vice President for Student Services or on the college web site at www.tacomacc.edu/resourcesforstudents/studentpolicies.aspx.

INCOMPLETE GRADE

The 'I' grade is given at the discretion of the instructor when the student has completed more than 60 percent of the quarter and has a plan to finish remaining course work. The student and instructor must fill out a contract form which contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract will be retained by the instructor, one given to the student, and one given to the department chair or division dean. The 'I' grade will revert to 'E' if not completed within one year.

Failure of students receiving federal financial aid to make up an incomplete grade within a designated time may result in partial loss or termination of benefits. These students should contact Financial Aid.

Veterans are not entitled to benefits for 'I', 'W', 'U', 'WT' and/or 'V' grades, unless mitigating circumstances are involved.

SATISFACTORY/UNSATISFACTORY GRADE

Some classes, due to their nature and content, are only offered 'S/U' and will be designated 'S/U' based on a departmental decision. In other classes, students have the option for an 'S/U' grade. An 'S' grade indicates student performance at a grade of 'C-' or higher. A grade of 'U' indicates performance below a 'C-'. Neither the 'S' or 'U' grade is computed in the grade point average. In order to exercise the 'S/U' option, students:

- Must choose the 'S/U' grade option in writing at Enrollment Services by the 15th instructional day of the quarter.
- Must understand that once the choice for the 'S/U' grade has been made, it will not be changed to a regular letter grade. Students should be aware that courses with an 'S' grade may not satisfy transfer requirements. At some universities, the 'S' grade may not be accepted in courses needed to satisfy distribution. Students are urged to check with their advisor and to consult the catalog of their transfer institution.

COURSE REPEAT

A student (except one enrolled in an allied health program with specific course repeat limitations) may repeat a course in which he or she has received a grade lower than a 'C+'. The course can be repeated no more than two times. In computing the student's cumulative grade point average, the higher grade earned for repeated courses will be used if the student submits a repeated course form to Enrollment Services in Bldg. 7.

Students planning to transfer to another college or university should contact that institution to determine how repeat course work will be computed in the admission transfer grade point average for applicants into their programs. Some institutions count each time the course is taken in the transfer admission process.

COURSE AUDIT

The course audit option allows a student to participate in a course without having credit or a grade posted to his or her transcript. The student must pay regular tuition and fees. Each faculty member will decide what participation entails and what attendance requirements must be met for the course. An 'N' will be posted on the student's transcript indicating the course was audited. If attendance or other requirements are not met, a 'WT' will be posted indicating withdrawal from the course.

Students may not convert from audit to credit or from credit to audit after the 30th calendar day of the quarter. To select audit

status complete an add/drop form indicating audit at Enrollment Services in Bldg. 7.

CHANGE OF GRADE

A student requesting a grade change for a course must contact the instructor. If the request is approved, the instructor will complete a grade change form and forward it to Enrollment Services.

Grade changes must be made within two quarters (excluding summer) after the quarter in which the student registered for the course. No grade changes after two quarters will be allowed, unless it can be documented by the instructor and approved with the division dean's signature that the grade was originally an error. The grade for a specific course may be changed only once.

ACADEMIC FORGIVENESS POLICY

With written approval of an advisor, a student may petition the Vice President for Student Services (or designee) to have Tacoma Community College course work set aside.

- The student must be currently enrolled.
- The forgiveness (set aside) date must be at least five years prior to the current quarter.
- All course work taken prior to the forgiveness date will be set aside. The student may not elect to retain individual courses and set aside other courses.
- The Academic Forgiveness option may be exercised only once.

Forgiven course work will not be used in the determination of credits earned at TCC, the cumulative grade point average, or the calculation of honors. The course number, title and original grade of all forgiven course work will remain on the transcript. Forgiven course work may not be reinstated or used to satisfy prerequisite or degree requirements. Academic forgiveness does not apply to the cumulative grade point average used to calculate financial aid eligibility.

Students are advised that a decision to set aside course work may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.

Academic Review Policy and Procedures

Academic review is designed to help students who are having academic difficulty improve their academic performance. The purpose of the policy is to quickly identify students whose grade point average falls below 2.00 and provide those students with assistance to improve their academic standing. Students will be alerted to their academic problems and provided assistance to improve academic performance. The Academic Review Policy provides for academic suspension in cases where students are unable to achieve satisfactory academic standing.

Individual college programs such as international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes. Students in these programs should contact their program advisor for information regarding these requirements.

ACADEMIC DEFICIENCY

A student is placed on academic deficiency at the end of any quarter in which his or her grade point average falls below 2.00, provided the student is enrolled in six or more credits after the tenth instructional day of that quarter. No later than the second week of the subsequent quarter, the Vice President for Student Services will notify a student by mail that he or she is academically deficient. The student will be encouraged to take advantage of available campus resources to improve his or her academic standing.

ACADEMIC PROBATION

A student placed on academic deficiency must earn a 2.00 quarterly grade point average the succeeding quarter he or she is enrolled for six or more credits after the tenth instructional day of that quarter, or be placed on academic probation. No later than the second week of the subsequent quarter, the Vice President for Student Services will notify a student by mail that he or she has been placed on academic probation.

REMOVAL OF ACADEMIC PROBATION

A student is removed from academic probation at the end of the quarter in which he or she is enrolled for six or more credits after the tenth instructional day of that quarter and earns a quarterly grade point average of 2.00 or higher.

ACADEMIC SUSPENSION

A student who has been placed on academic probation and fails to earn a 2.00 quarterly grade point average or higher the next quarter he or she is enrolled for six or more credits after the tenth instructional day of that quarter will be suspended for one quarter. As it applies to the period of academic suspension, summer quarter shall count as part of fall quarter.

The Vice President for Student Services will notify a student by mail by the first day of classes of the subsequent quarter that he or she has been suspended. A student who has already enrolled for classes prior to suspension status being determined will be administratively withdrawn, and tuition paid will be refunded.

Following a one-quarter suspension, a student may enroll following procedures outlined in the college's *Re-enrollment Procedures Following Academic Suspension* section (page 33).

A student readmitted after one quarter of academic suspension reenters the college on academic probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher at the end of the first quarter in which he or she is enrolled in six or more credits after the tenth instructional day, the readmitted student is suspended for three consecutive quarters.

APPEAL PROCEDURES

Academic suspension may be appealed to the Vice President for Student Services if there are strong and unavoidable extenuating circumstances (e.g., a serious illness or accident requiring hospitalization). A student will not be suspended during the course of the appeal process. The appeal must be in writing and clearly state factual errors or other matters which justify the appeal. The appeal must include: A proposed class schedule for the coming quarter and a course list for at least two additional quarters; Short-term (one to three quarters) educational goals; Plans to improve academic standing.

The appeal shall be filed through the office of the Vice President for Student Services. For fall quarter, the appeal must be filed no later than one week before the start of classes. For winter, spring and summer quarters, the appeal must be filed no later than the fifth instructional day of the quarter for which the student is suspended.

After meeting with the student and reviewing the student's academic records and all information pertinent to the appeal, the Vice President (or designee) will take one of the following actions:

- Confirm academic suspension;
- Impose conditions instead of suspension;
- Remove academic suspension.

The decision of the Vice President (or designee) shall be final.

RE-ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION

To reenroll following an academic suspension, a student shall present a petition for re-enrollment to the Vice President for Student Services. The petition shall include, but not be limited to, the following:

- A proposed class schedule for the coming quarter and a course list for two additional quarters;
- Short-term (one to three quarters) educational goals;
- Plans to improve academic standing.

The student must meet with an advisor to review the petition and to have the advisor sign the petition before it is submitted to the Vice President for Student Services.

The petition shall be filed with the Vice President for Student Services no later than one week before the start of classes for the quarter in which the student is seeking readmission to the college. After reviewing the student's academic record and petition, as well as other pertinent information, the Vice President shall decide to take one or more of the following actions:

- Permit the student to register according to his or her proposed program of studies and class schedule;
- Impose conditions on the student's enrollment;
- Require that the student undergo further academic assessment prior to registration;
- Refer the student for learning assistance and/or counseling during the subsequent quarter.

A student reenrolling following academic suspension reenters on probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher the succeeding quarter he or she is enrolled for six or more credits after the tenth instructional day of that quarter, the student readmitted after suspension will be suspended for three consecutive quarters.

Academic Dishonesty

Students at Tacoma Community College are expected to be honest and forthright in their educational endeavors. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students.

The consequences of academic dishonesty may vary with the situation and the individual instructor. All instructors will include in the course syllabus a policy on, and sanctions for, academic dishonesty. If a student is guilty of, or admits to, academic dishonesty, an instructor may impose sanctions up to and including administrative withdrawal from the course and/or an 'E' grade for the course.

It is the official policy of Tacoma Community College that cheating, plagiarism, fabrication, and other forms of academic misconduct are grounds for disciplinary action under the Code of Students Rights and Responsibilities. The student accused of academic dishonesty may be reported to the Vice President for Student Services for initiation of disciplinary proceedings which could result in disciplinary sanctions ranging from a warning to expulsion from the college.

Definitions of academic dishonesty and descriptions of the hearing and appeal processes are included in the Tacoma Community College Administrative Procedure for Academic Dishonesty, available in all administrative offices.

Copies of the Code of Student Rights and Responsibilities are available in the office of the Vice President for Student Services in Bldg. 7.

HONORS & AWARDS

Honors

• *Quarterly Honors*

Students who earn 12 or more TCC graded college-level credits numbered 100 and above (excluding 'S' and 'U') in a quarter with a grade point average of 3.33 to 3.65 will be placed on the quarterly Honors List. (Grades of 'N', 'T', 'W', 'WT', and 'V' are not considered earned credits.)

• *Quarterly High Honors*

Students who earn 12 or more TCC graded college-level credits numbered 100 and above (excluding 'S' and 'U') in a quarter with a grade point average of 3.66 to 4.00 will be placed on the quarterly High Honors List. (See note above regarding grades.)

Honor Societies

Three nationally recognized scholastic organizations are part of student life at TCC: Phi Theta Kappa, Psi Beta, and Alpha Delta Omega.

• *Phi Theta Kappa*

Academic excellence is the primary hallmark of Phi Theta Kappa, an honor society serving two-year colleges that offer associate degree programs. Members must maintain a 3.5 or better grade point average and be eligible for tuition scholarships. PTK members also can develop interpersonal communication and leadership skills and provide a variety of services to the college and community.

• *Psi Beta*

Psi Beta is a national honor society for psychology students. Members must maintain a 3.0 or better GPA, have completed at least two quarters of psychology, and have demonstrated a genuine interest in psychology and high standards of personal behavior and integrity. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research and community service. For more information contact the faculty advisor.

GRADUATION

- ***Alpha Delta Omega***

Alpha Delta Omega is a national honor society for students enrolled in Human Services programs. Chartered in 1990, the TCC chapter stresses academic excellence and promotes the ideals of the human services profession. Membership is open to students with a 3.0 or higher grade point average who are enrolled in Human Services or related programs.

Degrees are conferred at the end of each quarter. Commencement ceremonies for degrees are held annually at the end of spring quarter. All students who have earned degrees in the current academic year are invited to participate in the June commencement. Students within one course of completing their degree and who have enrolled in the required course for summer quarter may also apply to participate in commencement. Contact the credentials evaluator in Bldg. 7 for degree and early commencement application.

Graduation Awards

Upon graduation, TCC students who have achieved outstanding grades will be honored. Students who graduate with scholastic honors will have the award designated by a seal on their diploma. The award will be noted on their transcript when official transcripts are requested. Students are eligible for the following honors or awards:

- **Graduation with Honors** – Students with a graduation grade point average of 3.33 to 3.65, who have completed at least 60 graded college-level credits (numbered 100 and above) at TCC as well as credits transferred from other institutions which are used to meet degree requirements, and have met award criteria described below will be graduated with “Honors.”
- **Graduation with High Honors** – Students with a graduation grade point average of 3.66 or higher who have completed at least 60 grade college-level credits (numbered 100 and above) at TCC as well as credits transferred from other institutions which are used to meet degree requirements, and have met award criteria described below will be graduated with “High Honors.”

Awards Criteria

- ***Graduation with Honors and Graduation with High Honors***

Grade point average computations for degrees and awards at graduation are based on all college-level credits (numbered 100 and above) earned at Tacoma Community College as well as credits transferred from other institutions which are used to meet degree requirements.

For commencement, scholastic honors are computed using grades earned through the winter quarter preceding commencement. Changes in a student's honor status will be made to the student's record if the last quarter of college work or if grades earned from transfer credits affect a student's qualifications.

- ***President's Medal Awards***

The President's Medal is the highest honor the college bestows to recognize academic achievement. Associate degree candidates who have completed at least 60 graded college-level credits (numbered 100 and above) at Tacoma Community College and who have earned the highest cumulative grade point average above 3.84 will automatically be eligible for consideration for the President's Medal.

UNIVERSITY-LEVEL EDUCATION (TRANSFER)

Students interested in pursuing fields where university-level work is required can complete the first two years of course work through Tacoma Community College's comprehensive university parallel programs. As a member of the Inter College Relations Commission (ICRC), a council which manages transfer articulation between the two- and four-year institutions in Washington, TCC offers an excellent, affordable transfer opportunity.

TCC provides the majority of freshman- and sophomore-level course work in a wide variety of disciplines leading to a bachelor's degree at a four-year college or university. Students are advised to consult the current catalog of the four-year institution to which they plan to transfer for the specific major department requirements.

Four-year colleges in Washington are placing increased emphasis on students choosing and preparing for their major before they transfer. For public colleges that accept transfer students on a competitive-entry basis, such as the University of Washington-Seattle, being "major ready" is one of the most important criteria for who is accepted to transfer and who is not. You should be planning for a specific major by the time you have earned 45 transferable credits at TCC and begin taking some specific courses to prepare you for that major. Consult your advisor for more information on being major ready when it comes time to transfer to a four-year school.

The college provides assistance in determining completion of the required curricula for graduation through its dedicated staff of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with you, the individual student.

UNIVERSITY TRANSFER AREAS

Below are some of the university-level areas you may begin preparing for at TCC while completing requirements for a two-year associate degree:

- Accounting ▪ American Ethnic & Gender Studies ▪ Anthropology ▪ Architecture
- Art ▪ Biochemistry ▪ Biology ▪ Botany ▪ Business Administration ▪ Chemistry
- Chiropractic ▪ Communications ▪ Computer Science ▪ Criminal Justice
- Dental Hygiene ▪ Dentistry ▪ Earth Science ▪ Economics ▪ Education
- Engineering ▪ English ▪ Environmental Science ▪ Forestry ▪ Genetics ▪ Geology
- History ▪ International Business ▪ Japanese ▪ Journalism ▪ Law ▪ Liberal Arts
- Mathematics ▪ Medical Technology ▪ Medicine ▪ Microbiology ▪ Molecular Biology
- Music ▪ Naturopathic Medicine ▪ Nursing/BSN ▪ Occupational Therapy
- Oceanography ▪ Pacific Rim Studies ▪ Pharmacy ▪ Paper Science & Engineering
- Philosophy ▪ Physical Education ▪ Physical Therapy ▪ Physics ▪ Political Science
- Public Administration ▪ Psychology ▪ Sociology ▪ Social Work ▪ Spanish ▪ Speech
- Urban Planning ▪ Veterinary Medicine ▪ Zoology

American Ethnic and Gender Studies Certificate Program

The American Ethnic and Gender Studies Certificate Program (AEGS) at Tacoma Community College is a multidisciplinary program coordinating courses, activities, and projects to enhance the student's understanding of the roles and functions of gender and ethnicity in the United States. AEGS courses are geared towards all TCC students who seek to understand complex gender, race, ethnic and class issues, whether they are in a professional/technical program or planning to transfer to a four-year institution. AEGS also aims to meet the needs of part-time students and community members with interests in the topics of ethnicity and gender.

Certificate requirement:

The AEGS certificate program consists of a series of interdisciplinary courses leading to a certificate in American Ethnic and Gender Studies and a special notation on the transcript. Students enrolled in the certificate program are required to complete 15 credits of course work in American Ethnic and Gender Studies. All American Ethnic and Gender Studies courses can be used to satisfy the requirements of the AEGS certificate in addition to any other certificate or degree. This program provides an opportunity for students wishing to design individualized course sequences that support their personal and educational goals. See the class schedule for course availability each quarter. For detailed program information, contact the advisor. Program flyers are available at kiosks.

University Transfer Degrees

Tacoma Community College offers several specialized transfer degrees. Students planning to earn a bachelor's degree in certain specialized areas can choose an associate degree tailored to helping them prepare for transfer as efficiently as possible.

Associate in Arts and Sciences

- Page 37 Option A
- Page 38 Option B
- Page 38 Bridge Program—Option B

Associate in Business

- Page 39 Associate in Business

Associate in Elementary Education

- Page 40 Associate in Elementary Education

Associate in Pre-Nursing

- Page 41 Associate in Pre-Nursing

Associate of Science

- Page 42 Associate of Science
- Page 43 Biological and Chemical Engineering
- Page 43 Biology
- Page 43 Chemistry
- Page 43 Computer and Electrical Engineering
- Page 43 Computer Science
- Page 43 Earth Sciences
- Page 44 Engineering
- Page 44 Environmental Sciences
- Page 44 Mechanical, Civil, Aeronautical, Industrial, and Material Science Engineering
- Page 44 Physics

PROGRAM LEARNING OUTCOMES (PLO)

These learning outcomes are the result of faculty conversations regarding what we want our students to be able to know and do after they complete our programs. Outcomes gained through programs that support our transfer degree will be used at baccalaureate institutions to which students transfer.

Written Communication

Upon successful completion of Written Communication for the Associates Degree, students will:

1. Craft, develop, and support a specific, debatable thesis.
2. Draft and refine a well-organized essay appropriate to context and audience.
3. Read critically and research effectively to support thesis.
4. Use appropriate writing strategies, standard grammar and academic documentation conventions.
5. Demonstrate ethical standards in all phases of the writing process, including using collaboration within academically appropriate guidelines.

Quantitative Skills

Students will demonstrate increasing levels of mastery of the Program Learning Outcomes throughout the developmental math curriculum. Upon successful completion of the Quantitative Skills requirement for the Associates degree, students will:

1. Create, interpret, and analyze graphs and charts that communicate quantitative or relational information.
2. Determine, create, and use appropriate and reasonable mathematical constructs to model, understand, and explain phenomena encountered in the world.
3. Determine and carry out an appropriate algorithm to solve problems that are amenable to mathematical solutions.
4. Communicate mathematical information formally, using appropriate math notation and terminology, and informally by using everyday language to express ideas.
5. Use technology to analyze and solve mathematical problems and to effectively communicate solutions to problems, particularly those that cannot be solved efficiently by other means.

Natural Sciences

Upon successful completion of the Natural Sciences distribution requirements for the AAS Option A or B or the Associate of Sciences degrees, students will:

1. Describe how science is relevant to their lives and use this knowledge to make informed decisions.
2. Explain the importance of observation and hypothesis testing in the scientific process, and distinguish between the scientific process and other human endeavors.
3. Use scientific concepts learned in classes to understand and evaluate basic scientific claims reported in the mass media.
4. Communicate the primary principles and processes underlying at least one natural system (for example: atoms and molecules, cells and organisms, the oceans and the atmosphere, the solid earth, or the cosmos).
5. Be able to design, execute, and effectively communicate the results of simple scientific investigations and apply those skills toward a fundamental understanding of how research is done in the larger scientific community.

Social Sciences

Upon successful completion of the Social Sciences distribution requirements for the Associates Degree, students will:

1. Critically evaluate popular media utilizing the knowledge and techniques of the social sciences to detect bias.
2. Analyze events, issues or conflicts from different historical, cultural and social perspectives.
3. Recognize how ethnicity, class, gender and other social variables shape one's perception of events, in order to work more cooperatively with others.
4. Utilize awareness that events are influenced by historical, cultural and psychological and social factors.

Humanities

Upon successful completion of the Humanities distribution requirements for the Associates Degree, students will:

1. Be able to distinguish the many forms of human expression.
2. Exercise skills in interpretation and analysis.
3. Explain the importance of the creative process.
4. Express and produce work which demonstrates heightened awareness to both cultural and historical diversity.
5. Confidently and competently practice performance skills.

Physical Education

Upon successful completion of the Physical Education distribution requirements (three credits) for the Associates Degree, students will:

1. Critically evaluate and communicate health and/or fitness related information.
2. Engage regularly in physical fitness and/or sports activities using skills developed in the physical education program.
3. Practice a personal wellness/fitness plan based upon a periodic evaluation of personal fitness status.
4. Exhibit personal and social behavior that respects self and others in physical activities.

ASSOCIATE IN ARTS AND SCIENCES

(DTA Transfer Degree)

DEGREE REQUIREMENTS

- 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading Option A or from an approved Option B plan.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the associate degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- A maximum of three physical education activity credits will apply toward the degree.

OPTION A DEGREE

This degree option is awarded by Tacoma Community College and is directly transferable to most baccalaureate institutions (four year colleges or universities) in Washington. The Associate of Arts and Sciences is a general transfer degree that is appropriate for a wide variety of major areas of study. Students who complete this degree will normally have satisfied the General Education (distribution) requirements and be granted junior standing at the baccalaureate institution upon transfer. This degree does not guarantee admission, but completion of the degree is an important criterion for acceptance by many colleges and universities.

At least one course (five credits) of the 90 credits applied toward graduation must be designated as a multicultural course. Approved multicultural courses are designated in the Approved Distribution Course List (pages 45-48) and in the Credit Course Descriptions section. Students transferring to The Evergreen State College or to the University of Washington-Tacoma are strongly advised to include at least one learning community (coordinated studies or linked course) as part of their degree. See the distribution electives below.

BASIC REQUIREMENTS

15 CREDITS

- **Written Communication Skills (10 credits)**
ENGL& 101, and either ENGL& 102 or 103
- **Quantitative Skills (5 credits)**
Choose from the courses listed below. Each of these courses carries a prerequisite of MATH 99 or MATH 97 or TMATH 100.
PHIL& 106; MATH 106, 107, 141, 142, 146, 147, 148, 151, 152, 153, 170, 171, 210, 220, 238, 254

DISTRIBUTION REQUIREMENTS

60 CREDITS

Please note: Credits may be counted in only one distribution area.

- **Humanities (15 credits):** Select courses from the Approved Humanities Distribution Course List. The courses must be from at least two disciplines. No more than five credit of studio/performance/skills course(s).
- **Social Sciences (15 credits):** Select courses from the Approved Social Sciences Distribution Course List. The courses must be from at least two disciplines.
- **Natural Sciences (15 credits):** Select courses from the approved Natural Sciences Distribution Course List. The courses must be from at least two different disciplines and must include at least two laboratory courses.
- **Multicultural (5 credits):** Select one course from those shown in the list on page 47. (See NOTE on Distribution List.)
- **Physical Education (3 credits):** Any three activity credits. A maximum of three PE activity credits can apply toward the degree.
- **Distribution Electives (7 credits):** Distribution electives must be selected from courses listed under Basic Requirements, Humanities, Social Sciences, or Natural Sciences. Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than a written communication skills course) as part of their degree electives. Approved Writing Intensive courses are designated at the end of the Approved Distribution Course List (page 48) and in the course description section.

OTHER COLLEGE-LEVEL ELECTIVES

15 CREDITS

All elective credits must be in courses numbered 100 or above.
PE Activity credits cannot be used as elective credits.

ASSOCIATE IN ARTS AND SCIENCES

OPTION B DEGREES

This degree option is awarded by Tacoma Community College in fields of study where the transfer requirements of a four-year college or university differ significantly from TCC's requirements for Option A and no major related degree exists.

Option B degrees are designed to transfer only to a specific program within a specific four-year college or university. Students who are uncertain where they will transfer or which program/major they will pursue should discuss this with their advisor. You may be best served by pursuing an Associate in Arts and Sciences Option A degree, or another major-related transfer degree.

If you know to which program and institution you want to transfer and are interested in the Option B degree, you should consult with an advisor at the intended transfer institution regarding program requirements. You should also be assigned to a TCC faculty advisor designated as the Option B advisor for your specific subject area, preferably by the end of your first year.

Two quarters before TCC graduation, you should complete an Option B application form, which must be signed by your Option B advisor, and is available from the credentials evaluator in Enrollment Services in Bldg. 7. You must also include with the Option B application a copy of the requirements or recommendations published by the four-year institution or a written recommendation by an undergraduate departmental advisor of the four-year institution. Your Option B advisor can assist with these forms.

While your Option B advisor will provide assistance, students choosing to pursue an Option B degree are responsible for securing adequate assurance from the four-year college or university that the student's Option B program will be accepted by the transfer institution.

BRIDGE PROGRAM—OPTION B

Tacoma Community College's "Bridge Program" is presented in partnership with The Evergreen State College–Tacoma (TESC–Tacoma). The liberal arts curriculum is intended for students interested in pursuing a bachelor's degree at The Evergreen State College. However, courses included in this degree can be transferred to other colleges and universities on a course-by-course basis. Students who fulfill the requirements of this Associate in Arts and Sciences - Option B degree are eligible to apply to the upper-division baccalaureate degree program at Evergreen-Tacoma or Olympia campuses.

The Bridge program is a unique learning experience. The program of studies is identical to TCC's associates transfer degree, but omits the physical education requirement for the degree and includes the lyceum requirement for the Evergreen Tacoma campus. Students wishing to earn the direct transfer degree to other Washington colleges and universities are encouraged to complete three physical education activity credits on the main TCC campus. Lyceum courses included in this program are theme based, and include collaborative learning and community-based project work.

Bridge Program courses are offered in the evening and taught on site at the TESC-T campus, which is located at 1210 S. Sixth Avenue. For more information, call TESC-T at 253.680.3000 or the Bridge Program at 253.680.3022 or 253.680.3023.

CORE REQUIREMENTS**39 CREDITS**

- Written Communication (10 credits)
 - ENGL& 101..... English Composition I
 - ENGL& 102..... Composition II: Argument and Persuasion
- TESC/TCC courses (24 credits)
 - IDS 101, 102, 103 Lyceum I, II, III
 - IDS 201, 202, 203 Lyceum I, II, III
 - (4 credits each/total 24 credits)
 - Please note: Lyceum credits satisfy college level elective credit.*
- Quantitative Reasoning (5 credits)
 - MATH& 107..... Math in Society

DISTRIBUTION REQUIREMENTS**62 CREDITS**

- Humanities (15 credits)
 - CMST& 101, ENGL 280 and HUM& 101
- Social Sciences (15 credits)
 - SOC& 101, ANTH& 100 and PSYC& 101
- Natural Sciences (15 credits)
 - ENVS& 101, ENVS 145 and PHYSN 100
- Multicultural (5 credits)
 - ANTH& 206
- Human Development (3 credits)
 - HD 101
- Information Technology (2 credits)
 - CU 102
- Distribution Elective (7 credits)
 - LS 102 and HUM 120 or CMST& 102

TOTAL: 101 CREDITS

ASSOCIATE IN BUSINESS

(DTA/MRP Transfer Degree)

The Associate in Business degree (DTA/MRP) is a two-year degree designed for students who intend to transfer to a business school at a baccalaureate institution/four-year university.

Students completing the Associates of Business degree normally are granted junior standing upon admission to these institutions. However, admittance to a school of business is highly competitive and completion of the Associate in Business degree does not guarantee admission.

In addition to the courses needed for an Associate in Business, some baccalaureate institutions have unique course requirements, which must be completed for graduation. Many institutions require foreign language for admission; this foreign language requirement can be incorporated into humanities and/or electives in the Associate in Business degree. Students pursuing this degree are encouraged to work closely with a TCC advisor familiar with business requirements.

DEGREE REQUIREMENTS

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- At least one course applied to the degree must be from the list of approved multicultural courses in the Approved Distribution Course List. These courses are designated with a (multicultural) following the course description in the Credit Course section.

BASIC REQUIREMENTS

20 CREDITS

- Written Communication Skills (10 credits)
 - ENGL& 101..... English Composition I
 - ENGL& 102..... Argument and Persuasion or ENGL 103..... College Composition: Writing about Literature
- Quantitative Skills (10 credits)
 - MATH 147..... College Algebra for Business and Economics
 - MATH& 148..... Business Calculus

DISTRIBUTION REQUIREMENTS

65 CREDITS

- Humanities (15 credits)

The courses must be from at least two disciplines on the Approved Distribution Course List. No more than five credits of studio/performance/skills course(s).
- Social Science (15 credits)
 - ECON& 201..... Micro Economics
 - ECON& 202..... Macro Economics

Select one additional Social Science course, in a discipline other than Economics, on the Approved Distribution Course List.
- Natural Sciences (10 credits)

Select two Natural Science courses, one from each of two different disciplines, on the Approved Distribution Course List.
- Statistics (5 credits)
 - MATH& 146..... Introduction to Statistics
- Business (20 credits)
 - ACCT& 201..... Principles of Accounting I
 - ACCT& 202..... Principles of Accounting II
 - ACCT& 203..... Principles of Accounting III
 - BUS& 201..... Business Law

COLLEGE-LEVEL ELECTIVES

5 CREDITS

All elective credits must be in courses numbered 100 or above.

TOTAL: 90 CREDITS

ASSOCIATE IN ELEMENTARY EDUCATION

(DTA/MRP Transfer Degree)

The Tacoma Community College Associate in Elementary Education degree (DTA/MRP) is directly transferable to most major baccalaureate institutions in Washington state. Students completing the associate degree will be regarded as having the minimum preparation for consideration for admission to the various elementary education teacher preparation programs.

Students who complete this degree will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions have unique course requirements which must be completed for graduation. The requirements of individual university departments must also be met. Some institutions require foreign language for admission. Foreign language can be incorporated into humanities and/or electives.

Students are reminded that successful completion of this coursework does not guarantee admission to a university college of education. Additional criteria, such as grade point average, community service, leadership activities and prior classroom experience (e.g. volunteer tutoring) may also be used by a college of education in making admission decisions.

DEGREE REQUIREMENTS:

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- At least one course applied to the degree must be from the list of approved multicultural courses in the Approved Distribution Course List (page 48). These courses are designated with a (multicultural) following the course description in the Credit Course section.

BASIC REQUIREMENTS

20 CREDITS

- Written Communication Skills (10 credits)
 - ENGL& 101..... English Composition I
 - ENGL& 102..... Argument and Persuasion
 - or ENGL 103..... College Composition: Writing about Literature
- Quantitative Skills (10 credits)
 - MATH 170..... Math for Elementary Teachers I
 - MATH 171..... Math for Elementary Teachers II

DISTRIBUTION REQUIREMENTS

50 CREDITS

- Humanities (15 credits)
 - CMST& 220 Public Speaking
 - MUSC 120 Music in the Classroom
 - or MUSC 100 Fundamentals of Music
 - ART 180 Art for Elementary Education
 - or ART& 100 Art Appreciation
- Social Sciences (20 credits)
 - Required (15 credits):
 - EDUC& 205 Introduction to Education (with field experience)
 - Choice of U.S. History
 - Choice of World Civilization or non-Western History
 - Recommended (5 credits): Choose from Economics, Geography, Political Science, Psychology, Sociology or additional History.
 - Note: WSU, CWU and SM require:
 - PSYC& 200 Lifespan Psychology
- Natural Sciences (15 credits)
 - Choice of Biology
 - Choice of Oceanography, GEOG 205, or GEOG 210
 - Choice of Chemistry, Physics or Physical Science
 - Two of the above must be laboratory sciences

ADDITIONAL REQUIREMENTS

20 CREDITS

- Multicultural (5 credits)
 - EDUC 220 Diversity in Education
 - or SOC 262, SOC 287, ANTH& 206
- Physical Education (3 credits)
 - PE 295 PE for Elementary Teachers
 - or 3 credits PE Activity
- Electives (12 credits)
 - Additional content courses (e.g. social sciences, humanities, sciences, mathematics) designed to meet endorsement competencies and/or academic majors. Recommended:
 - ENGL 280..... Children's Literature

TOTAL:
90 CREDITS

ASSOCIATE IN PRE-NURSING

(DTA/MRP Transfer Degree)

The Associate Degree in Pre-Nursing (DTA/MRP) is a two-year program designed for students who are planning to transfer to a Bachelor of Science in Nursing program (BSN) at a four-year university. Students completing the pre-nursing degree, and who have met the minimum GPA requirement for the BSN program to which they are applying, will have met the prerequisites necessary to apply to most upper-division nursing programs in Washington. Admittance to BSN programs is highly competitive and completion of the pre-nursing associate degree does not guarantee admission.

This degree is intended for students who want to take science and general education classes at Tacoma Community College to prepare to transfer to a four-year school to begin their nursing classes and earn a Bachelor of Science in Nursing (BSN) degree.

Students completing this track are not eligible to take the National Council Licensure Examination (NCLEX) for registered nursing until they complete their BSN program. Students wishing to become a registered nurse directly after completing their associate degree should talk with an advisor about an Associate Degree in Nursing.

Participating four-year universities include: University of Washington–Seattle, Washington State University, Northwest University, Seattle University, Seattle Pacific University, Pacific Lutheran University, Walla Walla College and the WSU Intercollegiate College of Nursing (WSU-ICN), whose members include Eastern Washington University, Washington State University and Whitworth College.

DEGREE REQUIREMENTS:

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.

PREPARATION

While in high school, students should pursue all available courses in mathematics, chemistry and biology.

PROGRAM PLANNING

Students should meet with an advisor as soon as they are admitted to Tacoma Community College. Many courses have prerequisites, are offered only once or twice a year, and/or are sequential. Careful selection of classes each quarter is necessary to complete the program without delay. Certain schools may have additional university specific requirements for admission to the institution. For example, some universities require two years of high school or two or three quarters of college foreign language, additional college-level math, practical experience in a healthcare setting, or specific additional courses. It is important to consult catalogs, websites and advisors at the four-year institutions you are considering attending early in the process.

BASIC REQUIREMENTS

15 CREDITS

- Written Communication Skills (10 credits)
 - ENGL& 101..... English Composition I
 - ENGL& 102..... Argument and Persuasion
 - or ENGL 103..... College Composition: Writing about Literature
- Quantitative Skills (5 credits)
 - MATH& 146..... Introduction to Statistics

DISTRIBUTION REQUIREMENTS

65 CREDITS

- Humanities (15 credits)
 - CMST& 220 Public Speaking

Select two additional courses from the approved Humanities distribution course list. At least one course must be from a discipline other than Communication Studies (CMST). No more than five credits of studio/performance/skills courses. No more than five foreign language credits can be applied.
- Social Sciences (15 credits)
 - PSYC& 101 General Psychology
 - PSYC& 200 Lifespan Psychology
 - SOC& 101 Introduction to Sociology
- Natural Sciences (37-40 credits)
 - BIOL& 100 Survey of Biology
 - or BIOL& 160..... General Cell Biology
 - CHEM& 121 Introduction to Inorganic Chemistry
 - CHEM& 131 Introduction to Organic Biochemistry
 - NUTR& 101 Human Nutrition
 - BIOL& 241 & 242..... Human Anatomy and Physiology 1, 2
 - or BIOL& 251, 252 & 253..... Human Anatomy and Physiology I, II, III
 - BIOL& 260 General Microbiology
- Additional Requirements (5-8 credits)
 - PE 100 (2 credits) Total Fitness
 - PE Activity (1 credit)
 - Electives (2-5 credits)

TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement
MRP: Major Related Program

Approved Distribution Course List is on pages 45-48.

ASSOCIATE OF SCIENCE DEGREE

(AS-T Transfer Degree)

This degree is awarded by Tacoma Community College and is designed for students who intend to transfer into specific science majors at a baccalaureate institution. Students pursuing this degree are required to select a specialization field from the approved list and will be assigned a TCC advisor who understands the requirements of that specialization.

Many classes required for this degree are offered only once or twice a year. Students should work closely with their Associate of Science advisor to plan their programs of study, including elective courses.

This degree does NOT complete all General Education requirements of baccalaureate institutions. Like native students who begin study in science at a four year school as a freshman, students who transfer with an Associate of Science degree will typically be required to complete some general education requirements during their junior and senior years.

DEGREE REQUIREMENTS:

- Minimum of 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- At least one course applied to the degree must be from the list of approved multicultural courses in the Approved Distribution Course List (page 47). These courses are designated with a (multicultural) following the course description in the credit course section.

1 BASIC REQUIREMENTS

15 CREDITS

- Written Communications Skills (5 credits)
ENGL& 101..... English Composition I
- Quantitative Skills (10 credits)
MATH& 151..... Calculus I
MATH& 152..... Calculus II
or above with approval of advisor

2 HUMANITIES AND SOCIAL SCIENCES

15 CREDITS

- Five credits from the Humanities on the Approved Distribution Course List.
- Five credits from the Social Sciences on the Approved Distribution Course List.
- Five additional credits from either the Humanities or Social Sciences on the Approved Distribution Course List.

3 SPECIALIZATION COURSES

40–75 CREDITS

These courses include a set of courses for a particular specialization as approved by the department, the science division and the registrar. The details of approved specializations are on pages 43-44.

4 COLLEGE-LEVEL ELECTIVE COURSES

0–30 CREDITS

- Remaining college level courses to reach a total of 90 credits. The amount of credit in this category depends on the number of credits taken in the specialization courses.
- PE activity courses cannot be used as elective credits in this category.
- A maximum of five credits in this category can be from courses that do not appear on the Basic Requirements Distribution List for the Associate in Arts and Sciences degree or the Approved Distribution Course List.
- Specializations approved at the time of printing are given below.
Please see www.tacomacc.edu/inst_dept/science/asdegree.shtm for the most current list of specializations.

TOTAL: 90-110 CREDITS

ASSOCIATE OF SCIENCE

BIOLOGICAL & CHEMICAL ENGINEERING

ENGR& 104 (5 credits) is a required course for this specialization and partially satisfies Section 2 Social Science credits. ENGR& 114 is also highly recommended as an elective course under Section 2 Humanities courses. In addition, the following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying Biological or Chemical Engineering. This specialization requires a total of 95 credits.

Specialization Courses (60 credits)

- CS 142 (5 credits)
- PHY 121, 122, 123 (15 credits).
- MATH& 153, MATH 238 (10 credits).
- CHEM& 161, 162, 163, 261 (20 credits).
- Two additional courses to be chosen from the following electives list: ENGR& 204, 224; MATH 220, MATH& 254; BIOL& 222, 223; ENGL& 235; CHEM& 262 (10 credits).
- This specialization allows no credits in Section 4 (Electives).

BIOLOGY

The following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying biological sciences including biology, botany, genetics, molecular biology, and zoology.

Specialization Courses (50 credits)

- BIOL& 221, 222, 223 (15 credits).
- CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- MATH& 153 or MATH& 146 (5 credits).
- The student must choose 10 credits in Section 4 (Electives) to reach a total of 90 credits. PHYS 114, 115 or PHYS 121, 122 are strongly recommended as elective courses.

CHEMISTRY

The following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying chemistry.

Specialization Courses (50 credits)

- CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- MATH& 153 (5 credits).
- PHYS 121, 122, 123 (15 credits).
- The student must choose 10 credits in Section 4 (Electives) to reach a total of 90 credits.

COMPUTER & ELECTRICAL ENGINEERING

ENGR& 104 (5 credits) is a required course for this specialization and partially satisfies Section 2 Social Science credits. ENGR& 114 is also highly recommended as an elective course under Section 2 Humanities courses. In addition, the following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying Computer or Electrical Engineering. This specialization requires a total of 100 credits for the degree.

Specialization Courses (70 credits)

- CS 142, 143, ENGR& 204 (15 credits).
- PHYS 121, 122, 123 (15 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161 (5 credits).
- Four additional courses to be chosen from the following electives list: ENGR& 214, 224, ENGL& 235; MATH& 254; BIOL& 222 (20 credits).
- This specialization allows no credits in Section 4 (Electives).

COMPUTER SCIENCE

The following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying computer science.

Specialization Courses (45 credits)

- CS 142, 143 (10 credits).
- PHYS 121, 122, 123 (15 credits).
- MATH& 153, 220 and one of the following: MATH 210, 238, MATH& 254 (15 credits).
- Science credit approved by a computer science advisor (5 credits).
- The student must choose 15 credits in Section 4 to reach a total of 90 credits. MATH& 146 and MATH 238 are highly recommended as elective courses.

EARTH SCIENCES

The following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying earth sciences such as geology.

Specialization Courses (40 credits)

- MATH& 153 (5 credits).
- CHEM& 161, 162, 163 (15 credits).
- PHYS 121, 122, 123 (15 credits).
- GEOL& 101 (5 credits).
- The student must choose 20 credits in Section 4 (Electives) to reach a total of 90 credits. The following course is recommended: GEOG/ENVS 210

ASSOCIATE OF SCIENCE

ENGINEERING*

ENGR& 104 (5 credits) is a required course for this specialization and partially satisfies Section 2 Social Science credits. In addition, the following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying engineering.

Specialization Courses (60 credits minimum)

- CS 142 (5 credits).
- PHYS 121, 122, 123 (15 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161, 162 (10 credits).
- This specialization requires 15 credits from the following list. Selection depends upon the intended engineering major. These 15 credits must be approved by an engineering advisor.
ENGR& 114, 214, 215, 224, 225
ENGL& 235
CHEM& 163, 261, 262
BIOL& 221, 222, 223 (Bioengineering only)
MATH& 254 (required for UW transfers)
- This specialization allows no credits in Section 4 (Electives).

* The engineering specialization requires 60 credits. However, in some cases this will not satisfy entry requirements into a specific engineering department at a baccalaureate institution. In most cases, students are advised to complete one of the specialized engineering Associate of Science degrees, rather than this general engineering Associate of Science degree.

ENVIRONMENTAL SCIENCES

The following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying environmental science.

Specialization Courses (45 credits)

- CHEM& 161, 162, 163 (15 credits).
- BIOL& 221, 222, 223 (15 credits).
- MATH& 146 or BUS 256 (5 credits).
- PHYS 114 (5 credits).
- GEOL& 101 (5 credits).
- The student must choose 15 credits in Section 4 (Electives) to reach a total of 90 credits. Selection from the following courses is strongly recommended: GEOL 179 or OCEA 179 or ENVS 179 (3 credits); ENVS 210 or GEOG 210 (5 credits); Humanities or Social Science (5 credits).

PHYSICS

The following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying physics.

Specialization Courses (50 credits)

- PHYS 121, 122, 123 (15 credits).
- MATH& 153, MATH 220, 238, MATH& 254 (20 credits).
- CHEM& 161, 162 (10 credits).
- CS 142 (5 credits).
- The student must choose 10 credits in Section 4 (Electives) to reach a total of 90 credits. ENGR& 104 is highly recommended as a Section 2 Social Science course or an elective.

**MECHANICAL, CIVIL, AERONAUTICAL,
INDUSTRIAL AND MATERIAL SCIENCE
ENGINEERING**

ENGR& 104 (5 credits) is a required course for this specialization and partially satisfies Section 2 Social Science credits. ENGR& 114 is also highly recommended as an elective course under Section 2 Humanities courses. In addition, the following set of courses fulfills the specialization requirement in Section 3 of the Associate of Science degree and is appropriate for students studying Mechanical, Civil, Aeronautical, Industrial or Material Science Engineering. This specialization requires a total of 105 credits.

Specialization Courses (75 credits)

- CS 142 (5 credits).
- ENGR& 214, 215, 225 (15 credits).
- PHYS 121, 122, 123 (15 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161, 162 (10 credits).
- Three additional courses to be chosen from the following electives list: ENGR& 114, 204, 224; ENGL& 235; MATH& 254 (15 credits).
- This specialization allows no credits in Section 4 (Electives).

APPROVED DISTRIBUTION COURSE LIST

Use this list for the Associate in Arts and Sciences, Associate in Business, Associate in Pre-Nursing and Associate of Science degrees.

Humanities

ANTH&	207	Linguistic Anthropology
ART&	100	Art Appreciation
ART	101*	Art Basics
ART	102*	Two-Dimensional Design
ART	103*	Three-Dimensional Design
ART	105*	Beginning Drawing
ART	106*	Drawing
ART	110	Beginning Graphic Design
ART	111	Intermediate Graphic Design
ART	131*	Beginning Ceramics
ART	146*	Beginning Photography
ART	147	Introduction to Digital Photography
ART	150*	Beginning Printmaking
ART	156*	Beginning Painting
ART	172*	Beginning Sculpture
ART	180	Art for Elementary Teachers
ART	199	Gallery Viewing Lab
ART	201	History of Western Art: Ancient
ART	202	History of Western Art: Medieval and Renaissance
ART	203	History of Western Art: Baroque through Modern
ART	258*	Watercolor
CMST&	101	Introduction to Communications
CMST&	102	Mass Media and Society
CMST	110	Multicultural Communications
CMST&	220	Public Speaking
ENGL&	220	Introduction to Shakespeare
ENGL	234	Introduction to Mythology and Folk Stories
ENGL&	235	Technical Writing
ENGL	242	Contemporary Non-Western Literature
ENGL	260	Themes or Social Issues in Fiction/Drama/Poetry

ENGL	264	English Literature: From Beowulf through Shakespeare
ENGL	265	English Literature: From Donne through Blake
ENGL	267	American Literature: From the Beginnings to 1860
ENGL	268	American Literature: From 1860 to 1910
ENGL	269	American Literature: From 1910 to 1960
ENGL	271	Contemporary American Literature
ENGL	276*	Creative Writing – Fiction
ENGL	277*	Creative Writing – Fiction
ENGL	278*	Creative Writing – Poetry
ENGL	279	Creative Writing – Poetry
ENGL	280	Literatures of Diversity
ENGR&	114	Engineering Graphics
HIST	231	American History, American Film
HIST	252	Native Americans in Popular Culture
HUM&	101	Introduction to Humanities
HUM	110	Introduction to Pacific Rim Cultures
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM&	118	Introduction to Humanities III
HUM	120	The American Multicultural Arts Experience
HUM	130	Introduction to Film
HUM	260	Themes/Topics in Humanities
HUM	285	The City
MUSC	100	Fundamentals of Music
MUSC&	105	Music Appreciation
MUSC	106	World Music
MUSC	120	Music in the Classroom
MUSC	123*	Class applied Music: Guitar
MUSC	124*	Class Applied Music: Piano I
MUSC	125*	Class Applied Music: Piano II
MUSC	126*	Class Applied Music: Piano III
MUSC	130*	Private Vocal or Instrumental Instruction
MUSC	141	Music Theory I
MUSC	142	Music Theory II
MUSC	143	Music Theory III
MUSC	150	Special Topics in Music
MUSC	160*	Chamber Orchestra
MUSC	165	Independent Orchestra
MUSC	166	Independent Choral
MUSC	170*	TCC Singers
MUSC	175	Gospel Choir
MUSC	180*	TCC Voices
MUSC	230	Private Vocal or Instrumental Instruction
MUSC	260*	Chamber Orchestra
MUSC	270*	TCC Singers
MUSC	280*	TCC Voices
MUSC	290	Symphonic Band
MUSC	291	Jazz Band

COMMON COURSE NUMBERING

The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes go into effect summer quarter 2008. The courses and their descriptions are not changing, just the course number and in some cases the prefix and/or title. There are changes to both common courses and non-common courses. Common courses are identified by having an “&” character at the end of the prefix, for example ENGL& or ANTH&. You can see a complete list of all the changes and more information at www.tacomacc.edu/ccn.

APPROVED DISTRIBUTION COURSE LIST

PHIL&	101	Introduction to Philosophy
PHIL	105	Introduction to Critical Thinking
PHIL&	106	Introduction to Logic
PHIL	190	World Philosophy
PHIL	215	Introduction to Ethics
PHIL	230	Contemporary Philosophy
PHIL	260	Philosophy of Science
PHIL	267	Problems in Philosophy of Religion
PHIL	270	Great Thinkers of the Western World
PHIL	290	Political Philosophy and Ideology

World Languages (Discipline):

ARAB	121, 122, 123	Arabic 1, 2, 3
CHIN&	121, 122, 123	Chinese 1, 2, 3
FRCH&	121, 122, 123	French 1, 2, 3
GERM&	121, 122, 123	German 1, 2, 3
JAPN&	121, 122, 123	Japanese 1, 2, 3
SPAN&	121, 122, 123	Spanish 1, 2, 3

Social Sciences

ANTH&	100	Survey of Anthropology
ANTH&	204	Archaeology
ANTH&	205	Biological Anthropology
ANTH&	206	Cultural Anthropology
ANTH&	207	Linguistic Anthropology
ANTH&	210	Indians of North America
ANTH	220	Ethnographies of American Cultures
ANTH&	237	Human Osteology
ANTH&	245	Primatology
BUS&	101	Introduction to Business
BUS&	201	Business Law
BUS	230	Business Ethics & Corporate Responsibility
BUS	250	Introduction to Global Business
ECON&	201	Micro Economics
ECON&	202	Macro Economics
EDUC&	205	Introduction to Education with Field Experience
ENGR&	104	Introduction to Engineering and Design
GEOG	110	Geography of the Pacific Rim
HIST&	126	World Civilizations I
HIST&	127	World Civilizations II
HIST&	128	World Civilizations III
HIST&	146	U.S. History I
HIST&	147	U.S. History II
HIST&	148	U.S. History III
HIST	211	Chinese History
HIST&	219	Native American History
HIST&	220	African-American History
HIST	221	History of the British Isles I
HIST	222	History of the British Isles II

HIST	230	Japanese History
HIST	231	American History, American Film
HIST	244	A Decade: Revolving Time Periods
HIST	248	The Diplomacy of the U.S. to 1898
HIST	249	20th Century American Diplomatic History
HIST	250	The War in Vietnam
HIST	252	Native Americans in Popular Culture
HIST	255	Civil Rights Movement
HIST	280	Themes of Social Issues in History
LS	101	Basic Research
LS	102	Research Methods
LS	103	Research Problems
POLS&	101	Introduction to Political Science
POLS&	202	American National Government and Politics
POLS&	203	International Relations
POLS	205	State and Local Government and Politics
POLS	220	Constitutional Law
POLS	221	Politics of Civil Liberties
POLS	222	Law and Society
POLS	231	Politics and Film
POLS	290	Political Philosophy and Ideology
PSYC&	101	General Psychology
PSYC&	200	Lifespan Psychology
PSYC	205	Introduction to Personality
PSYC	209	Fundamentals of Psychological Research
PSYC&	220	Abnormal Psychology
SOC&	101	Introduction to Sociology
SOC	120	Introduction to Women's Studies
SOC&	201	Social Problems
SOC	205	Sociology of African Americans
SOC	240	Social Psychology
SOC	247	Media, Politics and Society
SOC	252	Sociology of the Family
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	271	Deviant Behavior
SOC	287	Sociology of Gender and Sexuality

Natural Sciences

ANTH&	205	Biological Anthropology (non-lab)
ANTH&	237	Human Osteology (non-lab)
ANTH&	245	Primatology (non-lab)
ASTR&	101	Introduction to Astronomy (lab)
BIOL&	100	Survey of Biology (lab)
BIOL	105	Fossils and the History of Life (lab)
BIOL	107	Milestones in Biology (lab)
BIOL	108	Northwest Plants and Animals (lab)
BIOL	140	Marine Biology (lab)

BIOL&	160	General Cell Biology (lab)
BIOL&	170	Human Biology (non-lab)
BIOL&	175	Human Biology (with lab)
BIOL	179	Special Topics in Biology
BIOL&	221	Intro. to Evolution, Ecology and Biodiversity (lab)
BIOL&	222	Intro. to Cellular and Molecular Biology (lab)
BIOL&	223	Intro. to the Biology of Organisms (lab)
BIOL&	241	Human Anatomy and Physiology 1 (lab)
BIOL&	242	Human Anatomy and Physiology 2 (lab)
BIOL&	251	Human Anatomy and Physiology I (lab)
BIOL&	252	Human Anatomy and Physiology II (lab)
BIOL&	253	Human Anatomy and Physiology III (lab)
BIOL&	260	General Microbiology (lab)
BOT	101	General Botany (lab)
CHEM&	110	Chemical Concepts with Lab
CHEM&	121	Introduction to Inorganic Chemistry with Lab
CHEM&	131	Survey of Organic and Biochemistry with Lab
CHEM&	161	General Chemistry with Lab I
CHEM&	162	General Chemistry with Lab II
CHEM&	163	General Chemistry with Lab III
CHEM&	261	Organic Chemistry with Lab I
CHEM&	262	Organic Chemistry with Lab II
CHEM&	263	Organic Chemistry with Lab III
ENVS&	101	Introduction to Environmental Science (lab)
ENVS	145	Introductory Ecology (lab)
ENVS	179	Special Topics in Environmental Science
ENVS	201	The Environment and Pollution
ENVS	210	Maps, GIS and the Environment (lab)
GEOG	200	Introduction to ArcView GIS
GEOG	205	Physical Geography (lab)
GEOG	210	Maps, GIS and the Environment (lab)
GEOL&	101	Introduction to Physical Geology (lab)
GEOL	108	Fossils and the History of Life (lab)
GEOL	125	Geology in the Field (lab)
GEOL	179	Special Topics in Geology
GEOL&	208	Geology of Pacific Northwest (lab)
NUTR&	101	Human Nutrition (lab)
OCEA&	101	Introduction to Oceanography (lab)
OCEA	179	Special Topics in Oceanography
PHYSN	100	Physical Science and Technology (lab)
PHYS	114	General Physics (lab)
PHYS	115	General Physics (lab)
PHYS	116	General Physics (lab)
PHYS	121	Engineering Physics (lab)
PHYS	122	Engineering Physics (lab)
PHYS	123	Engineering Physics (lab)

Multicultural

ADJ	104	Power, Multiculturalism and the Law
ANTH&	100	Survey of Anthropology
ANTH&	206	Cultural Anthropology
ANTH&	207	Linguistic Anthropology
ANTH	210	Indians of North America
ANTH	220	Ethnographies of American Culture
ART&	100	Art Appreciation
BUS	250	Introduction to Global Business
CMST	110	Multicultural Communications
CMST	111	Intercultural Communications II: Study Abroad Special Topics
EDUC&	205	Introduction to Education
EDUC&	220	Diversity in Education
ENGL	234	Introduction to Mythology and Folk Stories
ENGL	242	Contemporary Non-Western Literature
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	271	Contemporary American Fiction
ENGL	280	Literatures of Diversity
HIST&	126	World Civilization I
HIST&	127	World Civilization II
HIST&	128	World Civilization III
HIST	211	Chinese History
HIST&	219	Native American History
HIST&	220	African-American History
HIST	230	Japanese History
HIST	231	American History, American Film
HIST	252	Native Americans in Popular Culture
HIST	255	Civil Rights Movement
HUM&	101	Introduction to Humanities
HUM	110	Introduction to Pacific Rim Cultures
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM&	118	Introduction to Humanities III
HUM	120	The American Multicultural Arts Experience
MATH	106	Ethnomathematics
MUSC	106	World Music
PHIL	190	World Philosophy
PSYC&	200	Lifespan Psychology
SOC&	101	Introduction to Sociology
SOC	120	Introduction to Women's Studies
SOC	250	Sociology of African Americans
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	287	Sociology of Gender and Sexuality

APPROVED DISTRIBUTION COURSE LIST

World Languages:

ARAB 121, 122, 123	Arabic 1, 2, 3
CHIN& 121, 122, 123	Chinese 1, 2, 3
FRCH& 121, 122, 123	French 1, 2, 3
GERM& 121, 122, 123	German 1, 2, 3
JAPN& 121, 122, 123	Japanese 1, 2, 3
SPAN& 121, 122, 123	Spanish 1, 2, 3

Non-distributional Multicultural Courses

Note: If one of these courses is selected, distribution electives must be increased by the same number of credits to assure a minimum of 60 distribution credits are completed.

EDP	130	Individual and Cultural Diversity
HD	110	Human Relations
HD	113	Diversity and the Dynamics of Differences
HSP	261	Understanding Diversity

Writing Intensive

Recommended for some transfer students.

BUS	250	Introduction to Global Business
ENGL&	220	Introduction to Shakespeare
ENGL	234	Introduction to Mythology and Folk Stories
ENGL	242	Contemporary Non-Western Literature
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	260	Themes/Social Issues in Fiction/Drama/Poetry
ENGL	264	English Literature: From Beosulf through Shakespeare
ENGL	265	English Literature: From Donne through Blake
ENGL	271	Contemporary American Fiction
ENGL	276	Creative Writing – Fiction
ENGL	277	Creative Writing – Fiction
ENGL	278	Creative Writing – Poetry
ENGL	279	Creative Writing – Poetry
ENGL	280	Literatures of Diversity
HIST	221	History of the British Isles I
HIST	222	History of the British Isles II
HIST	230	Japanese History
HIST	231	American History, American Film
HIST	248	The Diplomacy of the U.S. to 1898
HIST	249	20 th Century American Diplomatic History
HIST	250	The War in Vietnam
HUM&	101	Introduction to Humanities
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM	131	Introduction to International Film
HUM	260	Theme or Topic in Humanities
PHIL&	101	Introduction to Philosophy
POLS	220	Introduction to Constitutional Law

COMMON COURSE NUMBERING

The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes go into effect summer quarter 2008. The courses and their descriptions are not changing, just the course number and in some cases the prefix and/or title. There are changes to both common courses and non-common courses. Common courses are identified by having an "&" character at the end of the prefix, for example ENGL& or ANTH&. You can see a complete list of all the changes and more information at www.tacomacc.edu/ccn.

ASSOCIATE IN GENERAL STUDIES

The Associate in General Studies degree is a flexible degree designed for students who want maximum choice in their course selection while earning their associate degree.

This degree is not considered a transfer degree; nor is it included in Washington's Inter-College Transfer and Articulation Agreement. Four-year institutions may accept some courses within this degree as transfer credit. Generally, each course taken in this degree from TCC will be evaluated individually by the transfer institution. Students who plan to transfer to a four-year institution are strongly advised to pursue the Associate in Arts and Sciences degree, also called the transfer degree.

DEGREE REQUIREMENTS

- A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- At least 30 applicable credits must be earned at Tacoma Community College.
- Ninety (90) quarter hours in courses numbered 100 or above, including the following requirements.
- A maximum of three physical education activity credits will apply toward the degree.

COURSES APPLICABLE TO AGS DEGREE

Students pursuing an Associate in General Studies degree must select courses from the Approved Distribution Course List to meet distribution requirements.

With the exception of English composition and Physical Education activity courses, those courses not listed as Humanities, Math/Science or Social Sciences will be classified as electives. These courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used to meet distribution requirements. Credits may be counted in only one distribution area. All courses must be numbered 100 and above.

DISTRIBUTION REQUIREMENTS

Please note: Credits may be counted in only one distribution area.
Please see Approved Distribution Course List.

- Communications (10 credits)
 - ENGL& 101..... English Composition I
 - and one of the following:
 - ENGL& 102..... Argument and Persuasion
 - ENGL 103..... College Composition: Writing about Literature
 - CMST& 101 Introduction to Communication
 - CMST 110..... Multicultural Communication
 - CMST& 220 Public Speaking
- Humanities (10 credits)
 - Five credits in each of the following:
 - Performing and Fine Arts (Music, Art)
 - Literary Arts (Literature, World Language, Humanities, Philosophy)
- Social Science (10 credits)
 - Five credits in two of the following:
 - Social Sciences (Economics, Geography, Political Science)
 - Behavioral Science (Anthropology, Psychology, Sociology)
 - History
- Math/Science (10 credits)
 - Five credits in two of the following:
 - Natural Science (Astronomy, Biology, Botany, Environmental Science, Nutrition)
 - Physical Science (Chemistry, Geography, Geology, Oceanography, Physics, Physical Science)
 - Mathematics (100 or above)
 - ANTH& 205..... Biological Anthropology
 - ANTH& 245..... Primatology
 - PHIL& 106 Introduction to Logic
 - GEOG 205 Physical Geography (lab)
- Physical Education (3 credits)
 - Any three activity credits
- Electives (47 credits)

TOTAL: 90 CREDITS

PROFESSIONAL/TECHNICAL EDUCATION

Tacoma Community College offers more than 46 career training programs designed to prepare you to enter the workforce. Career programs at TCC lead to two-year Associate in Applied Science degree or shorter-term program certificates. Many of the programs and courses are available for career advancement, updating skills or retraining opportunities.

In addition to admission to Tacoma Community College, each professional/technical program may have specific application and admission procedures. Interested students should contact the individual program chair or division office for details. TCC can provide career training or retraining in the following areas: • Business careers • Health careers • Information technology careers • Office careers • Public service careers.

Professional/Technical Certificate Programs

Certificates of completion are granted to students meeting the requirements for programs of less than 90 credits. To receive a certificate, students must submit Tacoma Community College's *Application for Vocational Certificate* (no fee required). The application is forwarded to the program chair no later than the end of the second week of the quarter in which requirements are to be completed. See the chart for a listing of certificate programs.

Faculty of Tacoma Community College, along with a program advisory committee, determine the curriculum for each certificate program. Curriculum includes technical program requirements. Also, each certificate of 45 or more credits contains a minimum of three related instruction areas: communication, computation, and living and working cooperatively.

PROFESSIONAL/TECHNICAL PROGRAM LIST	CERTIFICATE	A.A.S. DEGREE
Administration of Law and Justice		
Administration of Law and Justice	•	•
Corrections Worker	•	
Private Investigator	•	
Paralegal Program		
Paralegal Preferred Pro-Certificate	•	
Allied Health		
Diagnostic Medical Sonography		•
Emergency Medical and Health Services		
Emergency Medical Technician-Basic	•	
Paramedic Education	•	
Health Information Management		
Medical Office Professional		
Medical Office Clerk	•	
Medical Registration & Admissions Specialist	•	
Medical Office Assistant	•	
Medical Transcriptionist	•	
Medical Outpatient Transcriptionist	•	
Medical Billing Specialist	•	
Nursing, Associate Degree		
Advanced Standing for LPN Plan		•
Pharmacy Technician	•	•
Radiologic Science		•
Respiratory Therapy		•

WorkFirst Program

The WorkFirst program serves low income and Temporary Assistance for Needy Family (TANF) recipients. Eligible students will receive assessment and career planning prior to beginning training to prepare them to enter the workforce in wage progression positions. WorkFirst offers screening for learning disabilities and training in basic skills. WorkFirst offers individualized training programs as well as a variety of customized job-service training programs. Financial support and work-study positions are available for qualified students. Call 253.565.9610 for more information.

PROFESSIONAL/TECHNICAL PROGRAM LIST	CERTIFICATE	A.A.S. DEGREE
Business and Technology		
Accounting		•
Accounting Office Associate	•	
Assistant Bookkeeping Clerk	•	
Bookkeeping Systems	•	
Computerized Accounting	•	
Tax Preparation	•	
Business		•
Customer Service	•	
Marketing	•	
Retail Management	•	
Entrepreneurship	•	
Global Business	•	
Human Resource Specialist	•	
Supervision and Management	•	
Tribal Enterprise and Gaming Management	•	
Logistics		•
Transportation and Secure Logistics	•	
Museum/Gallery Operations		•
Networking and Convergence Technologies		•
Help Desk	•	
Technical Support	•	
Network Administration and Support	•	
Office Management		•
Office Assistant	•	
Administrative Software Specialist	•	
Human Services Professional		
Human Services	•	•
Human Services Case Aide	•	
Paraeducation		
Paraeducator, Early Childhood Specialist	•	•
Management of Early Learning	•	
Child Development Specialist	•	

Associate in Applied Sciences Degree

The Associate in Applied Sciences degree is designed for those students who complete an approved course of studies in a professional, occupational, or technical area. See the Professional/Technical Program List for the programs TCC offers that lead to an Applied Sciences degree.

DEGREE REQUIREMENTS

The A.A.S. degree is a terminal degree designed for students in TCC's professional/technical programs. In certain cases articulation agreements with specific universities may enable transfer. Program chairs can provide information regarding any transfer opportunities for specific programs. To obtain the degree, a student must complete a minimum of 90 credits, meet the specific program requirements, meet the related instruction requirements described below, and earn a minimum cumulative grade point average of 2.0. Thirty of the last 45 applicable credits must be completed at Tacoma Community College.

The faculty of TCC, along with a program advisory committee, determines the curriculum for each professional/technical program. Each curriculum includes major program requirements, elective courses, and related instruction requirements. Each A.A.S. degree program contains six related instruction areas:

- Communication
- Quantitative skills
- Living and working cooperatively
- Responsibility and ethics
- Critical thinking and problem solving
- Information and information technology.

Related instruction content may be embedded (listed in course objectives) within a program course, may be taught as part of a course (e.g., English 101 for Communication), or may be a prerequisite to program admittance. Students also may challenge courses or utilize an assessment/testing process to satisfy some related instruction requirements.

Associate in Technical Arts: General

A general (non-specific) Associate in Technical Arts (ATA) degree is awarded to students transferring to TCC after completing an approved occupational or technical program at another accredited postsecondary institution.

DEGREE REQUIREMENTS (GENERAL)

- Certification of completion of an approved occupational or vocational program.
- Ninety (90) quarter hours, including a minimum of 45 quarter hours or the equivalent (usually 900 hours of training) in the approved program. State approved apprenticeship programs may be accepted for credit with less than 900 hours of classroom instruction.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- Electives may be needed to meet the balance of the 90 credits required for the General Associate in Technical Arts degree. These electives must be 100-level courses or above.
- Courses taken at TCC should not repeat or duplicate course work completed in the approved occupational/vocational program.
- Each ATA degree program at TCC contains five related instruction areas: communication, quantitative skills, human relations, leadership, and information and information technology. A minimum of 20 credits must be earned in the related instruction categories.

Related Instruction Requirements (minimum 20 credits)

Communication	8-10 credits	ENGL& 101
		ENGL& 102
		CMST& 101, 220
		CMST 110
Quantitative Skills	5 credits	BUS 110
		MATH 97
		MATH 99
		any MATH 100 or above
		TMATH 100
Living and Working Cooperatively	3-5 credits	BUS 164
		HD 110
		HSP 261
		PSYC& 101
		CMST 110
Responsibility/Leadership	3-5 credits	BUS 164
Information and Information Technology	1-5 credits	CU 100
		CU 102
		CU 103
		CU 104
		CU 105
		LS 102

ACCOUNTING

PROGRAM CHAIR

Annalee Rothenberg

253.566.5181

arotherberg@tacomacc.edu

The Accounting Program prepares students for employment in a wide variety of business accounting environments. The program's structure is progressive, leading to four levels of achievement for increasing levels of job responsibility. The certificates are available as stand-alone certificates or laddering towards the Associates in Applied Sciences degree.

In addition, we offer specialized accounting certificates in Computerized Accounting and Tax Preparation.

This program is not intended for transfer to most four-year schools. Students who plan to transfer should meet with the program chair before enrolling in this program.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Accounting, students will:

- Use critical thinking skills to produce accurate financial statements for a company and communicate a company's financial position.
- Use a simulated accounting department (group process) to prepare accounting documents using automated software to record business transactions for a company.
- Demonstrate analysis of existing documentation by verifying the accuracy of information for a company and performing necessary reconciliation.

REQUIRED FOR THIS PROGRAM

- Assessment above or completion of ENGL 95, READ 95, and MATH 75.
- Knowledge of CU 100 and HD 101.

Accounting Office Associate Certificate (16 credits)

Designed for graduates seeking entry-level employment in general accounting office support positions.

Take ACCT& 201 if you need transfer-level accounting.

ACCT 110	Practical Accounting I	5
BUS 102	Customer Service	2
BUS 116	Records and Information Management	2
CU 91	Introduction to the Keyboard	2
CU 105	Word I, Excel I, PowerPoint	5

Assistant Bookkeeping Clerk Certificate

(15 additional credits = total 31 credits)

Prepares students for entry-level positions as assistant clerks in accounts payable or accounts receivable.

To complete the Assistant Bookkeeping Clerk Certificate, you must first complete the Accounting Office Associate Certificate.

Take ACCT& 203 if you need transfer-level accounting and MATH 147 for transfer-level math.

ACCT 120	Accounting for Decision Makers	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5

Course No.	Course Title	Credits
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ACCOUNTING

Bookkeeping Systems Certificate (15 additional credits = total 46 credits)

Prepares students for entry-level positions as accounts payable clerks, accounts receivable clerks and payroll assistants.

To complete the Bookkeeping Systems Certificate, you must first complete the Assistant Bookkeeping Clerk Certificate.

ENGL& 101-Bus & CMST& 101 are transfer-level classes.
Take ACCT& 202 if you need transfer-level accounting.

ACCT 130	Practical Accounting II	5
ENGL& 101-Bus	English Composition I	5
CMST& 101	Introduction to Communication	5

Associate of Applied Science Degree

(46 additional credits = total 92 credits)

Prepares students for entry-level accounting positions that work with integrated computerized accounting systems.

To complete the Accounting Associate of Applied Science degree, you must first complete the Bookkeeping Systems Certificate.

BUS& 201 is a transfer-level class.

Core Requirements

ACCT 145	Payroll and Business Taxes	5
ACCT 165	Accounting with Peachtree	5
ACCT 175	Accounting with QuickBooks	5
ACCT 290	Work Internship	5
BUS& 201	Business Law	5
CU 110	Access I	2
CU 203	Excel II	3
IT 230	Introduction to Project Management	2

Specialized Requirements

ACCT 250	Federal Income Tax	5
BUS 280	Career Readiness Skills	1
CU 210	Access II	3
Electives:	BUS 163, BUS 230 or BUS 260	5

Course No.	Course Title	Credits
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ACCOUNTING

SPECIALIZED ACCOUNTING CERTIFICATES

Designed for individuals who are currently in the workforce and are returning to school to enhance or update their skills in the Accounting industry. The certificate curriculum can be applied toward completion of an Associate in Applied Sciences degree in Accounting.

Computerized Accounting Certificate (15 credits)

Designed for students who are currently in the workforce and are returning to school to gain knowledge about popular application programs used in the accounting industry.

ACCT 165	Accounting with Peachtree (<i>formerly ACCT 240</i>)	5
ACCT 175	Accounting with QuickBooks (<i>formerly ACCT 241</i>)	5
CU 110	Access I	2
CU 203	Excel II	3

Tax Preparation Certificate (15 credits)

This certificate is for students who are in the workforce and returning to school for knowledge about income, payroll and business taxes. It also teaches how to prepare payroll checks and related documents.

ACCT 145	Payroll and Business Taxes	5
ACCT 250	Federal Income Tax	5
ACCT 290	Work Internship	5

Course No.	Course Title	Credits
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ADMINISTRATION OF LAW AND JUSTICE

PROGRAM CHAIR

Erik Laurentz

253.566.5161

elaurentz@tacomacc.edu

This degree program offers five areas of concentration: law enforcement, corrections worker, juvenile justice, private investigator, and paralegal. Two of the concentrations let you get started in a career in law and justice by completing one of two certificate programs:

- Corrections Worker Certificate or;
- Private Investigator Certificate.

While you are working in the field, you can then complete the Associate in Applied Science degree in Administration of Law and Justice.

Each concentration is specifically designed to introduce and prepare students for employment in that area (Please see a separate section for the Paralegal program, page 89).

Successful graduates may be eligible for careers in state, county, local, tribal, and some federal law enforcement agencies as

- law enforcement officers, forensics teams members, dispatchers or work in other support positions;
- in corrections agencies as corrections officers, probation-parole officers, community corrections officers and in other support positions;
- in juvenile justice agencies as corrections officers, diversion, counseling and in other support positions;
- other possible careers include work in court security and administration;
- private security, loss prevention and private investigations.

While this A.A.S. degree program is not intended for direct transfer to most four-year schools, the general education courses are usually distribution courses and will normally transfer to all major baccalaureate institutions in Washington. Students wishing to transfer to a four-year institution should contact that institution to determine their requirements when planning an academic schedule.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Administration of Law & Justice, or certificate programs, students will:

- Communicate appropriately, in both verbal and computer-generated written (narrative report) formats, within the criminal justice system.
- Demonstrate professional, ethical, respectful conduct to those of diverse cultures, customs, and beliefs in stressful, emotionally charged situations.
- Critically analyze behaviors and situations for violations of criminal law, criminal procedure and/or for possible defenses.
- Develop and maintain relationships of trust and respect with coworkers, the community, employers and criminal suspects.

REQUIRED FOR THIS PROGRAM

- Assessment above or completion of ENGL 95, READ 95, and MATH 75.

Corrections Worker Certificate (48 credits)

This nine-month program builds on your existing skills to prepare you to begin working as a Corrections Worker. You'll begin in a civilian version of the Corrections Worker core training program, taught by experienced corrections officers. And, while you're at it, we'll help you get in shape too! After further coursework and practical internships, you could be ready to begin a rewarding career with advancement potential.

Fall Quarter (15 credits)

ADJ 106	Skills for Corrections Workers	8
CJ& 100	Introduction to Criminal Justice	5
PE 100	Total Fitness	2

Winter Quarter (17 credits)

ADJ 108	Advanced Skills for Corrections Workers	7
ADJ 207	Internship	3
ENGL 095	Composition (or higher level)	5
PE 200	Advanced Total Fitness	2

Spring Quarter (16 credits)

ADJ 208	Advanced Internship in Corrections	5
CMST& 101	Introduction to Communication	5
or CMST 110	Multicultural Communication	
ADJ 104	Power, Multiculturalism and the Law	5
PE108	Beginning Weight Training	1

Course No.	Course Title	Credits
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ADMINISTRATION OF LAW AND JUSTICE

Private Investigator Certificate (44 credits)

This nine-month program builds on existing skills to prepare for entry into the exciting world of private investigations. In addition to studying law and ethics, students will develop skills in advanced interview techniques, surveillance, and case preparation through instruction, practical exercises and internships.

1st Quarter (15 credits)

ADJ 101	Criminal Law	5
ADJ 104	Power, Multiculturalism and the Law	5
ART 146	Beginning Photography	5

2nd Quarter (14 credits)

ADJ 102	Criminal Procedure and Evidence	5
ADJ 110	Private Investigator Basics	5
ADJ 207	Internship	4

3rd Quarter (15 credits)

ADJ 200	Investigation	5
ADJ 210	The Art of Investigating	5
ADJ 208	Internship II	5

Administration of Law & Justice Certificate (40 credits)

If you already have a degree, or if you have significant life experience, the Administration of Law & Justice Certificate may be just the thing you need to complete your professional resume and make you even more competitive in the job market! All of the courses in the certificate curriculum can be directly applied toward completion of an A.A.S. degree in Administration of Law and Justice.

Core Requirements (30 Credits)

CJ& 100	Introduction to Administration of Justice	5
ADJ 101	Criminal Law	5
ADJ 102	Criminal Procedure & Evidence	5
ADJ 105	Ethical Issues in Law Enforcement	5
ADJ 107	Juvenile Justice System	5
ADJ 200	Investigation	5

Elective Courses (Select 10 Credits)

Refer to Associate in Applied Sciences Degree "Elective Courses"

Course No.	Course Title	Credits
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ADMINISTRATION OF LAW AND JUSTICE

Associate in Applied Sciences Degree (90-92 credits)		
Core Requirements (30 Credits)		
CJ& 100	Introduction to Administration of Justice	5
ADJ 101	Criminal Law	5
ADJ 102	Criminal Procedure & Evidence	5
ADJ 105	Ethical Issues in Law Enforcement	5
ADJ 107	Juvenile Justice System	5
ADJ 200	Investigation	5
Elective Courses (Select 18-20 Credits)		
ADJ 103	Community Policing	5
ADJ 104	Power, Multiculturalism and the Law	5
ADJ 106	Skills for Corrections Workers	8
ADJ 108	Advanced Skills for Corrections Workers	7
ADJ 140	Introduction to Corrections	5
ADJ 179	Special Topics	2
ADJ 201	Forensics	5
ADJ 202	Police Leadership	5
ADJ 204	Juvenile Delinquency in America	5
ADJ 205	Crime and Justice in America	5
ADJ 207	Law Enforcement/Criminal Justice Internship I	2-5
ADJ 208	Law Enforcement/Criminal Justice Internship II	5
ADJ 209	De-Escalation Techniques	2
ADJ 211	Police in America	5
ADJ 212	Law Enforcement Communication Skills	3
ADJ 213	Prevention and Control of Delinquency	5
ADJ 240	Parole and Probation	5
ADJ 299	Special Projects	5
Related Instruction Requirements (42 Credits)		
CMST& 101	Introduction to Communications	5
ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argument and Persuasion	5
MATH& 107	Math in Society	5
or BUS 110	Business Math	
PE 100	Total Fitness	2
POLS& 202	American Government	5
PSYC& 100	General Psychology	5
Natural Science	Select one from Approved Assoc. in Arts & Sciences degree distribution requirements, page 46-47	5
SOC& 101	Introduction to Sociology	5

Course No.	Course Title	Credits
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BUSINESS

PROGRAM CHAIR

Annalee Rothenberg

253.566.5181

arothernberg@tacomacc.edu

The Business Program prepares students for employment in a wide variety of business environments. The program's structure is progressive, leading to four levels of achievement for increasing levels of job responsibility. The certificates are available as stand-alone certificates or laddering towards the A.A.S. degree. This program is not intended for transfer to most four-year schools. Students who plan to transfer should meet with the program chair before enrolling in this program.

In addition we offer specialized business certificates in: Entrepreneurship; Supervision and Management; Human Resource Specialist; Global Business.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associates in Applied Sciences degree in Business Management, students will:

- Communicate effectively about global business management issues, including demonstration of competence with a wide variety of electronic tools to research, manage and present information in writing.
- Personalize and consistently practice ethics in life and social responsibility in community.
- Develop improved interpersonal communication; leadership; motivation; team dynamics; creative problem-solving and decision-making skills and abilities as they relate to business management.

REQUIRED FOR THIS PROGRAM:

- Assessment above or completion of ENGL 95, READ 95, and MATH 75.
- Knowledge of CU 100 and HD 101.

Customer Service Certificate (12 Credits)

Prepares students to deliver consistently superior customer service, both internally and externally.

BUS 102	Customer Service	2
BUS 164	Leadership and Human Relations	5
CU 105	Word, Excel, PowerPoint	5

Marketing Certificate (25 additional credits = total 37 credits)

Helps prepare graduates to meet customers' needs, at the right price, time and place for entry-level opportunities in the service businesses, with organizations that provide products or with direct marketing agencies.

To complete the Marketing Certificate, you must first complete the Customer Service Certificate.

Take MATH 147 if you need transfer-level math.

ENGL& 101-Bus and BUS& 101 are transfer-level classes.

BUS& 101	Introduction to Business	5
BUS 110	Business Math	5
BUS 240	Marketing and Business Development	5
BUS 245	Retailing and Professional Sales	5
ENGL& 101-Bus	English Composition I	5

Retail Management Certificate (18 additional credits = total 55 credits)

Helps prepare both entry-level and incumbent employees to manage a variety of retail sales operations or lines of merchandise.

To complete the Retail Management Certificate you must first complete the Marketing Certificates.

The certificate is recognized by WAFC (the Western Association of Food Chains). Take ACCT& 201 if you need transfer-level accounting. CMST& 101 is a transfer-level class.

ACCT 110	Practical Accounting I	5
BUS 163	Management. Principles and Organizational Systems	5
BUS 165	Personnel Management	3
CMST& 101	Introduction to Communication	5

Course No.	Course Title	Credits
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BUSINESS

Associate of Applied Science Degree

(36 additional credits = total 91 credits)

Prepares graduates for entry-level positions in small- to mid-size business operations that may include retail, production, warehousing, or purchasing.

To complete the A.A.S. degree in Business, you must first complete the Retail Management Certificate.

Take ACCT& 203 if you need transfer-level accounting.

CORE REQUIREMENTS

ACCT 120	Accounting for Decision Makers	5
BUS 230	Business Ethics and Corporate Responsibility	5
BUS 250	Introduction to Global Business	5
BUS 290	Work Internship	5
IT 230	Introduction to Project Management	2

SPECIALIZED REQUIREMENTS*

Students who have acquired the 14-credit short-term certificate in Tribal Enterprise and Gaming Management may substitute those TEGM courses for the specialized requirements. For information regarding this certificate please contact Corporate Education at 253.566.5020.

BUS 260	Small Business Entrepreneurship	5
BUS 280	Career Readiness Skills	1
IT 258	E-Business and Commerce	3
Elective	An elective from the ACCT, LOG or ECON& selections	5

SPECIALIZED BUSINESS CERTIFICATES

Designed for individuals who are currently in the workforce and are returning to school to enhance or update their skills in business and management occupations. The certificate curriculum can be applied toward completion of an Associate in Applied Sciences degree in Business.

Entrepreneurship Certificate (28 credits)

Designed for individuals seeking to start new businesses or identify new business opportunities.

ACCT 110	Practical Accounting I	5
BUS 102	Customer Service	2
BUS 165	Personnel Management	3
BUS 240	Marketing and Business Development	5
BUS 260	Small Business Entrepreneurship	5
IT 258	E-Business and Commerce	3
LOG 103	Warehousing and Inventory Management	5

Course No.	Course Title	Credits
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BUSINESS

Supervision and Management Certificate (17 credits)

Designed for individuals seeking to guide others in a work, professional or personal context.

BUS 102	Customer Service	2
BUS 163	Management Principles and Organizational Systems	5
BUS 164	Leadership and Human Relations	5
BUS 165	Personnel Management	3
IT 230	Introduction to Project Management	2

Human Resource Specialist Certificate (20 credits)

Designed for individuals preparing for a career in a Human Resources Department.

ACCT 145	Payroll and Business Taxes	5
BUS 102	Customer Service	2
BUS 163	Management Principles and Organizational Systems	5
BUS 164	Leadership and Human Relations	5
BUS 165	Personnel Management	3

Global Business Certificate (16 credits)

Designed for individuals seeking to bring a global perspective to their career.

BUS 240	Marketing and Business Development	5
BUS 250	Introduction to Global Business	5
LOG 110	International Logistics	3
LOG 112	Importing and Exporting	3

Tribal Enterprise and Gaming Management (14 credits)

Prepares students for entry-level management positions within tribal enterprises and casino operations.

Corporate Education training only. Please call 253.566.5020 for information.
www.tacomacc.edu/continuing_education

TEGM 110	Casino Finance Essentials	2
TEGM 163	Supervisory Essentials and Front Line Leadership	2
TEGM 165	Casino HR and Personnel Management	2
TEGM 200	Casino Regulations Compliance & Game Protection	2
TEGM 240	Casino Marketing, Hospitality and Guest Service	2
TEGM 291	Casino Operations 1	2
TEGM 292	Casino Operations 2	2

Course No.	Course Title	Credits
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DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM DIRECTOR

Marjean Hegg, RDMS

253.566.5135

mhegg@tacomacc.edu

The Diagnostic Medical Sonography Program leads to an Associate of Applied Science degree. The program is 21 calendar months in duration and is full time. Students complete classroom and laboratory work on the campus and clinical education in an affiliated ultrasound department. Students acquire skills in reviewing and recording pertinent clinical patient history, performing the sonographic examination, providing for the comfort and needs of the patient during the examination, and recording the anatomic, pathologic and physiologic data for interpretation by the supervising physician. Attention to detail, efficiency, excellent hand/eye coordination and compassion are traits needed by persons interested in this program. Students should also be versatile and able to follow precise and detailed directions.

Upon successful completion of this program, as well as completion of any required work experience, graduates are eligible to take the certifying examinations of the American Registry of Diagnostic Medical Sonographers in the specialty areas of ultrasound physics and instrumentation, abdomen, and obstetrics-gynecology. Positions often are available in hospital ultrasound departments, clinics and private physicians' offices.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Diagnostic Medical Sonography, students will:

- Demonstrate the required technical and critical thinking skills to perform as an ARDMS-certified entry-level sonographer, providing accurate and efficient general diagnostic sonographic examinations/procedures.
- Obtain, review and integrate pertinent patient history and supporting clinical information/data to optimize diagnostic results.
- Record sonographic diagnostic, pathologic and/or physiologic information for interpretation by a physician.
- Interact effectively, professionally and ethically in oral and written communications with patients, their families, physicians and other health care professionals adhering to the recognized SDMS scope of practice.
- Provide basic patient care and comfort, anticipating and responding to patient needs.

Prerequisites (40 credits)

All prerequisite courses must be completed with a grade 'C' or better and within two attempts. There is a five-year time limit for all math and science courses.

ENGL& 101	English Composition I	5
PSYC& 100 or SOC& 101	General Psychology Introduction to Sociology	5
CMST& 101 or CMST 110	Introduction to Communication Multicultural Communication	
HIM 130	Medical Terminology I (or higher level equivalent Medical Terminology course)	3
MATH& 141	Pre-Calculus I	5
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
PHYS 114	General Physics	5

ADDITIONAL REQUIREMENTS

Contact the DMS program for information about:

- Criminal and federal fraud background checks
- Health insurance
- Immunizations

It is the student's responsibility to arrange for dependable transportation to and from the clinical site as well as for dependable child/dependent care.

Admission to the Diagnostic Medical Sonography Program is a competitive process. Generally, there are more applicants to the program than available positions. Therefore, if a student takes all of the prerequisite courses and meets the other requirements for a completed application, it does not guarantee that student admission to the program.

Course No.	Course Title	Credits
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DIAGNOSTIC MEDICAL SONOGRAPHY

Associate in Applied Sciences Degree (110 credits)		
Fall Quarter (18 credits)		
DMS 101	Sono Lab I	2
DMS 105	Cross-Sectional Anatomy with Lab	5
DMS 110	Pathophysiology I	3
DMS 120	Abdomen Sonography	3
DMS 130	Physics and Instrumentation I	3
DMS 175	Orientation to DMS (Early Start)	2
Winter Quarter (15 credits)		
DMS 102	Sono Lab II	3
DMS 111	Pathophysiology II	3
DMS 121	Small Parts and Superficial Structure Sonography	3
DMS 122	Gynecologic Sonography	3
DMS 131	Physics and Instrumentation II	3
Spring Quarter (16-18 credits)		
DMS 103	Sono Lab III	2
DMS 123	Obstetrical Sonography and Pathophysiology	5
DMS 124	Introduction to Vascular	4
DMS 125	Advanced Abdomen Sonography (elective)	2
DMS 140	Patient Care/Scope of Practice	2
DMS 150	Introduction to Clinical I	3
Summer Quarter (15 credits)		
DMS 151	Clinical II	13
DMS 160	Seminar and Critique I	2
DMS 299	"Bridge" Clinical (elective)	2-5
Fall Quarter (15 credits)		
DMS 250	Clinical III	13
DMS 260	Seminar and Critique II	2
Winter Quarter (15 credits)		
DMS 251	Clinical IV	13
DMS 261	Seminar and Critique III	2
Spring Quarter (15 credits)		
DMS 252	Clinical V	13
DMS 270	Registry Review	2

Course No.	Course Title	Credits
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EMERGENCY MEDICAL AND HEALTH SERVICES

PROGRAM CHAIR

Mike Smith, BS, MICP

253.566.5220

msmith@tacomacc.edu

Tacoma Community College offers Emergency Medical Services Education and Training programs at two levels: The EMT-Basic certificate course and the Paramedic certificate/optional A.A.S. degree, providing continuing opportunities in the emergency medical services field.

EMT-B's provide basic life support and transportation for victims of illness and injury. The program at TCC follows the U.S. Department of Transportation guidelines as well as the Washington State Department of Health standard.

Paramedics serve as the eyes, ears and hands of an emergency physician while in the field, and are typically employed by fire services, hospitals or ambulance companies. The Paramedic Education program is designed to prepare graduates to meet state certification requirements, as well as to take the National Registry EMT-Paramedic examination.

The TCC Paramedic Education program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Paramedic Education Certificate, students will:

- Function as a competent, entry level National Registered Paramedic.
- Use critical-thinking and decision-making skills to perform a differential diagnosis, identify patient care priorities, develop a patient-care plan, and then execute that plan.
- Demonstrate verbal and written communication skills consistent with the practice of pre-hospital medicine.
- Function efficiently and effectively as a member of a health care team, including treating all patients with dignity, respect and courtesy consistent with the standards of the profession.
- Demonstrate professional and ethical behavior in all aspects of Paramedic care.

REQUIRED FOR COMPLETION OF EMT-BASIC CERTIFICATE

- Assessment at or completion of the following levels of courses: ENGL 85, MATH 85 and READ 85.
- Current driver's license
- Current CPR card ("Health Care Provider" card issued by the American Heart Association or "Professional Rescuer" card issued by the American Red Cross. No other cards are acceptable.

Emergency Medical Technician–Basic Certificate (8 credits)

The EMT-Basic program at TCC is the entry-level certification course into the field of Emergency Medical Services.

EMC 110	Emergency Medical Technician Basic	8
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REQUIRED FOR COMPLETION OF THE PARAMEDIC EDUCATION CERTIFICATE

- Students must meet the requirements of being currently certified as an EMT-Basic or EMT-Intermediate with working experience (volunteer positions acceptable) for a minimum of one year or more ride time. Your certification can be state licensure or national with the Registry (NREMT) or may include both.
- Assessment at or completion of the following courses: EMC 110, ENGL 101&, MATH 090.

ADDITIONAL REQUIREMENTS

Contact the EMS program for information about:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.

It is the student's responsibility to arrange for dependable transportation to and from the clinical site as well as for dependable child/dependent care.

Admission to the Emergency Medical and Health Services Program is a competitive process. Generally, there are more applicants to the program than available positions. Therefore, if a student takes all of the prerequisite courses and meets the other requirements for a completed application, it does not guarantee that student admission to the program.

Course No.	Course Title	Credits
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EMERGENCY MEDICAL AND HEALTH SERVICES

Paramedic Education Certificate (65 credits)		
Prerequisites (8 credits)		
BIOL& 175	Human Biology with Lab	5
HIM 130	Medical Terminology	3
Fall Quarter (22 credits)		
EMC 118	EMS Wellness & Prevention	4
EMC 120	Paramedic I (didactic)	12
EMC 130	Paramedic Clinical I	4
PE 100	Total Fitness	2
Winter Quarter (21 credits)		
EMC 121	Paramedic (didactic) II	12
EMC 131	Paramedic Clinical II	7
PE 200	Advanced Total Fitness	2
Spring Quarter (14 credits)		
EMC 122	Paramedic III (didactic)	5
EMC 132	Paramedic Clinical III	9

Associate in Applied Sciences Degree (107 credits)		
<i>The A.A.S. degree in Emergency Medical & Health Services requires the completion of the Paramedic Education Certificate (65 credits) and the remaining 42 credits of required degree courses. Students may take all of the required degree courses in advance of the Paramedic Education certificate program with the exception of EMC 200.</i>		
Required Degree Courses (42 additional credits = total 107 credits)		
EMC 200	Contemporary Issues in Pre-Hospital Care	2
PSYC& 100	General Psychology	5
ENGL& 101	English Composition I	5
BUS 110	Business Math	5
or MATH& 107	Math in Society	
BUS 163	Principles of Management	5
or BUS 164	Leadership and Human Relations	
PHIL 105	Introduction to Critical Thinking	5
or PHIL& 106	Introduction to Logic	
or ENGL& 102	Composition II: Argument and Persuasion	
SOC& 101	Introduction to Sociology	5
or SOC 240	Social Psychology	
or SOC 252	Sociology of the Family	
CMST& 101	Introduction to Communication	5
or CMST& 220	Public Speaking	
CU 105	Word I, Excel I, PowerPoint	5

Course No.	Course Title	Credits
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HEALTH INFORMATION MANAGEMENT

PROGRAM CHAIR

Rich Weidman, RHIA, CCS-P

253.566.5228

rweidman@tacomacc.edu

The Health Information Management (HIM) program provides a combination of medical knowledge and business applications to prepare graduates for employment in hospitals, ambulatory health care facilities, physician practices, skilled nursing facilities, and state or federal health agencies.

The online HIM program at TCC leads to an Associate of Applied Sciences Degree as well as a Certificate of Completion from the program. Successful graduates are eligible to write the national certification exam for Health Information Technicians sponsored by the American Health Information Management Association (AHIMA). Upon passing this exam, graduates will receive the Registered Health Information Technician (RHIT) credentials from AHIMA, which are recognized nationally by all health care institutions. Prospective students are encouraged to visit the AHIMA careers web site (www.himcareers.ahima.org) to view career opportunities and extensive resources available in the profession.

Completion of this degree and successfully obtaining the RHIT credential may afford the opportunity to enter a 2+2 Health Information Administration program at the university level and become eligible to sit for the Registered Health Information Administrator (RHIA) credential from AHIMA. Students wishing to transfer to a four-year institution should contact that institution to determine their requirements and to work closely with the TCC HIM faculty advisor.

The TCC HIM program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Courses consist of a combination of medical knowledge, medical coding, health care industry regulation, medical legal and ethics, business, and information technology applications designed to prepare the graduate for employment. The skills students acquire in this program are outlined in the AHIMA Associate Degree Entry-Level Competencies for the profession (see www.cahima.org) and include the following:

- Work in the electronic health record environment.
- Collect, maintain and analyze health care data.
- Monitor and comply with health care requirements and standards.
- Apply ICD-9-CM and CPT/HCPCS coding and other clinical classification systems.
- Apply medical reimbursement guidelines and regulations.
- Promote health care privacy, confidentiality, legal and ethical issues.
- Participate in health care quality management and performance improvement processes.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Health Information Management students will:

- Demonstrate Health Information Management (HIM) Associate degree entry-level competencies by applying critical thinking and information technology skills.
- Demonstrate effective verbal and written communication skills as a contributing member of the health care team.
- Demonstrate professional and ethical behavior in the health care environment.

REQUIRED FOR THIS PROGRAM

- High school diploma or GED.
- Assessment at ENGL& 101 (or completion of ENGL 91).
- Assessment at college-level reading (or completion of READ 93).
- Assessment at MATH 97 (or completion of MATH 90).
- Fluency in Microsoft Windows (or completion of CU 100).
- Fluency in Microsoft Office Suite: Word, Excel, PowerPoint (or completion of CU 105).

ADDITIONAL REQUIREMENTS

This is a full online learning program; students must have 24/7 internet access with reliable computer hardware and software. For more information go to www.tacomacc.edu/elearning.

Special permission internships at end of program, “Capstone” courses, will require:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.

All prerequisite and HIM coursework must be completed with a grade ‘C’ or higher and within two attempts.

Course No.	Course Title	Credits
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HEALTH INFORMATION MANAGEMENT

Associate in Applied Sciences Degree (91 credits)		
<i>Graduates of the Health Information Management Program must complete the following curriculum with a grade of 'C' or higher in all classes.</i>		
Prerequisites (10 credits)		
BIOL& 170	Human Biology (non-lab)	5
or BIOL& 175	Human Biology with Lab	
ENGL& 101	English Composition I	5
Fall Quarter (13 credits)		
HIM 101	Success Strategies for HIM Students	2
HIM 110	Health Care Delivery Systems	3
HIM 125	HIM Health Data Structure, Content and Standards	5
HIM 130	Medical Terminology I	3
Winter Quarter (16 credits)		
HIM 131	Medical Terminology II	5
HIM 140	Beginning ICD-9-CM Diagnostic Coding	2
HIM 142	HIM Finance, Reimbursement, Revenue Cycle I	5
HIM 145	Health Care Statistics and Research	2
HIM 150	Pharmacology for Health Professionals	2
Spring Quarter (16 credits)		
HIM 160	Principles of Disease	5
HIM 170	CPT Coding	3
HIM 175	Clinical Classification Systems	3
HIM 195	Health Care Privacy, Confidentiality, Legal and Ethics	5
Summer Quarter		
Variable annual offerings and elective coursework options		
Fall Quarter (16 credits)		
HIM 200	Physician and Professional Coding	3
HIM 210	HIM Finance, Reimbursement, Revenue Cycle II	3
HIM 215	Information and Communications Technology	5
HIM 220	Intermediate ICD-9-CM Coding	5
Winter Quarter (15 credits)		
HIM 222	Health Records in Alternate Care Settings	2
HIM 241	Data Quality and Performance Improvement	5
HIM 242	Health Information Management and Leadership	3
HIM 245	Advanced ICD-9-CM and CPT Coding	5
Spring Quarter (15 credits)		
HIM 250	Coding Clinical Capstone	5
HIM 252	Revenue Cycle Capstone	5
HIM 253	HIM Capstone (PPE)	5

Course No.	Course Title	Credits
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HUMAN SERVICES PROFESSIONAL

PROGRAM CHAIR

Jim Carroll

253.566.5214

jcarroll@tacomacc.edu

The Human Services Professional program is a competency-based program preparing students for work as practitioners in social service, health and addiction agencies. The program offers three options for completion:

- a one-quarter (15 credits) Case Aide certificate;
- a three-quarter (45 credits) Human Services certificate; and
- a two-year Associate in Applied Sciences (AAS) degree in Human Services.

The program's core courses and PSYC& 100 currently meet the educational competencies for Chemical Dependency Trainee for the state of Washington.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree and the certificate in Human Services, students will:

- Access appropriate resources and document clients' clinical information in styles and formats consistent with best practices in Human Services.
- Construct personal and professional boundaries to improve the ability to work collaboratively with clients and coworkers.
- Provide quality client care by integrating personal characteristics and strengths.
- Acknowledge cultural and individual differences in self and others, and communicate sensitivity toward uniqueness to better meet the needs of client.
- Resolve personal and professional challenges by developing, communicating and practicing physical, psychological and spiritual self care.

REQUIRED FOR THIS PROGRAM

To enter the Human Services program, students must assess at ENGL& 101 level (or have completed ENGL 095).

Case Aide Certificate (15 credits)

The Case Aide Certificate is designed for entry-level employment opportunities with a wide variety of human service agencies.

HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques	5
HSP 112	Case Management and Systems	5

Associate in Applied Sciences Degree (92 credits)

Each student completing the Applied Sciences degree or Arts and Sciences degree along with the Human Services program must select 10 credits of related elective courses. Students may select specialty courses from the Human Services program, Administration of Law and Justice program, Human Development courses, and/or Behavioral Sciences courses. Specialty courses are generally taken during the last three quarters of the program.

First Quarter		
HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques	5
HSP 207	Behavioral Health and Wellness	5
Second Quarter		
HSP 105	Leadership, Ethics & Development	5
HSP 106	Advanced Helping Strategies	5
HSP 112	Fundamentals of Case Management	5
Third Quarter		
HSP 191	Clinical Practicum I	5
HSP 200	Pharmacology and Survey of Chemical Dependency	5
HSP 261	Understanding Diversity	5
Fourth Quarter		
HSP 192	Clinical Practicum II	5
CU 102	Word I (or other approved computer course)	2
ENGL& 101	English Composition I	5
HSP	Specialty Course (Select one from list below)	5
Fifth Quarter		
HSP 193	Clinical Practicum III	5
ENGL& 102	Composition II: Argument and Persuasion	5
or ENGL 103	Composition III: Writing about Literature	5
PSYC& 100	General Psychology	5

Continued

Course No.	Course Title	Credits
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HUMAN SERVICES PROFESSIONAL

Sixth Quarter		
HSP	Specialty Course (Select one from list below)	5
SOC& 101	Introduction to Sociology	5
BUS 110	Business Math	5
or MATH 107	Math: A Practical Art	
Specialization Courses		
NOTE: Students are encouraged to select two that fit chosen career and academic goals. Continued academic advising is provided to adjust the program to meet the needs of individual students. Contact the HSP office at 253.566.5076.		
HSP 205	Substance Abuse Prevention	5
HSP 203	Helping the Juvenile	5
HSP 208	Program Planning and Grant Writing	5
HSP 212	Advanced Case Management	5
HSP 214	Dynamics of Family Violence	5
HSP 221	Introduction to Clinical Supervision	5

CHEMICAL DEPENDENCY
PROFESSIONAL CERTIFICATE

Human Services Certificate (45 credits)		
The Human Services certificate meets the educational competencies for Chemical Dependency Professional (CDP) certification.		
NOTE: An Associates degree is required for the CDP certificate.		
1 st Quarter (15 credits)		
HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques	5
HSP 207	Behavioral Health and Wellness	5
2 nd Quarter (15 credits)		
HSP 105	Leadership, Ethics & Development	5
HSP 106	Advanced Helping Strategies	5
HSP 112	Fundamentals of Case Management	5
3 rd Quarter (15 credits)		
HSP 191	Clinical Practicum I	5
or PSYC& 100	General Psychology	
HSP 200	Pharmacology and Survey of Chemical Dependency	5
HSP 261	Understanding Diversity	5

Course No.	Course Title	Credits
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LOGISTICS

PROGRAM CHAIR

Erika Bowles

253.566.5253

ebowles@tacomacc.edu

The Logistics program prepares students for careers in transportation, warehousing, and inventory control. A series of courses provide fundamental concepts along with related business and communication skills.

The Transportation and Secure Logistics Certificate provides an overview of the Logistics industry, with a focus on the technology needed to make the transportation of goods more efficient and secure. Students will be introduced to GIS and RFID technology as part of their training.

The Associate in Applied Science degree in Logistics builds on the certificate with additional training in Logistics Technology and Supply Chain management as well as general business training.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Logistics, students will:

- Discuss the different segments of logistics within an organization; how they interrelate; and the appropriate safety, security, regulatory, packaging, customs and customer requirements as they apply to the different logistics segments.
- Describe the relationship, processes and risks that surround the control and flow of raw materials from the manufacturer to the ultimate consumer; describe, evaluate and select transportation and warehousing options and recommend appropriate solutions for business requirements.
- Apply knowledge of relevant technology and problem-solving/critical-thinking skills to the solution of logistics problems in the business and in the supply chain.
- Conduct business in compliance with relevant national and international legislation, regulations, safety requirements and professional standards.
- Demonstrate documentation, record keeping, and the ability to communicate both in writing and orally for audiences at all levels.
- Serve as an effective team member in the global business of logistics.

REQUIRED FOR THIS PROGRAM

To enter the program students must first meet the following requirements:

- Assessment above MATH 75 or completion of MATH 75 with a 'C' or higher.
- Assessment at college-level English or completion of ENGL 95 with a 'C' or higher.
- Assessment at college level Reading or completion of READ 95 with a 'C' or higher.

Transportation & Secure Logistics Certificate (21 credits)

The Logistics Certificate is a good choice for someone who already may be working in the industry or has another degree and wishes to gain a "big picture" perspective of Logistics. The certificate provides an overview of the Logistics industry, with additional focus on the international aspects of logistics. Students will also be introduced to the technology needed to make the transportation of goods more efficient and secure.

LOG 101	Introduction to Secure Logistics	5
LOG 102	Transportation and Distribution	5
LOG 103	Warehousing and Inventory Management	5
LOG 110	International Logistics	3
LOG 112	Importing and Exporting	3

Course No.	Course Title	Credits
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LOGISTICS

Associate of Applied Science Degree

(75 additional credits = total 96 credits)

The Applied Science degree in Logistics offers additional training in Supply Chain Management and Logistics Technology. Students will gain more specific training in GIS and RFID technology as part of their training.

To complete the Logistics Associate of Applied Science degree, you must also complete the Transportation and Secure Logistics Certificate (21 credits).

NOTE: CMST& 101, MATH 147, ENGL& 101-BUS, BUS& 101 and ACCT&201 are transfer-level courses.

Related Instruction Requirements (27 credits)

BUS 110	Business Math	5
or MATH 147	College Algebra for Business & Economics	
BUS 164	Leadership and Human Relations	5
CMST& 101	Introduction to Communication	5
CU 100	Introduction to Windows and World Wide Web	2
CU 105	Word I, Excel I, Power Point	5
ENGL& 101-Bus	English Composition I	5

Core Requirements (33 credits)

BUS& 101	Introduction to Business	5
BUS 102	Customer Service	2
BUS 163	Management Principles & Organizational Systems	5
BUS& 201	Business Law	5
BUS 280	Career Readiness Skills	1
BUS 290	Work Internship	5
LOG 201	Logistics Technology	5
LOG 210	Logistics Management	5

Specialized Requirements (15 credits from the following)

ACCT 110	Practical Accounting	5
or ACCT& 201	Principles of Accounting I	
BUS 165	Personnel Management	5
BUS 245	Retailing and Professional Sales	5
BUS 250	Introduction to Global Business	5
CU 110	Access I	2
CU 203	Excel II	3
ECON& 201	Micro Economics	5
IT 258	E-Business and Commerce	3
MATH& 146	Introduction to Statistics	5

Course No.	Course Title	Credits
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MEDICAL OFFICE PROFESSIONAL

PROGRAM COORDINATOR

Pat Von Knorring

253.851.2424

pvonknorring@tacomacc.edu

The Medical Office Professional program currently offers three certificate options, plus an Associate of Applied Science degree.

- **Medical Office Clerk** (one quarter) prepares students for employment as an entry-level medical office clerk. Typical duties might include answering phones, greeting clients, typing, and making appointments and filing.
- **Medical Registration and Admissions Specialist** (two quarters) prepares students for employment in entry-level positions as patient registration specialist, admissions clerk, or patient access representative in a hospital, specialty center, clinic or other health care agency. Duties may include greeting patients, accurately entering patient demographics into a computerized or paper record, maintaining admission forms, collecting co-payments and other cash transactions, and performing other duties as assigned.
- **Medical Office Assistant** (one year) prepares students for employment in an entry-level position as a receptionist or clerical worker in a physician's office, hospital, clinic or other health care agency. Duties may include greeting patients, scheduling appointments, preparing routine correspondence, processing bills, maintaining health information and other duties.
- **Medical Office Professional Associate in Applied Science degree** (two years) prepares students to perform general duties in a physician's office, hospital, clinic, or other health care agency. Duties may include any or all of the following: reception, appointment scheduling, specialty services and surgical scheduling, managing and scheduling other employees in the medical facility, managing financial operations, interviewing and preparing patients prior to examination, maintaining medical records, transcribing correspondence and medical report. Students will apply knowledge of medical terminology, word processing and spreadsheet skills.

If taken in sequence, the certificates are designed to be progressive. Upon completion of the certificate programs, students can also continue their education and obtain the A.A.S. degree in Medical Office Professional.

Each of the options prepares students for entry-level employment in a medical/health care office setting with increasing levels of responsibility and employability. Duties may include greeting patients, scheduling appointments, preparing routine correspondence, processing bills, and maintaining health information.

The program is managed through and offered at TCC's Gig Harbor Campus; however classes may be taken at the Tacoma Campus as well (after arrangement with the program coordinator). Students may pursue the program on either a full- or part-time basis. Curriculum classes are available in online, hybrid online, classroom and independent lab format to better meet the needs of students with job and family responsibilities.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree for Medical Office Professional or one of the certificates, students will:

- Appropriately use medical office computer software to schedule appointments, maintain records, and record transactions including determining when more data is needed.
- Communicate effectively with professional medical staff and patients.
- Collect and present a professional resume and portfolio.
- Comply with state and federal regulations to protect the privacy and security of patient information.
- Develop and expand professional growth and involvement during and after the program.

PREREQUISITES FOR CERTIFICATE AND DEGREE PROGRAMS

- High school diploma or GED.
- ENGL 095 or assessment at college-level reading and English.
- MATH 085 or assessment at MATH 090.
- Minimum keyboard speed of 25 wpm.

ADDITIONAL REQUIREMENTS

Because most of the curriculum is presented either in online or hybrid online format, students must have 24/7 internet access with reliable computer hardware and software.

Contact the program advisor for information about:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.

Course No.	Course Title	Credits
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MEDICAL OFFICE PROFESSIONAL

Medical Office Clerk Certificate (17 credits)		
Core Requirements (17 credits)		
BUS 102	Customer Service	2
CU 105	Word I, Excel I, PowerPoint	5
or CU 102 (Word I), CU 103 (Excel I) and CU 104 (PowerPoint)		
CU 106	Keyboarding Speed and Accuracy	2
HIM 130	Medical Terminology I	3
MO 100	Medical Office Procedures	3
MO 143	Professional Development	2

Medical Registration & Admissions Specialist Certificate		
(12 additional credits = total 29 credits)		
<i>This program requires the completion of Medical Office Clerk certificate (1 quarter program) plus the following 12 credits (total 29 credits). All courses must be successfully completed with a grade of 'C' or higher.</i>		
Core Requirements		
CU 110	Access I	2
HIM 131	Medical Terminology II	5
MO 241	Clinical Applications for Med. Office Prof. and MT	5

Medical Office Assistant Certificate (50 credits)		
<i>Students must complete the Medical Office Clerk and/or the Medical Registration and Admissions Specialist certificate programs to progress into this program. Students are encouraged to work closely with the MOA faculty advisor when planning their academic schedules. All courses must be successfully completed with a grade of 'C' or higher. Please be advised that courses are not listed in the order in which they should be taken.</i>		
Technical Core Requirements (7 credits)		
CU 110	Access I	2
MO 139	Introduction to Disease Process	5
General Core Requirements (15 Credits)		
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
ENGL& 101	English Composition I	5
Optional Electives (minimum 4-5 credits)		
CMST& 101	Introduction to Communication	5
CU 202	Word II	3
CU 203	Excel II	3
CU 210	Access II	3
HIM 150	Pharmacology for Health Professionals	2
MO 159	Intro. to Medical Coding for Ambulatory Services	3
Other college-level courses may apply with program advisor permission.		

Course No.	Course Title	Credits
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MEDICAL OFFICE PROFESSIONAL

Associate in Applied Sciences Degree

(40 additional credits = total 95 credits)

Students must complete the Medical Office Clerk, the Medical Registration and admissions Specialist and the Medical Office Assistant certificate programs to progress into this Associate of Applied Sciences degree program. Students are encouraged to work closely with the MOA faculty advisor when planning their academic schedules. All courses must be successfully completed with a grade of 'C' or higher. Please be advised that courses are not listed in the order in which they should be taken.

Technical Core Requirements (20 credits)

BIOL& 170	Human Biology (without lab)	5
or BIOL& 175	Human Biology with Lab	
CU 202	Word **	3
CU 203	Excel II	3
CU 210	Access II	3
MO 140	Medical Transcription I	3
MO 159	Intro. to Medical Coding for Ambulatory Services	3

General Core Requirements (10 credits)

CMST& 101	Introduction to Communication	5
ENGL& 102	Composition II: Argument and Persuasion	5
or ENGL 103	College Composition III: Writing about literature	

Electives (10 credits)

At least two college-level courses, one of which must be designated as a multicultural course.		10
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Course No.	Course Title	Credits
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MEDICAL OFFICE PROFESSIONAL

MEDICAL TRANSCRIPTION

PROGRAM COORDINATOR

Pat von Knorring**253.460.2388****pvonknorring@tacomacc.edu**

The Medical Transcriptionist program offers two certificate options:

- **Medical Outpatient Transcriptionist**

The Medical Outpatient Transcriptionist Certificate enables graduates to work in a physician's office, medical practice clinic, and other health care institutions, as well as in medical transcription services or independently in a home business. After successful completion of the two quarters of study, students will be prepared to understand and apply medical terminology, transcribe medical reports of all types with speed and accuracy using word processing software and transcription equipment, and monitor their personal production.

- **Medical Transcriptionist**

A medical transcriptionist works in the medical transcription department or special professional services department (radiology, pathology, etc.) of hospitals, medical practice clinics and other health care institutions, as well as in medical transcription services, or independently in a home business.

Both options prepare students for employment in the highly specialized medical transcription profession. A career in Medical Transcription can be challenging and rewarding.

With experience in performing medical transcription in a variety of medical, surgical and diagnostic specialties, a qualified medical transcriptionist may wish to become a Registered Medical Transcriptionist (RMT) and then a Certified Medical Transcriptionist (CMT) by passing the certification examinations administered by the Association for Health Care Documentation Integrity (AHDI), formerly American Association for Medical Transcription (AAMT).

Students may pursue the Medical Transcription program on either a full- or part-time basis. Program classes are available in online, hybrid online, classroom and independent lab format to best meet the needs of students with job and family responsibilities. The Medical Outpatient Transcription certificate is available fully online. The program is managed through and offered at TCC's Gig Harbor Campus; however, after arrangement with the program coordinator, classes may be taken at the Tacoma Campus as well.

REQUIRED FOR THIS PROGRAM

- High school diploma or GED.
- ENGL 095 or assessment at college-level English.
- READ 095 or assessment at college-level reading.
- MATH 085 or assessment at MATH 090.
- Minimum keyboarding speed of 45 wpm.
- Computer literacy.

Course No.	Course Title	Credits
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MEDICAL OFFICE PROFESSIONAL

Medical Outpatient Transcriptionist Certificate (29 credits)**Core Courses** (29 credits)

CU 102	Word I	2
CU 106	Keyboard Speed and Accuracy	2
HIM 130	Medical Terminology I	3
HIM 131	Medical Terminology II	5
MO 139	Introduction to Disease Process	5
MO 140	Medical Transcription I	3
MO 141	Medical Transcription II	3
MO 143	MT Professional Development	2
MO 160	Medical Transcription Lab I	2
MO 161	Medical Transcription Lab II	2

Medical Transcriptionist Certificate

(24 additional credits = 53 total credits)

Students must complete the Medical Outpatient Transcriptionist certificate program to progress into this program. Students are encouraged to work closely with the faculty advisor when planning their academic schedules. All courses must be successfully completed with a grade of 'C' or higher. Please be advised that courses are not listed in the order in which they should be taken.

Technical Core Requirements (14 credits)

BUS 102	Customer Service	2
HIM 150	Pharmacology for Health Professionals	2
MO 142	Medical Transcription III	3
MO 162	Medical Transcription Lab	2
MO 241	Clinical Applications for MOP and MT	5

General Core Requirements (10 credits)

BUS 110	Business Math	5
ENGL& 101	English Composition I	5

Course No.	Course Title	Credits
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MEDICAL OFFICE PROFESSIONAL

MEDICAL BILLING
SPECIALIST

PROGRAM COORDINATOR

Pat von Knorring**253.460.2388****pvonknorring@tacomacc.edu**

The Medical Billing Specialist (MBS) program may prepare students for employment as medical billers, patient account representatives, and medical claim reviewers. Students completing the program will acquire a general knowledge of the health care field with a focus on being able to understand and code medical diagnoses and procedures (ICD-9-CM, CPT, HCPCS) and to bill ethically and accurately for provider reimbursement.

Students completing the program may seek employment with physician's offices, large group practices, surgery centers, insurance and managed care providers, and other health care settings.

REQUIRED FOR THIS PROGRAM

- High School diploma or GED.
- Assessment at ENGL& 101 (or completion of ENGL 095).
- Assessment at college-level reading (or completion of READ 095).
- Assessment at MATH 085.
- CU 100 or equivalent (through computer assessment test)

ADDITIONAL REQUIREMENTS

Because this is a full online learning program, students must have 24/7 internet access with reliable computer hardware and software.

Contact the program advisor for information about:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.

Medical Billing Specialist Certificate (54 credits)

Graduates of the Medical Billing Specialist program must complete the following curriculum with a grade of 'C' or higher in all classes.

Technical Core Requirements (44 credits)

BUS 102	Customer Service	2
CU 103	Excel I	2
HIM 130	Medical Terminology I	3
HIM 131	Medical Terminology II	5
HIM 170	CPT Coding	3
HIM 220	Intermediate ICD-9-CM Coding	5
MO 100	Medical Office Procedures	3
MO 139	Introduction to Disease Process	5
MO 143	Professional Development	2
MO 147	Medical Billing Procedures I	3
MO 148	Medical Billing Procedures II	3
MO 159	Intro. to Medical Coding for Ambulatory Services	3
MO 241	Clinical Applications	5

General Core Requirements (10 credits)

BUS 110	Business Math	5
ENGL& 101	English Composition I	5

Optional Electives

CU 110	Access I	2
CU 203	Excel II	3

Course No.	Course Title	Credits
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MUSEUM/GALLERY OPERATIONS

PROGRAM CHAIR

Rick Mahaffey

253.566.5260

rmahaffey@tacomacc.edu

The Museum/Gallery Operations (MGO) program is an option in the Business and Technology program. The MGO option prepares graduates to analyze the business environment of the museum/gallery organization. It provides an understanding of the fundamentals of museum/gallery business operations, and will prepare students to coordinate the human, material, technological, and financial resources of a museum/gallery business. It will provide the graduate with an appreciation of the visual arts, design, and visual display as they relate to museum/gallery operations. The program provides ample flexibility in curriculum design to focus student interest and meet a multitude of career goals in business and museum/gallery operations management.

REQUIRED FOR THIS PROGRAM

- Assessment at college-level English or completion of ENGL 095 with a 'C' or higher.
- Assessment at college-level reading or completion of READ 095 with a 'C' or higher.
- Assessment at MATH 090 or completion of MATH 085 with a 'C' or higher.
- Knowledge of CU 100.

Associate in Applied Sciences Degree (90 credits)

Program Requirement (35 credits) Select 7 courses from:

ANTH& 100	Survey of Anthropology	5
ANTH& 204	Archaeology	5
ANTH& 210	Indians of North America	5
ART& 100	Art Appreciation	5
ART 101	Art Basics	5
ART 102	Two-dimensional Design	5
ART 103	Three-dimensional Design	5
ART 201	History of Western Art: Ancient	5
ART 202	History of Western Art: Medieval & Renaissance	5
ART 203	History of Western Art: Baroque-Modern	5
ART 210	Color and Design	5
HIST& 146	U.S. History I	5
HIST& 147	U.S. History II	5
HIST& 148	U.S. History III	5
HIST& 214	Pacific Northwest History	5

Related Instruction (20 credits)

BUS 164	Leadership and Human Relations	5
CU 105	Word I, Excel I, PowerPoint	5
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication	5

Business Requirement (20 credits)

ACCT 110	Practical Accounting I	5
BUS& 101	Introduction to Business	5
BUS 163	Management Principles and Organizational Systems	5
BUS 290	Work Internship	5

Elective Requirements (15 credits) Select 3 courses from:

BUS& 201	Business Law	5
BUS 240	Marketing and Business Development	5
BUS 245	Retailing and Professional Sales	5
BUS 260	Small Business Entrepreneurship	5

Course No.	Course Title	Credits
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NETWORKING AND CONVERGENCE TECHNOLOGIES

PROGRAM CHAIR

Erika Bowles

253.566.5253

ebowles@tacomacc.edu

The Networking and Convergence Technology program prepares students for careers in network administration and technical support for both traditional and wireless networks. A series of non-technical and technical core courses provide fundamental computer and system concepts along with related business, office, and communication skills. Advanced coursework includes training in PC hardware and operating systems, Windows servers, networking, routing, security and wireless networking. Students can prepare for industry certifications such as A+, and Network+ in a hands-on lecture and laboratory environment.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the course requirements for the A.A.S. degree in Networking and Convergence Technology, students will:

- Demonstrate effective verbal and written communication skills necessary in information technology.
- Function professionally, ethically and effectively as an information technology team member within an organization, including time management.
- Use critical thinking skills by researching, formulating algorithms and applying the System Development Life Cycle to information technology issues.
- Take responsibility for own lifelong learning including anticipation and adaptation to ever-changing environments.
- Demonstrate an integrated, comprehensive proficiency in the content area of information technology; interpolate this knowledge to the real world.

REQUIRED FOR THIS PROGRAM

To enter the program students must first meet the following requirements:

- Assessment above MATH 070 or completion of MATH 075 with a 'C' or higher.
- Assessment at college-level English or completion of ENGL 095 with a 'C' or higher.
- Assessment at college-level reading or completion of READ 095 with a 'C' or higher.
- Completion of CU 100 and CU 101 with a 'C' or higher or instructor permission.

ACADEMIC PERFORMANCE REQUIREMENT

All coursework in the program must be completed with a grade of 'C' or higher to qualify for any certificates or degrees in Information Technology. The Networking & Convergence Technologies program certificates are available as stand-alone certificates or students may complete them while progressing towards the A.A.S. degree.

Help Desk Certificate (19 credits)

Prepares students to perform fundamental PC support tasks and for entry-level jobs as a help desk technician. Students are encouraged to get the A+ certification exam upon certificate completion.

BUS 102	Customer Service	2
CU 108	Outlook	2
CU 105	Word I, Excel I, PowerPoint	5
IT 102	Microcomputer Fundamentals	5
IT 110	Operating Systems I	5

Technical Support Certificate (20 additional credits = total 39 credits)

Builds on basic PC support, networking skill and experience to develop more advanced networking skills. Students are encouraged to get the Network+ certification exam as part of this certificate.

To complete the Technical Support certificate, you must first complete the Help Desk Certificate or equivalent work experience as determined by the Program Chair.

IT 210	Operating Systems II	5
IT 260	Client/Server Technology LANs	5
IT 261	Administration of Networks	5
IT 262	Technical Support of Windows Networks	5

Course No.	Course Title	Credits
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NETWORKING AND CONVERGENCE TECHNOLOGIES

Network Administration and Support Certificate

(15 additional credits = total 54 credits)

Prepares students to perform entry-level network administration tasks on both local and wide area networks.

To complete the Network Administration & Support certificate, you must first complete the Technical Support Certificate or equivalent work experience as determined by the Program Chair.

IT 270	Service and Support Fundamentals	5
IT 271	Internetworking	5
IT 280	Advanced Networking Technologies	5

Associate of Applied Sciences Degree

(41 additional credits = total 95 credits)

The Associate in Applied Sciences degree includes additional course work in Wireless Networking, Security, Business, Project Management, and general education. Students are also required to complete an internship. Students completing the A.A.S. degree will be prepared for more advanced supervisory positions after obtaining requisite experience in the field.

To complete the Networking and Convergence Technologies Associate of Applied Sciences degree, you must complete the Network Administration and Support Certificate.

Take MATH& 107 if you need transfer-level math.

ENGL& 101-Bus and CMST& 101 are transfer-level classes.

BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 280	Career Readiness Skills	1
CMST& 101	Introduction to Communication	5
ENGL& 101-BUS	English Composition I	5
IT 230	Introduction to Project Management	2
IT 231	Intermediate Project Management	3
IT 274	Network Security Fundamentals	5
IT 276	Principles of Wireless Networks	5
IT 290	Work Internship	5

Course No.	Course Title	Credits
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NURSING

ASSOCIATE DEAN FOR NURSING

Nancy Novak RN, MN

253.566.5178

nnovak@tacomacc.edu

The Associate Degree Nursing Program prepares the student for a career as a Registered Nurse. Upon satisfactory completion of the curriculum, the student is awarded an Associate in Applied Sciences Degree and is eligible to take the National Council Licensure Examination (NCLEX-RN) for Registered Nursing.

Generic Student Option

The nursing courses in the generic program are taught in a six-quarter sequence over a two-year period, excluding summer. Please contact the program for admission dates.

A part-time option is also available for those students who will be more successful attending school half-time. Students attend theory class one quarter, followed by the clinical portion the next quarter. Due to this split, students attend classes during summer quarter in addition to the usual academic year (fall-spring). Entry to the part-time option occurs only once a year with the spring quarter enrollment.

Advanced Standing for LPN Option

Licensed Practical Nurses desiring to become Registered Nurses may apply for advanced standing in the program. LPNs are admitted into the program two times a year, summer and winter. The students are required to take a LPN articulation course that is a transition course into either third or fourth level, depending on what level of assessment the student is placed. There are full-time and part-time opportunities available in the program.

A graduate who has completed the Associate Degree in Nursing may articulate into a bachelor's degree program at a four-year institution. Additional prerequisites required for the individual bachelor's degree program may also be completed at TCC. Interested students are encouraged to contact the four-year college or university of their choice to obtain more detailed information.

The Associate Degree Nursing Program at Tacoma Community College is approved by the Washington State Nursing Care Quality Assurance Commission and is accredited by the National League for Nursing Accrediting Commission (NLNAC).

OPTION: ASSOCIATE IN PRE-NURSING TRANSFER DEGREE

Please see University Transfer section. This degree is intended for students who want to take science and general education classes at Tacoma Community College to prepare to transfer to a four-year school to begin their nursing classes and earn a Bachelor of Science in Nursing (B.S.N.) degree. This path does not include any nursing courses, nor does it guarantee admission into a nursing program at a four-year institution. A student must complete the four-year school nursing curriculum to be eligible to take the National Council for Licensure Examination (NCLEX) for Registered Nursing.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Nursing, students will:

- Use critical thinking skills to apply the nursing process in caring for patients and their families by identifying, developing, implementing, evaluating and documenting a plan of care utilizing appropriate technology.
- Demonstrate the ability to function effectively in a collaborative multicultural environment utilizing effective interpersonal communications, both written and verbal.
- Serve as a role model by demonstrating professional and ethical conduct, specifically; (1) positive conflict management and leadership skills, (2) responsibility for lifelong learning, and (3) participation in professional organizations or community activities.
- Apply principles of caring and effective communication in the community and workplace to include not only clients, but all team members.

Course No.	Course Title	Credits
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NURSING

REQUIRED FOR THIS PROGRAM

Students must take a select number of general study courses before application is made to the nursing program. These courses are designed to provide the nursing student with a strong foundation in the sciences and humanities before entry into the nursing program.

Due to the sequencing of courses, students may find it difficult to complete the Associate Degree in Nursing in a two-year time frame. Typically students take at least three years to complete all course work for the degree. Some courses are used in the application selection process, and other courses are not.

Course work completed at other colleges must be evaluated by Tacoma Community College Enrollment Services Department. Applicants are urged to request official transcripts from the originating college be sent to the TCC Enrollment Services office as early as possible. The applicant must apply to the college and submit the "Evaluation of Credits and Transcript Review Request" – Appendix A, with the official transcripts being evaluated. Please send transcripts to Enrollment Services in Bldg. 7. Do not send transcripts directly to the nursing program. Also, students are encouraged to submit their applications as soon as the prerequisites are completed. Students do not need to wait until the deadline date to submit an application.

ADDITIONAL REQUIREMENTS

Contact the Nursing program for information about:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.

It is the student's responsibility to arrange for dependable transportation to and from the clinical site as well as for dependable child/dependent care.

Prerequisite Course Work

Students must achieve a letter grade of at least 'C' (2.0) in prerequisite courses. Each prerequisite course must be successfully passed within two attempts of taking the course to achieve a grade of 2.0 or higher. These attempts include all withdrawals as well as grades below 2.0 and include all colleges attended in the last five years. An overall cumulative GPA of 2.5 is required in the above prerequisite courses. Note: The GPA must be a true 2.5 and not rounded up from 2.45.

BIOL& 100	Survey of Biology	5
BIOL& 241	Anatomy and Physiology 1*	12
and BIOL& 242	Anatomy and Physiology 2*	
or BIOL& 251	Anatomy and Physiology I*	
and BIOL& 252	Anatomy and Physiology II*	
and BIOL& 253	Anatomy and Physiology III*	

All courses of an Anatomy and Physiology (A&P) series must be completed before the application is submitted. A&P series from other schools must be at least 10 credits in length and include a lab component to the course work.

BIOL& 260	General Microbiology*	5
CHEM& 110	Chemical Concepts with Lab**	5
CHEM& 121	Introduction to Inorganic Chemistry	5
ENGL& 101	English Composition I	5

Students placed in ENGL& 102 by assessment must demonstrate proof of competency to substitute ENGL& 102 grades for ENGL& 101.

PSYC& 100	General Psychology	5
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Additional Prerequisite/Co-requisite Coursework

Must be completed before entering the program (but not before submitting an application).

PSYC& 200	Lifespan Psychology	5
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This course is not used in the scoring process. For advanced standing applicant, this course may be taken the same quarter as the articulation course (NURS 130 or NURS 210).

The following courses must be taken before completing the program. A minimum grade of 2.0 (C) is required in these courses. It is recommended that these courses be completed prior to entering the program to keep the academic load manageable.

SOC& 101	Introduction to Sociology	5
or ANTH& 206	Cultural Anthropology	
CMST& 101, CMST& 220 or CMST 110		5
CU 100-215 or LS 102		1-5

* No more than 10 years old.

** Or high school chemistry.

Course No.	Course Title	Credits
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NURSING

Associate in Applied Sciences Degree - Nursing: Generic Plan (87-101 Credits)

Course sequencing, prerequisites, and core requirements require students to attend classes over at least a three-year period to attain an Associate degree in Nursing.

Prerequisites (37-40 credits)**Core Requirements** (72 credits)

NURS 111	Nursing I: Caring for the Well Client (Theory)	5
NURS 112	Nursing I: Caring for the Well Client (Clinical)	5
NURS 113	Nursing Interventions I: Assessment (Lab)	1
NURS 121	Nursing II: Caring for the Client w/Minor Deviations from Wellness (Theory)	5
NURS 122	Nursing II: Caring for the Client w/Minor Deviations from Wellness (Clinical)	5
NURS 123	Nursing Interventions II: Basic Skills (Lab)	1
NURS 131	Nursing III: Caring for the Childbearing Family (Theory)	5
NURS 132	Nursing III: Caring for the Childbearing Family (Clinical)	5
NURS 133	Nursing Interventions III: Advanced Skills (Lab)	1
NURS 141	Nursing Focus I: Gerontological Nursing (Theory)	1
NURS 142	Nursing Focus II: Pharmacology I (Theory)	1
NURS 143	Nursing Focus III: Pharmacology II (Theory)	1
NURS 211	Nursing IV: Caring for the Client with Acute Problems (Theory)	5
NURS 212	Nursing IV: Caring for the Client with Acute Problems (Clinical)	5
NURS 221	Nursing V: Caring for the Client with Chronic Problems (Theory)	5
NURS 222	Nursing V: Caring for the Client with Chronic Problems (Clinical)	5
NURS 231	Nursing Seminar in Care Management (Theory)	1
NURS 232	Nursing Preceptorship: Manager of Care (Clinical)	8
NURS 233	Nursing Preparation for Licensure	1
NURS 241	Nursing Focus IV: Leadership and Management	2
NURS 242	Nursing Focus V: End of Life	2
NURS 243	Nursing Focus VI: Trends and Issues	2

Related Instruction Requirements (11 credits)

CMST& 101	Introduction to Communication	5
or CMST& 220	Public Speaking	
or CMST 110	Multicultural Communication	
SOC& 101	Introduction to Sociology	5
or ANTH& 206	Cultural Anthropology	
CU 100-215	Computer User Course: Select One	1
or LS 102	Library Science	

Course No.	Course Title	Credits
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NURSING

Associate in Applied Sciences Degree - Advanced Standing for LPN Plan

(87-101 Credits)

Course sequencing, prerequisites, and core requirements require students to attend classes over at least a three-year period to attain an Associate degree in Nursing.

Prerequisites (37-40 credits)**Core Requirements** (39-50 credits)

NURS 130	LPN - RN Articulation 3rd Level	3
Or NURS 210	LPN - RN Articulation 4th Level	

Third Quarter Entry Point

NURS 131	Nursing III: Caring for the Childbearing Family - Theory	5
NURS 132	Nursing III: Caring for the Childbearing Family - Clinical	5
NURS 133	Nursing Interventions III: Advanced Skills (Lab)	1

Fourth Quarter Entry Point

NURS 211	Nursing IV: Caring for the Client with Acute Problems - Theory	5
NURS 212	Nursing IV: Caring for the Client with Acute Problems - Clinical	5
NURS 221	Nursing V: Caring for the Client with Chronic Problems - Theory	5
NURS 222	Nursing V: Caring for the Client with Chronic Problems - Clinical	5
NURS 231	Nursing Seminar in Care Management (Theory)	1
NURS 232	Nursing Preceptorship: Manager of Care (Clinical)	8
NURS 233	Nursing Preparation for Licensure	1
NURS 241	Nursing Focus IV: Leadership and Management	2
NURS 242	Nursing Focus V: End of Life	2
NURS 243	Nursing Focus VI: Trends and Issues	2

Related Instruction Requirements (11 credits)

CMST& 101	Introduction to Communication	5
or CMST& 220	Public Speaking	
or CMST 110	Multicultural Communication	
SOC& 101	Introduction to Sociology	5
or ANTH& 206	Cultural Anthropology	
CU 100-215	Computer User Course: Select One	1
or LS 102	Library Science	

Course No.

Course Title

Credits

OFFICE MANAGEMENT

PROGRAM CHAIR

Gina Hatcher

253.460.4361

ghatcher@tacomacc.edu

The Office Management Program prepares students for increasingly responsible positions in a variety of business environments.

Expertise in administrative software and technology along with business and management concepts provides the necessary skills to be successful in today's technology-oriented office.

The program's structure is progressive, leading to three levels of achievement for increasing levels of job responsibility. You will complete certificates as an Office Assistant and an Administrative Software Specialist as you progress toward the Office Manager Associate of Applied Science degree.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Office Management, students will:

- Demonstrate technical knowledge to perform general office skills proficiently. Office skills may include customer service, answering phone, word processing, use of the internet and email, filing, etc.
- Project ethical work habits to model professional behavior in the workplace.
- Function effectively as a team member by applying positive interpersonal interactions and diplomacy.

REQUIRED FOR THIS PROGRAM

- Assessment above or completion of ENGL 085 and MATH 075.
- Knowledge of CU 091, CU 100 and HD 101.

Office Assistant (16 credits)

This certificate provides the minimum skills to be competitive for entry-level positions such as clerk or office assistant.

BUS 102	Customer Service	2
BUS 115	General Office Procedures	3
BUS 116	Records and Information Management	2
CU 105	Word I, Excel I, PowerPoint	5
CU 106	Keyboard Speed and Accuracy	2
CU 108	Outlook	2

Administrative Software Specialist

(27 additional credits = total 43 credits)

Students will be prepared for positions requiring advanced administrative skills in word processing, spreadsheets, databases, and publication layouts.

To complete the Administrative Software Specialist certificate, you must first complete the Office Assistant Certificate.

ENGL& 101-BUS is a transfer-level class.

BUS 110	Business Math	5
BUS 165	Personnel Management	3
CU 101	Computing Fundamentals	3
CU 110	Access I	2
CU 202	Word II	3
CU 203	Excel II	3
CU 210	Access II	3
ENGL& 101- BUS	English Composition I	5

Course No.	Course Title	Credits
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OFFICE MANAGEMENT

Associate of Applied Science Degree

(49 additional credits = total 92 credits)

The Office Management Associate in Applied Sciences degree includes the courses of each of the certificates along with additional accounting and business courses. Students obtaining this degree will be prepared for more responsible positions.

To complete the Office Management Associate of Applied Science degree, you must first complete the Administrative Software Specialist certificate.

BUS& 201 and CMST& 101 are transfer-level courses.

ACCT 110	Practical Accounting I	5
ACCT 120	Accounting for Decision Makers	5
BUS 163	Management Principles and Organizational Systems	5
BUS 164	Leadership and Human Relations	5
BUS& 201	Business Law	5
BUS 280	Career Readiness Skills	1
CMST& 101	Introduction to Communication	5
CU 290	Work Internship	5
IT 102	Microcomputer Fundamentals	5
IT 230	Introduction to Project Management	2
IT 231	Intermediate Project Management	3
IT 258	E-Business and Commerce	3

Course No.	Course Title	Credits
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PARAEDUCATION

PROGRAM COORDINATOR

Mary Skinner

253.566.5010

mskinner@tacomacc.edu

PARAEDUCATOR, EARLY CHILDHOOD EMPHASIS PROGRAM

Become successfully employed in a variety of educational settings! Earn a certificate or a two-year Associate degree in Applied Sciences.

Enrollment is open to:

- Employed paraeducators
- Individuals who wish to prepare for employment in paraeducation

*Employment in the field requires a criminal background check.

PROGRAM LEARNING OUTCOME

Upon successful completion of the Paraeducator Certificate or A.A.S. degree in Paraeducation, students will:

- Use appropriate, effective oral, written and listening communication skills in the diverse workplace and community.
- Model Early Childhood Education (E.C.E.) professional and ethical behaviors in working with children, families and coworkers.
- Develop and implement developmentally appropriate curriculum for children, including the use of technology.
- Demonstrate comprehension through appropriate application and articulation of Early Childhood Education (E.C.E.) theories and standards.
- Build and support a partnership with families.

Paraeducator, Early Childhood Emphasis Certificate (39 credits)

Core Requirements (34 credits)

EDP 100	Introduction to Early Childhood	3
EDP 101	Effective Instruction I	3
EDP 102	Effective Instruction II	3
EDP 112	Curriculum Development	3
EDP 202	Family Health, Nutrition & Safety	3
EDP 130	Individual and Cultural Diversity	2
EDP 290	Practicum	3
EDP 203	Family Systems and Support Services	3
EDP 204	Effective Communications with Families	3
EDP 140	Child Guidance or EDP 141, 142 and 143 can be substituted	3
PSYC& 206 or EDUC 135	Developmental Psychology: Life Span Child Development	5
General Education Requirements (5 credits)		
PSYC& 100	General Psychology	5

Course No.	Course Title	Credits
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PARAEDUCATION

Associate in Applied Sciences Degree

(51 additional credits = total 90 credits)

Upon completion of the Paraeducator, Early Childhood Emphasis Certificate (39 credits), students may complete the following courses to obtain the A.A.S. degree in Paraeducation.

General Education Requirements (26-30 credits)

ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argument and Persuasion	5
CMST& 101	Introduction to Communication	5
MATH 107	Math: A Practical Art	
or MATH 170	Math for Elementary School Teachers I	5
or MATH 171	Math for Elementary School Teachers II	
EDP 211	Administration of Early Learning Programs I (1)	
and EDP 212	Administration of Early Learning Programs II (1)	
and EDP 213	Administration of Early Learning Programs III (1)	3-5
or BUS 164	Leadership and Human Relations (5)	
CU 100	Introduction to Windows and World Wide Web (1)	
and CU 102	Word I (2)	3-5
or CU 105	Word I, Excel I, PowerPoint (5)	

Elective Requirements (25 credits)

HUMAN 100	Introduction to Humanities	5
Choose one of the following courses:		
ART 100	Appreciation of the Visual Arts	
or ART 108	Art for Elementary Education	5
or MUS 107	Introduction to Music	
or MUS 120	Music in the Classroom	
Social Sciences - Choose two of the following courses:		
SOC& 101	Introduction to Sociology	
ANTH 100	Introduction to Anthropology	10
SOC 252	Sociology of the Family	
HIST 243	U.S. History: 20th Century	
Natural Sciences - Choose one of the following courses:		
BIOL& 100	Survey of Biology	
BIOL& 175	Biology with Lab	5
GEOL& 101	Introduction to Physical Geology	
CHEM& 110	Chemical Concepts with Lab I	
PHYSN 100	Physical Science and Technology	

Course No.	Course Title	Credits
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PARAEDUCATION

Management of Early Learning Program Certificate (6 credits)

Designed to provide childcare personnel with the information necessary to open, operate and manage childcare centers and early learning programs that meet licensing, accreditation and other quality standards, and fosters adult relationships within those programs. Completion of this program combined with the Paraeducator, Early Childhood Emphasis certificate will total 45 credits for program supervisor under Washington State childcare licensing requirements.

Administration of Early Learning Program Requirements (3 credits)

EDP 211	Administration of Early Learning I: Program Administration	1
EDP 212	Administration of Early Learning II: Operation of Children's Program	1
EDP 213	Administration of Early Learning III: Staffing and Professional Development	1

Child, Family and Community Relationships Requirements (3 credits)

EDP 121	Child, Family, Community I: Creating Community among Adults in Early Care Settings	1
EDP 122	Child, Family, Community II: Building a Caring Community with Children	1
EDP 123	Child, Family, Community III: Building Quality Relationships with Families	1

Child Development Specialist Certificate (18 credits)

The Child Development Specialist certificate is designed to prepare individuals for the Child Development Associate (CDA) Credential examination. Upon successful completion of this 3-quarter program students will be prepared to be employable in entry-level positions in early childhood education and provides professional development for those currently working in an early childhood setting. Typical jobs include lead teachers in childcare centers, Head Start Educational Assistants and preschool teachers. Participants who obtain a CDA would be able to be program supervisors, directors or have the basic skills to open their own childcare centers.

Completion of classes within this certificate will substitute for 12 credits within the Paraeducator, Early Childhood Emphasis certificate (EDP 100, 101, 140 and 202). In addition, of the six-remaining credits, the CU 100 and 102 will meet requirements within the Paraeducator, Early Childhood Emphasis Associate of Applied Science degree. **Note:** Schedule may change depending on enrollment. The calendar is provided to give students a tentative schedule for planning purposes.

1st Quarter (6 credits)

EDP 104	Essentials I	3
EDP 141	Guiding Behavior of Young Children 1	1
EDUC 299	Field Experience	2

2nd Quarter (6 credits)

EDP 105	Essentials 2	3
EDP 142	Guiding Behavior of Young Children 2	1
EDUC 299	Field Experience	2

3rd Quarter (6 credits)

EDP 106	Essentials 3	3
EDP 143	Guiding Behaviors of Young Children 3	1
EDUC 299	Field Experience	2

Internship/Work Experience: Students enrolled in the program will need to participate in a total of 480 hours of internship/work experience throughout the three quarters. Placement assistance is available for those not currently working in an early childhood environment.

Course No.	Course Title	Credits
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PARALEGAL

PROGRAM CHAIR

Janet Olejar, JD

253.566.5053

jolejar@tacomacc.edu

The Paralegal program prepares students to enter into the legal services field as specialists who will provide assistance to an attorney or other legal professional. The Paralegal program at Tacoma Community College is American Bar Association approved.

You can earn an Associate in Applied Sciences degree (Paralegal); or, if you already have an Associate in Arts and Sciences or bachelor's degree, you may pursue the Paralegal Pro Certificate. Students transferring from other paralegal programs need to read the credit transfer policy at www.tacomacc.edu/paralegal. Although the Applied Sciences degree is not a transfer degree, students interested in attending law school are encouraged to take advantage of the various law courses offered in this program.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Paralegal and the Paralegal Preferred Pro-Certificate, students will:

- Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct to resolve them.
- Demonstrate oral and written skills that paralegals use on the job.
- Apply basic principles of legal analysis.
- Use computers and other technology for document production, law office management and trial preparation.
- Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people.
- Manage multi-tasks while prioritizing them to meet deadlines.

REQUIRED FOR THIS PROGRAM

- Assessment at college-level English and reading is required for all Paralegal courses. The program can be completed in a two-year period and students must earn a minimum of a 2.0 GPA (C) in each course.
- If the grade earned is lower than a 2.0, students must retake the course if it is a required core course.

Paralegal Associate in Applied Sciences Degree Plan (100 credits)

Core Requirements (56 Credits)

CU 105	Word I, Excel I, PowerPoint	5
CU 106	Keyboard Speed and Accuracy	2
ADJ 101	Criminal Law	5
ADLJ 149	Writing Basics for Paralegals	3
ADLJ 150	Paralegal Fundamentals and Ethics	5
ADLJ 151	Legal Research and Writing I	5
ADLJ 152	Introduction to Civil Law	5
ADLJ 153	Civil Procedure	5
ADLJ 154	Computer Applications in the Law	3
ADLJ 155	Health/Dealing with Stress	1
ADLJ 232	Interviewing and Investigation	5
ADLJ 233	Internship I	5
ADLJ 239	Transition Planning	1
ADLJ 251	Legal Research and Writing II	3
ADLJ 253	Civil Procedure II	3

Elective Courses (9 Credits) Select a minimum of 9 credits from the following courses

ADJ 102	Criminal Procedure & Evidence	5
ADLJ 221	Family Law	3
ADLJ 222	Probate/Estate Planning	3
ADLJ 223	Alternative Dispute Resolution	3
ADLJ 224	Real Estate Law	3
ADLJ 225	Bankruptcy Law	3
ADLJ 226	Administrative Law	3
ADLJ 228	Employment and Labor Law	3
ADLJ 230	Business Organization/Corporation	3
ADLJ 231	Contracts/Commercial Transactions	3
ADLJ 234	Internship II	5

Continued

Course No.	Course Title	Credits
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PARALEGAL

Related Instruction Requirements (35 Credits)		
ENGL& 101	English Composition I	5
CMST& 220 or CMST 110	Public Speaking Multicultural Communication	5
BUS 110	Business Math or college-level math course	5
Natural Science	See note below*	5
Political Science/ History	See note below*	5
Sociology/ Psychology	See note below*	5
Multicultural Course	See note below*	5
<i>*Any course listed for the Associate of Arts & Sciences Degree</i>		

Paralegal Preferred Pro-Certificate (55 credits)		
<i>To graduate from this program, students must show evidence of completion of an Associate in Arts & Sciences or a Bachelor of Arts degree, and a minimum of 2.0 GPA ("C") in each of the paralegal courses, as well as evidence of meeting related study requirements.</i>		
Core Requirements (52 Credits)		
CU 105	Word I, Excel I, PowerPoint	5
CU 106	Keyboard Speed and Accuracy	2
ADJ 101	Criminal Law	5
ADLJ 150	Paralegal Fundamentals and Ethics	5
ADLJ 151	Legal Research and Writing I	5
ADLJ 152	Introduction to Civil Law	5
ADLJ 153	Civil Procedure	5
ADLJ 154	Computer Applications in the Law	3
ADLJ 232	Interviewing and Investigation	5
ADLJ 233	Internship I	5
ADLJ 239	Transition Planning	1
ADLJ 251	Legal Research and Writing II	3
ADLJ 253	Civil Procedure II	3
Elective Courses (3 Credits) Select a minimum of 3 credits from the following:		
ADJ 102	Criminal Procedure & Evidence	5
ADLJ 221	Family Law	3
ADLJ 222	Probate/Estate Planning	3
ADLJ 223	Alternative Dispute Resolution	3
ADLJ 224	Real Estate Law	3
ADLJ 225	Bankruptcy Law	3
ADLJ 226	Administrative Law	3
ADLJ 228	Employment and Labor Law	3
ADLJ 230	Business Organization/Corporation	3
ADLJ 231	Contracts/Commercial Transactions	3
ADLJ 234	Internship II	5

Course No.	Course Title	Credits
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PHARMACY TECHNICIAN

PROGRAM CHAIR

Pat Brown

253.566.5147

pbrown@tacomacc.edu

Prepares students for practice as a Pharmacy Technician working under the supervision of a licensed pharmacist, performing a variety of tasks in both hospital and retail pharmacies.

The program is provided in partnership between TCC and St. Joseph Medical Center in Tacoma, and is accredited by the American Society of Health Systems Pharmacists (ASHP).

The program is a one-year certificate program. Prerequisites are taken at TCC, followed by nine months of technical courses taken on site at St. Joseph Medical Center. Students also have the option of continuing their education by completing course requirements to obtain an Associate of Applied Sciences Degree.

Upon completion of the certificate, graduates are eligible to apply for Washington State certification as a Pharmacy Technician. Students are also encouraged to write the National Certification Registry Exam. When certified, graduates may seek employment in hospital or retail pharmacies, pharmaceutical companies, home health agencies, and other health care institutions.

REQUIRED FOR THIS PROGRAM

- Assessment at college-level English or completion of ENGL 095 with a 'C' or higher.
- Assessment at college-level reading or completion of READ 095 with a 'C' or higher.
- Assessment at MATH 099 or completion of MATH 090 with a 'C' or higher.
- Knowledge of CU 100.

ADDITIONAL REQUIREMENTS

Contact the program for information about:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.
- Ability to type keyboard at 35 wpm accurately. Typing or word processing courses are available to students who need to update or learn these skills.

It is the student's responsibility to arrange for dependable transportation to and from the clinical site as well as for dependable child/dependent care.

Prerequisites (28 credits)

Minimum requirements are the following courses with a grade of 'C' (2.0) within two attempts.

TMATH 100 or MATH 099	Technical Math for Health Sciences (recommended) Intermediate Algebra	5
HIM 130	Medical Terminology I	3
HIM 131	Medical Terminology II	5
ENGL& 101	English Composition I	5
CU 105	Word I, Excel I, PowerPoint	5
BUS 164	Leadership and Human Relations	5

Pharmacy Technician Certificate (45 additional credits = total 73 credits)

The graduate of the Pharmacy Technician certificate must successfully complete the following courses with a grade of 'C' or higher.

Clinical Program at St. Joseph Medical Center: Students must be formally accepted into the clinical program by St. Joseph faculty to enter these classes.

Prerequisites (28 credits)

Core Requirements (45 Credits)

First Quarter (Fall)

PHARM 110	Pharmacy Technology and Practice I	8
PHARM 120	Drug Orientation and Pharmacology I	8
PHARM 130	Pharmacy Calculations	2

Second Quarter (Winter)

PHARM 111	Pharmacy Technology and Practice II	7
PHARM 121	Drug Orientation and Pharmacology II	3
PHARM 140	Pharmacy Technician Practicum I	4

Third Quarter (Spring)

PHARM 112	Pharmacy Technology and Practice III	1
PHARM 141	Pharmacy Technician Practicum II	12

Course No.	Course Title	Credits
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PHARMACY TECHNICIAN

Associate in Applied Sciences Degree (98 credits)

The A.A.S. degree in Pharmacy Technician requires the completion of the Pharmacy Technician Certificate (73 credits) plus the additional core requirements and electives (25 credits). Students may take any/all of these 25 credits in advance of the Pharmacy Technician certificate program.

Required Degree Courses (25 additional credits = total 98 credits)

CHEM& 110	Chemical Concepts with Lab (5)	5
or BIOL& 100	Survey of Biology (5)	
SOC& 101	Introduction to Sociology (5)	5
or PSYC& 100	General Psychology (5)	
CMST& 101	Introduction to Communication (5)	5
or CMST 110	Multicultural Communication (5)	
or CMST& 220	Public Speaking (5)	

Electives (10 Credits) Select 2 or more courses:

BUS 163	Management and Organizational Systems (5)	10
HIM 110	Health Care Delivery Systems (3)	
HIM 195	Health Care Privacy, Confidentiality, Legal and Ethics (5)	
HUM& 101	Introduction to Humanities (5) (or other Humanities Distribution course)	
SOC 262	Race and Ethnic Relations (5)	

Course No.	Course Title	Credits
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RADIOLOGIC SCIENCE

PROGRAM CHAIR

Mike Mixdorf, M. Ed., R.T. (R)(CT)

253.566.5168

mmixdorf@tacomacc.edu

The eight-quarter Radiologic Science program at Tacoma Community College leads to an Associate in Applied Sciences degree, as well as a certificate of completion. Clinical practice is performed in hospitals and imaging centers that are affiliated with the program. Radiologic Sciences education is in Diagnostic Radiography only. The Radiologic Science Program is sequential and should be considered full time.

The TCC Radiologic Science program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312.704.5300, email: mail@jrcert.org.

Upon successful completion of the curriculum courses, graduates may be eligible to take the national certification examination administered by the American Registry of Radiologic Technologists. Successful completion of the registry examination results in national certification as a Registered Radiologic Technologist, RT (R) ARRT.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Radiologic Science, students will:

- Perform as an ARRT certified radiographer at the entry level.
- Communicate effectively in the health care environment with patients, their families and other health care professionals.
- Apply appropriate critical thinking skills to meet a variety of situations inherent in medical imaging.
- Display the necessary clinical skills to safely perform medical imaging examinations on patients and communicate the information through computerized information systems.
- Exhibit the appropriate employability skills that contribute to continuous employment.

Prerequisites (35 credits)		
HIM 130	Medical Terminology I	3
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
CHEM& 110	Chemical Concepts I	5
TMATH 100	Mathematics for the Health Sciences (recommended)	5
or MATH 099	Intermediate Algebra	
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication	
or CMST 110	Multicultural Communication	5
or CMST& 220	Public Speaking	

ADDITIONAL REQUIREMENTS

Contact the Radiologic Science program for information about:

- Criminal and federal fraud background checks.
- Health insurance.
- Immunizations.
- All prerequisite and RS coursework must be completed with a grade 'C' or higher and within two attempts.

It is the student's responsibility to arrange for dependable transportation to and from the clinical site as well as for dependable child/dependent care.

Admission to the Radiologic Science Program is a competitive process. Generally, there are more applicants to the program than available positions. Therefore, if a student takes all of the prerequisite courses and meets the other requirements for a completed application, it does not guarantee that student admission to the program.

Course No.	Course Title	Credits
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RADIOLOGIC SCIENCE

Associate in Applied Sciences Degree (111 credits)		
Core Requirements (108 credits)		
First Quarter (Fall)		
RS 100	Radiologic Sciences Orientation	3
RS 101	Fund. of Radiologic Science & Health Care	4
RS 140	Radiographic Positioning I	5
RS 150	Principles of Image Form	1
RS 170	Intro to Fundamentals of Patient Care	5
Second Quarter (Winter)		
RS 108	Radiation Physics I	4
RS 120	Clinical Education I	5
RS 141	Radiographic Positioning II	5
RS 153	Principles of Diagnostic Imaging I	1
Third Quarter (Spring)		
RS 109	Radiation Physics II	5
RS 121	Clinical Education II	5
RS 142	Radiographic Positioning III	5
RS 156	Principles of Diagnostic Imaging II	1
Fourth Quarter (Summer)		
RS 122	Clinical Education III	10
Fifth Quarter (Fall)		
RS 216	Pharmacology IV: Therapy	3
RS 225	Clinical Education IV	7
RS 243	Radiographic Positioning IV	3
RS 200	Cross Sectional Anatomy and Pathology	3
Sixth Quarter (Winter)		
RS 214	Radiographic Pathology	3
RS 226	Clinical Education V	7
RS 233	Leadership and Management	1
RS 244	Radiographic Positioning V	3
Seventh Quarter (Spring)		
RS 250	Advanced Health Care Organization	3
RS 227	Clinical Education VI	7
RS 255	Advanced Imaging Modalities	1
RS 275	Student Leadership Seminar	1
Eighth Quarter (Summer)		
RS 228	Clinical Education VII	10
Post Graduate Options (3 credits)		
RS 270	Introduction to Mammography	3

Course No.	Course Title	Credits
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RESPIRATORY THERAPY

PROGRAM CHAIR

Greg Carter, RRT

253.566.5231

gcarter@tacomacc.edu

The Respiratory Therapy program leads to an Associate of Applied Science degree. The program is full time, sequential, and offered during daytime hours; the program consists of eight quarters of instruction. Students complete classroom and laboratory work on campus and gain clinical experience in affiliated clinical sites.

Upon successful completion of this program, graduates are eligible to take the Certified Respiratory Therapist examination administered by the National Board for Respiratory Care. Upon passing of this exam, the graduates become Certified Respiratory Therapists (CRT). Following completion of the CRT credential, graduates are eligible to take the Registered Respiratory Therapist examination. Upon passing this exam (both a written and a clinical simulation examination), graduates become Registered Respiratory Therapists (RRT).

Respiratory therapists must be certified by the state (as Respiratory Care Practitioners). Requirements include: completion of an approved training program; a background investigation; and passing the entry-level certification examination given by the National Board for Respiratory Care (NBRC).

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

Admission to the Respiratory Therapy Program is a competitive process. Generally, there are more applicants to the program than available positions. Therefore, if a student takes all of the prerequisite and co-requisite courses and meets the other requirements for a completed application, it does not guarantee that student admission to the program.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree in Respiratory Therapy, students will:

- Apply the respiratory care knowledge necessary to function in a health care setting.
- Use critical thinking skills to recommend appropriate diagnostic and therapeutic procedures using patient data from laboratory and physiologic evaluations.
- Perform cardio-pulmonary therapeutic procedures and modalities appropriate to level of training.
- Function effectively as a member of a health care team.
- Exemplify professional and ethical behavior.

ADDITIONAL REQUIREMENTS

Contact the Respiratory Therapy program for information about:

- Criminal and federal fraud background checks
- Health insurance
- Immunizations

Prerequisites (22 credits)

All of the prerequisites courses must be completed with a grade 'C' or better and within two attempts before application can be taken. There is a 10-year time limit for all math and science courses.

TMATH 100 or MATH 099	Mathematics for the Health Sciences (recommended) Intermediate Algebra	5
BIOL& 241	Anatomy and Physiology 1	6
BIOL& 242	Anatomy and Physiology 2	6
PSYC& 100 or PSYC& 200	General Psychology Lifespan Psychology	5

Associate in Applied Sciences Degree (110-115 credits)

Core Requirements (94 Credits)

First Quarter (Summer)		
RC 188	Survey of Chemistry, Microbiology & Physics	5
RC 175	Respiratory Care Orientation	2
Second Quarter (Fall)		
RC 160	Cardiopulmonary A&P and Pathophysiology	4
RC 170	Respiratory Therapy Equipment I	3
RC 180	Respiratory Therapy Clinical I	8

Continued

Course No.	Course Title	Credits
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RESPIRATORY THERAPY

Third Quarter (Winter)		
RC 161	Arterial Blood Gases	3
RC 171	Respiratory Therapy Equipment II	3
RC 181	Respiratory Therapy Clinical Training II	8
RC 191	Respiratory Therapy Pharmacology	3
Fourth Quarter (Spring)		
RC 162	Advanced Pathophysiology	3
RC 172	Respiratory Therapy Equipment III	4
RC 182	Respiratory Therapy Clinical III	8
RC 163	Pulmonary Functions	3
Fifth Quarter (Summer)		
RC 192	Advanced Mechanical Ventilation	2
RC 183	Respiratory Therapy Clinical IV	6
Sixth Quarter (Fall)		
RC 240	Advanced Assessment & Diagnosis	3
RC 280	Specialty Clinical Rotation	4
RC 290	Ethics & Professionalism in Respiratory Care	2
Seventh Quarter (Winter)		
RC 251	Respiratory Pathophysiology Cases	2
RC 261	Pediatric and Neonatal Respiratory Care	4
RC 281	Advanced Critical Care Clinical Rotation	3
Eighth Quarter (Spring)		
RC 262	Review of Application of Respiratory Care	4
RC 272	Pulmonary Rehabilitation, Home Care & Assistance in Specialty Procedures	3
RC 282	Neonatal Clinical Rotation	2
RC 283	Specialty Clinical Rotation II	2
Related Instruction Requirements (14-18 credits)		
<i>Students are encouraged to take any or all of these courses before entering the Respiratory Therapy program.</i>		
HIM 130	Medical Terminology I	3
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication	5
or CMST& 220	Public Speaking	
or CMST 110	Multicultural Communication	
CU 100-215	Computer User Course: Select One	1-5

Course No.	Course Title	Credits
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TRANSITIONAL STUDIES

TCC helps all students acquire the skills needed to reach their educational and occupational goals. TCC offers a variety of courses and support services to help students upgrade skills in reading, writing, communicating, and mathematics. Instruction in the English language for non-English speakers is available.

FREQUENTLY CALLED NUMBERS

- 253.566.5144** Basic Skills Center
- 253.566.5144** CASAS ESL test
- 253.566.5295** English for Academic Purposes (EAP)
- 253.566.5229** IBEST Programs
- 253.566.5190** International student visas

Program Learning Outcomes

These learning outcomes are the result of faculty conversations regarding what we want our students to be able to know and do after they complete our programs. Students completing English for Academic Purposes (EAP), Developmental Education or Basic Skills programs may go on to employ these skills in TCC's own college-level courses. For Integrated Basic Skills students, these skills and ideas will be used in employment in a specific career.

ENGLISH FOR ACADEMIC PURPOSES (EAP)

Upon successful completion of the five levels of the EAP program, students will:

- Speak clearly and fluently enough for an English speaker to understand and interpret intent without difficulty and understand spoken English well enough to participate fully and effectively in academic and personal oral communication.
- Write proficiently in both academic and non-academic modes.
- Read with understanding a variety of academic and other texts.
- Appropriately and responsibly use the technology necessary to function fully as a member of the academic and wider community.
- Recognize and use feedback cues of a spoken or written message in English that express lack of understanding (gestures, body language, questions, etc.) in order to respond appropriately to clarify the message.

ADULT BASIC SKILLS (ABE/AESL)

Upon successful completion of GED Level 5, AESL Level 6, and/or the GED certificate, students will:

- Solve everyday problems at work, at home, or in the community through a problem-solving process.
- Utilize problem-solving, life and academic skills to successfully transition to work, job training, or academic transfer.
- Use information technology and community resources to gather necessary information for home, family and work.

- Take responsibility for learning by analyzing strengths, weaknesses and learning preferences to develop, communicate and implement a plan integrating personal, professional and educational goals.
- Work effectively as team members with persons of diverse cultures, styles and beliefs, to accomplish individual and shared goals.

DEVELOPMENTAL STUDIES: WRITTEN COMMUNICATIONS

Upon successful completion of READ 085, 095, ENGL 085 and 095, students will:

- Read English at a level that enables students to enter and succeed in a TCC college-level course/series of courses.
- Write in English at a level that enables students to enter and succeed in a TCC college-level course/set of courses.
- Successfully connect and apply prior knowledge to reading and writing situations at the college level.

DEVELOPMENTAL STUDIES: MATH

Students will demonstrate increasing levels of mastery of the Program Learning Outcomes throughout the developmental math curriculum. Upon successful completion of the Quantitative Skills requirement for the Associates degree, students will:

- Create, interpret and analyze graphs and charts that communicate quantitative or relational information.
- Determine, create and use appropriate and reasonable mathematic constructs to model, understand and explain phenomena encountered in the world.
- Determine and carry out an appropriate algorithm to solve problems that are amenable to mathematical solutions.
- Communicate mathematical information formally, using appropriate math notation and terminology, and informally by using everyday language to express ideas.
- Use technology to analyze and solve mathematical problems and to effectively communicate solutions to problems, particularly those that cannot be solved efficiently by other means.

ENGLISH FOR ACADEMIC PURPOSES (EAP)

English for Academic Purposes is a full-time, intensive program for non-native speakers of English wishing to gain the English skills necessary to enter college-level content classes.

The EAP program does not require a TOEFL score; students take an EAP placement test during orientation. International students must take the EAP placement test before registering for EAP classes. This test is given once each quarter, during the week before the quarter begins. Resident students must take the CASAS ESL test in the Assessment Center and either place at 225 or higher on both parts of the test or complete the Adult Basic Education ESL Level 5 before taking the EAP placement test.

The EAP program provides six levels of instruction, from beginning through advanced, and classes are offered in Reading/Writing, Grammar/Speaking, Conversation/Pronunciation and American Culture. Advanced EAP classes earn college-level credit, which can count toward the associate's degree. Students can also take certain other college classes while completing advanced EAP classes. TCC offers EAP courses in the following areas:

Conversation and Pronunciation

EAP 089	Pronunciation and Conversation 1
EAP 090	Pronunciation and Conversation 2
EAP 191	Pronunciation and Conversation 3

Conversation and Culture

EAP 099	Speaking and Listening for Social Interaction
EAP 190	American Culture and Conversation

Grammar and Speaking

EAP 091	Grammar and Speaking 1
EAP 092	Grammar and Speaking 2
EAP 093	Grammar and Speaking 3
EAP 094	Grammar and Speaking 4
EAP 155	Grammar and Speaking 5

Reading and Writing

EAP 095	Reading and Writing 1
EAP 096	Reading and Writing 2
EAP 097	Reading and Writing 3
EAP 098	Reading and Writing 4
EAP 100	Reading and Writing
EAP 159	Reading and Writing 5
EAP 160	Advanced Writing
EAP 162	Advanced Reading

Please see complete listing of courses in the Credit Course Descriptions section.

DEVELOPMENTAL EDUCATION

Developmental Education is part of the coordinated system of learning assistance services which supports the individual's educational goals. The objective of the program is to provide each student with an opportunity to assess and develop skills necessary to enter into college-level courses. Many Developmental Education courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student.

Courses are offered in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas. These courses, numbered below 100, are described in the Credit Course Descriptions section under the following headings:

- English.
- Home and Family Studies.
- Human Development.
- Mathematics.
- Reading.
- Study Skills.
- Writing Center.

As transitional courses, their credits cannot be applied towards certificate or degree requirements. Only college-level courses, numbered 100-299, are eligible.

ADULT BASIC SKILLS PROGRAMS

The Adult Basic Skills department offers a variety of classes for individuals wishing to improve basic reading, writing, math, conversation, employment, parenting and life skills. Programs include English as a Second Language, Adult Basic Education, GED preparation, vocationally focused basic skills courses, family literacy and programs designed for WorkFirst participants. Classes are offered at a variety of sites throughout Pierce County. Schedules include both daytime and evening classes.

To enroll in classes, students must first complete the CASAS appraisal assessment test and attend a new-student orientation. Note: Students under the age of 19 must be formally released from high school before enrolling in any Adult Basic Skills program. Individuals with visitor or international student visas are not eligible for Adult Basic Skills programs. For information about class schedules and locations, please call the Adult Learning Center at 253.566.5144

Program Cost: Tuition for all basic skills programs is \$25 per quarter. Some students may be eligible for tuition assistance.

Adult Basic Education—English as a Second Language

Adult Basic Education/English as a Second Language classes are offered to help immigrants and refugees develop communication skills, function effectively on the job, and participate as members of the community.

AESL 031 AESL Speaking and Listening Level 1

Students will learn to use and understand basic words and phrases related to personal information and basic communication needs. Students will learn to answer and ask very basic questions, use basic non verbal cues and ask for clarification when needed.

AESL 032 AESL Speaking and Listening Level 2

Students will learn to use and understand short sentences related to personal information. Instruction will focus on basic comprehension and pronunciation and students will learn to use and understand simple strategies to relay information such as gestures, eye contact and requesting feedback.

AESL 033 AESL Speaking and Listening Level 3

Student will begin to use and understand basic grammar and sentence structure in communication related to everyday topics and personal experiences. Students will continue to work on pronunciation and will begin to participate in short conversations, give instructions, and gather missing information.

AESL 034 AESL Speaking and Listening Level 4

Students will learn to communicate with little support in familiar and unfamiliar settings. Instruction will focus on improving pronunciation, managing more complex conversations, explanations, instructions, and narratives.

AESL 035 AESL Speaking and Listening Level 5

Students will learn to communicate fluently and accurately in familiar and unfamiliar settings. Instruction will focus on fine tuning pronunciation, building more complex vocabulary, improving comprehension, and using more complex communication strategies.

AESL 036 AESL Speaking and Listening Level 6

Students will learn to use a broad range of vocabulary and registers as well as understand most details in conversations, short lectures, news reports and extended explanations. Instruction will focus on building complex conversation skills as well as developing strategies for repairing gaps in communication.

AESL 041 AESL Reading and Writing Level 1

Students will learn to read simple everyday words. Instruction will focus on letters and numbers and helping students combine and blend sounds and recognize new words. Students will learn to write the alphabet and numbers. Instruction will focus on basic writing needs such as personal information and basic lists.

AESL 042 AESL Reading and Writing Level 2

Students will learn to decode familiar words and read simple texts. Instruction will focus on sounding out words by syllables, locating information, and using simple reading strategies. Students will learn to organize ideas and write simple sentences on familiar topics. Instruction will focus on simple grammar, capitalization, punctuation, and editing.

AESL 043 AESL Reading and Writing Level 3

Students will learn to use reading strategies to monitor comprehension. Instruction will focus on building content knowledge and vocabulary, and locating information in texts. Students will learn to organize ideas and write a short but legible draft. Instruction will focus on simple sentences structure, grammar, capitalization, spelling and punctuation.

AESL 044 AESL Reading and Writing Level 4

Students will learn to read medium length texts. Instruction will focus on further developing vocabulary, locating important information, and monitoring comprehension. Students will learn to organize ideas to develop a single paragraph with supporting ideas, details and examples. Instruction will focus on revision strategies, and edits of grammar, spelling, and sentence structure.

AESL 045 AESL Reading and Writing Level 5

Students will learn to use inference and word analysis to recognize unfamiliar vocabulary and abbreviations. Instruction will focus on enhancing comprehension and using advanced reading strategies. Students will learn to write short, linked paragraphs to convey ideas. Instruction will focus on using tools to edit and make simple revisions.

AESL 046 AESL Reading and Writing Level 6

Students will learn to read for detail and determine missing information. Instruction will focus on analyzing information and reflecting on its meaning. Students will learn to write medium length, coherent texts with detail, appropriate tone, and language. Instruction will address detailed editing of grammar, spelling, sentence structure and language use.

AESL 051 Introduction to Grammar 1

Introduction to Grammar 1 is the first of two grammar courses designed for beginning level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 1-3. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 052 Introduction to Grammar 2

Introduction to Grammar 2 is the second of two grammar courses designed for beginning level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 1-3. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 053 Basic Grammar 1

Basic Grammar 1 is the first of two grammar courses designed for intermediate level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 4 and 6. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 054 Basic Grammar 2

Basic Grammar 2 is the second of two grammar courses designed for intermediate level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 4 and 6. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 055 Focused Grammar 1

Focused Grammar 1 is the first of two courses designed for advanced Basic Skills/ESL students. This course reviews and reinforces a variety of English grammar structures studied in AESL level 6. Skills acquired in this course will prepare students for future academic courses and everyday life and work.

AESL 056 Focused Grammar 2

Focused Grammar 2 is the second of two grammar courses designed for advanced Basic Skills/ESL students. This course reviews and reinforces a variety of English grammar structures studied in AESL level 6. Skills acquired in this course will prepare students for future academic courses and everyday life and work.

Adult Basic Education (ABE)

ABE classes are designed for adults who are already proficient in the English language, not enrolled in high school and who wish to improve basic skills in reading, writing and mathematics.

ABE 032 ABE Math Level 2

Students will learn to read, write and interpret mathematical information such as three digit whole numbers, fractions and percents. Instruction will include grouping, ordering, sorting, measuring length and weight as well as gathering information from graphs.

ABE 033 ABE Math Level 3

Students will learn to read, write and interpret mathematical information such as monetary values and prices, fractions, decimals, and percents. Instruction will include simple patterns, probability and proportions. Students will use tables and bar graphs to gather information and define, select, and organize data to solve problems and verify solutions.

ABE 034 ABE Math Level 4

Students will learn to read, write and interpret mathematical information such as monetary values, extensions of benchmark fractions, decimals, and percents. Instruction will focus on converting standard units of measurement, estimation, rounding, multiplication, as well as adding and subtracting fractions.

ABE 043 ABE Reading and Writing Level 3

Instruction will focus on helping students learn to apply prior knowledge and use simple reading strategies to enhance comprehension. Students will also learn to convey ideas in writing using planning strategies to produce a legible draft with supporting details and examples.

ABE 044 ABE Reading and Writing Level 4

Instruction will focus on organizing information using reading strategies such as recall, restatement, and sequencing. Students will learn to write a variety of texts that include complex sentence structures and multiple paragraphs. Instruction will include more complex revision strategies to monitor writing, make revisions, and produce rough and final drafts.

ABE 054 ABE Writing Level 4

Students will learn to write a variety of texts that include complex sentence structures and multiple paragraphs. Instruction will include more complex revision strategies to monitor writing, make revisions, and produce rough and final drafts.

ABE 064 ABE Reading Level 4

Instruction will focus on organizing information using reading strategies such as recall, restatement, and sequencing.

General Education Development (GED)

GED preparation classes are designed for individuals who wish to prepare for the five subjects covered on the General Educational Development (GED) exam. Test subjects include: Language Arts–Reading, Language Arts–Writing, Science, Social Studies and Mathematics.

GED 035 GED Basic Math Level 5

Students will learn to read, write, and interpret units of measurement including fractional units and geometrical shapes. Instruction will include using multi-step mathematical procedures to solve problems and verify solutions.

GED 036 GED Advanced Math Level 6

Students will learn to read, write, and interpret complex mathematical information for a variety of calculations. Instruction will focus on interpreting, representing, and identifying trends as well as drawing inferences from data. Students will conduct research apply multi-step mathematical concepts and procedures and evaluate solutions.

INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (IBEST)

IBEST programs are for students who want to improve English language or basic skills but also want to earn a college-level certificate or two-year degree.

IBEST students have two teachers in each class, one professional technical instructor, and one English language or basic skills instructor. In addition, IBEST students receive additional support for each professional technical course.

For more information about how to enroll in IBEST programs, contact Rebecca Jayasundara at 253.566.5229 or stop by the Basic Skills office in Bldg. 7.

TCC offers the following IBEST programs:

Integrated Case Aide

- Prepares English language and basic skills learners for careers in the Human Services field.
- Combines ABE and ESL instruction with coursework leading to an entry level certificate in the Human Services field.

Integrated Early Childhood Development Specialist Certificate

- Prepares English language and basic skills learners for careers in Early Childhood Education.
- Combines ABE and ESL instruction with the required Early Childhood coursework to prepare for the Child Development Associate (CDA) credential examination process.

Integrated Office Assistant

- Short-term certificate/three-quarter program.
- Integrates English as a Second Language and basic skills with the core requirements for the Receptionist Clerk 1 Certificate program.
- Prepares English language and basic skills learners to be employable as an entry-level receptionist-clerk.
- Typical duties include answering phones, greeting clients and customers, typing, making appointments and filing.

Integrated Accounting Office Associate

- Short-term certificate/three-quarter program.
- Integrates English as a Second Language and basic skills with the core requirements for the Accounting Office Associate Certificate program.
- Prepares English language and basic skills learners for employment in a variety of business accounting environments.
- Typical jobs include bookkeeping, accounts payable and accounts receivable clerks for entry level accounting positions.

GED 045 GED Basic Reading and Writing Level 5

Instruction will focus on reading for detail and determining missing information as well as organizing, analyzing, and reflecting upon the information. Students will learn to write medium-length sentences and detailed texts in a variety of rhetorical form, and edit for grammar, spelling, sentence structure and language usage.

GED 046 GED Advanced Reading and Writing Level 6

Students will learn to use strategies to guide reading of long texts, organize and analyze information and reflect upon its meaning. Students will use multiple strategies to plan, organize, outline, restate, summarize and categorize ideas to produce a comprehensible draft.

GED 055 GED Basic Writing Level 5

Students will learn to write medium-length sentences and detailed texts in a variety of rhetorical form, and edit for grammar, spelling, sentence structure and language usage.

GED 056 GED Advanced Writing Level 6

Students will learn to use multiple strategies to plan, organize, outline, restate, summarize and categorize ideas to produce a comprehensible draft.

GED 065 GED Basic Reading Level 5

Instruction will focus on reading for detail and determining missing information as well as organizing, analyzing, and reflecting upon the information.

GED 066 GED Advanced Reading Level 6

Students will learn to use strategies to guide reading of long texts,

CORPORATE EDUCATION

Tacoma Community College has a successful history of delivering quality training that is personalized to the performance goals of each business we serve.

Staff work with businesses to develop targeted training solutions by conducting business needs assessments, developing strategic plans, assessing a company's future workforce training needs, and integrating classroom and e-learning initiatives. Our team can work with your staff to create your own "Corporate University." We offer a broad array of services for every type of business, and can help strengthen the skills of your workforce and improve your bottom line.

GLOBAL CORPORATE COLLEGE

Tacoma Community College is a member of Global Corporate College, a network of world-class community colleges in every major U.S. market that ensures a consistent, high-quality learning experience for all of your employees without the logistical challenges. If you need training, TCC has the capability to provide it anywhere.



FREQUENTLY CALLED NUMBERS

- 253.566.5018** Continuing Education
253.460.4469 Corporate Education
253.460.4364 Information Technology Certification and Testing Center
253.460.4420 Professional Development

PERFORMANCE CONSULTING

Our corporate education team has the capability to offer your company performance consultants and industry experts who can develop and deliver targeted training and performance coaching that will positively impact your business.

PRIOR LEARNING ASSESSMENT

Many adult workers have years of work experience but little college credit. TCC can work with your employees to document and transfer their life and work experience into college credits. TCC staff can provide guidance and support for your staff as they explore their higher education options.

TRANSCRIPTING FOR COLLEGE CREDIT

Imagine offering classes to your employees for college credit through a personalized training program. We will work with your staff to develop a personalized training program that provides a college transcript and career advancement.

Information Technology Certification and Testing Center

The Information Technology Certification and Testing Center (ITCTC) provides high-tech training and professional certification testing services for businesses and individuals. Strong focus has been placed on certifications such as Microsoft, CISCO and CompTIA. ITCTC's classes are conducted by top-level industry leaders and certified instructors. Training is provided daytime, evening and weekends. You have access to our high tech training facilities and our Prometric testing center located at the college's new state-of-the-art Information Technology complex.

To find out more about specific programs offered and our testing center services, call 253.460.4364 or ross@tacomacc.edu.

Customized Training

We can design and tailor a class to fit the culture and values of your business. Popular courses include:

PRODUCTIVITY IMPROVEMENT

- Project Management
- Supply Chain Management
- Six Sigma
- Lean Kaizen
- ISO

WORKPLACE SKILLS

- Communication Skills
- Conflict Reslution
- Team Building
- Problem Solving
- Diversity Training
- Command Spanish

SUPERVISION AND MANAGEMENT

- First-time Supervisor
- Managing Change
- Motivating Employees
- Managing Difficult Employees
- Effective Delegation
- Performance Coaching

LEADERSHIP

- Frontline Leadership
- Leading Change
- Succession and Transition Planning
- Building a Culture of Trust
- Retaining Talent
- Influential Leadership

CUSTOMER SERVICE ACADEMY

- Interpersonal Communications
- Customer Service
- Attitude in the Workplace
- Ethics and Values
- Stress and Time Management
- Conflict Resolution
- Decision Making

CONTINUING EDUCATION

PROFESSIONAL DEVELOPMENT

The Professional Development open enrollment courses are designed to provide:

- A variety of training opportunities for employees seeking to enhance their skills and advance in their careers.
- Certifications required for various careers.
- Continuing education programs and courses required for obtaining and maintaining licensure in professional course fields.

Delivery methods include instructor-led classroom instruction; self-paced learning; and online. TCC's interactive and experiential learning approach allows participants to complete classes with knowledge and skills that can be immediately applied in the workplace.

Browse our online Professional Development schedule at www.tacomacc.edu/continuingeducation or call 253.566.5020 for a complete listing of our courses and to sign up for our quarterly new class newsletter. If you don't see a class you are looking for, just ask!

Course categories include:

- Business
- Certifications
- Command Spanish
- Construction
- Green Careers
- Health and Wellness
- Home Inspection
- Hypnosis
- Law Enforcement and Security
- Massage Practitioner
- Payroll
- Polygraph Examiner
- Real Estate, Appraisal and Mortgage Lending

Learn. Grow. Succeed.

Fulfill your love of lifelong learning with Tacoma Community College. The Continuing Education department offers you a rich and dynamic selection of non-credit classes, workshops, seminars and special events. Embrace the delights of exploring and learning throughout a lifetime. Join us to:

- Stretch your mind and satisfy your curiosity.
- Develop new skills and enhance others, on the job and at home.
- Build new relationships with others who share your interests.
- Unlock your hidden potential.
- Have some fun!

Browse our online Continuing Education schedule at www.tacomacc.edu/continuingeducation to select and register for classes. Courses are flexible and change to meet the needs of the community. Many of our ideas for new classes come from participants. Program categories include:

- Art
- Business and Computers
- Culinary
- ENCORE!
- Health and Wellness
- Performing Arts
- Photography
- Trips and Tours
- World Languages
- Youth

Classes and events are offered seven days a week, from morning to night giving everyone a chance to participate. Some courses are offered online for added convenience. For more information and to register visit us online at www.tacomacc.edu/continuingeducation or call 253.566.5020.

Course Category Index

On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter of 2008-2009 and 2009-2010 will be announced in the class schedules, which are published quarterly.

Courses numbered 1-99 are pre-college level courses designed to develop skills needed for college work and professional/technical courses. They cannot be applied towards certificate or degree requirements.

Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences, Associate in Business and Associate of Science as well as the Associate in Applied Sciences, the Associate in Technical Arts and Associate in General Studies degrees conferred by TCC. These courses are normally accepted for transfer by four-year colleges and universities in Washington state when they are part of an Associate in Arts and Sciences, Associate in Business or Associate of Science degree. Students who transfer without one of the approved transfer degrees should not take for granted the transferability of all 100-level or 200-level classes since some of them are vocational courses and apply toward the Applied Sciences and Technical Arts degrees only.

Courses numbered 299 are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chair of the division in which the course is offered. Credit granted for courses numbered 299 varies with the individual project.

Normally, one credit is given for one 50-minute period of class per week per quarter for lecture classes. Laboratory sections generally require two hours of class per week per quarter for each credit. Credits earned for successfully completing each course are shown in parentheses following the course titles in this section of the catalog.

For current course offerings, check the quarterly class schedule or consult the appropriate division administrator. Class availability is dependent on adequate enrollment.

Courses at TCC are organized into institutional divisions or categories, each including a related group of subjects. Subject areas and course descriptions in this section of the catalog are listed in alphabetical order for the convenience of readers. Students wishing to learn more about certain courses are urged to talk about those courses with the chair of the division or department through which those courses are offered.

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Common Course Numbering

The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes go into effect summer quarter 2008. The courses and their descriptions are not changing, just the course number and in some cases the prefix and/or title. There are changes to both common courses and non-common courses. Common courses are identified by having an "&" character at the end of the prefix, for example ENGL& or ANTH&. You can see a complete list of all the changes and more information at www.tacomacc.edu/ccn.

Developmental Courses

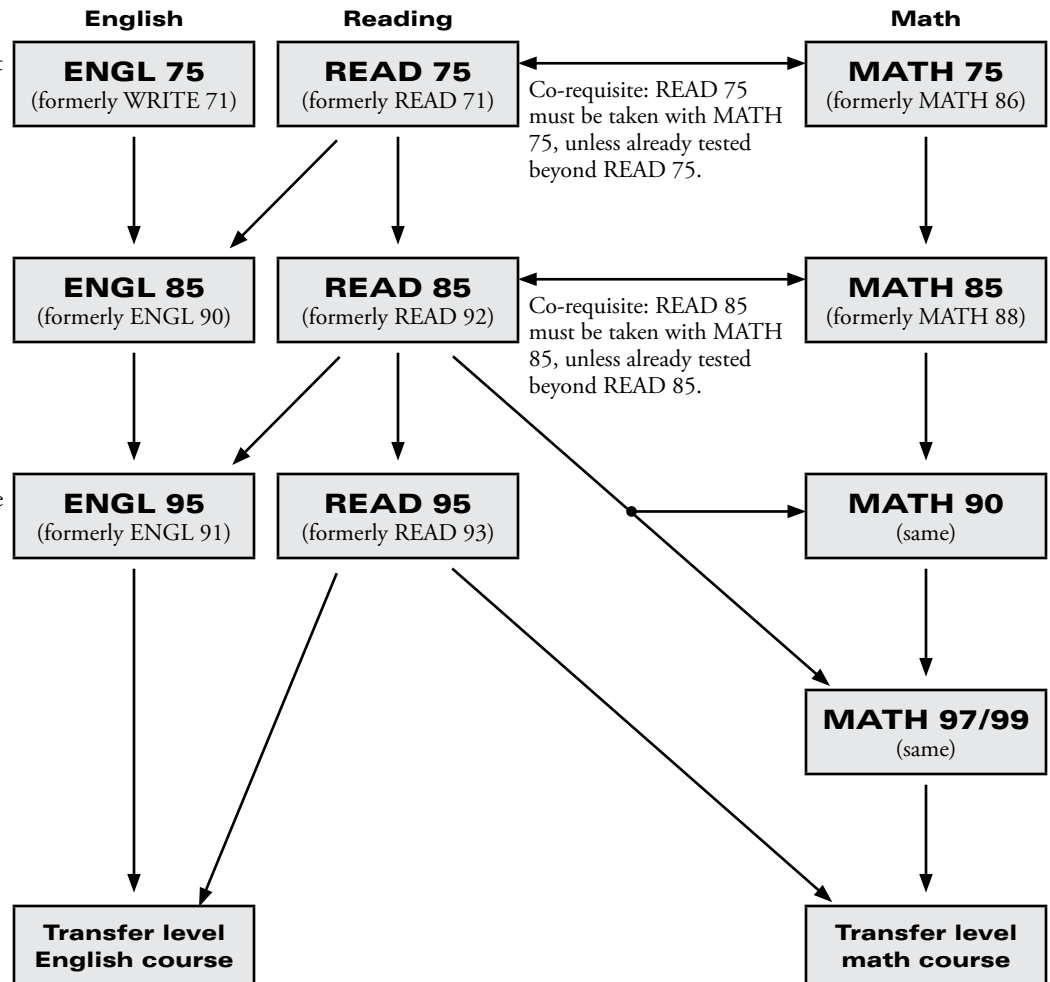
There have been some program-wide course changes with broad significance that we alert you to here. The developmental courses have been re-organized for clarity. The changes are summarized in this chart. See English, Reading and Math sections for detailed description of courses and prerequisites.

Developmental English, Reading and Math Transfer Flow Chart

In order to take college transfer courses, the following prerequisites must be fulfilled:

All TCC students take a placement test in reading, writing, and math. Many students will start beyond basic level classes.

MATH 90, 97 and 99 are intermediate courses requiring READ 85.



Arrows represent the prerequisites for classes.

All introductory science courses now have MATH 090 as a prerequisite.

For all math courses, a student has met a prerequisite if he/she has completed the required course earning a grade of 'C-' or higher within the last two years.

Accounting

ACCT 110 Practical Accounting I (5)

(Formerly ACCNT-110) Introduces students to basic accounting concepts and procedures, emphasizing sole proprietors. Topics include analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.

Recommended: Concurrent or prior enrollment in CU-103 or CU-105 and READ-095 level.

ACCT 120 Accounting for Decision Makers (5)

(Formerly ACCNT 120) An accounting class from the user's perspective, this class will review the accounting cycle with some attention directed toward procedures and techniques. The major emphasis is on the content of accounting reports and the interpretation and possible uses of this information.

Prerequisite: ACCT-110 or ACCT&-201.

ACCT 130 Practical Accounting II (5)

(formerly ACCNT 130) A continuation of financial accounting topics, including an introduction to accounting for partnerships. Students will be encouraged to complete assignments using the computer.

Prerequisite: ACCT-110 or equivalent with a grade of 'C' or higher, or ACCT&-201.

ACCT 145 Payroll and Business Taxes (5)

(Formerly ACCNT-145) Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.

Prerequisite: ACCT-110 or ACCT&-201 or instructor permission.

ACCT 165 Accounting with Peachtree (5)

(Formerly ACCNT-165) Introduction to automated accounting methods using Peachtree. Peachtree is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules.

Prerequisite: CU-103 or CU-105; ACCT-130 or ACCT&-202 with a grade of 'C' of higher.

ACCT 175 Accounting with QuickBooks (5)

(Formerly ACCNT-175) Introduction to automated accounting methods using QuickBooks. QuickBooks is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules.

Prerequisite: ACCT-110.

ACCT& 201 Principles of Accounting I (5)

(Formerly ACCNT-210) Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of owner's equity.

Prerequisite: MATH-099 or equivalent.

ACCT& 202 Principles of Accounting II (5)

(Formerly ACCNT-220) ACCT&-202 is a continuation of ACCT&-201.

Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity and consolidated statements. Re-emphasizes the preparation of the Statement of Cash Flows. Introduction to methods used to interpret financial statements.

Prerequisite: ACCT&-201 with a 'C' or higher.

ACCT& 203 Principles of Accounting III (5)

(Formerly ACCNT-230) Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine product costs of a manufacturing business and the methods employed to control costs, such as the use of the standard cost system.

Prerequisite: ACCT&-201 with a 'C' or higher.

ACCT 250 Federal Income Tax (5)

(Formerly ACCNT-250) Federal income tax for the layman, accounting student, working accountant/bookkeeper and small business owner, with special emphasis on tax issues affecting individuals.

ACCT 290 Work Internship (5)

(Formerly ACCNT-290) During one quarter of the sophomore year, students can receive college credits for hands-on accounting work experience and training in a private or public sector organization.

Prerequisite: Program chair permission.

ACCT 299 Independent Study & Special Projects (1-5)

(Formerly ACCNT-299) Study on an individual basis.

Prerequisite: Program chair permission.

Administration of Law & Justice

Also see Criminal Justice (CJ) and Paralegal (ADLJ) sections.

ADJ 101 Criminal Law (5)

Learn the basic technique that lawyers and judges use to analyze violations and defenses of criminal law. This is an essential course for anyone interested in law enforcement, paralegal training, law school, or anyone who wants insight into how law really works. Washington criminal law used throughout as an example.

Prerequisite: Assessment at college-level English and reading.

ADJ 102 Criminal Procedure and Evidence (5)

The Constitution provides the foundation for rules that govern law enforcement. Learn how to properly prepare a case for trial and how to spot violations. This is an essential course for anyone interested in law enforcement, paralegal training, or law school. Learn what your rights really are.

Prerequisite: Assessment at college-level English and reading.

ADJ 103 Community Policing (5)

Community policing is a systems analysis approach to solving law enforcement challenges. Done well, community policing greatly improves law enforcement's ability to solve crimes and better serve their communities. Students will practice the S.A.R.A. model of community policing, used by the Washington State Patrol and other law enforcement agencies.

Prerequisite: Assessment at college-level English and reading.

ADJ 104 Power, Multiculturalism, and the Law (5)

This course examines personal biases and prejudices and explores the richness of the diverse communities in Western Washington. Consequences of discrimination when power is focused through the lens of prejudice are discussed. Issues are examined both from the law enforcement and community perspectives. (*multicultural content*)

Prerequisite: ENGL-095; can be taken concurrently.

ADJ 105 Ethical Issues in Law Enforcement (5)

A seminar type course where intensive scenario-based workshops examine some of the most important ethical issues facing law enforcement. Topics within the police subculture and the dynamics of informal power are discussed. Recommended to be taken in conjunction with ADJ-103.

Prerequisite: Assessment of college-level English and reading

ADJ 106 Skills for Corrections Workers (8)

The first of two courses developing knowledge and skills necessary for safe and effective service as a Corrections Officer.

Prerequisite: Assess at ENGL-085.

ADJ 107 Juvenile Justice System (5)

In-depth examination of the magnitude of the juvenile delinquency problem, reviews of theories and philosophies that guide and direct our enforcement agencies, juvenile courts, juvenile corrections and treatment programs.

Prerequisite: Assessment at college-level English and reading.

ADJ 108 Adv. Skills for Corrections Workers (7)

The second of two courses developing knowledge and skills necessary for safe and effective service as a Corrections Officer.

Prerequisite: ADJ-106.

ADJ 110 Private Investigator Basics (5)

This course introduces students to the laws that govern private investigators in Washington state. Utilizing media resources and current events to craft scenarios for mock investigations, students evaluate discovery and apply legal knowledge to create case files. Students will prepare to take the state private investigator license exam.

Prerequisite: ENGL-095; can be taken concurrently.

ADJ 140 Introduction to Corrections (5)

An overview of corrections in the United States with special emphasis on: prisons, jails, case law, changing philosophy of punishment and future developments in penology.

Prerequisite: Assessment at college-level English and reading.

ADJ 179 Special Topics (1-2)

Various short courses, seminars, or special topics will be covered. Topics will be offered based on need and interest to students. Areas covered may include investigations, crime analysis, legal trends, cultural diversity issues, criminal case analysis, or correctional program evaluation. Credit awarded is contingent upon the length of the course. Students may only apply two sections of these courses toward a degree.

Prerequisite: Assessment at college-level English and reading.

ADJ 200 Investigations (5)

Learn advanced communications techniques taught to FBI special agents and to other federal investigators that, when properly applied, will greatly increase your ability to relate to anyone, negotiate much more effectively, improve your ability to interview (and interrogate), while improving your ability to discern the truth from lies.

Prerequisite: Assessment at college-level English and reading.

ADJ 201 Forensics (5)

Advanced course in the collection of physical evidence. Course focuses on proper evidence collection techniques, methods of analysis, and the legal admissibility of evidence. A close look at the exclusionary rule as it applies to procedural due process of physical evidence will be analyzed.

Prerequisite: Assessment at college-level English and reading.

ADJ 202 Police Leadership (5)

Police leadership is a learned trait. Leadership skills will be presented via interacting and engaging with commissioned police officers. Ethnic-based leadership, General X perceptions of leadership, and examples of ineffective leadership traits will be covered. This course will also examine collaborative leadership and involve students in leadership crisis and solution.

Prerequisite: Assessment at college-level English and reading.

ADJ 204 Juvenile Delinquency in America (3)

This course is designed to offer students an opportunity to grasp and understand definitions and perceptions applicable to the juvenile justice system in current America and study interesting and current themes in juvenile delinquency through a self-paced, independent study format. It is ideal for those students who wish to engage in a meaningful and challenging course with the added benefit of working outside the classroom setting at their own pace.

Prerequisite: ENGL-101.

ADJ 205 Crime and Justice in America (3)

An opportunity for students to study interesting and current issues in the criminal justice field through a self-paced, independent study format. Ideal for students who live considerable distances from campus or cannot visit the campus on a regular basis because of work, transportation, or conflicting schedules.

Prerequisite: Assessment at college-level English and reading.

ADJ 206 Juvenile Justice: Child Abuse/Neglect (5)

In-depth examination of the magnitude of child abuse/neglect in our society, review of the history of child abuse laws, the role of the juvenile dependency court & community-based intervention programs and the responsibility of the community in protecting its children.

Prerequisite: Assessment at college-level English and reading

ADJ 207 Law Enforcement/Criminal Justice Internship I (5)

The internship program offers students the opportunity to gain valuable experience in the justice field. State and local agencies as well as private institutions and law offices or municipal courts can serve as a field placement. Students must obtain the program chair's approval.

Prerequisite: Assessment at college-level English and reading and program chair's permission.

ADJ 208 Internship in Criminal Justice II (5)

The internship program offers students the opportunity to gain valuable experience in the justice field. State and local agencies as well as private institutions and law offices or municipal courts can serve as a field placement. Students must obtain the program chair's approval.

Prerequisite: Instructor permission and satisfactory completion of ADJ-207.

ADJ 209 De-escalation Techniques (2)

Students will have the opportunity to develop the verbal skills to de-escalate hostile encounters by working with an experienced negotiator. While the scenarios used in this course are based on typical law enforcement situations, the skills taught would benefit anyone who needs to defuse hostility.

Prerequisite: ENGL 101 readiness.

ADJ 210 The Art of Investigating (5)

Along with the skills developed in P.I. Basics, Criminal Law, Procedure & Evidence, and Investigations; students will enhance their ability to conduct a complex criminal investigation from both the defense and the law enforcement perspective. Additional topics will include managing psychological trauma, vehicle accident investigation, and medical terminology.

ADJ 211 Police in America (5)

Historical development, roles, socialization and problems of police work will be covered. Contemporary police agencies will be compared and their effectiveness evaluated. Issues involving community-oriented policing, police training, abuse of authority, police discretion, and recruitment will also be examined. This course will incorporate numerous activities such as interviewing, hostage negotiations, violator contracts, arrests, report writing and conflict resolution.

ADJ 212 Law Enforcement Communication Skills (3)

This is an advanced course in analyzing and properly documenting potentially useful confessional/verbal evidence. Students will practice observation, interviewing and report writing skills. Recommended to be taken concurrently with ADJ 209.

Prerequisite: Assessment of college-level English and reading.

ADJ 213 Prevention and Control of Delinquency (5)

Survey of juvenile justice programs will be covered to include the history of juvenile delinquency, theories of juvenile delinquency, its social context, the youthful subculture, institutional responses, and public policy. Emphasis will be on an analysis of delinquency programs - their successes and failures. Discussion on current police tactics will also be covered.

Prerequisite: Assessment at college-level English and reading.

ADJ 240 Parole and Probation (5)

This course covers the history and legal foundations of probation, sentencing and the decision to grant probation, administration of probation services, supervision of probation and parole, and its revocation. The history of parole, parole board and selection, effectiveness of parole and probation will also be examined.

Prerequisite: Assessment at college-level English and reading.

ADJ 299 Special Projects (5)

This special projects course will cover a variety of topics of contemporary interest relating to justice and legal fields of study. Students may elect to take one ADJ 299 course in their concentration area of study. Special projects could include individual projects approved by the instructor or a standard lecture format of study.

Anthropology

ANTH& 100 Survey of Anthropology (5)

(Formerly ANTHR-100) A survey of the subfields of physical anthropology, archaeology, anthropological linguistics and sociocultural anthropology through the examination of selected problems in human biological and cultural evolution. An introduction to the discipline of anthropology that asks what it means to be human.

(multicultural content)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ANTH& 204 Archaeology (5)

(Formerly ANTHR-205) Introduction to the study of the prehistory of humankind as revealed by material remains. Covers excavation techniques, analyzing and dating artifacts, and a survey of world prehistory from the beginning of culture to the appearance of writing.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ANTH& 205 Biological Anthropology (5)

(Formerly ANTHR-201) Study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes, and humans.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ANTH& 206 Cultural Anthropology (5)

(Formerly ANTHR-202) An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live. *(multicultural content)*

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ANTH& 207 Linguistic Anthropology (5)

(Formerly ANTHR-203) Introduction to linguistic methods and theories used within anthropology. Topics include the structure of language, anatomy and evolution of language, the relationship between language and culture, the study of language variation and of language change. The linguistic database in the course is both historical and cross-cultural. *(multicultural content)*

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ANTH& 210 Indians of North America (5)

(Formerly ANTHR-210) An examination of the diversity of cultures among the Indians of North America, this course is an ethnographic survey of Native American societies before European contact and includes discussion of contemporary issues. *(multicultural content)*

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ANTH 220 Ethnographies of American Cultures (5)

(Formerly ANTHR-207) This course focuses on the diversity of cultural perspectives within the United States. In-depth examinations of two or more cultures will include exploring the ways in which people from minority cultural perspectives cope with some of the central ideals and expectations of the dominant culture. *(multicultural content)*

Prerequisite: Any one of the following: ANTH&-100, 206, 207, 210, SOC& 101 or instructor permission.

ANTH& 237 Human Osteology (5)

(Formerly ANTHR-280) An introduction to the comparative study of human and other mammalian skeletons as used for identification in forensic and biological anthropology. The course explores various methods of identifying human skeletons (from others) including bone form, age, sex, and state at death. Other topics include dental analyses, bone formation, and preservation.

Prerequisite: Recommended ANTH&-205 or BIOL&-100 or BIOL-118

ANTH& 245 Primatology (5)

(Formerly ANTHR-270) Examines the origins and evolutionary trends of primates, from modern relationships to growth, development, and behavioral adaptations. Course also covers primate ecology and conservation. Uses lectures, multimedia, and readings to compare and contrast the major groups of non-human primates and consider their relationships to humans. Course will provide perspective on the status of endangered species with whom we may share a future as well as a past. Field trips included.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher, or assessment at college-level reading and writing. Recommend ANTH&-205 or BIOL&-100.

ANTH 299 Independent Study (1-3)

A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.

Prerequisite: ANTH&-100 with a 'B+' or higher. Instructor permission required and a written contract between the instructor, student and instructional administrator, describing the nature and method of the independent study.

Arabic

ARAB 121 Arabic I (5)

The first year of the beginning Arabic language sequence of 121, 122, and 123. ARAB-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

ARAB 122 Arabic II (5)

ARAB-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in ARAB-121. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*)

Prerequisite: ARAB-121 with a grade of 'C' or higher or instructor permission.

ARAB 123 Arabic III (5)

ARAB-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in ARAB-122. The basic tenets of communication including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*)

Prerequisite: ARAB-122 with a grade of 'C' or higher or instructor permission.

Art

The following courses are designed for students who wish to explore one or more areas of art. They are beginning studio courses and have no prerequisites. Note: Five credits of studio courses may be used as distribution credit for the A.A.S. degree.

- ART 101 Art Basics
- ART 102 Two-Dimensional Design
- ART 103 Three-Dimensional Design
- ART 105 Beginning Drawing
- ART 131 Beginning Ceramics
- ART 140 Beginning Photography
- ART 150 Beginning Printmaking
- ART 156 Beginning Painting
- ART 172 Beginning Sculpture

The following are lecture-oriented courses recommended for Humanities distribution requirements. They have no prerequisites.

- ART& 100 Art Appreciation
- ART 201 History of Western Art: Ancient
- ART 202 History of Western Art: Medieval and Renaissance
- ART 203 History of Western Art: Baroque through Modern

Students who are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 102, 103, 105). These form the foundation for the advanced art courses offered at TCC. Some of the courses listed in the catalog are offered on a limited basis once a year, every other year, etc. Contact the Art Department for help in planning your program. Students who plan to transfer should check the requirements of the college or university of their choice.

In painting, drawing and sculpture courses, the human form is a subject of study. The human model, sometimes in the nude, may be incorporated into these studies. Any student enrolled in one of these courses who may object, for whatever reason, to study of the nude model may arrange for optional studies with the instructor of that course.

The college reserves the right to temporarily retain for exhibit or photographing any student work submitted for credit.

ART& 100 Art Appreciation (5)

(Formerly ART-100) An introduction to understanding and appreciating the visual arts (fine arts, crafts, architecture, and new media) from a global perspective. Designed for non-art majors. A variety of learning approaches include lectures, slides, videos, guest artists, field trips, demonstrations, and hands-on participation. Satisfies five credits for Humanities distribution requirement. (*multicultural content*)

ART 101 Art Basics (5)

Introduction to materials and techniques including drawing, painting, printmaking and design. Projects are designed for students with limited experience in art. Recommended for beginners. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

ART 102 Two-Dimensional Design (5)

The organization of visual elements (line, shape, texture, color) as applied in a variety of two-dimensional design media. Recommend prior to Graphic Design, Drawing and Painting classes. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits. The online version of this class uses graphic software to complete projects.

ART 103 Three-Dimensional Design (5)

Using a series of progressive projects, students will learn the basic elements and principles of design and apply them to three-dimensional space. Organization of visual design elements will be applied to a variety of construction processes to create aesthetically pleasing sculptural designs.

ART 105 Beginning Drawing (5)

Foundation in drawing from observation. Emphasis on composition, perspective, and form through various drawing techniques and media. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

ART 106 Advanced Drawing (5)

Further development of drawing skills with emphasis on composition, new media, and visual communication concepts. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

Prerequisite: ART-105.

ART 110 Beginning Graphic Design (5)

An introduction to a visual structure concept using two-dimensional design. The beginning course will cover composition, color theory, typography and layout. Computer technology will be used to explore the use of these design elements as required for specific projects with traditional methods to communicate the practical design form.

ART 111 Intermediate Graphic Design (5)

An intermediate course furthering understanding of visual structure using concepts of two-dimensional design. This course will cover intermediate concepts in composition, color theory, typography and layout. Computer technology will be used to create a design elements as required for specific projects with traditional methods to communicate the design form.

ART 117 Beginning Jewelry: Fabrication & Casting (5)

Basic forming of jewelry with sheet metal using techniques of piercing, filing, sawing, soldering, and polishing, as well as, bezel settings of round cut stones within in enclosed metal mounts. Basic metal casting and principles for mounting irregular shaped stones will also be covered.

Prerequisite: ART-102, ART-103, ART-105.

ART 119 Enameling on Copper (3)

Introduction to basic techniques, materials, tools, and applications of enameling on copper.

ART 131 Beginning Ceramics (5)

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

ART 132 Intermediate Ceramics 1 (5)

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

Prerequisite: ART-131 or instructor permission.

ART-102, 103 and 105 recommended for all studio concentrations.

ART 133 Intermediate Ceramics 2 (5)

Further development of ceramic techniques: hand-built and/or wheel-thrown forming techniques, more advanced glazing and decorative techniques. Theory and practice in kiln loading and firing will be covered as part of ART-133.

Prerequisite: ART-132 and ART-102 (or 103 or 105) or instructor permission. ART-102, 103, and 105 recommended for all studio concentrations.

ART 146 Beginning Photography (5)

Basic black & white photography. Includes 35mm camera operation, film developing, and printing. Attention to the creative process from the conception of the idea to the completion of the image, as well as, the aesthetics of composition, lighting, and presentation. Assigned projects provide ample range for personal expression while being devoted to exploring photographic processes.

ART 147 Introduction to Digital Photography (5)

This course is designed to introduce students to the use of digital and/or film cameras, and the use of computers to make prints of images from their cameras. Students need a digital camera, or film camera (35mm or medium format) capable of being operated in a manual exposure mode.

ART 150 Beginning Printmaking (5)

Studies in traditional print techniques and processes including relief, etching, and lithographic methods. Historical and contemporary print developments serve as background material for technical application. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

ART 151 Advanced Printmaking (5)

Expanding basic procedures learned in ART-150 with emphasis on materials, color, and technique. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions.

Prerequisite: ART-150.

ART 156 Beginning Painting (5)

Introductory course exploring the principles of representational painting, compositional aesthetics, and painting techniques. Lectures include introductions to new projects with examples of student work and art historical references. Demonstrations cover composition, perspective, color theory, and technique. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 157 Intermediate Painting (5)

Further investigation of painting techniques, color, and composition in representation painting with an emphasis on visual communication. Content will be explored through a series of assignments which expand on visual concepts and self-expression.

Prerequisite: ART-156.

ART 158 Advanced Painting (5)

Further investigation of painting techniques, color, and composition in representation painting with an emphasis on visual communication. Content will be explored through a series of assignments which expand on visual concepts and self-expression.

Prerequisite: ART-157.

ART 161 Life Studies: Figure Drawing (2)

Drawing from the posed model, clothed and nude. Emphasis is on expressive composition, accurate proportion/foreshortening, and investigation of a variety of drawing media.

ART 172 Beginning Sculpture (5)

A diversity of materials and technical processes to develop the sculptural form, such as: assemblage, modeling, carving, casting, and fabrication will be examined. Emphasis will focus on developing technical skills and conceptual themes. Assigned projects will enable students to develop fabrication techniques and to learn the use of materials in the making of sculpture.

ART 173 Intermediate Sculpture (5)

A diversity of materials and technical processes to develop the sculptural form, such as: assemblage, modeling, carving, casting, and fabrication will be examined. Emphasis will focus on developing conceptual themes. Assigned projects will enable students to develop fabrication techniques and to learn the use of materials in the making of sculpture. Further experience in sculpture design, materials, techniques, tools and approaches. Prerequisite: ART-172 for 173; 173 and 103 or 105 for 174. ART-102, 103, and 105 recommended for all studio concentrations.

ART 174 Intermediate Sculpture (5)

Further experience in sculpture design, materials, techniques, tools and approaches. Prerequisite: ART-172 for 173; 173 and 103 or 105 for 174. ART-102, 103, and 105 recommended for all studio concentrations.

ART 180 Art for Elementary Education (5)

The course is designed for prospective K-6 educators as a lecture/workshop structured to provide students an opportunity to explore materials and techniques suitable for classroom use. Imaginative art experiences and the nature of creativity are stressed and linked to other disciplines. Includes planning and assessment components directed at art education.

ART 199 Gallery Viewing Lab (1)

Recommended concurrent enrollment with all art classes and HUM&-101, 116, 117, 118. ART-199 supplements the above courses and is designed as a viewing lab where students can develop their visual vocabulary, sharpen their critical thinking skills, and apply the concepts taught in Art and Humanities classes. Students will visit local galleries and museums and attend or view lectures and write a series of short reports. May be taken a total of three times. Graded S/U.

Note: This class is a self-paced laboratory course. Course packet materials are available in the TCC Bookstore. Two meetings with instructor are required: Meeting #1 in the first two weeks of the quarter; Meeting #2 at mid-quarter. These meetings are required and part of the final grade. Call 253.460.4306 with any questions.

ART 201 History of Western Art: Ancient (5)

An introductory survey of Western art's foundation and early development. Art and architecture are covered from prehistoric times through the ancient Middle East, Egyptian, Aegean, Greek, Etruscan, Roman, early Christian, and Byzantine periods. Emphasis is given to historical and cultural contexts. Satisfies humanities distribution requirement for AAS degree. Prerequisite: Assessment at college-level reading or completion of READ-095 with a 'C' or higher.

ART 202 History of Western Art: Medieval and Renaissance (5)

An introductory survey of the Western art from approximately 400-1600 AD. From the late antique world's legacy, painting, sculpture, architecture, and crafts are covered from Germanic and Celtic tribes through the Carolingians and Medieval Romanesque and Gothic periods, on to Italian and Northern Renaissance art, and ending with the Mannerists. Prerequisite: Assessment at college-level reading or completion of READ-095 with a 'C' or higher.

ART 203 History of Western Art: Baroque through Modern (5)

An overview of the influences on, and development of Western art, architecture, and craft from 1600 AD to the present. Follows Baroque and Rococo through the French Revolution to the emergence of Neoclassicism, Romanticism, Realism, Impressionism, and Post-Impressionism. Twentieth-century and later art is studied in the context of global diversity. Prerequisite: Assessment at college-level reading or completion of READ-095 with a 'C' or higher.

ART 210 Color and Design (5)

Exploration of color theory for advanced studies in two-dimensional media. Emphasis will be on analysis in regard to color perception, color relationships, and the use of color in historical art works. Prerequisite: ART-102.

ART 217 Jewelry: Construction (2)

Bezel setting: setting a round-cut stone within an enclosed metal mounting.

ART 218 Jewelry: Casting (2)

Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

ART 231 Low-fire Ceramics (5)

Students will explore the possibilities available in low-fire ceramics. Traditional forms such as Majolica and burnished earthenware will be used as well as nontraditional styles. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty. Prerequisite: ART-133 and ART-102 (or 103 or 105) or instructor permission.

ART 232 Low Fire Ceramics (5)

Course work will concentrate on the alteration of forms and the various techniques for surface textures. The student should be competent in the ability to make basic shapes to use on the techniques assigned. The ART-230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty. Prerequisite: ART-133 and ART-102 (or 103 or 105) or instructor permission.

ART 233 Ceramics Master Study (5)

In this course each student will research an artist or a type or style of ceramics and from that research attempt to make replicas of that work. After the initial series of works the student will use the research work to create a new direction using the masterwork as a starting point. Prerequisite: ART-133 and ART-102 (or 103 or 105) or instructor permission.

ART 246 Intermediate Photography (5)

Second quarter of black & white photography with emphasis on seeing, composition, presentation and advanced techniques. Refinements of camera and metering operation, development and printing techniques, darkroom manipulation, toning, coloring and alternative processes. Students must have an adjustable 35mm SLR camera and must provide film, printing paper and other supplies. Prerequisite: ART-146 or instructor permission. ART-102, 103, and 105 recommended for all studio concentrations.

ART 247 Intermediate Digital Photography (5)

This course will provide students intermediate instruction in the use of digital and/or film cameras, and the use of computers to make prints of images from their images. Students need a digital camera or film camera (35mm or medium format) capable of being operated in a manual exposure mode.

Prerequisite: Completion of ART 147 with a grade of 'C' or higher.

ART 258 Watercolor (5)

Development and broadening of technical skills and knowledge regarding watercolor technique and materials. Watercolor media is used for exploring color theory, composition and experimental techniques. Emphasis is on working from life. Class will regularly meet on location (off campus) to paint.

ART 259 Advanced Watercolor (5)

Further development and broadening of technical skills and knowledge regarding watercolor technique and materials. Watercolor media is used for exploring color theory, composition, and experimental techniques. Emphasis is on working from life. Class will regularly meet on location (off campus) to paint.

ART 272 Sculpture: Modeling and Casting (5)

Basic experience in direct modeling, assemblage and found objects and mold construction of these objects. Various traditional and non-traditional casting mediums will be explored. Developing conceptual themes for your art, as well as, learning technical skills and processes will be emphasized.

Prerequisite: ART-103 and ART 172 or 173.

ART 273 Sculpture: Carving (5)

Introduction to power tools, hand tools, techniques, and materials used in the carving of wood, stone, plaster and cement to create sculptural forms. Design and craftsmanship will be emphasized.

Prerequisite: ART-174. ART 102, 103, and 105 recommended for all studio concentrations.

ART 274 Sculpture: Fabrication Techniques (5)

Introduction to building abstract sculptural forms through the use of a variety of materials, techniques and fabrication processes. Joinery, assemblage, welding and other processes where materials are joined will be covered. Emphasis will focus on technical skills and developing conceptual themes for your projects.

Prerequisite: ART-174. ART-102, 103, and 105 are recommended for all studio concentrations.

ART 275 Sculpture: Bronze Casting (5)

Emphasis on pattern fabrication, wax manipulation, model and mold making, and foundry procedures for casting metals through piece-molds and the lost-wax method. Projects will help develop expressive conceptual themes while examining certain technical foundry processes.

Prerequisite: ART-174 and ART-103 or 105.

ART 296 Special Projects in Art (2)

This course involves special group efforts which grow out of departmental need or artistic opportunity. The course will be offered as each project is identified. The number of participants would be limited by the nature of the project, and involvement would be subject to the applicant's background coursework and the instructor's approval.

Prerequisite: Instructor permission.

ART 297 Folio Preparation (1)

Students will prepare a portfolio for application to a transfer institution. Students will be advised regarding their selections of samples, revisions and skill areas that need further attention. Students will learn to photograph samples, mat and frame appropriate pieces, develop directed projects to improve the overall quality and finalize a professional portfolio.

Prerequisite: Students must claim their intent to major in art and must have completed two of the three following courses: ART-102, 103, or 105. Instructor permission required.

ART 299 Special Problems in Art (5)

These courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require permission of the instructor.

Prerequisite: Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium. Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART-105 and 106 or instructor permission.

299A Ceramics

299B Design

299C Drawing

299D Figure Drawing

299E Painting

299F Photography

299G Printmaking

299H Sculpture

299I Watercolor

299J Digital Photography

299L Graphic Design

Astronomy

ASTR& 101 Introduction to Astronomy (5)

(Formerly ASTRO-105) Introduces basic concepts in astronomy including the formation of the solar system; characteristics of the planets, moons, asteroids, and comets; the formation and evolution of stars; the nature and characteristics of light and telescopes; and notes the historical milestones of astronomy from ancient astronomers to current space probes. Laboratory included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

Biology

Students interested in majoring in biology or related disciplines should consider pursuing an Associate of Science degree with a Biology Specialization. Biology advisors are available for assistance in establishing a degree plan.

Students seeking courses for general interest or natural sciences distribution requirements should consider the following non-major courses:

BIOL& 100, BIOL 105, BIOL 107, BIOL 108, BIOL& 140, BIOL& 160, BIOL& 170, BIOL& 175, BOT 101, ENVS& 101, ENVSC 145, ENVSC 179, or NUTR& 101.

BIOL& 100 Survey of Biology (5)

(Formerly BIOL-100) A one-quarter introduction to biological principles for non-majors or students starting in life sciences. Topics include: diversity of life; basic cellular anatomy and biochemical processes; evolution and genetics; ecology and environmental issues; and an overview of human anatomy/physiology. Laboratory included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL 105 Fossils and the History of Life (5)

Introduction to the geological and biological processes and events that generated the amazing record of life on earth. Topics include plate tectonics, rocks, fossilization processes, principles of evolution, and a survey of the history of life. Includes lab, which focuses on studying rock and fossil specimens and involves field trips. This course is the same as GEOL-108. Students may receive credit for either BIOL-105 or GEOL-108, but not both.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL 107 Milestones in Biology (5)

Alternative to BIOL&-100. Principles of biology are introduced using an historical, experimental approach. Emphasis is on milestone experiments that have contributed to our understanding of processes fundamental to life on earth. Topics include: biodiversity, basic cellular anatomy, biochemical processes, evolution, genetics, and the biology of disease. Laboratory included. BIOL-107 is equivalent to BIOL&-100 and satisfies the biology prerequisite for all 200 level biology courses. Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL 108 Northwest Plants and Animals (5)

A general overview of natural history with field and lab work focusing on identification, adaptations, and interactions among conspicuous Pacific Northwest species. Some weekend field trips required. Laboratory included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL 140 Marine Biology (5)

Introductory marine biology designed for non-majors. Learn how marine organisms are categorized, about their habitats, how they survive, their ecological relationships, and environmental concerns. Many field trips during class and one weekend day.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL& 160 General Cell Biology (5)

An introductory cell biology course for students preparing for health professions. Major concepts of cell biology will be introduced, including the chemistry of life, the structure, reproduction, and metabolism of cells, genetics, and evolutionary biology. Lab included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL& 170 Human Biology (5)

A one-quarter non-lab course in human anatomy and physiology. This course offers a broad overview of the human body for the non-science major. It covers aspects of basic chemistry and cell biology and then outlines the major systems of the human body. Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL& 175 Human Biology with Lab (5)

(Formerly BIOL-118) This course is a one-quarter class of human anatomy and physiology. This course offers a brief overview of the human body for the non-science major. It covers some basics of chemistry and cells and then outlines all the major systems of the human body. Laboratory included. Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BIOL 179 Special Topics in Biology (2)

Specific biological topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Example topics for any one quarter may include science and metaphysics, pathology, animal behavior, etc.

BIOL& 221 Intro. to Evolution, Ecology & Biodiversity (5)

(Formerly BIOL-210) Introduction to the evolutionary and ecological processes involved in the generation of our planet's biodiversity, including review of patterns and processes that influence the origin, evolution, distribution and abundance of living things. One of a three quarter sequence (BIOL& 221, 222, 223) designed for science majors. Laboratory included. Prerequisite: BIOL&-100 or BIOL& 160 and CHEM&-161 or their equivalents.

BIOL& 222 Intro. to Cellular & Molecular Biology (5)

(Formerly BIOL-211) Introduction to the structures and functions of biological molecules; anatomy of prokaryotic and eukaryotic cells; cell metabolism and metabolic diversity; molecular genetics and genomics. Laboratory included. Prerequisite: BIOL&-100 or BIOL& 160 and CHEM&-161.

BIOL& 223 Intro. to the Biology of Organisms (5)

(Formerly BIOL-212) Introduction to the structures and functions of eukaryotic organisms with particular attention to animal and plant anatomy, physiology, and development. Laboratory included. NOTE: The biology majors' sequence may be taken either as BIOL 221, 222 and 223 or as BIOL& 221, 222 and 223. Prerequisite: BIOL&-222 and CHEM&-162

BIOL& 241 Human Anatomy and Physiology 1 (6)

(Formerly BIOL-220) The first of a two-quarter sequence of human anatomy and physiology. The course covers basic molecular and cell biology, histology, the integumentary system, the skeletal system, the muscular system, the nervous system and the special senses. Laboratory sessions include the study of microscopy, histology, anatomical models, preserved bones and human cadavers. Prerequisite: CHEM&-110 with a grade of 'C' or higher and BIOL&-100 or BIOL& 160 or equivalent with a grade of 'C' or higher.

BIOL& 242 Human Anatomy & Physiology 2 (6)

(Formerly BIOL-221) The second of a two-quarter sequence of human anatomy and physiology. The course will examine the endocrine system, blood, the cardiovascular system, the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Laboratory sessions include the study of histology, anatomical models, and the human cadaver. Prerequisite: BIOL&-241 with a grade of 'C' or higher.

BIOL& 251 Human Anatomy & Physiology I (5)

(Formerly BIOL-240) This course focuses on the fundamental biochemical structure and processes associated with most cells of the body. This includes membrane structure and molecular dynamics, especially membrane proteins and lipids. Muscle contraction, and bioelectric signal transmission and transduction are covered. The biochemistry of cellular energetics (cell respiration) is thoroughly covered as well. Laboratory focus is on the gross and microscopic anatomy (histology) of the skeletal and muscular systems using models, human cadavers, and microscopes. Prerequisite: CHEM&-121 (CHEM&-131 and BIOL&-100 highly recommended).

BIOL& 252 Human Anatomy and Physiology II (5)

(Formerly BIOL-241) BIOL&-252 is a continuation of BIOL&-251 and includes studies of the gross and microscopic anatomy and physiology of the nervous, endocrine, circulatory, and lymphatic systems. The lectures will focus primarily on the physiology of the systems, and the lab will support the lectures with anatomical studies using lab models, human cadavers, microscopic studies (histology) and physiology exercises. Prerequisite: BIOL&-251 or the complete first quarter of a college-level human anatomy and physiology, or the first semester of college-level human anatomy and physiology.

BIOL& 253 Human Anatomy and Physiology III (5)

(Formerly BIOL-242) BIOL&-253 is a continuation of BIOL&-252 that includes studies of the anatomy and physiology of the immune, digestive, respiratory, urinary, and reproductive systems. The lectures will focus primarily on the physiology of the systems. The lab will support the lectures with gross and microscopic (histology) anatomical studies using lab models, human cadavers, microscopes, and physiology exercises. Prerequisite: BIOL&-252.

BIOL& 260 General Microbiology (5)

(Formerly BIOL-201) Biological characteristics and metabolic activities of microorganisms, with an emphasis on bacteria and viruses. Includes consideration of microbial ecology as well as the relationship of microorganisms to disease. Laboratory included. Prerequisite: BIOL&-100 or BIOL& 160 and CHEM&-121; CHEM&-131 recommended.

BIOL 280 Human Cadaver Prosection (2)

(Formerly BIOL-260) This is a two-credit laboratory dissection course. Students will dissect a human cadaver to include removal of skin and superficial fascia, isolation of selected muscles, and opening of thoracic and abdomino-pelvic cavities. Students will also participate in the annual Surgical Demonstration event and present selected surgical procedures to the public. Prerequisite: BIOL&-241 or BIOL&-252 (minimum grade 'C') or BIOL&-175 (minimum grade 'B+') and instructor permission.

BIOL 294 Field Studies (1-5)

Study of selected topics in biology primarily through field study, discussions, and readings.

Botany

BOT 101 General Botany (5)

Presents basic concepts of plant biology to non-science majors including plant characteristics, biodiversity, growth, reproduction, and ecology. Students discuss current topics in agriculture, horticulture, medicine, ethnobotany, biotechnology, ecology, conservation, and environmental issues. Labs include lab experiments, greenhouse projects, field trips, and habitat restoration work in the TCC Nature Area. Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

BOT 179 Special Topics in Botany (2)

Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Example topics for any one quarter may include food plants, gardening techniques, plant taxonomy, etc.

BOT 250 Field Botany (4)

A field course in taxonomic botany to learn classification and to develop an appreciation of the variety of plants commonly found in the Northwest. Classroom work will include the study of plant structure and morphology and the use of a taxonomic key. Plants will be classified and identified in the field. Prerequisite: BIOL-100 or equivalent.

Bridge Program

IDS 101 Lyceum I (4)

Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

IDS 102 Lyceum II (4)

Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

IDS 103 Lyceum III (4)

Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

IDS 201 Lyceum I (4)

Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

Prerequisite: Must be admitted/coded as a member of the Bridge Program.

IDS 202 Lyceum II (4)

Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

Prerequisite: Must be admitted/coded as a member of the Bridge Program.

IDS 203 Lyceum III (4)

Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

Business

BUS& 101 Introduction to Business (5)

(Formerly BUS-101) For both business and non-business majors. Dynamics and complexities of the competitive business world are explored through the study of topics including economic systems, forms of business ownership, social responsibility and ethics, entrepreneurship, marketing, management, organizational design, finance, banking, and securities markets.

BUS 102 Customer Service (2)

Students learn to be proactive in demonstrating quality verbal and non-verbal customer service in workplace situations with co-workers, customers, clients, or patients. Students are provided techniques to build teams, soothe dissatisfied customers, patients or colleagues, answer telephones and think with the end in mind.

BUS 103 Customer Service and Sales (3)

This course is designed to help students progress from learning about themselves to learning about how to relate to customers in a sales environment. Skills in money handling and computing sales discounts based on fractions and percents. Students will participate in field experience activities, identify potential career paths and develop a portfolio.

Prerequisite: Concurrent or prior enrollment in BUS-102.

BUS 110 Business Math (5)

A review of basic math and its application to business problems. Topics include bank reconciliation, discounts, taxes, installment buying, payroll, insurance, depreciation, and interest. Electronic calculators are used to solve problems. Ten-key skills emphasized.

Prerequisite: MATH-075; MATH-085 strongly recommended because BUS-110 uses basic algebraic formulas.

BUS 115 General Office Procedures (3)

A general course for the prospective office worker. Topics will include, but not be limited to: working effectively with others; work ethic; using a reference manual; practicing time management techniques; and reviewing grammar, math, filing, proofreading, and Microsoft Word.

BUS 116 Records & Information Management (2)

Records and Information Management (RIM) is becoming increasingly more than just an office skill but also a major career field. This course covers the principles of alphabetic, geographic, numeric and subject filing systems using manual and electronic records storage. It additionally covers the management of both non-electronic and electronic information.

Prerequisite: READ-085 and knowledge of Windows.

BUS 163 Management Principles and Organizational Systems (5)

Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

BUS 164 Leadership and Human Relations (5)

Applies human relations skills to the work world. Focuses on interpersonal leadership skills that can maximize cooperation, flexibility, sensitivity and teamwork among workers. Students examine how attitudes, values, needs and communication styles affect relationships at work. Small-group projects will practice leadership skills and evaluate individual interpersonal competence.

Prerequisite: ENGL-095 or equivalent and READ-095 or equivalent.

BUS 165 Personnel Management (3)

Explores how organizations obtain, retain, and effectively utilize human resources. Topics include workplace diversity, forming quality work teams, equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, union/management relations, and grievance procedures.

BUS& 201 Business Law (5)

(Formerly BUS-200) An introduction to the American legal system and the functions of law in a business environment; legal reasoning and the process of resolving disputes in society; a preliminary analysis of contractual arrangements and business association in the business community.

BUS 230 Business Ethics & Corporate Responsibility (5)

Explores the moral principles, community standards and the ethics of decision making at the personal and professional levels. Students will also assess the impact management decisions have on business and society, and learn to examine corporate citizenship and social responsibility.

BUS 240 Marketing and Business Development (5)

Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.

BUS 245 Retailing and Professional Sales (5)

A study of the business activity of selling goods and services at the wholesale, retail, and consumer levels. Major topics covered include the traditional sales process, the nuts & bolts of personal selling and retailing, consumer behavior, buying and pricing products, retail promotion, and the future of selling and retail.

BUS 250 Introduction to Global Business (5)

This course examines international business topics including globalization and the outsourcing of jobs; differences in cultures and political, economic, legal, and social systems; international ethics; the international monetary system; multinational corporations; methods of entering offshore markets; global production, logistics and marketing; and international trade organizations.

(multicultural) (*writing intensive*)

Prerequisite: ENGL-095 or equivalent and READ-095 or equivalent.

BUS 260 Small Business Entrepreneurship (5)

A how-to course concentrating on ways to successfully launch and manage a small business; techniques on how to achieve optimum benefits from limited resources; tips on how to plan for growth and succession; and skills, qualities, and traits that influence entrepreneurial behavior. Students will write a business plan that supports their future entrepreneurial efforts.

Chemistry

BUS 280 Career Readiness Skills (1)

This course covers employment search skills and the employee skills needed to be successful on the job. It is recommended preparation for internships: ACCT-290, BUS-290, CU-290, IT-290

BUS 290 Work Internship (5)

During one quarter of the sophomore year, students may receive college credits for hands-on work experience and training in a private- or public-sector organization.

Prerequisite: Program chair permission one quarter prior to the internship.

BUS 299 Independent Study (1-5)

Study on an individual basis.

Prerequisite: Program chair permission.

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: CHEM& 110, 121, and 131. These courses are also appropriate for students working toward Allied Health careers.

Students pursuing a major in the sciences, engineering, or some medical fields should select courses from CHEM& 161, 162, 163, 261, 262, and 263. An academic advisor should be consulted to determine the appropriate courses for your degree goal. Students intending to major in Chemistry at a baccalaureate institution should work toward an Associate of Science degree with a Chemistry Specialization.

CHEM& 110 Chemical Concepts w/lab (5)

(Formerly CHEM-100) Survey of the fundamental principles of Chemistry. Includes the study of the metric system, atomic theory, bonding, properties of matter, reactions, nomenclature and applications of chemistry to everyday life. Laboratory included.

Prerequisite: MATH-097, MATH-099 or TMATH-100 (All may be taken concurrently).

CHEM& 121 Introduction to Inorganic Chemistry (5)

(Formerly CHEM-101) (For non-science and non-engineering majors.) Course includes the study of the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Laboratory included.

Prerequisite: CHEM&-110 or High School Chemistry, MATH-099 or MATH-097, or TMATH-100 (Math may be taken concurrently).

CHEM& 131 Introduction to Organic/Biochemistry (5)

(Formerly CHEM-102) (For non-science majors.) Study of the structure, properties and reactions of organic and biological compounds. Includes an introduction to biochemical processes. Laboratory included.

Prerequisite: CHEM&-121

CHEM& 161 General Chemistry w/Lab I (5)

(Formerly CHEM-140) This is the first quarter of college-level freshman chemistry. It covers measurements, the structure of matter, compounds, stoichiometry, classes of chemical reactions, gases, thermochemistry, and the quantum mechanical model of hydrogen. Laboratory included.

Prerequisite: MATH&-141 or MATH-147 (may be taken concurrently), and High School Chemistry or CHEM&-121.

CHEM& 162 General Chemistry w/Lab II (5)

(Formerly CHEM-150) This is the second quarter of college-level freshman chemistry. It covers electronic structure, bonding and bonding theories, molecular shapes, intermolecular forces, solids, liquids, solutions, and chemical equilibrium. Laboratory included.

Prerequisite: CHEM&-161.

CHEM& 163 General Chemistry w/Lab III (5)

(Formerly CHEM-160) This is the third quarter of college-level freshman chemistry. It covers chemical kinetics, equilibrium, acids and bases, solubility, complex ions, thermodynamics, electrochemistry, and nuclear chemistry. Laboratory included.

Prerequisite: CHEM&-162.

CHEM& 261 Organic Chemistry w/Lab I (5)

(Formerly CHEM-231) Organic chemistry for science majors. Study of the application of general chemical principles to organic compounds. Topics include: structure, orbital theory, isomerism, nomenclature, resonance, and chirality; substitution and elimination reactions; introduction to IR spectroscopy. Laboratory included.

Prerequisite: CHEM&-163.

CHEM& 262 Organic Chemistry w/Lab II (5)

(Formerly CHEM-232) Organic chemistry for science majors. Topics include: structure, properties and reactions of alkenes, alkynes, radicals, aromatic, and organometallic compounds; introduction to NMR and mass spectroscopy. Laboratory included.

Prerequisite: CHEM&-261.

CHEM& 263 Organic Chemistry w/Lab III (5)

(Formerly CHEM-233) Organic chemistry for science majors. Topics include: structure, properties and reactions of alcohols, aldehydes, ketones, amines, and carboxylic acids and their derivatives; introduction to biological molecules and biochemical processes; introduction to UV/VIS spectroscopy. Laboratory included.

Prerequisite: CHEM&-262.

Chinese

CHIN& 121 Chinese I (5)

(Formerly CHIN-101) The first year of the beginning Chinese language sequence consists of 121, 122, and 123. CHIN&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: Completion of READ-095 and ENGL-095 with a grade of 'C' or higher or assessment at college-level reading and English or instructor permission.

CHIN& 122 Chinese II (5)

(Formerly CHIN-102) CHIN&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in CHIN&-121. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: CHIN&-121 with a grade of C or better or instructor permission.

CHIN& 123 Chinese III (5)

(Formerly CHIN-103) CHIN&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in CHIN&-122. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: CHIN&-122 with a grade of 'C' or higher or instructor permission.

Communication Studies

CMST& 101 Introduction to Communication (5)

(Formerly SPCH-100) A survey of fundamental principles of communication theory. Students are introduced to verbal and nonverbal communication, effective listening, interpersonal communication, small group discussion as well as culture and gender factors in communication. Written assignments, examinations and informal oral presentations are included.

CMST& 102 Mass Media and Society (5)

The course critically examines electronic, print and digital media, their history, business models and interaction with other social institutions. In addition to assigned readings, students examine movies, TV and radio broadcasts, and Web sites and participate regularly in online discussion forums. *(writing intensive)*

Prerequisite: College-level reading and writing; ENGL-101 recommended.

CMST 110 Multicultural Communication (5)

(Formerly SPCH-110) A survey of how culture shapes the communication interaction. Emphasis is on the role of world views, how culture affects the development of value systems, interpersonal relationships, workplace and educational expectations. *(multicultural content)*

Prerequisite: Enrollment in ENGL-101 concurrently or completion of ENGL-101 with a grade of 'C' or higher.

CMST 111 Intercultural Communication II: Study Abroad Special Topics

Versatile course dedicated to the pursuit of the study of culture and how it shapes the communication process. Course will focus on the communication instructor's intercultural specialty areas. Topics and focus will relate. Course is to be offered by TCC communication instructors teaching American students abroad. *(multicultural content)*

Prerequisite: Must be registered in the Study Abroad program.

Computer Science

CMST& 220 Public Speaking (5)

(Formerly SPCH-101) An introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, critical, logical analysis, organization of informative persuasive presentations.

Prerequisite: Enrollment in ENGL-101 concurrently or completion of ENGL-101 with a grade of 'C' or higher.

CMST 299 Individual Study in Speech (1-5)

Independent observation, analysis and reporting of a selected problem for advanced students in speech.

Prerequisite: Instructor permission.

Tacoma Community College offers a wide range of courses involving computer applications. The courses listed below are designed to satisfy computer programming requirements for engineering and science majors. Students intending to major in Computer Science at a baccalaureate institution should work toward an Associate of Science degree with a Computer Science Specialization.

Students interested in introductory computer courses or Business applications should see courses listed under Information Technology and Computer User.

CS 142 Java Programming for Engineers and Scientists I (5)

Using the Java programming language, students learn general principles of object-oriented programming, including how to design, implement, document, test, and debug computer programs. Topics include classes, objects, messages, expressions, decision structures, iteration, arrays, collections, events, and interfaces.

Prerequisite: MATH&-141 or assessment above.

CS 143 Java Programming for Engineers and Scientists II (5)

An intermediate programming course, using Java, that follows CS-142. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an introduction to performance analysis and implementation trade-offs.

Prerequisite: CS-142 with a grade of 'C' or higher.

Computer User

CU 091 Introduction to the Keyboard (2)

Learn to use the computer keyboard by touch and begin to develop accuracy and speed.

Prerequisite: READ-095 level recommended.

CU 092 10-Key Basics (1)

Computer 10-key pad by touch. Emphasis on speed and accuracy.

CU 100 Introduction to Windows and World Wide Web (2)

Introduction to the use of Windows to operate the computer and manage files. Introduction to the use of electronic mail and the internet. Apply Web knowledge to navigate Tacoma Community College's sites.

Prerequisite: 25 WPM typing and READ-095 level recommended.

CU 101 Computing Fundamentals (3)

A basic introduction to Computing Fundamentals such as computer hardware, software and peripherals. Together with CU-100, this course covers the Computing Fundamentals portion of the IC3 certification exam.

Prerequisite: CU-100 or assessment at CU-101 level.

CU 102 Word I (2)

Beginning Word Processing class using Microsoft Word. Emphasizes MOS Core Level competencies and IC3 applications.

Prerequisite: Knowledge of Windows required (25 wpm typing and READ-095 level recommended).

CU 103 Excel I (2)

Beginning spreadsheets class using Microsoft Excel. Emphasizes MOS Core Level competencies and IC3 applications.

Prerequisite: Knowledge of Windows required (25 WPM typing and MATH-075 and READ-095 level recommended).

CU 104 PowerPoint (1)

Introduction to electronic presentations using Microsoft Power Point. Emphasizes MOS Core Level competencies and IC3 applications.

Prerequisite: Knowledge of Windows required. (25 WPM typing and READ-095 level recommended).

CU 105 Word I, Excel I, PowerPoint (5)

Introduction to using Microsoft Office Suite. Emphasizes MOS Core Level competencies in Word, Excel and PowerPoint and IC3 applications.

Prerequisite: Knowledge of Windows required (25 WPM typing and MATH-075 and READ-095 level recommended).

CU 106 Keyboard Speed & Accuracy (2)

Designed for students who already know the keyboard by touch. Students complete self-diagnostic tests and take corrective steps to improve accuracy and speed. Students will apply techniques to create documents within time constraints.

Prerequisite: Minimum typing speed of 25 wpm by touch.

CU 108 Outlook (2)

Beginning Outlook. Course includes coverage of the software's following features: e-mail, contacts, calendar, and scheduling.

Prerequisite: Concurrent or prior enrollment in CU-105.

CU 110 Access I (2)

Beginning database class using Microsoft Access. Emphasizes MOS Core Level competencies.

Prerequisite: CU 103 or CU 105 recommended.

CU 115 MOS Prep, Level I (1)

Provides practice applications for self-assessment in Word, Excel, Access and PowerPoint to the MOS Core Level of proficiency.

Prerequisite: CU 102, CU 103, CU 104, or CU 105 and CU 110 (or equivalent).

CU 173 QuickBooks (3)

Introduction to automated bookkeeping methods using QuickBooks.

Prerequisite: ACCT-110 or equivalent.

CU 202 Word II (3)

Advanced Word processing class using Microsoft Word. Emphasizes MOS Expert Level competencies.

Prerequisite: CU 102 or CU 105 or equivalent.

CU 203 Excel II (3)

Advanced spreadsheet class using Microsoft Excel. Emphasizes MOS Expert Level competencies.

Prerequisite: CU 103 or CU 105 or equivalent.

CU 210 Access II (3)

Intermediate to advanced database skills using Microsoft Access. Emphasizes data import and export features, data access pages, advanced queries, tables, reports and forms. Includes creating macros and modules, managing database objects and managing databases.

Prerequisite: CU 110.

CU 215 MOS Prep, Level II (1)

Provides practice applications for self-assessment in Word, Excel, Access and PowerPoint to the expert level of proficiency.

Prerequisite: CU 202, CU 203, CU 110 (or equivalent).

CU 290 Work Internship (5)

During one quarter of the sophomore year, students may receive college credits for hands-on accounting work experience and training in a private, or public, sector organization.

Prerequisite: Program chair permission.

CU 299 Independent Study and Special Projects (1-5)

Study on an individual basis.

Prerequisite: Program chair permission.

Criminal Justice

Also see Administration of Law and Justice (ADJ) and Paralegla (ADLJ) sections.

CJ& 101 Introduction to Criminal Justice (5)

(Formerly ADJ-100) Learn about career opportunities and qualifications in the fields of criminal justice and private investigations; the evolution of police professionalism; the interdependent relationship between the police, the courts, corrections and private investigations; ethics; court organization and procedures; overview of current police problems. This course incorporates practical exercises to anchor learning.

Diagnostic Medical Sonography

DMS 101 Sonography Lab I (2)

Provides basic instruction of equipment knobology and introduces students to basic scanning planes, techniques, and image recognition. To be taken concurrently with DMS-120.

Prerequisite: Acceptance into DMS program or Program Director approval.

DMS 102 Sonography Lab II (2)

A continuation of DMS-101. Students will utilize sonographic equipment, learn and practice exam protocols. To be taken concurrently with DMS 121 and DMS 122. Prerequisite: Successful completion of DMS-101 or Program Director approval.

DMS 103 Sonography Lab III (2)

A continuation of DMS-102. Students will utilize sonographic equipment, practice exam protocols and learn about patient care and invasive procedures. To be taken concurrently with DMS-123.

Prerequisite: Successful completion of DMS-102 or Program Director approval.

DMS 105 Ultrasound Cross-Sectional Anatomy (5)

Provides information on cross-sectional anatomy in the human body with an emphasis on the organs of sonographic interest. Different scanning planes are represented including longitudinal, transverse, coronal and oblique views. Students also gain an understanding of transducer positioning in relation to organs within the body, and correlate their studies with sonographic images.

Prerequisite: Acceptance into the program or program chair permission.

DMS 110 Pathophysiology I (3)

Explores the pathogenesis of disease processes and their impact on the human body. Discusses the clinical manifestations, diagnosis, treatment and surgical interventions of different disease processes affecting specific body systems. Emphasizes disease processes relevant to sonography.

Prerequisite: Acceptance into the program or program chair permission.

DMS 111 Pathophysiology II (3)

Explores the pathophysiology of the small parts organs/structures evaluated with sonography. Discusses pertinent laboratory tests, clinical signs and symptoms as well as treatment options or surgical intervention.

Prerequisite: Successful completion of DMS 110.

DMS 120 Abdominal Sonography (3)

Introduces sonographic terminology. Discusses the normal and pathologic appearances, laboratory tests and clinical signs and symptoms pertinent to the organs studied. Includes development of appropriate exam protocol. To be taken concurrently with DMS-101.

Prerequisite: Acceptance into the program or program chair permission.

DMS 121 Small Parts and Superficial Structures Sonography (3)

Focuses on the sonography of various superficial structures. Reviews the anatomy, physiology, and pathology of these small parts; discussing laboratory tests and clinical signs and symptoms. Also explores the use of ultrasound in surgical procedures. Routine scanning protocols are learned and discussed. To be taken concurrently with DMS-102.

Prerequisite: Acceptance into the program or program chair permission.

DMS 122 Gynecological Sonography (3)

Provides information on the female reproductive system including a review of female pelvis anatomy, physiology, and associated pathologic findings. Focuses on knowledge and sonographic recognition of normal gynecological anatomy. To be taken concurrently with DMS-102.

Prerequisite: Successful completion of DMS 120 and/or program chair permission.

DMS 123 Obstetrical Scanning & Pathophysiology (5)

Provides information on the female reproductive system and fetal development. Includes discussion of normal development in the first, second and third trimesters as well as discussion of abnormal lab values, fetal anatomy and/or conditions affecting the fetus that can be diagnosed with sonography. Introduction to invasive procedures and techniques in the diagnosis and treatment of abnormal fetal conditions. To be taken concurrently with DMS-103.

Prerequisite: Successful completion of DMS 122.

DMS 124 Introduction to Vascular Sonography (3)

Introduction to the basic concepts of vascular sonography. Includes an overview of basic vascular anatomy and physiology, pertinent pathophysiology and basic scanning protocols and ultrasound findings. Includes laboratory practice of routine protocols.

Prerequisite: Successful completion of DMS-123.

DMS 125 Advanced Abdominal Sonography (2)

Provides an opportunity to reinforce and enhance learning of abdominal sonography. Prerequisite: Successful completion of DMS-120, DMS-121, and DMS-122; or permission of Program Director.

DMS 130 Ultrasound Physics & Instrumentation I (3)

Provides a theoretical and practical understanding of acoustic physics and its application in diagnostic medical sonography. Includes a review of related mathematical concepts and explores wave concepts, properties of attenuation, ultrasound beam formation, transducer construction, and function and system operation.

Prerequisite: Acceptance into the program or program chair permission.

DMS 131 Ultrasound Physics & Instrumentation II (3)

A continuation of Ultrasound Physics and Instrumentation I. Topics covered include hemodynamics, Doppler physics (including color and spectral Doppler), acoustic artifacts, bioeffects and safety and quality assurance.

Prerequisite: Successful completion of DMS 130.

DMS 140 Patient Care and Scope of Practice (2)

Discussion of patient care concepts such as obtaining patient history, how to handle difficult patients or patient issues and sterile technique for invasive procedures. Discussion of the role, scope of practice and work safety of the sonographer. Discuss medical ethics/legal issues relevant to sonography.

Prerequisite: Successful completion of DMS 102, DMS 121, DMS 122 or program director permission.

DMS 150 Introduction to Clinical I (1)

Students will gain knowledge of the mechanics of an ultrasound department as well as the duties and responsibilities of the clinical sonographer. Students will be provided with the opportunity to apply sonographic theory to observation of sonographic exams and limited hands-on scanning in the clinical setting.

Prerequisite: Acceptance into the program or program chair permission.

DMS 151 Ultrasound Clinical II (13)

A continuation of Introduction to Clinical I. The student will begin to assist and perform various technical, clerical, professional, patient care, and sonographic duties under personal or direct supervision. Requires completion of clinical competencies which will be observed and signed off by supervising sonographer.

Prerequisite: Successful completion of DMS 150 and all didactic and lab coursework with a passing grade of 'C' or higher.

DMS 160 Ultrasound Seminar and Critique I (2)

This course is a seminar on current issues in sonography. Includes case study presentation, discussion and critique.

Prerequisite: Acceptance into the program or program chair permission.

DMS 175 DMS Orientation (2)

This course will provide application of the basic skills required for patient care. The students will learn essential body mechanics to avoid injury; infection control principles; required confidentiality information; legal and ethical principles; and an introduction to vital signs. Students will also complete CPR certification, HIV/AIDS certification for health care providers, and receive their program student handbooks. Same course as RC 175.

Prerequisite: Acceptance into program.

DMS 250 Ultrasound Clinical III (13)

A continuation of Ultrasound Clinical II. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision. Requires completion of clinical competencies.

Prerequisite: Successful completion of DMS 151 and all didactic and lab coursework with a passing grade of 'C' or higher.

DMS 251 Ultrasound Clinical IV (13)

A continuation of Ultrasound Clinical III. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision.

Requires completion of clinical competencies. Prerequisite: Successful completion of DMS 250 and all didactic and lab coursework with a passing grade of 'C' or higher.

DMS 252 Ultrasound Clinical V

A continuation of Ultrasound Clinical IV. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. patient examinations are performed under generalized supervision.

Requires completion of clinical competencies. Prerequisite: Successful completion of DMA-251 and all didactic and lab coursework with a passing grade of C or better.

DMS 260 Ultrasound Seminar and Critique II (2)

This course is a seminar on current issues in sonography. Includes case study presentation, discussion, and critique.

Prerequisite: Successful completion of DMS-160.

DMS 261 Ultrasound Seminar and Critique III (2)

A continuation of Ultrasound Seminar and Critique II. This course is a seminar on current issues in sonography. Includes case study presentation, discussion and critique.

Prerequisite: Successful completion of DMS-260.

DMS 270 Ultrasound Registry Review Seminar (1)

This course is an intensive review of the content in the American Registry of Diagnostic Medical Sonographers registry exam, including physics and instrumentation, abdomen and small parts, and ob/gyn. Students review with in-class discussions and practice sample registry exams.

Prerequisite: Acceptance into the program or program chair permission.

DMS 299 Independent Study – Clinical (2-15)

Increasing performance of all duties of a sonographer in the clinical setting. Patient examinations are performed under strict/general supervision depending on student progress. This course will allow continuity in the development of clinical skills.

Prerequisite: Successful completion of DMS-151 and all didactic and lab coursework with a passing grade of 'C' or higher.

Economics

ECON& 201 Micro Economics (5)

(Formerly ECON-201) Theory of the market systems as a method of allocating resources and distributing income and products. Analysis of current problems including government regulation, subsidies, monopoly, and taxation. Prerequisite: MATH-099 or assessment above MATH-099.

ECON& 202 Macro Economics (5)

(Formerly ECON-200) History and development of the United States' economy, including effects of government taxing and spending, control of the money supply, and effects of international trade.

Prerequisite: MATH-099 or assessment above MATH-099.

Education

EDUC& 115 Child Development (5)

(Formerly EDUC-135) This course uses a scientific research approach to examine the impact of biology, environment, individual differences, relationships, social policies and culture on a child's growth and development - from conception through adolescence.
Prerequisite: PSYCH-100

EDUC 150 Classroom Technologies (2)

The course familiarizes students with a variety of technology software packages and applications, emphasizing how these are successfully used in the K-12 classroom. Students will also explore the pedagogical considerations regarding technology as a teaching/learning tool.

EDUC 151 Electronic Portfolios (2)

The course familiarizes students with electronic portfolios, which can be used in both classroom settings or as a way of presenting professional credentials. Students will leave the course with the initial professional electronic portfolio.

EDUC& 205 Introduction to Education with Field Experience (5)

(Formerly EDUC-201) Designed for students who are considering teaching as a profession, the course will examine historical and philosophical foundations of American education, learning theories, contemporary students, and curriculum development. The course will also explore the social, political, cultural, and economic pressures that influence current issues and trends in education. Includes required lab experience that gives students opportunities to practice learned concepts. (*multicultural content*)
Prerequisite: Assessment at college-level English and reading.

EDUC 220 Diversity in Education (5)

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all socioeconomic and cultural groups, as well as inclusion of exceptional children. (*multicultural content*)

EDUC 299 Early Childhood Field Experience (5)

A 2-credit course based on an independent study contracted between an instructor and a student. This class is taken concurrently with EDP-100 which will provide the opportunity to work with children in ECE classrooms, learning and implementing developmentally appropriate practices in guidance, curriculum, observation, assessment and the preparation of the physical environment.
Prerequisite: EDP-100 must be taken concurrently.

Emergency Med & Health Services

EMC 110 Emergency Medical Technician Basic (8)

Upon completion of this course, students are prepared to fulfill state and/or National Registry requirements for certification as an EMT-Basic, the entry level position in EMS for pre-hospital care providers. EMT-Bs provide basic life support and transportation for victims of illness and injury. Includes 112 hours of lecture and practical class-work time, and some clinical observation. Class also meets a portion of the prerequisites for the Paramedic program. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Health standards.

Prerequisite: At least 18 years old, high school graduation or GED, CPR card, Standard First Aid Training and valid driver's license. Application and screening are necessary prior to course, due to limited enrollment and prerequisites. NOTE: Active affiliation with an EMS provider agency is required for state certification. Class may be taken without affiliation; however, students will not obtain state certification without being affiliated.

EMC 112 Emergency Medical Technician Recertification (4)

For the currently certified EMT-Basic who needs to fulfill state, county, and/or National Registry requirements for recertification.
Prerequisite: Current state, county, or National Registry EMT-Basic Certification and program chair permission.

EMC 115 Pre-Hospital Trauma Life Support (PHTLS) (2)

Pre-Hospital Trauma Life Support (PHTLS) is a nationally recognized course that focuses on improving the care rendered to the victims of trauma in the out-of-hospital setting. The course features a blend of focused classroom presentations coupled with extensive hands-on experiences to help turn the theories and concepts of quality trauma care into practical application.
Prerequisite: Acceptance into the Paramedic Program.

Engineering

EMC 118 EMS Wellness and Prevention (4)

This course will explore the various factors that impact the physical and mental well being of the paramedic. A wide range of health and prevention concepts will be presented to enhance personal wellness. The students will also learn the function of paramedics as role models, coaches, and educators in the community.

EMC 120 Paramedic I (12)

The first of three courses for the education of pre-hospital advanced life support paramedic personnel. Advanced concepts and skills in patient Assessment, airway management, shock management and I.V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support (ACLS) provider course included.

Prerequisite: HIM-130, BIOL&-175, EMC-118 and acceptance into the Paramedic program.

EMC 121 Paramedic II (12)

Second in the three quarter paramedic course. Covers assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric emergencies. Pre-hospital trauma life support (PHTLS-Provider) as well as the PEPP provider course included.

Prerequisite: Successful completion of EMC-120, EMC-130 and PE-100.

EMC 122 Paramedic III (5)

Third in the quarter series reviewing the entire didactic content as applied to case studies. Requires extensive application of the material covered in EMC 120 and EMC 121.

Prerequisite: Successful completion of EMC-121, EMC-131 and PE-200.

EMC 130 Paramedic Clinical I (4)

First-quarter clinical and infield experience for paramedic students taken in conjunction with EMC 120. Includes clinical experience in hospital and infield experience.

Prerequisite: Enrollment in EMC-120.

EMC 131 Paramedic Clinical II (7)

Second-quarter clinical and field experience for Paramedic students taken in conjunction with EMC 121. Students will have assigned clinical and infield rotations.

Prerequisite: Completion of EMC-120 and current enrollment in EMC-121.

EMC 132 Paramedic Clinical III (9)

Continuation of EMC-131. Emphasis is on clinical and extensive in-field experience. Third quarter clinical and in-field experience for paramedic students includes specified hospital assignments and extensive in-field experience.

Prerequisite: Completion of EMC-122.

EMC 140 Supplemental Education for EMC Programs (2-10)

This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisite: Recommendation of County Medical Director and instructor permission.

EMC 150 Supplemental Education for EMC Programs (2-10)

This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisite: Recommendation of County Medical Director and instructor permission.

EMC 200 Contemporary Issues in Pre-hospital Care (2)

This is a dynamic course that focuses on the various components of quality EMS. The course is a seminar style course that utilizes assorted current readings in conjunction with small group work that promotes critical thinking and a global understanding of what comprises state of the art out-of-hospital care.

Prerequisite: Certified Paramedic or instructor permission.

The engineering transfer program is designed to offer students the same courses as the first two years at a baccalaureate institution.

There are three specific discipline-related Associate of Science in Engineering degrees: (1) Civil, Mechanical, Industrial, Aeronautical/Astronautical and Material Science Engineering, (2) Electrical Engineering and Computer Engineering, and (3) BioEngineering and Chemical Engineering. There is also a General Engineering Associate of Science. Students are encouraged to pursue one of the specific discipline-related Associate of Science in Engineering degrees, rather than the General Engineering degree, unless advised to do otherwise by an engineering advisor. Students are strongly encouraged to meet with an engineering advisor as early as possible.

Students seeking courses for general interest, upgrading skills, or college-level electives should consider ENGR& 104, ENGR& 114, and ENGL& 235.

TCC supports a local chapter of the ASME (American Society of Mechanical Engineers) and encourages student involvement.

ENGR& 104 Introduction to Engineering and Design (5)

(Formerly ENGR-100) Introduction to the engineering profession and its design process by building group skills, understanding the effects of different learning styles, producing strategies for innovation, and fostering creativity in problem solving. Includes design projects, journal keeping, professionalism and ethical issues, and oral presentations. Acquaints students with disciplines and opportunities in engineering.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

ENGR& 114 Engineering Graphics (5)

(Formerly ENGR-123) An introduction to Computer Aided Design (CAD) using software based on parametric solid modeling. Students will use the software to create virtual models, show the models in various projections and views, manage the associated computer files, and produce engineering drawings. The course includes the engineering graphics topics of three-dimensional visualization, sketching, displaying solid objects in two-dimensional views, dimensioning, and reading engineering drawings.

Prerequisite: MATH-090, READ-093, and ENGL-095.

ENGR 170 Fundamentals of Materials Science (4)

Elementary principles underlying the structure and properties of materials used in the practice of engineering. The properties of inorganic and organic materials as related to atomic, molecular and crystalline structure. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties.

Prerequisite: CHEM&-162 (May be taken concurrently), and MATH&-141

ENGR& 204 Electrical Circuits (5)

(Formerly ENGR-215) An introduction to electrical engineering through basic circuit and system concepts. Topics include: resistors, sources, capacitors, inductors, operational amplifiers, node and mesh analysis, Thevenin and Norton equivalents and RLC circuits. Solution of first and second order linear differential equations associated with basic circuit forms will be used. Students will use basic breadboard kits to investigate some of the principles learned in class.

Prerequisite: MATH-238 (may be taken concurrently), and PHYS-122.

ENGR& 214 Statics (5)

(Formerly ENGR-210) Scalar and vector analysis of two and three dimensional static structures. Topics include: vector notation, equilibrium, moments, couples, distributed loads, resultants, trusses, frames and machines, center of mass, inertia, shear and bending moment diagrams, and friction. Includes a design project.

Prerequisite: PHYS-121 (may be taken concurrently), and MATH&-152.

ENGR& 215 Dynamics (5)

(Formerly ENGR-230) Dynamics of particles and rigid bodies, using the vector notation. Topics covered in this course include: kinematics, kinetics, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, impact, steady mass flow, rotation, absolute motion and relative motion. Includes design project.

Prerequisite: ENGR&-214 and MATH&-153.

ENGR& 224 Thermodynamics (5)

(Formerly ENGR-260) Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics and their application to energy transformation and state changes in engineering problems. Topics include work, heat, energy, ideal gases, specific heat, incompressible materials, control volume analysis, entropy, and applications to devices and systems.

Prerequisite: PHYS-121, CHEM&-162, and MATH&-153.

ENGR& 225 Mechanics of Materials (5)

(Formerly ENGR-220) An introduction to the concepts of stress, strain, deformation, and failure theory in solid materials.

Applies mechanics of materials concepts to structural and machine elements in tension, compression, bending, and torsion. Topics include deformation of members, Poisson's ratio, stress concentrations, thermal stress, statically indeterminate techniques, flexure formula, shear flow, stress transformation, Mohr's circle, strain gauges, deflections, and columns. Includes a design project.

Prerequisite: MATH&-153 and ENGR&-214

ENGR 299 Independent Study (1-5)

Independent design, observation, analysis, and reporting of an engineering project or topic.

Prerequisite: Instructor permission.

English: Composition

Students enrolled in the EAP Program are strongly advised to complete the program before attempting the English program designed for native speakers. Courses numbered below 100 cannot be applied towards certificate or degree requirements.

ENGL 010 Academic Writing (2)

This intensive course is designed to refresh students of the essential elements of writing a short essay with emphasis on the organization, unity, development, and coherence of an essay. It will include the topics of the thesis, topic sentences, support of the thesis and topic sentence, introduction and conclusion, transitional words, revision and editing, punctuation, documentation of reliable resources, and using the word processor to format a writing assignment.

Prerequisite: Assessment at or above ENGL-095 and READ-095.

ENGL 070 Basic English Skills (5)

For the beginning student who needs work on basic grammar and composition. Emphasis is on writing grammatically correct sentences and organizing short compositions. Spelling, vocabulary, grammar, punctuation, and basic fundamental English skills constitute the classroom and computer assisted instruction.

Prerequisite: Assessment at or above ENGL-070.

ENGL 071 Basic English Skills (5)

Application and further development of principles covered in ENGL-070. This course focuses on the writing process and introduces students to critical thinking skills via classroom and computer-assisted instruction.

Prerequisite: Assessment at or above ENGL-071 or satisfactory completion of ENGL-070 with a 'C' or higher.

ENGL 075 Writing I: Foundations for Writing (5)

(Previously WRITE-071) Pre-college writing provides instruction and practice skills needed for placement into ENGL-085 or ENGL-095. Emphasis is on identifying parts of speech, parts of the sentence and grammatical concepts in order to write clear and correct paragraphs.

Prerequisite: Accuplacer assessment score of 50-68 and a CASAS score of 221-246.

ENGL 083 Vocabulary Development (1)

Self-paced course provides student with strategies and skills to develop vocabulary necessary to meet college demands. Student will develop vocabulary through context, pronunciation, structural analysis, and dictionary usage.

ENGL 085 Writing II: Building College Writing Strategies (5)

(Previously ENGL-090) This course is designed to introduce basic reading skills and to develop basic writing skills. Coursework emphasizes writing from observation as well as writing in response to readings. The focus is on writing sentences which demonstrate a grasp of basic syntax and usage, and writing sound paragraphs which express a main idea clearly and develop it fully with a minimum of errors in sentence structure, punctuation, and spelling. This course may not be taken S/U. Prerequisite: Assessment at or above ENGL-085 and READ-085 or completion of ENGL-075 and READ-075 or EAP-160 and EAP-162 with a grade of 'C' or higher.

ENGL 086 Punctuation and Grammar Review (2)

Basic punctuation and grammar rules and related problems with sentence structure. Designed as a review course for employees responsible for composing or editing business correspondence.

ENGL 095 Writing III: College Composition (5)

(Previously ENGL-091) A course designed to improve the student's writing ability for entrance into ENGL&-101. Coursework focuses on critical reading and analytic writing in response to readings, with emphasis on organization, unity, coherence, and adequate development; an introduction to the expository essays; and a review of the rules and conventions of standard written English. This course may not be taken S/U.

Prerequisite: Assessment at or above ENGL-095 and READ-095 or completion of ENGL-085 and READ-085 or EAP-160 and EAP-162 with a grade of 'C' or higher.

ENGL& 101 English Composition I (5)

(Previously ENGL-101) Study and application of the principles of college writing. Students read, analyze, and write expository, descriptive, and argumentative essays, as well as learn to develop ideas fully, organize them effectively, and express them clearly. ENGL&- 101 readings focus on the essay. This course may not be taken S/U.

Prerequisite: Scores at or above college-level reading and writing or a grade of C or higher in ENGL-095 and READ-095.

ENGL& 102 Composition II: Argument & Persuasion (5)

(Formerly ENGL-102) The application and further development of writing principles covered in ENGL&-101. ENGL&-102 is a composition course designed to develop the student's ability to write sound and cogent arguments in several academic disciplines. Course work focuses on strategies for developing convincing evidence, with emphasis on critical thinking and library research skills. This course may not be taken S/U.

Prerequisite: A grade of 'C' or higher in ENGL&-101.

ENGL 103 Composition III: Writing about Literature (5)

The application and further development of writing principles covered in ENGL&-101. The writing - primarily analytical - is based on the reading and discussion of literature. This course may not be taken S/U.

Prerequisite: A grade of 'C' or higher in ENGL&-101.

English: Literature

Completion of ENGL&-101 with a grade of 'C' or higher is a prerequisite for all literature courses. Completion of ENGL&-102 is strongly advised.

Courses designated as multicultural meet multicultural requirement for the Associate in Arts and Sciences degree.

ENGL 150 Shakespeare in Ashland (1-2)

A three-week lecture class in which students study the plays they will attend in Ashland.

ENGL 179 Trillium Production Workshop (2)

Course covers the basics of editing, design, and production of a literary magazine offering practical hands-on experience.

Prerequisite: Instructor permission.

ENGL 180 Una Voce Workshop (2)

Una Voce Workshop provides practical, hands-on experience at every stage of the production of a magazine: solicitation of essays, selection of submissions, arrangement of submissions, writing of introductions, proofreading, and publication.

Prerequisite: ENGL&-101 with a 'C' or higher.

ENGL 201 Advanced Expository Writing (5)

Advanced course in expository writing. Attention given to acquiring a personal style and finding an effective tone and voice.

ENGL& 220 Introduction to Shakespeare (5)

(Formerly ENGL-250) Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets.

(writing intensive)

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 234 Introduction to Mythology and Folk Stories (5)

A comparative study of myths and folklore throughout the world. Emphasis is on the commonality of concerns and values expressed by both western and non-western cultures and on the literary value of myths and folklore. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL& 235 Technical Writing (5)

(Formerly ENGR-231) A practical course in organizing, developing and writing technical information, including reports. Attention given to organizational patterns and report formats common to scientific and technical disciplines and technical writing conventions, including headings, illustrations, style and tone.

Prerequisite: ENGL&-101 with a grade of 'C' or higher.

ENGL 242 Contemporary Non-Western Literature (5)

A survey of contemporary non-Western literature. Various cultural and historical themes will be studied from quarter to quarter. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL& 244 American Literature I (5)

(Formerly ENGL-267) Survey of American literature from the beginnings through the Civil War. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL& 245 American Literature II (5)

(Formerly ENGL-268) Survey of American literature from the Civil War to the eve of World War I. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL& 246 American Literature III (5)

(Formerly ENGL-269) Survey of American literature from 1910-1960. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL 260 Themes or Social Issues in Fiction/Drama/Poetry (5)

A survey of popular themes or social issues pertinent to present society. Various themes or issues will be studied from quarter to quarter. May be taken twice as themes and issues covered are different each offering. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL 264 English Literature: From Beowulf Through Shakespeare (5)

Survey of English literature from three major periods of English literature: Old English (500-1100), Middle English (1100-1500), and the English Renaissance. *(writing intensive)*

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 265 English Literature: From Donne Through Blake (5)

Survey of English literature from Donne (1630s) through Blake (early Romantics, 1780s). *(writing intensive)*

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 271 Contemporary American Fiction (5)

Study of American fiction written since 1960 with an emphasis on the major writers and themes of contemporary fiction. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL 276 Creative Writing - Fiction (3)

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students. *(writing intensive)*

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 277 Creative Writing - Fiction (3)

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students. *(writing intensive)*

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 278 Creative Writing - Poetry (2)

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Course is flexible to meet the needs of the individual students and may be repeated. *(writing intensive)*

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 279 Creative Writing - Poetry (2)

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Instruction is flexible to meet the needs of individual students. *(writing intensive)*

Prerequisite: Completion of ENGL&-101 with a grade of 'C' or higher.

ENGL 280 Literatures of Diversity (5)

An introduction to the literatures of various cultures. Includes a study of historical and cultural context within which the literature evolved. Various single authors or a combination of authors will be studied from quarter to quarter. May be taken twice as cultures or authors covered are different each offering. *(multicultural content) (writing intensive)*

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

ENGL 299 Independent Study (5)

Individual study, project-oriented.

Prerequisite: Instructor permission required and the successful completion of ENGL&-101 and 102.

English for Academic Purposes

EAP 089 Pronunciation and Conversation 1 (3)

A beginning-level course in conversation and pronunciation for non-native speakers of English. Students are introduced to the pronunciation of specific English sounds and basic intonation patterns, contextualized and practiced in conversation. Language laboratory lessons supplement classroom work.

Prerequisite: EAP placement exam.

EAP 090 Pronunciation and Conversation 2 (2)

A course in conversation and pronunciation for non-native speakers of English at the advanced-beginning to low-intermediate level. While developing conversational fluency, students improve their pronunciation of both the specific sounds and the intonation patterns of English. Some practice in note-taking is also included. Supplementary work in the language laboratory provides additional listening and speaking practice.

Prerequisite: EAP-089 or placement exam.

EAP 091 Grammar and Speaking 1 (5)

The first in a series of five grammar and speaking courses for non-native speakers of English at the beginning level. The course is designed to introduce students to basic English grammar and pronunciation.

Prerequisite: EAP placement exam.

EAP 092 Grammar and Speaking 2 (5)

The second in a series of five grammar and speaking courses for non-native speakers of English at the advanced-beginner level. This course is designed to give students a strong grammatical basis in English and to improve their speaking and listening skills. At least one oral report is required.

Prerequisite: EAP-091 with a grade of 'C' or higher or EAP placement exam.

EAP 093 Grammar and Speaking 3 (5)

The third in a series of five grammar and speaking classes for non-native speakers of English at the low-intermediate level. The focus is on grammar usage with work on the comprehension of spoken English.

Prerequisite: EAP-092 with a grade of 'C' or higher or EAP placement exam.

EAP 094 Grammar and Speaking 4 (5)

The fourth in a series of five grammar and speaking classes for non-native speakers of English at the high intermediate level. The class focuses on grammar plus classroom discussion and reports.

Prerequisite: EAP-093 with a grade of 'C' or higher or EAP placement exam.

EAP 095 Reading and Writing 1 (10)

The first in a series of five reading and writing courses for non-native speakers of English. Students learn the basics of writing English sentences and are also introduced to the basics of the writing process as they progress from sentences to single narrative paragraphs. Reading assignments provide support for the writing projects while developing students' reading comprehension and vocabulary.

Prerequisite: EAP placement exam.

EAP 096 Reading and Writing 2 (10)

The second in a series of five reading and writing courses for non-native speakers of English. Students are introduced to the writing process as they progress from sentences to one-paragraph compositions. Reading assignments provide support for the writing projects while improving students' reading comprehension, speed and vocabulary.

Prerequisite: EAP-095 with a grade of 'C' or higher or EAP placement exam.

EAP 097 Reading and Writing 3 (10)

The third in a series of reading and writing courses for non-native speakers of English. Students practice the writing process of short narrative, descriptive and summary compositions. Grammar and mechanics are practiced in the context of writing assignments. Reading lessons support writing activities and build reading comprehension, retention and vocabulary.

Prerequisite: EAP-096 with a grade of 'C' or higher or EAP placement exam.

EAP 098 Reading and Writing 4 (8)

The fourth in a series of five courses in reading and writing for non-native speakers of English. Students progress from one-paragraph to multiple-paragraph compositions focusing on the writing process for persuasive, descriptive, narrative and expository essays. Readings provide background for compositions while building students' vocabulary, comprehension, and retention.

Prerequisite: EAP-097 with a grade of 'C' or higher or EAP placement exam.

EAP 099 Speaking & Listening for Social Interaction (2)

A high-intermediate to advanced-level course in conversational English for non-native speakers, focusing on the local community and its history and current importance. Students explore the community through readings, interviews and field trips.

Prerequisite: EAP-090 with a grade of 'C' or higher or EAP placement exam.

EAP 100 Reading and Writing (5)

A special high-intermediate reading and writing course for students in short-term Study Abroad programs. Students practice the writing process of short narrative, descriptive and summary compositions. Grammar and mechanics are practiced in the context of writing assignments. Reading lessons support writing activities and build reading comprehension, retention and vocabulary.

Prerequisite: Membership in an approved Study Abroad program.

EAP 155 Grammar and Speaking 5 (5)

The last in a series of five grammar and speaking courses for non-native speakers of English at the advanced level. The course focuses on areas of English grammar that present difficulties to advanced students of the language; aural comprehension, speaking skills, and vocabulary development are also included.

Prerequisite: EAP-094 with a grade of 'C' or higher or EAP placement exam.

Environmental Science

EAP 159 Reading and Writing 5 (7)

The last in a series of five reading and writing courses for non-native speakers of English, designed to prepare advanced students for composition classes with native speakers. Focuses on multiple-paragraph essays, stressing revising and polishing skills. Readings provide background for the writing component, with emphasis on comprehension, speed, retention and vocabulary.

Prerequisite: EAP-098 with a grade of 'C' or higher or EAP placement exam.

EAP 160 Advanced Writing (5)

An advanced writing course for non-native speakers of English. The course focuses on assessment and improvement of sentence structure and writing style, allowing students to edit their own writing in order to improve accuracy, variety and sophistication of sentences and paragraphs.

Prerequisite: EAP-155 with a grade of 'C' or higher or EAP placement exam.

EAP 162 Advanced Reading (5)

An advanced course in reading for non-native speakers of English. The course focuses on reading skills that include finding main ideas and details, looking at patterns of organization and transition, and developing vocabulary.

Prerequisite: EAP-159 with a grade of 'C' or higher or EAP placement exam.

EAP 190 American Culture and Conversation (3)

A course in conversational English focused on contemporary American culture for native speakers of English at the high-intermediate or advanced level. Students explore current issues in American life through readings, videos, and conversation. This course may be taken twice for credit.

Prerequisite: EAP-090 or EAP-093 with a grade of 'C' or higher or EAP placement exam.

EAP 191 Conversation and Pronunciation 3 (2)

Instruction and practice in recognition and production of individual phonemes of American English and of word accent and intonation levels at the high intermediate-advanced level. Students participate in a variety of speech activities: speech giving, poetry reading, role playing, debate.

Prerequisite: EAP-090 or EAP-093 with a grade of 'C' or higher or EAP placement exam.

Students seeking courses for general interest or degree distribution requirements may consider any environmental science courses. Students intending to major in Environmental Science at a baccalaureate institution should work towards an Associate of Science degree with an Environmental Science specialization and consult with an environmental science advisor in the biology or earth science departments.

ENVS& 101 Introduction to Environmental Science (5)

(Formerly ENVSC-106) An interdisciplinary science course for both non-science majors and beginning science students. Topics such as overpopulation, forest resources, energy, and pollution are covered. Underlying scientific principles are identified and related to relevant ethical, economic, and political issues from global, national and local perspectives. Laboratories and field trips included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

ENVS 145 Introductory Ecology (5)

Study of the factors affecting organisms and their environments (e.g. symbioses, nutrient cycles, population dynamics, habitat alterations). Strong emphasis on local ecosystems, field work, and lab experiments. Will involve some computer analysis, library research, and writing. May involve weekend and possible overnight field-trip.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

ENVS 179 Special Topics in Environmental Science (2)

Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Topics for any one quarter may include Biodiversity, Toxins and Human Health, Non-native Invasives and Wetlands.

ENVS 201 The Environment and Pollution (5)

Survey of the various types of pollutants in our air and water including pesticides, radiation, and hazardous substances, and the factors which influence their introduction, dispersion, control, and their effect upon the environment. Field trip required.

ENVS 210 Maps, GIS and the Environment (5)

Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as GEOG-210.

Students may receive credit for either ENVSC-210 or GEOG-210 but not both. Laboratories and field trips included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

Experiential Learning

EXPLR 290 Internship Experience (3-5)

Transfer students may enroll in a work experience internship related to their major area of interest. The work experience may be in either a private or public sector organization. Course includes an orientation, training, site supervision and hour reporting. Internship orientation, mentoring and reporting will be done through Transition Services.

EXPLR 296 Capstone Experience (1-2)

This course will assist students to develop an overarching view of their learning through a capstone experience bridging their classroom and community experiences. Students develop a portfolio of their work, prepare a scholarly paper reflecting the knowledge and skills acquired through their external experience and deliver a public presentation.

EXPLR 295 Service Learning Experience (2-3)

This course assists students to develop a greater civic awareness and engagement. Students complete an orientation, complete 30-60 service hours and participate in an online classroom. Students combine theory with practice through reflective assignments. When combined with EXPLR-296, this class satisfies the culminating project requirements for local school districts.

French

FRCH& 121 French I (5)

(Formerly FREN-101) The first year of the beginning French language sequence consists of 121, 122, and 123. FRCH&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*)

Prerequisite: Completion of READ-095 and ENGL-095 with a grade of 'C' or higher or assessment at college-level reading and English or instructor permission.

FRCH& 122 French II (5)

(Formerly FREN-102) FRCH&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in FRCH&-121. The basic tenants of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*)

Prerequisite: FRCH&-121 with a grade of 'C' or higher or instructor permission.

FRCH& 123 French III (5)

(Formerly FREN-103) FRCH&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in FRCH&-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum.

This course satisfies the Multicultural distribution requirement. (*multicultural content*)

Prerequisite: FRCH&-122 with a grade of 'C' or higher, or instructor permission.

Geography

GEOG 110 Geography of the Pacific Rim (5)

Students will study the geographical elements of the Pacific Rim area. The physical and cultural attributes of each country will be compared. Problems related to the physical environment, ethnic composition, and resources will be emphasized.

GEOG 200 Introduction to ArcView GIS (5)

Provides students with an introduction to the principles of geographic information systems, uses of the technology, and hands-on experience with ArcView software. Practical skills will be learned through tutorials and an independent project in which the student develops a GIS. The independent project will focus on gathering geographic data, assembling the GIS, performing analyses, and presenting the results.

Prerequisite: Familiarity with Windows software and instructor permission.

GEOG 205 Physical Geography (5)

Study of the formation and evolution of the physical features of the earth, including the atmosphere, climate, and weather; rocks, minerals, vegetation, and soils; erosion and modification of the earth's surfaces; and human impact and modification. Laboratory included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

GEOG 210 Maps, GIS and the Environment (5)

Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software.

This course is the same course as ENVSC 210. Students may receive credit for either GEOG 210 or ENVSC 210 but not both. Laboratories and field trips included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

Geology

Students seeking courses for general interest or degree distribution requirements may consider GEOL& 101, GEOL 108, GEOL 125, GEOL 179 and GEOL& 208 for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts degrees. GEOL 105 is suitable for general elective categories only. Students intending to major in Geology at a baccalaureate institution should work towards an Associate of Science degree with an Earth Sciences Specialization and consult with the earth sciences advisor.

GEOL& 101 Introduction to Physical Geology (5)

(Formerly GEOL-101) Introduce students to the materials and landscapes of the earth and the diverse geological processes that produce and change them. Subjects such as volcanoes, glaciers, rivers, and earthquakes will be studied. The laboratory consists of various activities, including examination of rocks and minerals. Includes local field trips.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

GEOL 105 Earth Systems Science (5)

Provides an introduction to earth systems by studying the lithosphere, biosphere, hydrosphere, and atmosphere, and how these realms interact to produce the dynamic earth that we inhabit. Hands-on exercises will involve work with rock samples, weather gauges, and maps and diagrams. This course is taught online.

GEOL 108 Fossils and the History of Life (5)

Introduction to the geological and biological processes and events that generated the amazing record of life on earth. Topics include plate tectonics, rocks, fossilization processes, principles of evolution, and a survey of the history of life. Includes lab, which focuses on studying rock and fossil specimens and involves field trips. This course is the same as BIOL-105. Students may receive credit for either GEOL-108 or PHIL-105 but not both.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

GEOL 125 Geology in the Field (5-12)

An intensive course in introductory geology, covering the fundamental principles of physical geology and an introduction to field methods. Extended field trip required. Exact itinerary varies quarterly.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

GEOL 179 Special Topics in Geology (2)

These are seminars designed to provide geology students with the opportunity to study selected geologic topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program. The seminars will be comprised of lecture, laboratory and fieldtrip activities in varying proportions depending on the specific topic and needs of participating students.

GEOL& 208 Geology of the Pacific Northwest (5)

(Formerly GEOL-208) Study of the geologic history of the Pacific Northwest. Emphasis on both the role of plate tectonics in assembling the region as well as how surface processes such as rivers and volcanism have shaped the landscapes of the area. Fieldtrips required.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

GEOL 299 Individual Study in Geology (1-5)

Study of selected geologic topics on an individual basis.

Prerequisite: Instructor permission.

German

GERM& 121 German I (5)

(Formerly GERM-101) The first year of the beginning German language sequence of 121, 122, and 123. GERM&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: Completion of READ-095 and ENGL-095 with a grade of 'C' or higher or assessment at college-level reading and English or instructor permission.

GERM& 122 German II (5)

(Formerly GERM-102) GERM&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in GERM&-121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: GERM&-121 with a grade of 'C' or higher or instructor permission.

GERM& 123 German III (5)

(Formerly GERM-103) GERM&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in GERM&-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: GERM&-122 with a grade of 'C' or higher or instructor permission.

Health Information Management

Note: Classes are offered in online format.

HIM 101 Success Strategies for HIM Students (2)

HIM-101 will prepare students for success in the HIM program. Students will gain knowledge of the HIM program policies, application of Blackboard classroom techniques and critical thinking to problem solve. Students will evaluate their personal goals, and study techniques as they learn techniques to deal with stress and anxiety.

HIM 110 Health Care Delivery Systems (3)

Students will develop knowledge and comprehension of the organization of U.S. health care delivery. Students will develop comprehension of health care structure, organization standards, regulations, initiatives, and payment systems.

Prerequisite: Assessment at college-level reading and English.

HIM 125 Health Data Structure, Content, and Standards (5)

(Formerly HIM-180) This course will allow HIM students to develop knowledge and comprehension of data versus information, structure and application of health information, data storage, media, and other components of the health information management system.

Prerequisite: HIM-130, CU-105.

HIM 130 Medical Terminology I (3)

Study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology.

Prerequisite: Assessment at college-level reading and English.

HIM 131 Medical Terminology II (5)

Continuing study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology.

Prerequisite: Assessment at college-level reading and English.

HIM 140 Beginning ICD-9-CM Diagnostic Coding (2)

Instruction on the basic principles of coding diseases according to the International Classification of Diseases (ICD-9-CM). Designed as an introductory course for beginners. Focus is on diagnostic coding in the ambulatory care setting.

Prerequisite: HIM-130 and HIM-131 (or concurrent enrollment); or instructor permission.

HIM 142 Finance Reimbursement and Revenue Cycle (5)

(Formerly HIM-120) This course is designed to instruct the student in basic business practices and procedures as they relate to the medical office; including professional intra-relationships, basic medical practice issues, patient management, professional referral, legal issues, scheduling, coding, billing, correspondence and forms, insurance billing, collecting and posting of accounts receivable and accounts payable, financial issues and budgeting, and internal practice marketing. The student will also become familiar with various functions of the back office, to include patient interactions and common outpatient clinical procedures, and equipment and supplies used in a medical practice.

Prerequisite: HIM-110, HIM-130, CU-105 or IT-245, (concurrent enrollment only), or instructor permission.

HIM 145 Health Care Statistics and Research (3)

In Health Care Statistics and Research, students will obtain knowledge and comprehension of health care indices, databases, registries, vital statistics, health care statistics, descriptive statistics (such as percentiles and standard deviation), statistical applications with health care data, Institutional Review Board processes, data selection, interpretation and presentation, and knowledge-based research techniques.

Prerequisite: HIM-110.

HIM 150 Pharmacology for Health Professionals (2)

This is an introductory course in Pharmacology to include terminology, drug classification and usage, emphasizing clinical applications of pharmacology in treatment of diseases. This course will include lecture and computer-assisted instructional techniques.

Prerequisite: BIOL&-170 or BIOL&-175, HIM-130 or instructor permission.

HIM 160 Pathophysiology (5)

Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis.

Prerequisite: HIM-130, HIM-131, BIOL&-170 or BIOL&-175.

HIM 170 CPT Coding (3)

Students will learn to use and maintain electronic applications and work processes to support clinical classification and coding, apply procedure codes using CPT/HCPCS, comprehension of current regulations and established guidelines in code assignment, and learn to validate coding accuracy using clinical information found in the record.

Prerequisite: HIM-130, HIM-131 (or concurrent enrollment BIOL&-170 or BIOL&-175).

HIM 175 Clinical Classification Systems (3)

This course focuses on clinical classification systems, principles and applications of coding systems. HIM students will have the opportunity to distinguish between diagnostic, procedural, groupings, case mix analysis and indexes. Students will apply knowledge and comprehension of coding compliance strategies, auditing, quality monitors, and reporting.

Prerequisite: HIM-110.

HIM 195 Health Care Privacy, Confidentiality, Legal and Ethics (5)

HIM Students will apply knowledge and skills to predict and draw conclusions regarding legislative and regulatory processes, laws, regulations, security policies, procedures, and monitoring in health information. Synthesis of confidentiality, privacy, release of information policies, professional and practice-related ethical issues will be evaluated.

Prerequisite: HIM-110.

HIM 200 Professional Coding and Practice (3)

Students will apply ICD-9-CM diagnosis codes as well as CPT/HCPCS codes for procedures and evaluation and management services for the physician office. Students will learn validation of coding accuracy and resolve discrepancies between coded data.

Prerequisite: HIM-140, HIM-170.

HIM 210 HIM Revenue Cycle-2 (3)

Students will apply prior knowledge and skills to create examples of payment methodologies. Synthesis of revenue cycle monitors, chargemaster and EDI will be among the concepts covered.

Prerequisite: HIM-142.

HIM 215 Information and Communication Technologies (5)

Students will apply prior knowledge and skills to become proficient in health care information systems and concepts such as EHR, PHR, CPOE systems, data storage, retrieval, and security. Students will evaluate communication and internet technologies and common software applications.

Prerequisite: HIM-175, HIM-195.

HIM 220 Intermediate ICD-9-CM Coding (5)

Learn to code diseases and operations according to the International Classification of Diseases, Clinical Modification; covers coding of all major body systems, with an emphasis on Diagnosis Related Groups (DRGs), including computerized encoder.

Prerequisite: HIM-140, HIM-160 or instructor permission.

HIM 222 Health Records in Alternate Care Settings (2)

Continued study of health record systems for psychiatric, long-term care, home health care hospice, including coding compliance licensure and accreditation standards.

Prerequisite: HIM-220, HIM-170.

HIM 241 Data Quality and Performance Improvement (5)

Study and practical application of the purpose, organization, and function of continuous quality improvement, utilization management, standards for hospital accreditation and licensure, and calculation and presentation of statistical data. This course addresses the role of the Joint Commission, Government agencies, and the United States Vital and Public Health Statistic.

Prerequisite: HIM-125, HIM-145.

HIM 242 Health Information Management and Leadership (3)

Development of management, supervision and leadership skills, including planning, organizing, directing, and controlling. Special emphasis in systems management.

Prerequisite: HIM-125 or instructor permission.

HIM 245 Advanced ICD-9-CM & CPT Coding (5)

An intermediate coding course applying both ICD-9-CM and CPT instruction on the more difficult sections of the coding systems. Extensive advanced practice using coding exercises and abstracted medical records in a virtual environment.

Prerequisite: HIM-200, HIM-220 or instructor permission.

HIM 250 Coding Clinical Capstone (5)

This course provides skill practice for HIM students in their final quarter of the program. The course consists of medical record coding practice (120 hours plus weekly seminar). Coding practice includes inpatient, outpatient, and emergency coding. This is the final capstone experience prior to completion of the program in readiness for employment as a Registered Health Information Specialist. Prerequisite: HIM-245 or concurrent enrollment and instructor permission.

HIM 252 Revenue Cycle Capstone (5)

This capstone course synthesizes the HIM program coursework. It bridges the academic and real world of organizational HIM operations. The goal is to provide the student with a broader institutional knowledge base, appreciate and understand the many and varied issues affecting reimbursement, as well as the opportunity to exercise tools and analysis techniques in enhancing facility reimbursement. All within the pervasive scope of current health care regulation, privacy and security concerns.

Prerequisite: HIM-210.

HIM 253 HIM Capstone (PPE) (5)

This course provides skill practice for the HIM students in their final quarter of the program. The course consists of practical experience performing health information duties through simulations, case studies, and/or directed practice. This is one of the capstone experiences prior to completion of the program in readiness for employment as a Registered Health Information Technician.

Prerequisite: HIM-222, HIM-241, HIM-242, HIM-245 (or instructor permission).

HIM 299 Individual Study in HIT (1-5)

Individual study of an aspect of HIM in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken. Prerequisite: Instructor permission.

Health Technology**HT 198 Intro to Health Careers (3)**

This course, designed for new college students, will give an overview of the nature of the most common allied health careers and the academic requirements. It will also provide students the opportunity master CPR and learn about HIV/AIDS, both required of all health professionals, as well as service learning opportunities.

History**HIST& 126 World Civilizations I (5)**

(Formerly HIST-111) Historical study of human societies in the world, with emphasis on their interactions with each other and the continuous transitions of their traditions from antiquity to the 7th century. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 127 World Civilizations II (5)

(Formerly HIST-112) Historical study of human societies in the world, with emphasis on their interactions with each other, and the continuous transitions of their traditions from the 7th to the 18th century. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 128 World Civilizations III (5)

(Formerly HIST-113) Historical study of human societies in the world, with emphasis on their interactions with each other, and the continuous transitions of their traditions from the 18th century to the present. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 146 U.S. History I (5)

(Formerly HIST-241) The course will examine the development of America in the 17th and 18th centuries. Topics will include: European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 147 US History II (5)

(Formerly HIST-242) The course will examine the United States during the time of the early republic. Topics will include: the developing sectional tensions over land acquisitions, social reform and slavery; the Civil War and Reconstruction; and the rise of large industrial corporations after the war.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 148 US History III (5)

(Formerly HIST-243) The course will examine the United States in the 20th Century. Topics will include: the Populist and Progressive Movements; World War I; the prosperous 1920s; the Great Depression; World War II; the Cold War; the Vietnam War and the 1960s; culture wars of the 1970s; Reagan and the 1980s; Clinton and the 1990s.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 211 Chinese History (5)

Historical study of human societies in China, with emphasis on their interactions with other societies in the greater world, and the continuous transitions of their traditions from antiquity to the present. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 214 Pacific NW History (5)

The course will examine the exploration, settlement and growth of the Pacific Northwest, with an emphasis on Washington State. Topics will include: settlement and creation of Washington Territory; growth of government and social institutions; economic, social and political issues in Washington in the 20th Century and today.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 219 Native American History (5)

(Formerly HIST-251) This course will examine the history of Native American cultures in the United States. Through readings, lectures, and class discussions, students will explore the unique histories of several specific Native cultures, as well as the impact that these cultures had in shaping the course of American history. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST& 220 African-American History (5)

(Formerly HIST-254) This course will examine the history of African-Americans in the United States, tracing their roots in the Old World and their experiences in America. Topics will include: the development of the institution of slavery in America; the slave experience; the American anti-slavery movement; the post-Civil War experience of African Americans; and the struggle for civil rights and social justice in America in the 20th Century.

(*multicultural content*)

Prerequisite: Completion of ENGL-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 221 History of the British Isles I (5)

The course will examine the history of the British Empire up to 1800. Topics will include: Irish, Welsh, Scots and English relations; the establishment of the Tudor Dynasty; the English Civil War and the Glorious Revolution; the establishment of the British Empire; and the effects of the American Revolution.

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 222 History of the British Isles II (5)

The course will examine the continued history of the British Empire after 1800. Topics will include: Irish, Welsh, Scots, and English relations; the effects of the American Revolution; the rise of the British Empire in the 19th Century; World Wars I and II; the transformation of the British Empire into the British Commonwealth; Britain's role in the EEC. (*writing intensive*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 230 Japanese History (5)

Historical study of human societies in Japan with emphasis on their interactions with other societies in the greater world, and the transitions of their traditions from antiquity to the present. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 231 American History, American Film (5)

This course will examine U.S. History, society and culture since 1929 through the lens of Hollywood feature films. Topics include: the Great Depression, the Cold War at home and abroad, gender roles and the American family, and the civil rights movement. (*multicultural content*)

HIST 244 A Decade: Revolving Time Periods (5)

This course will examine key political, social, cultural, economic and diplomatic events in a specific decade. Time periods covered will vary. Prerequisite: Completion of ENGL-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 248 Diplomacy of the United States to 1898 (5)

A survey of the American diplomatic history from the American revolution to the war with Spain. It will examine the issues and events which shaped the foreign relations of America's first century of independence. Particular attention will be paid to the development of traditions, such as a tradition of violence, a belief in American exceptionalism, a moral imperative, a heritage of success.

HIST 249 20th Century American Diplomatic History (5)

This course will survey the United States' rise to world power from 1898 to the present, with particular attention given to the causes and consequences of increased U.S. participation in world affairs, America's initial reluctance and ultimate acceptance of the responsibility of world leadership.

HIST 250 The War in Vietnam (5)

Study of the origin and development of the war in Vietnam from 1940 to 1975. Special emphasis will be devoted to Vietnamese nationalism, French imperialism and its defeat, American involvement from Presidents Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, and Ford. The course will conclude with an examination of the impact of the Vietnam War on America and on the world.

Home and Family Life Education

HIST 252 Native Americans in Popular Culture (5)

An examination of the history of the images and representations of Native Americans in the popular culture of the United States, as manifest in film, literature, art, and other forms of media. Discussions will focus on the societal impact of these images, and Native responses to them. (*multicultural content*)
Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 255 Civil Rights Movement (5)

The course will examine the Civil Rights Movement of African-Americans in America during the 20th century. Topics will include: the rise to prominence of Booker T. Washington and the development of the Niagara Movement in the early 1900s; the formation and activity of the NAACP; the rise of the Civil Rights Movement of the 1950s and 1960s; the impact of the Civil Rights Movement and the African-American experience today. (*multicultural content*)
Prerequisite: Completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level reading and writing.

HIST 280 Themes or Topics in History

This course is a survey of a specific topic and its significance in history. Some areas of focus of the individual topics covered in the class include key historical components; the social, economic and political impact, distinguishing between primary and secondary sources, and historical research and interpretations. May be taken twice as the topics are different each offering.

Assessment at college-level English and reading.

HFL 097 Child & Family Studies I : Family Health, Safety, and Nutrition (1)

This course will focus on providing an emotionally and physically safe and healthy home environment for family members. Topics include nutrition, health care, personal and physical safety needs and a sense of belonging. Students in this course should meet high school-level expectations.

HFL 098 Child & Family Studies I : Child Development (1)

Emphasis on children's development of social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages; learning the language to build self-esteem; positively communicating expectations and limits; and problem solving techniques. Students participating in this course should meet high school-level expectations.

HFL 099 Child and Family Studies I : Learning Development (1)

Provides students with skills to foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on technique activities, books and materials that develop the talents of every child. Students participating in this course should meet college-level expectations.

HFL 140 Child & Family Studies II: Family Health, Safety and Nutrition (1)

This course will focus on providing an emotionally and physically safe and healthy home environment for family members. Topics include nutrition, health care, personal and physical safety needs and a sense of belonging. Students in this course should meet college-level expectations.

HFL 141 Child and Family Studies II: Child Development (1)

This course will have an emphasis on the development of children's social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages; learning the language to build self-esteem; positively communicating expectations and limits and problem solving techniques. Students in this course should meet college-level expectations.

HFL 142 Child and Family Studies II: Learning Development (1)

Provides students with skills to foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on technique activities, books and materials that develop the talents of every child. Students participating in this course should meet college-level expectations.

Human Development

HD 090 Career Transitional Training Project (10)

A hands-on, project oriented program utilizing creative thinking, decision making, problem solving, reasoning, presentation and communication skills to devise an occupational/academic plan.

HD 098 Managing Math Anxiety (2)

Increasing our awareness of why we have math anxiety and an appreciation of our own attitudes can actually help us to learn anxiety management tools and strategies to learn math. An emphasis is placed on understanding problem solving techniques and math assertiveness.

Prerequisite: 'C' or higher in MATH-075 or assessment at MATH-085; math anxiety; concurrent registration in MATH-085.

HD 101 Student Success Seminar (3)

To provide individuals with an opportunity to cultivate the skills necessary to become confident, successful students. Topics include: personal learning styles, time management, goal setting, test-taking techniques, academic planning, degree audit, self care, money management, relationships, communication, exploring careers, memory techniques, college and community resources, ethics, respecting diversity, and information literacy.

HD 105 Career and Life Planning (3)

Provides students with help selecting a career. Opportunities for students to explore and establish their individual goals as related to their interests, abilities and lifestyles. Vocational testing, career research, self-assessment, career decision-making, and job search skills are included.

HD 110 Human Relations (3)

Introductory course in personal growth through interpersonal communication. Primarily an experiential course, designed to facilitate learning and growth in self-awareness, self-esteem, and self-expression, with the goal of promoting positive relationships with others. (*multicultural content*)

HD 112 Assertive Skills (3)

Increasing assertiveness in everyday actions, expressing oneself honestly without undue anxiety, and exercising one's own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem.

HD 113 Diversity and the Dynamics of Difference (3)

This course examines the influence of diversity. Learning how to live effectively in multicultural communities is essential. Using the Critical Moments model, a framework that emphasizes critical thinking skills and dialogue to address pluralism and diversity, students explore the dynamics of difference within our educational environment and our interactive roles. (*multicultural content*)

HD 114 Exploring Human Potential (3)

This course helps students discover and develop their individual potential. Students explore who they are and how to set meaningful goals in their own terms. We identify ways to unlock our individual potential and learn how to establish an action plan for positive change.

HD 116 Life Choices (3)

Students will increase their self-awareness and learn skills in decision making and handling the process of transition. Adult development and the impact of societal and family values will also be explored.

HD 150 Access Technology (1-5)

This class is tailored to individual student needs and is offered as an independent study. Students explore topics related to disability and working with adaptive equipment and technology. The class is offered on a credit/no credit basis.

Prerequisite: Instructor permission.

HD 170 Special Topic Seminars and/or Workshops (1-2)

Seminars or workshops designed to provide students and interested members of the community with specific information and/or development of specific skills. Topics and skills are based on the needs of the campus community (examples are: diversity, difference, dialogue, community empowerment).

HD 179 Special Topic Seminars and/or Workshops (1-2)

Seminars or workshops designed to provide students and interested members of the community with specific information and/or development of specific skills. Topics and skills are based on the needs of the campus community (examples are: diversity, difference, dialogue, community empowerment). (*multicultural content*)

HD 250 Assistive Technology in Education and Life (3)

The course presents an overview of both existing and emerging assistive technologies that may be adapted to the unique needs of persons with physical, sensory and cognitive disabilities. The interaction between assistive technologies and the educational and everyday environment of people with special needs will be examined.

HD 299 Independent Study (1-5)

Independent observation, analysis and reporting of a selected problem in career and life planning.

Prerequisite: Permission of department chairperson.

Humanities

Note: These courses are NOT sequential. Nor is one prerequisite to another.

HUM& 101 Intro. to Humanities (5)

(Formerly HUMAN-100) An introduction to the humanities through investigation of current cultural events offered by local communities. Study of the arts - painting, sculpture, architecture, drama, film, music and dance - will be enhanced by attending performances and on-location field trips to sites in the community. Students will become familiar with terminology of the arts and with community performance/demonstrations of these same arts. (*multicultural content*) (*writing intensive*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM 110 Introduction to Pacific Rim Cultures (5)

(Formerly HUMAN-110) A general introduction to a Pacific Rim culture (Southeast Asia, China, Japan, Korea, Mexico or Central America) emphasizing history, language, literature, arts, politics, economy, and society. (*multicultural content*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM& 116 Humanities I

(Formerly HUMAN-101) An introduction to the global humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from the ancient world to 1400. The course will focus on connecting ideas and beliefs with their expressions. (*multicultural content*) (*writing intensive*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM& 117 Humanities II (5)

(Formerly HUMAN-102) An introduction to the global humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from 1400 to 1800. The course will focus on connecting ideas and beliefs with their expressions. (*multicultural content*) (*writing intensive*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM& 118 Humanities III

(Formerly HUMAN-103) An introduction to the global humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture, and architecture from 1800 to the present. The course will focus on connecting ideas and beliefs with their expressions. (*multicultural content*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM 120 The American Multicultural Arts Experience (5)

(Formerly HUMAN-120) An introduction to the special and unique contribution of American art, theater, dance, literature, and/or music by various American ethnic cultures. (*multicultural content*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM 130 Introduction to Film (5)

(Formerly HUMAN-130) Study in motion picture techniques and the development of cinema as an art form. (*writing intensive*)

Prerequisite: Assessment at college-level Reading and English or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM 260 Themes or Topics in Humanities (Revolving Topics) (5)

(Formerly HUMAN-260) A study of a theme or topic through its expressions, notably literature, drama, music, film, painting, sculpture and architecture. Various themes or topics will be studied from quarter to quarter. May be taken twice as themes and topics are different each offering. (*writing intensive*)

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

HUM 285 The City (5)

(Formerly HUMAN-285) An in-depth study covering history, philosophy, religion, art, architecture and literature of a culturally significant city. A different city, time, and place will be studied each quarter HUM 285 is offered.

Prerequisite: Assessment at college-level English and Reading or completion of READ-095 and ENGL-095 with a grade of 'C' or higher.

Human Services

HSP 100 Introduction to Human Services (5)

Overview of the history, philosophy and present status of the major human services delivery systems. Examines the roles of practitioners as well as occupational and educational alternatives for graduates. Also explores services provided by local human service agencies.

Prerequisite: College English ready.

HSP 103 Therapeutic Approaches & Techniques (5)

Principles, concepts and processes related to counseling are presented. Role and function of the helping person is examined. Counseling skills are demonstrated and practiced in class.

Prerequisite: College English ready.

HSP 105 Leadership, Ethics, and Development (5)

Students will examine personal belief systems, ethical dimensions, and laws in the human service field. Uses critical thinking skills to explore central work-related issues and for developing leadership skills while preparing for entry into the field training portion of the human service program. The course prepares students for Human Services, internships, and careers.

Prerequisite: HSP-100 and HSP-103.

HSP 106 Advanced Helping Strategies (5)

This course explores the role of group, family, and treatment systems. Course will present strategies for helping in these areas and examine relevant issues in the Human Service field.

Prerequisite: HSP-103

HSP 112 Fundamentals of Case Management (5)

Examines the fundamental roles and functions of case management in a variety of systems including substance abuse. Will explore methods of acquiring client data, documentation, and file management. ASAM criteria for adult and adolescent assessment and treatment planning will also be covered. Prerequisite: HSP-100 and HSP-103 or program permission.

HSP 191 Supervised Clinical Practicum I (5)

These practicum courses provide the student with supervised experience in the Human Services field. Students develop a learning contract with specific objectives to guide their progress in the workplace. A weekly seminar is also required to receive supervision and assessment of their progress.

Prerequisite: HSP-100, HSP-103, HSP-105 and HSP-112 and completion of HSP-191 learning contract, and program coordinator or instructor permission.

HSP 192 Supervised Clinical Practicum II (5)

These practicum courses provide the student with supervised experience in the Human Services field. Students develop a learning contract with specific objectives to guide their progress in the workplace. A weekly seminar is also required to receive supervision and assessment of their progress.

Prerequisite: Successful completion of HSP 191 and completion of HSP 192 learning contract.

HSP 193 Supervised Clinical Practicum III (5)

These practicum courses provide the student with supervised experience in the Human Services field. Students develop a learning contract with specific objectives to guide their progress in the workplace. A weekly seminar is also required to receive supervision and assessment of their progress.

Prerequisite: Successful completion of HSP-192 and completion of HSP-193 learning contract.

HSP 200 Pharmacology and Survey of Chemical Dependency (5)

Introduction to the physiological, psychological, and socio-cultural aspects of alcohol and drug related problems. The course also provides an overview of the pharmacology of alcohol and other psychoactive drugs including an explanation of how brain chemistry changes result in compulsive use. The impact of historical developments such as the war on drugs will also be discussed.

HSP 203 Teaching Social Skills to Youth (5)

This course trains students how to teach social skills. This learning occurs through an actual teaching experience working with children and youth. The course also explores the theory of social learning and its application to the development of appropriate social skills.

Prerequisite: HSP-100 and HSP-103

HSP 205 Substance Abuse Prevention (5)

This course meets part of the requirements for certification as a Prevention Specialist. This course content includes an overview of prevention, current research, prevention planning, the role of the media, program models and evaluation methodology.

HSP 206 Advanced Prevention Strategies (5)

This course meets part of the requirements for certification as a Prevention Specialist. The course content includes analysis of research theory and practical applications of prevention. The course will also include an analysis of the role and practical application of prevention evaluation.

HSP 207 Behavioral Health and Wellness (5)

This course explores theories and strategies for wellness and self care. A life-long learning approach is used to learn relaxation techniques and coping strategies to reduce stress. Therapeutic use of pharmacology and illicit use of drugs and their impact on the community is also examined.

HSP 208 Program Planning and Grant Writing (5)

Students will learn how to develop and acquire funding for a variety of human service programs and projects. Subject areas include grant writing, proposal development, and project development.

HSP 209 Aging and Adult Services (5)

This course examines the developmental issues of aging and related social services. Housing, health care, and support services network are presented and discussed. Students will learn to assess and access appropriate levels of care for the aging client.

HSP 212 Advanced Case Management (5)

Examines the unique problems and concerns of case management with special needs populations. Students will be introduced to the unique problems, concerns and issues that confront the case manager who works with at-risk clients. This course will present information necessary to develop and implement effective complex and compounded service plans and to handle crisis situations that may arise with special population.

Prerequisite: HSP-112 or instructor permission.

HSP 214 Dynamics of Family Violence (5)

The course explores the history, philosophy and present status of violence in the family. This course will provide students with the opportunity to examine cultural and social perspectives regarding domestic violence. Students will gain insight into the family abuse landscape, including the issues of child abuse, sexual offenders, and elder maltreatment. Also included will be exposure to service delivery systems provided by Human Services agencies.

HSP 215 Treatment Trends for Domestic Violence (5)

This course explores the specific roles of victim and perpetrator in domestic violence. Various treatment approaches will be reviewed as well as the patterns of behavior, the cycle of abuse, and the continuum of violence.

HSP 221 Clinical Supervision in the Helping Professions (5)

This course assists students in defining and conceptualizing models and types of supervision. Areas of discussion include supervisory relationships and counselor development, supervision methods and techniques covering the roles, focus, group supervision, multicultural issues, and the methods of assessing and evaluating supervision. Ethical, legal, and professional issues covering roles for supervision and standards of practice, authorized counseling methods and scope of practice for several licensed professionals will be examined.

HSP 261 Understanding Diversity (5)

This is an online course that will examine the elements that create differences within society. The primary goal of this course is to expose learners to a variety of cultural ideas that will lead to a better understanding of people who are different, despite what creates the difference. Culture, ethnicity, lifestyles, religion, disabilities, age and gender issues will be examined as potential dividers of people. This awareness will begin with exploring the beliefs and behaviors of self as well as others. *(multicultural content)*

Prerequisite: Enrollment in HSP program or instructor permission.

Information Technology

IT 102 Microcomputer Fundamentals (5)

This course provides concepts and hands-on experience in understanding and supporting a PC-compatible microcomputer. Topics include microprocessors, system architecture, system boards, expansion cards, memory, input/output devices, and peripherals. The student learns how to build, configure, and troubleshoot a personal computer, and install its operating system. The objectives of the course are based on those of the A+ Hardware Core Certification Exam.

Prerequisite: CU-101 or equivalent, or instructor permission.

IT 110 Operating Systems I (5)

The student is introduced to operating systems used on desktop microcomputers. The course covers installation and configuration, memory and storage management, batch and script files, device drivers, troubleshooting and maintenance tools, and virus protection. Emphasis is on current Windows operating systems. The objectives of the course are based on those of the A+ Operating System (OS) Technologies Certification Exam.

Prerequisite: CU-101 or equivalent, or instructor permission.

IT 210 Operating Systems II (5)

This course extends the skills learned in IT 110 to more advanced desktop operating systems. Microsoft Windows NT Workstation, Microsoft Windows 2003 Professional, and Linux are installed, configured and maintained.

Prerequisite: IT-102, IT-110 and IT-260 with a grade of 'C' or higher.

IT 230 Introduction to Project Management (2)

An introduction to project management from a team member perspective. Students will learn the different tools and techniques used in initiating, planning, developing, documenting and completing a project.

Prerequisite: ENGL&-101 and BUS&-101 or BUS-164 or instructor permission.

IT 231 Intermediate Project Management (3)

Builds upon the Introduction to Project Management course to provide a broader view and application of Project Management.

Prerequisite: IT-230.

IT 245 Data Modeling (2)

Data Modeling focuses on the design of relational databases using such tools as entry relationship diagrams and normalization to create an efficient database design. This class studies the data modeling process as well as the interaction that must take place between the designer and user to develop a workable database design.

Prerequisite: CU-210 with a grade of 'C' or higher, or instructor permission.

IT 248 SQL Server Implementation (3)

Focuses on the process to implement a database on Microsoft SQL-Server. Students will use both a graphical user interface and structured query language to implement tables, relationships, views, indexes, stored procedures and triggers.

Prerequisite: CU-210 with a 'C' or higher.

IT 258 E-Business and Commerce (3)

Examines the transformation of key business processes through the expanding use of internet technologies. Explores both the technological aspects of change in the business world and how e-business is changing consumer expectations and society. Students will develop a simple web page using software such as FrontPage or Dreamweaver.

IT 260 Client/Server Technology - LANs (5)

This course introduces the student to the concepts of data communication in a Local Area Network (LAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in local environments. Topics include the OSI Communication Model, transmission media, protocol stacks especially TCP/IP, simple internetworking, and LAN services. Course objectives are based on those of the Network + and the retired Microsoft Network Essentials certification exams.

Prerequisite: CU-101 or equivalent or instructor permission.

IT 261 Administration of Networks (5)

The student is introduced to networking and to a detailed study of network administration techniques. This is an applied course in the concepts of local area networks (LANs).

The student focuses on configuration of file and print services. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network environments are studied. Microsoft Windows 2003 Server is used as the platform for this course.

Prerequisite: IT-102 and IT-110 both with a grade of 'C' or higher, BUS-164.

IT 262 Technical Support of Windows Networks (5)

A practical course in the installation, configuration, maintenance, and support of Local Area Networks (LANs) using the Windows Network Operating Systems (NOSs). Students explore the hardware and cabling for a secure, expandable network environment. A Microsoft Windows 2003 Server is installed and configured for secure and efficient file, print and application services. The architecture and functionality of the Windows 2003 Server OS are studied. Desktop clients are installed and configured. Prerequisite: IT-260 and IT-261 both with a grade of 'C' or higher.

IT 270 Service and Support Fundamentals (5)

This course is an introduction to the methodologies and tools for personal computer and Local Area Network (LAN) troubleshooting from a proactive viewpoint. The student studies the methods to identify and repair the most likely causes of network faults caused by user, hardware, and software problems. Disaster Plans, including a Backup Plan, are developed. Quality customer service, journaling and documentation are emphasized. Configuration management and patch/service release installation is learned. Server performance monitoring is discussed.

Prerequisite: IT-260 and IT-261 both with a grade of 'C' or higher.

Japanese

IT 271 Internetworking (5)

The skills learned in IT 270 are extended to applications on wide-area networks. Equipment, such as client computers, servers, bridges, hubs, switches, routers, and DSU/CSU units, are installed and configured. While the course is not specific to one vendor, many objectives parallel those of the Cisco Certified Network Associate (CCNA) Certification. Prerequisite: IT-270 with a grade of 'C' or higher.

IT 274 Network Security Fundamentals (5)

The Network Security Fundamentals course is an introduction to the various technical and administrative aspects of Information Security and Assurance in a network-centric computing environment. The course provides the foundation for understanding the key issues associated with determining appropriate levels of protection for information and computing assets. The course will also provide information on how to design and manage a secure network infrastructure. Prerequisite: CU-101.

IT 276 Principles of Wireless Networks (5)

An introduction to the incorporation of wireless technologies and equipment in the development and application of wireless broadband and cellular networks. Prerequisite: IT-260 with a grade of 'C' or higher.

IT 280 Advanced Networking Technologies (5)

This is a capstone course for the Network Administration and Support degree program. Students will use knowledge learned in previous course work to implement a complete secure of cabled and wireless LAN that will include components such as a management server, remote access server, and VPN. Cost analysis of server/network infrastructure will be performed along with various considerations for server clustering and RAID. Prerequisite: IT-262 and IT-271, both with a grade of 'C' or higher.

IT 290 Work Internship (5)

During one quarter of the sophomore year, students can receive college credits for hands-on computer related work experience and training in a private or public sector organization. Prerequisite: Program chair permission.

IT 299 Independent Study and Special Projects (1-5)

Study on an individual basis
Prerequisite: Program chair permission.

JAPN& 121 Japanese I (5)

(Formerly JAPAN-101) The first year of the beginning Japanese language sequence of 121, 122, and 123. JAPN&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*) Prerequisite: Completion of READ-095 and ENGL-095 with a grade of 'C' or higher or assessment at college-level reading and English or instructor permission.

JAPN& 122 Japanese II (5)

(Formerly JAPAN-102) JAPN&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in JAPN&-121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*) Prerequisite: JAPN&-121 with a grade of 'C' or higher or instructor permission.

JAPN& 123 Japanese III (5)

(Formerly JAPAN-123) JAPN&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in JAPN&-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*) (*writing intensive*) Prerequisite: JAPN&-122 with a 'C' or higher, or permission of instructor.

Library Science

LS 101 Basic Research (1)

Acquire the skills needed to use the library's electronic resources. Learn how to choose a research topic and use the basic features of the library catalog, reference collection, magazine databases and the internet to gather and properly cite high quality information.

LS 102 Research Methods (2)

Learn to meet course-related information needs by developing research strategies and using a broad range of research tools, including the internet. Evaluation of resources and proper citation will be emphasized. Recommended for students who have first-time responsibilities for a research project in another class. NOTE: Sections labeled NUR are for students in the TCC nursing program; others willing to work with a health science focus may be admitted as space permits. Prerequisite: Instructor permission.

LS 103 Research Problems (1)

Learn about the nature of information production and dissemination. Improve your ability to efficiently locate, critically evaluate and properly cite materials from library catalogs, periodicals and other databases and the internet. Recommended for students who have successfully completed LS 101 and/or at least one college-level research project.

LS 105 Learning in the 21st Century (5)

Build skills for successful lifelong learning. Through a quarter-long research project, students will examine various strategies for locating, evaluating, and applying information resources. Information policy issues such as censorship and freedom of information will be explored. This course is typically taught online via the internet.

Logistics

LOG 101 Introduction to Secure Logistics (5)

Introduction to various components of logistics including Inventory Management, Materials Handling, Order Processing, Procurement, Transportation Management, and Warehousing. Contemporary issues such as Logistics Information Systems and technologies such as RFID and GPS will be integrated into the course topics. Prerequisite: Assessment at college-level math and English or equivalent.

LOG 102 Transportation & Distribution (5)

This course will introduce students to the role and importance of transportation and distribution of cargo in the nation's economy and to overview the operations of each mode of the transportation industry. Students will be introduced to the carrier cost structures and operating characteristics, and public policy as it relates to transportation regulations. Practical aspects of transportation and distribution such as planning, routing, scheduling and loading cargo, and adhering to regulatory, safety, security and administrative requirements will be stressed. Prerequisite: College-level English required; LOG-101 recommended.

LOG 103 Warehousing and Inventory Management (5)

This course introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will gain a better understanding of warehouse processes through field trips and/or applied lab exercises. Prerequisite: College-level English required; LOG-101 recommended.

LOG 110 International Logistics (3)

This course is an introduction to International Logistics and how organizations enter into and maintain a global presence. Students will learn global trade strategies and some of the controllable and uncontrollable factors that determine success in a global market. Prerequisite: College-level English required; LOG-101 recommended.

LOG 112 Importing & Exporting (3)

This course is an introduction to the processes and documentation used in importing and exporting products in today's international marketplace. Prerequisite: College-level English required; LOG-101 recommended.

LOG 201 Logistics Technology (5)

This course is an introduction to Logistics technology including the Auto-ID technologies of bar-coding and RFID. Prerequisite: CU 101.

LOG 210 Logistics Management (5)

This course is a capstone class for students in the Logistics degree program, but is also a very useful elective class for business majors.

Math Advising Resource Center

Math Advising Resource Center (MARC) classes are offered to accompany math classes in which students may benefit from extra help. MARC classes are designed to help students gain the skills necessary to be successful in math classes by providing extra help with math coursework as well as an introduction to math specific study strategies. Each class is two credits. Two MARC classes may be taken concurrently for a total of 4 credits per quarter.

MARC 075 Tools for Review Arithmetic Success (2)

An optional course to be taken concurrently with MATH-075, designed to strengthen both mathematical skills and study skills, and to increase success in this course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH-075.

MARC 085 Tools for Introduction to Algebra Success (2)

An optional course to be taken concurrently with MATH-085, designed to strengthen both mathematical skills and study skills, and to increase success in this course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH-085.

MARC 090 Tools for Elementary Algebra Success (2)

An optional course to be taken concurrently with MATH-090, designed to strengthen both mathematical skills and study skills, and to increase success in this challenging course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH-090.

MARC 099 Tools for Intermediate Algebra Success (2)

An optional course to be taken concurrently with MATH-099, designed to strengthen both mathematical skills and study skills, and to increase success in this challenging course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH-099.

Mathematics

Before enrolling in their first math course at TCC, students must take a mathematics placement test unless they have taken a college-level mathematics class within the last two years. TCC offers both college transfer and pre-college level courses. For students who graduated within the past year from either Tacoma or Peninsula high schools, there is an alternate placement for mathematics based upon recent high school math work. Courses numbered below 100 cannot be applied toward degree or certificate requirements. See Advising for details.

Students considering a major in mathematics, engineering, science or computer science will normally complete MATH-115, 116, 124, 125, 126, 220, 224, and 238. Business and economics majors should complete MATH-111 and 112. The use of computer applications, including spreadsheets, is included in MATH-108, 111, and 112. For these classes, CU-103 and CU-203 are recommended as prerequisites if a student does not have spreadsheet experience.

For additional information and resources access the department's website at www.tacomacc.edu/inst_dept/math/start.shtm.

MATH 010 Arithmetic and Algebra Review (2)

MATH-010 provides an individualized review of arithmetic and algebra topics based on the assessed needs of the student. Sessions will be led by an instructor with interactive computer software used as the primary mode of presentation. May be taken more than once, and is graded S/U only.

Prerequisite: Instructor permission

MATH 075 Review Arithmetic (5)

(Previously MATH-086) Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percentages, ratios, proportions and plane geometry. Four-function basic calculator required.

Prerequisite: READ-075 (may be taken concurrently).

MATH 085 Introduction to Elementary Algebra (5)

(Previously MATH-088) Beginning algebra specifically designed for students with no algebra background. Topics include introduction to variables and signed numbers, solutions to linear equations and inequalities, simplification of algebraic expressions, evaluation and manipulation of formulas, an emphasis on word problems and graphing of linear equations. Scientific calculator required. Prerequisite: READ-085 and MATH-075 or assessment above MATH-075. (Reading prerequisite may be taken concurrently)

MATH 090 Elementary Algebra (5)

Topics include linear equations, polynomials, factoring, rational expressions, graphing, and systems of equations. Scientific calculator required.

Prerequisite: MATH-085 with a 'C-' or higher or assessment above MATH-085; READ-085 with a 'C' or higher or assessment above READ-085.

MATH 097 Intermediate Algebra for the Liberal Arts (5)

An alternative to MATH-099 for students going on to MATH&-107, MATH&-146 or MATH-170. Topics include linear, quadratic, exponential and logarithmic functions; equations and their applications; systems of linear equations; radical expressions; and scientific notation. Scientific calculator is required. See schedule or instructor for recommended calculator.

Prerequisite: READ-085 and MATH-090 or assessment above MATH-090.

MATH 099 Intermediate Algebra (5)

Algebraic operations and concepts, solving equations and inequalities including quadratic equations, algebraic fractions, exponents, roots and radicals, graphing of linear and quadratic functions. Scientific calculator required.

Prerequisite: MATH-090 with a 'C-' or higher or assessment above MATH-090; READ-085 with a 'C' or higher or assessment above READ-085.

MATH 106 Ethnomathematics (5)

An investigation of the use and development of quantitative reasoning within various cultural contexts arising in response to problems, struggles, and endeavors of human survival and development. The cultural contexts to be studied will be taken from around the globe both historically and contemporarily. (*multicultural content*)

Prerequisite: READ-095 and MATH-097 or MATH-099 or TMATH-100 or assessment above MATH-099.

MATH& 107 Math in Society (5)

(Formerly MATH-107) A general education course investigating quantitative reasoning and its applications and role in society. Topics may include graph theory, statistics, coding, game theory, symmetry, and geometric and numerical patterns. Mathematical theory combined with quantitative skills will be used in applications to a variety of problems encountered in mathematics and the world. A thematic approach may be taken in this course.

Prerequisite: MATH-097 or TMATH-100 or MATH-099 with a 'C-' or higher or assessment above MATH-099; READ-095 with a 'C' or higher or assessment above READ-095.

MATH 113 Introduction to the Graphing Calculator (1)

An optional course for the college algebra/pre-calculus student introducing uses of the TI-83+/TI-84+ Silver family of calculators, including graphing, solving equations and systems of equations, and interpreting error messages.

Prerequisite: READ-095 and MATH 97 or TMATH 100 or MATH 99 or assessment above MATH 99.

MATH 118 Pre-Calculus Problem-Solving (2)

An optional course to be taken concurrently with MATH& 141, designed to strengthen problem-solving skills and increase student success in this challenging course. Students will work in small groups with coaching from the instructor.

Prerequisite: MATH&-141 must be taken concurrently.

MATH& 141 Precalculus I (5)

(Formerly MATH-115) An emphasis on functions expressed in words, equations, graphs, and tables of values, especially logarithmic, exponential and inverse functions. Also included are translation and composition of functions, absolute value and rational functions, root finding and applications of functions with a view toward the study of calculus. Above average symbolic manipulation skills are assumed as a prerequisite. Technical reading and writing are an important part of this course. Graphing calculator required.

Prerequisite: MATH-099 with a 'C-' or higher or assessment above MATH-099; READ-095 with a 'C' or higher or assessment above READ-095.

MATH& 142 Precalculus II (5)

(Formerly MATH-116) A continuation of Precalculus I. Topics include trigonometric functions, graphs, identities, equations and inverse trigonometric functions along with solutions of triangles, conic sections, parametric equations, and polar coordinates. Graphing calculators are required.

Prerequisite: MATH&-141 with a 'C-' or higher or assessment above MATH&-141; READ-095 with a 'C' or higher or assessment above READ-095.

MATH& 146 Introduction to Statistics (5)

(Formerly MATH-108) Introduction to the basic principles of probability, descriptive statistics, and inferential statistics. Topics include properties of probability, graphical and tabular summaries of data, measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, and linear regression.

Prerequisite: MATH-097 or TMATH-100 or MATH-099 with a 'C-' or higher or assessment above MATH-099; READ-095 with a 'C' or higher or assessment above READ-095.

MATH 147 College Algebra for Business and Economics (5)

Pre-calculus course for business majors. Topics include: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, linear regression, and the time value of money. Graphing calculator required. Prerequisite: MATH-099 with a 'C-' or higher or assessment above MATH-099; READ-095 with a 'C' or higher or assessment above READ-095; knowledge of Excel spreadsheets including graphing.

MATH& 148 Business Calculus (5)

(Formerly MATH-112) (For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus.) Topics include the derivative, rates of change, maxima and minima, the integral and area under curves. Graphing calculator required. See schedule or instructor for recommended calculator. Prerequisite: MATH-147 with a 'C-' or better or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095; knowledge of Excel spreadsheets including graphing.

MATH& 151 Calculus I (5)

(Formerly MATH-124) (Courses must be taken sequentially) Topics of calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. There is an emphasis on writing to learn. Students should expect to read and write extensively. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. MATH&-151 includes limits; introduction to differentiation including derivatives of exponential, and logarithmic functions; and applications of the derivative. Graphing calculator required. Prerequisite: MATH&-141 and MATH&-142 with a 'C-' or higher or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095.

MATH& 152 Calculus II (5)

(Formerly MATH-125) (Courses must be taken sequentially) Topics of calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. There is an emphasis on writing to learn. Students should expect to read and write extensively. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. MATH&-152 includes topics from applications of integration, differentiation and methods of integration including improper integrals. Graphing calculator required. Prerequisite: MATH&-151 with a 'C-' or higher or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095.

MATH& 153 Calculus III (5)

(Formerly MATH-126) (Courses must be taken sequentially) Topics of calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. There is an emphasis on writing to learn. Students should expect to read and write extensively. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. MATH&-153 includes topics from polar coordinates, parametric equations, infinite series, and vectors. Graphing calculator required. Prerequisite: MATH&-152 with a 'C-' or higher or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095.

MATH 170 Math for Elementary School Teachers 1 (5)

A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include deductive reasoning, set theory, whole numbers, fractions, decimals and their operations, and proportion and percentage. Emphasizes deep conceptual understanding, problem solving, and communication of mathematical ideas. Prerequisite: READ-095 and MATH 97 or MATH 099 or assessment above MATH 99.

MATH 171 Math for Elementary School Teachers 2 (5)

A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include geometry, measurement, probability, and statistics. Emphasizes deep conceptual understanding, problem solving and communication of mathematical ideas. Prerequisite: READ-095 and MATH-097 or MATH-099 or assessment above MATH-099.

MATH 210 Discrete Mathematics (5)

This course is intended for math and science students (including computer science students). Topics include logic, methods of proof including induction, set theory, recursion, relations and functions, combinatorics, and cardinality. Prerequisite: MATH&-142 with a 'C-' or higher or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095.

MATH 220 Linear Algebra (5)

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications. Graphing calculator required. Prerequisite: MATH&-153 with a 'C-' or higher or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095.

MATH 238 Elements of Differential Equations (5)

Methods of solving linear and nonlinear systems of first-order differential equations and higher-order linear differential equations including numerical approximations and Laplace Transforms. Initial condition and boundary value problems and application problems are also included. Graphing calculator required. Prerequisite: MATH&-153 with a 'C-' or higher; READ-095 with a 'C' or higher or assessment above READ-095.

MATH& 254 Calculus IV (5)

(Formerly MATH-224) Topics of multivariable calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. Topics include cylindrical and spherical coordinates, vector valued functions, functions of several variables, partial differentiation, gradients, and double and triple integrals and vector calculus, including Green's and Stokes' theorems. Graphing calculator required.

Prerequisite: MATH&-153 with a 'C-' or higher or CL2 MATH placement and instructor permission; READ-095 with a 'C' or higher or assessment above READ-095.

Math: Technical**TMATH 100 Mathematics for the Health Sciences (5)**

An intermediate algebra-based course for Health Science students, satisfying the requirements for the nursing, radiology and respiratory therapy programs. Topics will cover graphing and graph analysis; linear, exponential, and logarithmic functions; roots; unit conversions, scientific notation, and variation; biostatistics; applications involving various algebraic concepts applied specifically to the Health Science fields. Scientific calculator required. See schedule or instructor for recommended calculator.

Prerequisite: Prerequisite: READ-095 and MATH-090 or assessment above MATH-090.

Medical Office

Note: Courses are offered at Gig Harbor Campus in lab and/or online format.

MO 100 Medical Office Procedures (3)

A basic class that covers customary daily activities of a medical office including computerized appointment setting, insurance verification and compliance, chart maintenance, filing, telephone skills, confidentiality, patient referrals, and being part of the health care team.

Prerequisite: HIM-130 or concurrent enrollment; CU-100 or equivalent; assessment at college-level in reading and English.

MO 139 Introduction to Disease Process (5)

Introduction to human disease in terms of body structure, organs and systems, and the cause, signs, symptoms, diagnosis and treatment of specific diseases as they affect those organs and systems; general information on laboratory and radiology procedures for application in coding diseases and operations.

Prerequisite: HIM-130 or instructor permission.

MO 140 Medical Transcription I (3)

A sequential course involving skill using word processing and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of actual physician dictation in history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references.

Prerequisite: ENGL&-101, HIM-130, and typing speed of 45 wpm (or word processing skills); and CU-105 (or concurrent enrollment); or instructor permission.

MO 141 Medical Transcription II (3)

A sequential course involving skills in word processing and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of actual physician dictation in history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references.

Prerequisite: MO-140 ENGL&-101, HIM-130, and typing speed of 45 wpm (or word processing skills); and CU-105 (or concurrent enrollment); or instructor permission.

MO 142 Medical Transcription III (3)

A sequential course involving skills in word processing and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of actual physician dictation in history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references.

Prerequisite: MO-140, MO-141, ENGL&-101, HIM-130, and typing speed of 45 wpm (or word processing skills); and CU-105 (or concurrent enrollment); or instructor permission.

MO 143 Medical Office Professional Development (2)

This course provides students with an overview of issues and trends in medical transcription, office procedures and health information, including productivity requirements, quality assurance practices, equipment and software technology, stress management, privacy, confidentiality, HIPAA regulations and documentation.

Prerequisite: HT-130 or concurrent enrollment; instructor permission.

MO 147 Medical Reimbursement I (3)

Medical Billing I is a sequential course that provides specific instruction focused on the process of billing and reimbursement. Students will become familiar with posting accounts payable and receivable, differentiating between coding classification systems, accurately completing manual and electronic claims forms and analyzing data from ancillary documents.

Prerequisite: College-level reading and English, completion of MATH-086 or equivalent, CU-100 or equivalent.

MO 148 Medical Reimbursement II (3)

Medical Billing II is a sequential course that provides specific instruction focused on the process of billing and reimbursement. Students will become familiar with posting accounts payable and receivable, differentiating between coding classification systems, accurately completing manual and electronic claims forms and analyzing data from ancillary documents.

Prerequisite: College-level Reading and English, completion of MATH-086 or equivalent, CU-100 or equivalent, completion of MO-147 with a 'C' or higher.

MO 159 Introduction to Medical Coding for Ambulatory Services (3)

Introduction to diagnosis and procedural coding used in hospitals, physicians offices and medical clinics serving outpatients. Familiarization with basic coding concepts and applications for ICD-9-CM disease and procedure coding and CPT coding. Emphasis is on CPT ambulatory services coding.

Prerequisite: HT-130 or equivalent, or concurrent enrollment; or instructor permission.

MO 160 Medical Transcription Lab I (2)

A beginning course developing machine transcription skills in transcribing medical reports for hospitals, clinics, and physician offices using a word processor.

Prerequisite: ENGL&101, HIM-130, and typing speed of 45 wpm (or word processing skills); and CU-105 (or concurrent enrollment); or instructor permission.

MO 161 Medical Transcription Lab II (2)

An intermediate lab course developing word processing and machine transcription skills in transcribing medical reports for hospitals, clinics, and physician offices. Transcription of actual physician dictation in clinic notes, procedure notes, history/physical examinations, consultations, radiology reports, pathology reports, and discharge summaries with continuing study of selected terminology, medical report format, and use of medical references.

Prerequisite: MO-140, MO-160, ENGL&-101, HIM-130, and typing speed of 45 wpm (or word processing skills); and CU-105 (or concurrent enrollment); or instructor permission.

MO 162 Medical Transcription Lab III (2)

An advanced lab course using word processing and machine transcription of medical reports for hospitals, clinics, and physician offices including transcription of actual physician dictation in history and physical examinations, consultations, radiology reports, operative reports, and discharge summaries with academic study of selected terminology, medical report format and technological advances.

Prerequisite: MO-140, MO-140, MO-160, MO-161, ENGL&-101, HIM-130, and typing speed of 45 wpm (or word processing skills); and CU-105 (or concurrent enrollment); or instructor permission.

MO 241 Clinical Applications for Medical Office Professional & Medical Transcriptionist (5)

Work internships for the Medical Office Professional and Medical Transcriptionist programs provide students the opportunity to apply their training and skills. Students spend a total of 150 hours in supervised practical experience in health care facilities. Internship should be the culmination of course work. Students must provide their own transportation.

Prerequisite: Instructor permission required.

MO 299 Individual Study in Medical Office Transcription (1-5)

An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the medical office or transcription student.

Prerequisite: Instructor permission.

Music

MUSC 100 Fundamentals of Music (5)

(Formerly MUS-100) This introductory class covers the basics of reading and understanding music. Pitch names, rhythmic notation, basic terminology, keyboarding, singing, intervals, and scales. This class is beneficial to students with a limited or no musical background.

MUSC& 105 Music Appreciation (5)

(Formerly MUS-107) (For the general college student; recommended for education majors.) A nontechnical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary reading and listening experiences to foster understanding of common musical forms, idioms, periods and styles.

MUSC 106 World Music (5)

(Formerly MUS-106) An introduction to musics of various cultures of the world. This class explores the elements of music, music as an expression of human values, music as an identity, and music as a lifestyle. (*multicultural content*)

MUSC 120 Music in the Classroom (5)

(Formerly MUS-120) Designed to educate elementary education majors in practices with which they might implement music into their classroom, this course will encompass individual music lesson plans as well as techniques to utilize music within other classroom subjects. Students will lead songs, lessons and exercises which will require performance before the class.

MUSC 123 Class Applied Music: Guitar (1)

(Formerly MUS-123) Class instruction in performance. Beginning and Intermediate sections offered each quarter.

MUSC 124 Class Applied Music: Piano I (1)

(Formerly MUS-124) Class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory.

MUSC 125 Class Applied Music: Piano II (1)

(Formerly MUS-125) Class instruction in beginning piano; the second course in a series of three.

Prerequisite: MUSC-124 or instructor permission.

MUSC 126 Class Applied Music: Piano III (1)

(Formerly MUS-126) Class instruction in beginning piano; the third course in a series of three.

Prerequisite: MUSC-125 or instructor permission.

MUSC 130 Private Vocal or Instrumental Instruction (1)

(Formerly MUS-130) Additional variable fee (\$150-\$200). Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. May be taken three times on same instrument.

Prerequisite: Music department chair permission.

MUSC 141 Music Theory I (5)

(Formerly MUS-101) Recommended for all music majors and minors, but open to all students who have some music experience. Introduction to the materials of music, including notation, scales, intervals, diatonic triads, and rhythm. Includes development of elementary ear-training, sight-singing, and keyboard skills.

MUSC 142 Music Theory II (5)

(Formerly MUS-102) Introduction to the study of diatonic harmony. Analysis of 18th and 19th century harmonic usage; composition exercises stressing correct voice-leading and chord succession. Further development of aural skills through ear-training, sight-singing and keyboard practice.

Prerequisite: MUSC-141 or instructor permission.

MUSC 143 Music Theory III (5)

(Formerly MUS-103) Continuation and completion of study of diatonic harmony through analysis and composition exercises. Further development of aural skills through ear-training, sight-singing and keyboard practice. Supplemental topics dealing with diatonic modes and the smaller formal archetypes.

Prerequisite: MUSC-142 or instructor permission.

MUSC 150 Special Topics in Music (5)

Study of the important contributions of a selected music genre, time period or culture to the world's music. Sample topics: American Music, Scandinavian Music, History of Jazz, The Symphony, History of Rock and Roll, etc. May be repeated twice (different topics).

MUSC 160 Chamber Orchestra (2)

(Formerly MUS-160) Preparation and performance of chamber orchestra music. This ensemble performs at least three times a year on campus.

Prerequisite: Audition or instructor permission.

MUSC 165 Independent Orchestra (3)

Preparation and performance of chamber orchestra music. This ensemble performs at least three times a year on campus.

Prerequisite: Permission of Music department chairperson and the conductor of community musical group. A written contract between the Music department chairperson and the student describing the nature and method of independent study must be completed prior to registration.

MUSC 166 Independent Choral (3)

This three-credit course is intended for vocal students who participate in an approved off-campus community choir (see Music Chair for other approved groups) that holds regular rehearsals, works on standard choir literature, and performs in a public concert at least once per quarter. Graded S or U. May be repeated three times.

Prerequisite: Permission of Music department chairperson and the conductor of community musical group. A written contract between the Music department chairperson and the student describing the nature and method of independent study must be completed prior to registration.

MUSC 170 TCC Singer (1-3)

(Formerly MUS-170) Mixed chorus which rehearses and performs a broad variety of both sacred and secular choral music. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

Prerequisite: Three quarters of MUSC-170 for 270.

MUSC 175 Gospel Choir (2)

A mixed chorus which rehearses and performs music specifically within in the gospel genre. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

Prerequisite: Audition or instructor permission.

MUSC 180 TCC Voices (1-3)

(Formerly MUS-180) A small vocal ensemble whose members are selected by audition. Known for their versatility and polished performances, this group sings both on and off campus several times each quarter.

Prerequisite: Instructor permission and concurrent enrollment in MUSC-170/270, three quarters of MUSC-180 for 280.

MUSC 230 Private Vocal or Instrumental Instruction (1)

(Formerly MUS-230) Additional Variable Fee (\$150-200). Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. May be taken three times on same instrument.

Prerequisite: Music Dept. chair permission.

MUSC 260 Chamber Orchestra (2)

(Formerly MUS-260) Preparation and performance of chamber orchestra music. This ensemble performs at least three times a year on campus.

Prerequisite: Audition or instructor permission.

MUSC 270 TCC Singers (1-3)

(Formerly MUS-270) Mixed chorus which rehearses and performs a broad variety of both sacred and secular choral music. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

Prerequisite: Three quarters of MUSC-170 for 270.

MUSC 280 TCC Voices (1-3)

(Formerly MUS-280) A small vocal ensemble whose members are selected by audition. Known for their versatility and polished performances, this group sings both on and off campus several times each quarter.

Prerequisite: Prerequisite: Instructor permission and concurrent enrollment in MUSC-170/270, three quarters of MUSC-180 for 280.

MUSC 290 Symphonic Band (2)

(Formerly MUS-290) This traditional concert band is made up of woodwind, brass, and percussion instruments. It is dedicated to performing a wide variety of traditional and contemporary works for wind band. Instrument experience and basic note reading is needed to participate in this class.

Prerequisite: Audition only - Instructor approval required.

Nursing

MUSC 291 Jazz Band (1)

(Formerly MUS-291) This jazz big band is made up of saxophones, trumpets, trombones, and rhythm section instruments. It is dedicated to performing a wide variety of traditional and contemporary styles of jazz music. Auditions are required.

Prerequisite: Audition only - instructor approval needed.

MUSC 299 Independent Study (1-5)

Individual study, project-oriented for advanced music students.

Prerequisite: Instructor permission.

NURS 111 Nursing I: Caring for the Well Client - Theory (5)

Didactic course prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.

Prerequisite: Admittance to the Nursing program.

NURS 112 Nursing I: Caring for the Well Client - Clinical (5)

Prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.

Prerequisite: Admittance to the Nursing program; NURS-111 if not taking concurrently.

NURS 113 Nursing Interventions I: Assessment (1)

Consists of supervised practice and checkoffs under simulated conditions for nursing technical skills. Technical skills taught include physical assessment, interviewing, hand washing, vital signs, and basic hygiene measures.

Prerequisite: Admittance to the Nursing program.

NURS 121 Nursing II: Caring for the Client with Minor Deviations from Wellness - Theory (5)

Didactic course provides learning experiences with clients of all ages with episodic and/or minor deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-111, NURS-112, NURS-113 and NURS-141.

NURS 122 Nursing II: Caring for the Client with Minor Deviations from Wellness - Clinical (5)

Clinical course provides learning experiences with clients of all ages with episodic and/or minor deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-111, NURS-112, NURS-113 & NURS-141; NURS-121 (or taken concurrently).

NURS 123 Nursing Interventions II: Basic Skills (1)

Supervised practice and checkoffs under simulated conditions for nursing skills and procedures commonly encountered in ambulatory and hospital settings such as: sterile technique, dressing change, administration of medications.

Prerequisite: NURS-111, NURS-112, NURS-113, NURS-141; NURS-121 (or taken concurrently).

NURS 130 LPN - ADN Articulation (Bridge) (3)

Articulation (bridge) course for LPN's entering the ADN program at the third quarter.

The following concepts are discussed: role transition, wellness-illness continuum; nursing process, caring behaviors, prevention concepts, dosage calculations, fluid and electrolyte balance, history and physical assessment based on NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.

Prerequisite: LPN license and acceptance into the Nursing program.

NURS 131 Nursing III: Caring for the Childbearing Family - Theory (5)

Didactic course provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-121, NURS-122, NURS-123, and NURS-142.

NURS 132 Nursing III: Caring for the Childbearing Family - Clinical (5)

Clinical course provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-121, NURS-122, NURS-123, and NURS-142, NURS-131 (or taken concurrently).

NURS 133 Nursing Interventions III: Advanced Skills (1)

Supervised practice and check off under simulated conditions for nursing skills and procedures commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tracheostomy care and blood administration. Prerequisite: NURS-121, NURS-122, NURS-123, and NURS-142, NURS-131 (or taken concurrently).

NURS 141 Nursing Focus I: Gerontological Nursing (1)

Concepts of gerontological nursing care are presented in this course. Emphasis is on the physical, psychological, social, and developmental changes that occur with aging. Prerequisite: Admittance to the Nursing program.

NURS 142 Nursing Focus II: Pharmacology I (1)

This course will introduce nursing students to the basics of clinical pharmacology including dosage calculations, pharmacokinetics, drug classifications and references. Information will be presented on: anti-infectives, neurosensory, pain/comfort, and food/fluid drugs.

Prerequisite: NURS-111, NURS-112, NURS-113, NURS-141 or instructor permission.

NURS 143 Nursing Focus III: Pharmacology II (1)

This course is a continuation of NURS 142, Pharmacology I. The basics of clinical pharmacology are expanded. Information will be presented on respiration, circulation, neurosensory and food/fluid drugs.

Prerequisite: NURS-121, NURS-122, NURS-123, NURS-142 or instructor permission.

NURS 210 LPN - ADN Articulation II (Bridge) (3)

Articulation (bridge) course for LPNs entering the ADN program at the fourth quarter. The following concepts are discussed: role transition, wellness - illness continuum, nursing process, caring behaviors, prevention concepts, dosage calculations, intravenous administration, fluid and electrolyte balance, history and physical assessment based upon NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.

Prerequisite: LPN licensure, Mobility testing indicating 4th qtr. entry, and admission to the Nursing program.

NURS 211 Nursing IV: Caring for the Client with Acute Problems - Theory (5)

Didactic course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-131, NURS-132, NURS-133, NURS-143 or instructor permission

NURS 212 Nursing IV: Caring for the Client with Acute Problems - Clinical (5)

Clinical course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-131, NURS-132, NURS-133, and NURS-143; NURS-211, or instructor permission.

NURS 221 Nursing V: Caring for the Client with Chronic Problems - Theory (5)

Didactic course provides experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and a respect for the dignity of the individual. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS 211, NURS 212, NURS 241 or instructor permission.

NURS 222 Nursing V: Caring for the Client with Chronic Problems - Clinical (5)

Clinical course provides learning experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and respect for the dignity of the individual. Principles of the nursing process, growth, and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS-211, NURS-212, NURS-241/ NURS-221 (or taken concurrently).

NURS 231 Nursing Seminar in Care Management (1)

A seminar for students taking Nursing 232, Nursing Preceptorship. Course provides students an opportunity to share experiences and feelings associated with the preceptorship experience. The instructor facilitates the discussion to incorporate previously taught concepts, especially leadership.

Prerequisite: NURS-221, NURS-222 and NURS-242, or instructor permission.

NURS 232 Nursing Preceptorship: Manager of Care (8)

This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area for the student's final clinical experience.

Prerequisite: NURS-221, NURS-222 and NURS-242, or instructor permission.

NURS 233 Preparation for RN Licensure (1)

A seminar to prepare students for the National Council Licensing Exam-RN (NCLEX-RN). The course includes assessment of both nursing knowledge and critical thinking skills.

Prerequisite: NURS-221, NURS-222 and NURS-242 or instructor permission.

Nutrition

NURS 241 Nursing Focus IV: Leadership and Management (2)

Leadership skills associated with patient care management are introduced. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, quality assurance, responsibility, accountability, and collaboration.

Prerequisite: NURS-131, NURS-132, NURS-133 and NURS-143 or instructor permission.

NURS 242 Nursing Focus V: End of Life Care (2)

This course provides learning experiences for the client at the end of life. Course will include both 'high tech' and 'high touch' situations and the ethical dilemmas associated with each. The principles of communication, ethics, legal aspects, symptom management, cultural and spiritual competence regarding death are integrated.

Prerequisite: NURS-211, NURS-212 and NURS-241 or instructor permission.

NURS 243 Nursing Focus VI: Trends and Issues (2)

This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethical-legal issues, health care trends both nationally and globally, political awareness and collaboration with health care team members will be the primary topics.

Prerequisite: NURS-221, NURS-222 and NURS-242 or instructor permission.

NURS 260 Advanced IV Therapy Skills (1)

This course provides advanced content related to the care of clients receiving intravenous fluids. Concepts related to selecting solutions, managing common complications, legal/ethical considerations, infection control, managing catheters and implanted port devices are discussed. Principles of the nursing process, growth and development, nutrition, pharmacology and health teaching are integrated.

Prerequisite: NURS-221, 222 and 242 or instructor permission.

NURS 261 Summer Nursing Internship (5)

This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area of a health care system.

Prerequisite: NURS-221, NURS-222 or instructor permission.

NURS 262 Dosage Calculations (2)

This is an online course for students in the medical fields, covering drug dosage calculation using formulas, ratio proportion, and dimensional analysis. Included in this course is preparation of adult and pediatric dosages for oral, enteral, intramuscular, subcutaneous, and intravenous administration. Metric conversion, to and from other measurement systems, is covered. Student will learn how to read drug labels as well as measure medications in syringes and medication cups.

NURS 299 Individualized Studies in Nursing (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

NUTR& 101 Human Nutrition (5)

(Formerly NUTR-161) A scientific study of human nutrition, with an emphasis on a chemical understanding of the major nutrients, a biologic understanding of the gastrointestinal tract and a practical understanding of dietary needs throughout life. Laboratory sessions will include the use of a computer database for dietary analysis.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas. BIOL&-100 and CHEM&-110 highly recommended.

Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEA& 101 and OCEA 179 for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts degrees. Students intending to major in Oceanography at a baccalaureate institution should consult with the Earth Sciences advisor.

OCEA& 101 Introduction to Oceanography (5)

(Formerly OCEAN-101) Focuses on topics such as the origin of ocean basins, seawater chemistry, atmospheric and oceanic circulation, waves, and marine ecosystems. The laboratory centers on investigations of oceanographic phenomena and includes local field trips.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

OCEA 179 Special Topics in Oceanography (2)

These are seminars designed to provide Oceanography students with the opportunity to study selected oceanography topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

OCEA 299 Individual Study in Oceanography (1-5)

Study of oceanographic topics on an individual basis.

Prerequisite: OCEA&-101 and instructor permission.

Paraeducator, Early Childhood Emphasis

EDP 100 Introduction to Early Childhood Education (3)

An overview of the early childhood field from personal and historical perspectives. Also includes current issues, trends, and best practice.

EDP 101 Effective Instruction I (3)

Provides an introduction to the elements of learning in young children, including room arrangement, scheduling and materials.

EDP 102 Effective Instruction II (3)

An introduction to effective teaching strategies and curriculum planning for early childhood classrooms.

Prerequisite: EDP-100 and EDP-101

EDP 103 Basic Child Care Provider Training (2)

Provides students with basic training in the areas of child growth and development; child guidance; health; and safety to meet state requirements for working in a childcare setting.

EDP 104 Essentials I (3)

Exploration of the personal characteristics, responsibilities and rewards for individuals working with young children and examines the basic concepts of development and normal development characteristics of children from birth through age 5 to be used as a foundation for planning appropriate activities and establishing appropriate expectations of children at various ages.

EDP 105 Essentials II (3)

Development and planning of a safe, healthy environment that invites learning and provides positive ways to support children's social and emotional development.

EDP 106 Essentials III (3)

Explores ways of advancing physical and intellectual competence of children, establishing positive and productive relationships with families and ensuring a well-run and purposeful program responsive to participant needs.

EDP 112 Curriculum Development (3)

Development and planning of curriculum for early childhood programs; includes emergent curriculum and inclusion of family culture and ideas.

Prerequisite: EDP-100, 101, and 102.

EDP 121 Child, Family and Community Relations I - Creating Community Among Adults in Early Care Settings (1)

Early care and education professionals will learn about the importance of adult relationships in child care and early learning settings.

EDP 122 Child, Family and Community Relations II Building a Caring Community with Children (1)

Caregivers will learn about concepts and the value of the caregiver-child relationship. The course will focus on caregiving practices to strengthen and build skills to promote positive interactions and relationships.

EDP 123 Child, Family and Community Relations III Building Quality Relationships with Families (1)

Caregivers will explore ways to form culturally-responsive partnerships with families and parents.

EDP 130 Individual and Cultural Diversity (2)

An exploration of diversity issues and their application to children and early childhood education programming. (*multicultural content*)

EDP 140 Child Guidance (3)

An exploration of preventive and effective behavior guidance techniques for working with young children. Emphasis is on positive self-image and communication.

EDP 141 Guiding Behavior of Young Children I - Understanding Behaviors and Building Relationships with Children (1)

Course is structured around understanding behaviors and building relationships with young children. It will focus on: relationship-based care; influences on child's behavior; goals of mistaken behavior; temperament; and a personal philosophy of guidance for young children. Completion of EDP-141, 142, 143 will be equivalent to EDP-140.

Paralegal

Also see Administration of Law and Justice (ADJ) and Criminal Justice (CJ) sections.

ADLJ 149 Writing Fundamentals for Paralegals (3)

This course is designed to introduce basic legal terminology that identifies a variety of legal documents. Paralegal students will develop proofreading and editing skills for the accuracy and clarity of content that are required in drafting these legal documents.

Prerequisite: Assessment at college-level English and reading.

ADLJ 150 Paralegal Fundamentals and Ethics (5)

Students will be introduced to the varied and rewarding responsibilities of a paralegal. Topics will cover careers in the legal community, paralegal organizations, ethics and professional responsibility, paralegal skills, sources of American law, specific areas of law, and preparation for the internship.

Prerequisite: Assessment at college-level English and reading.

ADLJ 151 Legal Research and Writing I (5)

An introduction to developing simple, yet effective methods of conducting legal research by using general and legal reference material. Students will participate in a series of exercises that include finding regulations, statutes, and case decisions in books and through computer-assisted legal research; identifying legal problems; shepardizing cases; researching legal encyclopedias, digests, reporters, and annotated codes. Primary, secondary, mandatory, and persuasive authority will be covered. Students will learn how to brief cases and prepare legal memoranda with emphasis on using reference material for Washington State. This is the first of two required legal research and writing courses in the paralegal program.

Prerequisite: Assessment at college-level English and reading.

EDP 142 Guiding Behavior of Young Children II - The Encouraging Classroom (1)

This course is focused on using the environment to support children's positive behavior, developmentally appropriate guidance practices, guidance vs. punishment, and involving families to support children's social and emotional growth. Completion of EDP-141, 142, 143 will be equivalent to EDP-140.

EDP 143 Guiding Behavior of Young Children III - Positive Guidance (1)

This course focuses on positive communication and direct guidance techniques to support children's social/emotional development and strategies for specific challenging behaviors. Completion of EDP-141, 142, 143 will be equivalent to EDP-140.

EDP 190 Early Childhood Clinical Experience (5)

Clinical experience that provides students the opportunity to observe and practice the skills, theories and behaviors taught in the coursework for the child development specialist certificate. May be taken three quarters concurrently with EDP 104, 105 and 106.

Prerequisite: Must be taken concurrently with EDP-104, 105 and 106.

EDP 202 Family Health, Nutrition and Safety (3)

A practical study of health, safety, and nutrition for paraeducator students. Includes prevention, emergency management, and family-centered services utilizing a wellness model.

EDP 203 Family Systems and Support Services (3)

An introduction to family systems and family dynamics as they relate to working with children and families in the early childhood education setting; includes exploration of available community support resources.

EDP 204 Effective Communication with Families (3)

Explores effective communication techniques for interacting with children and families in the early childhood education setting; includes an introduction to small group facilitation, and crisis intervention.

EDP 211 Administration of Early Learning Programs I - Program Administration (1)

This course emphasizes the technical knowledge necessary to develop and maintain a quality early care and education program. It focuses on planning, developing and managing a center; and meeting licensing, accreditation regulations and guidelines.

EDP 212 Administration of Early Learning Programs II - Operation of Children's Programs (1)

This course focuses on the operation of children's programs in early learning centers. It addresses the grouping of children; creating developmentally appropriate curriculum that is relevant for children for birth through age eight; and implementing a food program.

EDP 213 Administration of Early Learning Programs III - Staffing and Professional Development (1)

This course addresses staff recruitment, retention, support, and supervision which will lay a foundation for positive personnel management. Professional responsibilities such as cultural responsiveness and reflective practice are also examined.

EDP 290 Practicum (3)

Supervised classroom experience in the early childhood education setting. Provides the opportunity for skills development and application of theory learned in educational courses.

Prerequisite: Completion of core requirements and advisor's permission.

ADLJ 152 Introduction to Civil Law (5)

This course is designed to introduce the student to the foundations of civil law that include substantive and procedural issues, jurisdiction, the law of contracts, property law, family law, torts and personal injury, products liability, business law, estates and probate, and the legal profession. Classroom activities will include case analysis, the examination and assessment of legal documents, the examination of the Washington Uniform Commercial Code Title 62A, and relevant class projects pertaining to these areas.

Prerequisite: Assessment at college-level English and reading.

ADLJ 153 Civil Procedure I (5)

Students will be introduced to procedural requirements in the litigation process with an emphasis on skills and knowledge essential to the paralegal. Statutes and court rules will be examined as well as legal pleadings and documents for filing a lawsuit, discovery, pretrial motions, negotiation and pretrial conferences, the trial, and appeals.

Prerequisite: ADLJ 149.

ADLJ 154 Computer Applications in the Law (3)

This course is an introduction to computer technology and its applications within a law firm. Students will have the opportunity to sample programs of Microsoft Office Suite as well as timekeeping, docket control, and case management software. This class is taught in a lecture format, on-line, and with a lab component. Tips and techniques for using software typically found in the law office are provided in addition to hands-on work with industry-specific software applications.

Prerequisite: Assessment at college-level English and reading, CU-105 or CU-102/103/104.

ADLJ 155 Health/Dealing With Stress (1)

This is a self-paced, independent study course that covers the basics of maintaining physical and mental health while coping with stress.

Prerequisite: Assessment of college-level English and reading.

ADLJ 221 Family Law (3)

This class provides a basic understanding of the laws and procedures involved in dissolution of marriage (divorce), child custody, child support, third party custody, paternity and adoption cases. Students will learn methods and techniques for interviewing and dealing with clients and professionals, become familiar with Washington State statutes as well as state and local court rules governing family law issues and procedures, learn how to prepare the proper pleadings for a given situation using Washington State patterned forms, and learn how to prepare child support worksheets and calculate child support using the Washington State Child Support Schedule. The approach will be from the standpoint of both the petitioner and respondent.

Prerequisite: Assessment at college-level English and reading.

ADLJ 222 Probate/Estate Planning (3)

Estate planning involves the financial and health care arrangements that are made during a person's lifetime as well as the preparation for transfer of that person's assets at death. Probate is the process of proving the validity of a will and ensuring that the instructions in a valid will are carried out. Students will develop knowledge and skills for the drafting of wills and trusts and for the procedural requirements of the probate process.

Prerequisite: Assessment at college-level English and reading.

ADLJ 223 Alternative Dispute Resolution (ADR) (3)

Alternative Dispute Resolution is a method of resolving disputes before they go to trial. Negotiation, mediation and arbitration are forms of ADR. Paralegals may qualify as mediators and directly assist parties in reaching an agreement. Other paralegals will assist attorneys in this fast growing method of settling disputes. Students will become familiar with the ADR laws in Washington State.

Prerequisite: Assessment at college-level English and reading.

ADLJ 224 Real Estate Law (3)

An introduction to law and legal systems as related to real estate transactions. Major topics include forms of ownership; title, transfers and insurance; fraud, deceit and misrepresentation; contract law and documents; real estate security documents; and duties and liabilities of licensees.

Prerequisite: Assessment at college-level English and reading.

ADLJ 225 Bankruptcy Law (3)

Bankruptcy law is federal law with the proceedings taking place in the federal court system. Students will learn about the various types of relief for both individuals and businesses. They will gain knowledge and skills necessary for interviewing the debtor, reviewing creditors' claims, and preparing the documents for submission to the bankruptcy court.

Prerequisite: Assessment at college-level English and reading.

ADLJ 226 Administrative Law (3)

Administrative law consists of the rules, orders, and decisions of administrative agencies at all levels of government. Students will learn how to research and analyze agency regulations to assist clients in their business activities, clients pursuing a claim against an employer, or clients seeking government benefits.

Prerequisite: Assessment at college-level English and reading.

ADLJ 228 Employment and Labor Law (3)

Employment and labor law includes laws governing health and safety in the workplace, labor unions and union-management relations, employment discrimination, wrongful employment termination, pension plans, retirement and disability income (Social Security), employee privacy rights, the minimum wage, and overtime wages. Students will research Washington State workers' compensation statutes and learn about agencies where paralegals may represent clients during agency hearings.

Prerequisite: Assessment at college-level English and reading.

Pharmacy Technician

ADLJ 230 Business Organization/Corporations (3)

Today's business owners may choose among a variety of business entities for business formation. Besides the traditional sole proprietorship, partnership, and corporation, owners may form limited liability companies and limited liability partnerships. Students will learn about the different relationships, rights, obligations, and regulatory schemes of the various entities. In corporate law, students will develop knowledge and skill in preparing articles of incorporation, drafting corporate bylaws, preparing minutes of corporate meetings, drafting shareholder proposals, reviewing documents relating to the sale of corporate securities, assisting with corporate mergers and acquisitions, and filing papers necessary to terminate a corporation. Prerequisite: Assessment at college-level English and reading.

ADLJ 231 Contracts/Commercial Transactions (3)

Following traditional instruction methodology as supplemented with practical law office skill development, the course outlines prerequisites of contracting parties and applicable law(s), contract formation, contract performance, breach of contract and available remedies. The course introduces the students to commercial transactions including application and analysis under the Uniform Commercial Code (RCW Chapter 62A). Prerequisite: Assessment at college-level English and reading.

ADLJ 232 Interviewing and Investigations (5)

Students are introduced to the legal contexts in which interviewing and investigating skills are utilized. Great emphasis is placed on the development of communication skills for interviewing and the use of resources available for investigating, particularly internet resources. Students will walk step by step through an investigation by learning how to plan an investigation; handle evidence; identify and locate witnesses; conduct interviews; and locate, evaluate and work with expert witnesses. Prerequisite: Assessment at college-level English and reading.

ADLJ 233 Internship I - Paralegal (5)

The internship program offers students the opportunity to gain valuable experience in the paralegal profession. Law offices, state and local agencies, and legal departments of corporations can serve as field placement facilities. Students must obtain the program chair's approval to enroll. Prerequisite: ADLJ-150, ADLJ-152, ADLJ-153, ADLJ-154, OFFCE-106 and instructor permission.

ADLJ 234 Internship II - Paralegal (5)

The internship program offers students the opportunity to gain valuable experience in the paralegal profession. Law offices, state and local agencies, and legal departments of corporations can serve as field placement facilities. Students must obtain the program chair's approval to enroll. Prerequisite: Successful completion of ADLJ-233; Instructor permission.

ADLJ 239 Transition Planning (1)

Students take this course shortly before they complete the program. Students will update their portfolios, which contain their resumes and self-evaluations; review Codes of Ethics; search the job market; research the changes in the paralegal profession; and evaluate the program. Prerequisite: ADLJ-150, ADLJ-152, ADLJ-153, OFFCE-106 and instructor permission.

ADLJ 251 Legal Research and Writing II (3)

Building on the research and writing skills acquired in ADLJ 151, students prepare a persuasive brief for the trial court. Emphasis is placed on in-depth research of primary and secondary authorities, shepardizing, formatting of documents, citation of legal resources, and strategies for effective writing. Prerequisite: ADLJ-251.

ADLJ 253 Civil Procedure II (5)

This class is a continuation of Civil Procedure I. It emphasizes the civil rules of procedure for the State of Washington and the local civil rules for Pierce County. The curriculum moves logically through the litigation process, covering discovery, trial preparation, and post-trial relief. Prerequisite: ADLJ-153.

PHARM 110 Pharmacy Technology and Practice I (8)

Provides students with the knowledge and skills needed to perform both inpatient and outpatient technical pharmacy tasks. Sterile products and aseptic techniques are taught. Work safety and security as it pertains to the Pharmacy Department is also included. Introduces the student to pharmacy technology as a career, including history, ethics, pharmacy law and regulations pertaining to Pharmacy Technicians. Prerequisite: Admittance into Pharmacy Technician program.

PHARM 111 Pharmacy Technology and Practice II (7)

Provides students with the knowledge and skills needed to perform both inpatient and outpatient technical pharmacy tasks. Sterile products and aseptic techniques are taught. Work safety and security as it pertains to the Pharmacy Department is also included. Introduces the student to pharmacy technology as a career, including history, ethics, pharmacy law and regulations pertaining to Pharmacy Technicians. Prerequisite: Admittance into Pharmacy Technician program.

PHARM 112 Pharmacy Technology and Practice III (1)

Provides students with the knowledge and skills needed to perform both inpatient and outpatient technical pharmacy tasks. Sterile products and aseptic techniques are taught. Work safety and security as it pertains to the pharmacy department is also included. Introduces the student to pharmacy technology as a career, including history, ethics, pharmacy law and regulations pertaining to Pharmacy Technicians. Prerequisite: Admittance into Pharmacy Technician program.

PHARM 120 Drug Orientation and Pharmacology I (8)

Orients the student to therapeutic classes of drugs, glossary of terms, brand names and generic drugs. Pharmacological information for all prescription drug classifications is provided. Over-the-counter drugs are also described. Prerequisite: Admittance into Pharmacy Technician program.

Philosophy

PHARM 121 Drug Orientation and Pharmacology II (3)

Orients the student to therapeutic classes of drugs, glossary of terms, brand names and generic drugs. Pharmacological information for all prescription drug classifications is provided. Over-the-counter drugs are also described.

Prerequisite: Admittance into Pharmacy Technician program.

PHARM 130 Pharmacy Calculations (2)

Reviews mathematical calculations and introduces students to application in performance of Pharmacy Assistant tasks. Common conversions, proportions, millequivalents, ratios and percentages are included.

Prerequisite: Admittance into Pharmacy Technician program.

PHARM 140 Pharmacy Technician Practicum I (4)

Provides the student with supervised clinical practice experience, performing the tasks of a pharmacy assistant in the inpatient setting and outpatient pharmacy.

Prerequisite: Admittance into Pharmacy Technician program.

PHARM 141 Pharmacy Technician Practicum II (12)

Provides the student with supervised clinical practice experience, performing the tasks of a pharmacy assistant in the inpatient setting and outpatient pharmacy.

Prerequisite: Admittance into Pharmacy Technician program.

PHIL& 101 Introduction to Philosophy (5)

(Formerly PHIL-100) This course will provide a survey of the human quest for greater understanding; connections among efforts to understand the universe; the nature of knowledge; reflections on language and other perennial questions concerning human nature and values. This course will provide an introduction to philosophical thought and issues, the intellectual systems and non-systems and writings of the great philosophers of the Western tradition. (*writing intensive*)

Prerequisite: Completion of ENGL-095 & READ-095 with a 'C' or higher or assessment at college-level English and reading.

PHIL 105 Introduction to Critical Thinking (5)

Through directed practice in reading, writing, listening, and speaking, students learn to recognize the structure of arguments, to interpret texts and improve their critical thinking skills. They will analyze, write about and discuss carefully chosen classical and contemporary texts.

Prerequisite: Assessment at or above ENGL-091/READ-095.

PHIL& 106 Introduction to Logic (5)

(Formerly PHIL-120) This course will focus on deductive symbolic forms of argumentation, including propositional and predicate logic. It will prove an examination of the principles of Aristotelian and formal symbolic logic, the dynamics of deductive arguments and proofs, as well as the meaning of language. It will emphasize natural deduction and translation into propositional and predicate symbolism.

Prerequisite: MATH-097 or MATH-099 with a grade of 'C' or higher and completion of ENGL-095 and READ-095 with a 'C' or higher or assessment at college-level English and reading.

PHIL 190 World Philosophy (5)

This course will provide the student with an introductory survey of the World's major religious traditions from a philosophical perspective. Emphasis will be placed upon the development of critical, historical, and philosophical skills in the disciplines of History and Sociology of Religion and Comparative Studies. Comparative themes will be treated, as well as an exploration of the distinctive ways in which various traditions have understood issues and questions related to human selfhood. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

PHIL 215 Introduction to Ethics (5)

This course will provide an introductory survey to the critical analysis of various philosophical approaches to the study of the process of moral inquiry. Materials will be drawn from different philosophers and others, using standards such as Philosophical objectivism, subjectivism, relativism, and pluralism. Topics will include Business and Corporate Ethics, Medical Ethics, Capital Punishment, Human Sexuality, Abortion, Euthanasia, Social and Individual, Feminist and Environmental perspectives, uses related to discrimination and animal rights.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

PHIL 230 Contemporary Philosophy (5)

This course will focus on Western Philosophy in the late 19th and 20th centuries, exploring the dominate schools and anti-schools of philosophy. The course will cover the intellectual and social forces affecting and being effected by philosophy. Representative figures covered will include Kant, and Hegel as well as the existentialists, Kierkegaard, Nietzsche, Heidegger, Sartre and the development of American pragmatism, including the work of Pierce, James, Dewey, and the philosophies of Process, Bergson, Whitehead, and Dewey as well as the analytical tradition.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

Physical Education

PHIL 260 Philosophy of Science (5)

This course offers a conceptual and historical introduction to the nature of scientific progress and other issues current in the philosophy of science, including the validation and falsification of hypotheses, the debate over realism and anti-realism, the theoretic reduction of scientific theories, the status of laws of nature, and the role of rationality, objectivity and values of science.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

PHIL 267 Problems in Philosophy of Religion (5)

This course offers an analysis of major issues in religious thought, including the existence of god, good and evil, immortality, religious experience, and the effect of religion on morality.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

PHIL 270 Great Thinkers of the Western World (5)

This is a survey course of Western philosophy from Pre-Socratic Greek philosophy to the 21st Century. It will examine not only the ideas related to philosophy, but more particularly, the people who had them. It will further explore the impact and context of historical, psychological, economic, social, and religious forces upon these individuals.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

PHIL 290 Political Philosophy and Ideology (5)

This course will cover the major political philosophers and their theories from ancient Greece to the present, including Plato and Aristotle, Machiavelli, Locke, Rousseau, Kant, Mill, Whitehead and others. Topics such as the individual, democracy, right, private property, liberty, coercion, equality, and peace, as well as others will be examined.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of C or better or assessment at college-level English and reading.

In order to receive the Associate in Arts and Sciences or Associate in General Studies degrees, it is necessary to obtain three physical education activity credits. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

Beginning courses are prerequisites to intermediate courses, and intermediate courses are prerequisites to advanced courses. Advanced placement may be made by the instructor. An activity at the same level may not be repeated for credit. Most activities require extra fees.

The physical education requirements may be waived only with approval of the physical education department chairman. Students may request waivers only if there is a medical problem or a student has previous military service.

PE 100 Total Fitness (2)

An up-to-date approach to physical fitness for better living. Combination lecture and lab, stressing the importance of life-long fitness. Increasing the awareness and establishing the values, benefits and necessity of regular physical activity related to health. Will include individual evaluation, prescription and program implementation.

PE 105 Aerobic Fitness (1)

Understanding, developing and maintaining fitness through a variety of flexibility and endurance exercises - with emphasis on cardiovascular development. Combination of activities may include low impact aerobics, step aerobics, walking, stationary bicycling, rowing.

PE 103 Self Defense for Women (1)

A course designed to teach basic self-defense and rape prevention skills to women.

PE 106 Tai Chi (1)

Tai Chi is an ancient Chinese system of health giving exercise. Students will build concentration, increase flexibility, and improve physical fitness by learning and practicing basic Tai Chi forms and movements.

PE 108 Beginning Weight Training (1)

A course designed to introduce the student to the benefits of a regular weight training routine. The student will be taught various exercises in isotonic, isometric and isokinetic lifting. Safety precautions and guidelines will be stressed.

PE 109 Toning (1)

An upbeat, high energy course that combines aerobic movements with muscle toning strength movements. Emphasis on total body conditioning. Instruction will include the safe and effective use of fitness apparatus including physio balls and hand weights.

PE 111 Walking for Wellness (1)

This course is designed to introduce the student to walking and its contributions to wellness. Content includes benefits of walking, development of safe and effective walking skills, nutrition and equipment to enhance walking, and essential components of a walking program.

PE 112 Beginning Swimming (1)

A course designed to introduce the basic swimming strokes and techniques for the beginning swimmer.

PE 113 Intermediate Swimming (1)

A course designed to develop current swimming skills and techniques. Emphasis will be placed on improving swim stroke techniques.

Prerequisite: PE-112 or instructor permission.

PE 115 Life Guarding (2)

A course designed to meet American Red Cross standards for advanced lifesaving/lifeguarding certification.

PE 118 Modern Dance (1)

A course designed to get the student to appreciate modern dance as an art form as well as a physical fitness activity. Emphasis will be placed on developing cardio-respiratory fitness and flexibility through participating in dance routines.

PE 122 Beginning Bowling (1)

A course designed to acquaint the student with the game of bowling. Emphasis is placed on basic fundamentals, mechanics, faults and rules of bowling.

PE 123 Beginning Golf (1)

A course designed to introduce the beginning golfer to the basic skills and fundamentals involved in the game of golf. Emphasis on the swing, i.e., setup, alignment, take away, release and finish for each club. Topics covered also include etiquette, scoring, shot selection and equipment selection/maintenance.

PE 125 Beginning Skiing (1)

This course is designed to introduce the student to snow skiing as a recreational activity. Emphasis is placed on beginning skiing techniques, knowledge of equipment, knowledge of ski slopes and safety.

PE 126 Beginning Badminton & Pickleball (1)

A course designed to allow the student to develop the necessary skills, fundamentals, strategies and knowledge of rules to participate in recreational badminton and pickleball.

PE 128 Beginning Tennis (1)

A course designed to introduce the student to the game of tennis. Proper skills, strategy and rules will be taught in order for the student to enjoy tennis on a recreational level.

PE 129 Tennis and Pickleball (1)

Instruction dealing with the techniques of tennis and pickleball. Playing styles, strategies, tournament participation and skill development are emphasized.

PE 131 Beginning Racquetball (1)

Instruction dealing with the techniques of racquetball including personal styles of play, strategies, tournament participation and skill development.

PE 133 Beginning Basketball (1)

A course designed to give the student an opportunity to develop basic basketball skills and fundamentals. Emphasis will be placed on dribbling, shooting, passing, team offensive and defensive strategies, and rule interpretation.

PE 134 Softball (1)

A course designed to introduce the student to the game of softball as a recreational activity. Emphasis is placed on basic individual and team fundamentals.

PE 135 Beginning Soccer (1)

A course designed to introduce the student to soccer. Emphasis will be placed on basic fundamentals, strategies, and rules of the game.

PE 136 Volleyball (1)

A course designed to introduce the student to the game of volleyball. Emphasis will be placed on basic skills, i.e., serve, set, pass, block, spike, team strategy and rules of play

PE 140 Cardio Fitness (1)

This course is designed to give student information on how to maintain a healthy cardiovascular system. Physical activities, nutritional guidelines, and unhealthy behaviors pertaining to cardiovascular health will be covered.

PE 155 Fast Fitness (1)

Comprehensive physical education course designed to develop strength, flexibility, muscular endurance and cardiovascular efficiency in an effective and timely manner through the use of circuits.

PE 170 Independent Fitness Lab I (1)

Self-paced conditioning for the motivated student. This course is designed to give students the opportunity to assess current physical fitness level, establish personal fitness goals, develop and follow an individualized self-paced fitness program.

Prerequisite: PE-100 or PE-108.

PE 171 Independent Fitness Lab II (1)

Self-paced conditioning for the motivated student. This course is designed to give students the opportunity to assess current fitness goals, as well as develop and follow an individualized self-paced fitness plan.

PE 175 Hiking (1)

This course is designed to introduce the student to basic techniques and skills necessary to enjoy minimum-impact hiking. Includes information on hiking essentials, trip planning, route finding, equipment, basic wilderness survival, and wilderness first aid. This course also includes several hiking trips throughout the quarter.

PE 190 Health and Wellness (3)

A course for students to learn how to take control of their personal health and lifestyle habits so they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-being. Encompasses a total wellness concept of one's physical, mental, emotional and social well being. Students will examine major health issues of contemporary society, with emphasis on identifying risk factors.

PE 191 Contemporary Health and Wellness (5)

Emphasis is placed on the relationship between course content and lifestyle choices to foster a better understanding of health issues today. Current issues include, but are not limited to, physical fitness and nutrition; weight management; stress and emotional health; chemical use and abuse; issues in contemporary human sexuality; communicable and non-communicable disease; health-smart consumerism; the contemporary health care system; aging and dying; and environmental health issues.

PE 200 Advanced Total Fitness (2)

An advanced approach to physical fitness for more effective living. Combination of lecture and lab stressing the importance of developing positive life-long fitness activities. Course will include evaluation, prescription, program implementation, and goal setting.

Prerequisite: PE-100 or instructor permission.

PE 201 Sport Specific Conditioning (2)

This course is designed to give advanced instruction for the physically active student. Consideration of sport specific and individual fitness goals will be given. Cardio conditioning; strength training; flexibility training, as well as the nutritional aspects of physical performance will be taught.

PE 208 Intermediate Weight Training (1)

This course is designed to develop cognitive knowledge pertaining to a higher level of strength training and applying this knowledge in a daily weight lifting program. Students will experience the benefits of weight lifting and will learn how to develop a weight training program designed to meet their personal weight training goals.

Prerequisite: PE-108 or instructor permission.

PE 222 Intermediate Bowling (1)

A course designed to allow the student to improve his/her bowling skills. Emphasis on spot, pin, and line bowling. Delivery and form and playing a hookball will be emphasized. Prerequisite: PE-122 or instructor permission.

PE 223 Intermediate Golf (1)

A course designed for the novice golfer who is interested in refining his/her skills in golf. Swing fundamentals, shot-making, and trouble-shooting will be emphasized. Prerequisite: PE-123 or instructor permission.

PE 225 Intermediate Skiing (1)

This course is designed to help the student improve his/her snow skiing skills. A variety of conditions will be implemented to allow the student to improve his/her techniques. Prerequisite: PE-125 or instructor permission.

PE 228 Intermediate Tennis (1)

A course designed to help the student improve his/her tennis skills. Emphasis is placed on more advanced shot techniques and strategies. Prerequisite: PE-128 or instructor permission.

PE 231 Intermediate Racquetball (1)

A course designed to increase overall techniques of racquetball including personal styles of play, strategies, tournament participation and skill development. Prerequisite: PE-131 or instructor permission.

PE 233 Advanced Basketball (1)

A course designed for the advanced basketball player who has competed at a high skill level. Special emphasis will be placed on advanced individual and team concepts.

PE 235 Advanced Soccer Techniques (1)

An advanced course in the fundamentals of soccer. Subjects covered will include physical fitness, basic skills, team play, laws of the game, and strategy.

PE 236 Intermediate Volleyball (1)

This course is designed to allow the student to improve upon his/her basic skills of playing volleyball. To be able to compete and enjoy the sport on a recreational level. Prerequisite: PE-136 or instructor permission.

PE 237 Advanced Volleyball (1)

This course is designed to give students the opportunity to improve their volleyball skills to an advanced level of play. Emphasis will be placed on skills and techniques used as a competitive as well as recreational level.

PE 241 Baseball Techniques (1)

A course in the fundamentals of baseball. Course content includes conditioning, basic skills, strategies, team-play concepts and rules of the game. Prerequisite: Experience in organized baseball-either high school or college.

PE 285 Coaching Theory (2)

Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for coaching. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

PE 288 Backpacking (1-5)

Introduces the student to backpacking by examining information necessary to plan an enjoyable and successful trip including basic wilderness first aid, outdoor clothing, cooking and nutrition, equipment, navigation, and minimization of environmental impacts. Also includes an outdoor component where students participate in backpacking trips. Localities for trips vary by quarter.

PE 290 Sports Officiating (3)

Designed to introduce the student to the avocation of sports officiating. Topics include philosophy of officiating, requirements to become an official, rules, mechanics and societal influences and attitudes towards sports officials.

PE 292 Advanced First Aid (5)

The student will satisfy the requirements for advanced American Red Cross first aid and cardiopulmonary resuscitation certification (CPR).

PE 295 Teaching Elementary Physical Education and Health (3)

This course is designed to provide prospective K-6 educators with information, methods, and activities for teaching elementary physical education and health. Developmentally appropriate and quality physical education and health methods will be emphasized.

PE 299 Individual Study in Physical Education (1-5)

An independent learning activity, designed jointly by the student and the instructor to improve and/or increase the knowledge and skill of the learner. Prerequisite: Instructor permission.

Physical Science

PHYSN 100 Physical Science and Technology (5)

Studies underlying physical principles and interactions in topics like motion, energy, light, sound, electricity, etc., and how they are applied and used in technology. A hands-on, team oriented approach is used to develop conceptual reasoning, interrelationships between concept and applications, and effective communication skills. Laboratory included.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher; completion of MATH-090 with a 'C-' or higher; or equivalent assessment in these areas.

Physics

An advisor should be consulted to determine the appropriate level of physics course for your degree goal. Students intending to major in Physics at a baccalaureate institution should work toward an Associate of Science degree with a Physics Specialization.

PHYS 114 General Physics (5)

Algebra-based physics for liberal arts students and certain professions. Study of basic mechanics including position, velocity, acceleration, forces, momentum, and energy. Laboratory included.

Prerequisite: MATH-097 or 099; MATH&-141 recommended.

PHYS 115 General Physics (5)

Algebra-based physics for liberal arts students and certain professions. Study of thermodynamics, oscillations, waves, capacitance, and electric forces/fields/potential/potential energy. Laboratory included.

Prerequisite: MATH-097 or MATH-099 (MATH&-141 recommended); PHYS-114.

PHYS 116 General Physics (5)

Algebra-based physics for liberal arts students and certain professions. Study of DC circuits, magnetism, geometrical optics, wave optics, and modern physics. Laboratory included.

Prerequisite: MATH-097 or MATH-099 (MATH&-141 recommended) and PHYS-114.

PHYS 121 Engineering Physics (5)

Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Laboratory included. Mechanics. Topics include motions and causes of motion, conservation of energy, momentum and angular momentum, gravitation, center of mass, and torques. Laboratory included.

Prerequisite: MATH&-151.

PHYS 122 Engineering Physics (5)

Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Laboratory included. Electricity and magnetism. Topics include Coulomb's Law, Gauss' Laws, circuits and circuit theory, electrical devices, Ampere's Law, electric and magnetic flux, and induction. Laboratory included.

Prerequisite: PHYS-121.

PHYS 123 Engineering Physics (5)

Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Laboratory included. Waves, sound, light and thermodynamics. Topics include oscillations, damping, wave propagation, interference, refraction, reflection, optical systems, fluids, specific heat, temperature, ideal gasses, and states of matter. Prerequisite: PHYS-121.

PHYS 299 Independent Study (1-5)

Independent observation, analysis, and reporting of a physics-related topic.

Prerequisite: Instructor permission.

Political Science

POLS& 101 Introduction to Political Science (5)

(Formerly POLSC-101) This course is intended to serve as a comparative introduction to the concepts, methods, and subject areas of the discipline of political science. Students will explore various forms of political beliefs, behaviors, institutions, and processes at the individual, group, national, and international levels. Strongly recommended for those students with no prior coursework in political science.

Prerequisite: College-level English and reading.

POLS& 202 American Government (5)

(Formerly POLSC-202) Survey of the Constitution, the three branches of government, and processes through which public policy is formulated, enacted into law and executed.

Prerequisite: Assessment at college-level English and reading.

POLS& 203 International Relations (5)

(Formerly POLSC-203) Study of relationships among various actors in the international system. Students will examine theories of international relations, determinants of national power, processes of foreign policy decision-making, and factors promoting both conflict and cooperation with respect to military, economic, and human rights issues. Offered in hybrid online format.

Prerequisite: Assessment at college-level English and reading.

POLS 205 State and Local Government and Politics (5)

(Formerly POLSC-205) Study of the nature, function and problems of state, county and city governments, including an examination of the problems confronting these local political units.

Prerequisite: Assessment at college-level English and reading.

POLS 220 Introduction to Constitutional Law (5)

(Formerly POLSC-220) This course will introduce students to the process of constitutional decision making in the U.S., with particular emphasis on the U.S. Supreme Court. The course is organized around three substantive areas of law: institutional powers of government, property rights and economic liberty, and equal protection. Court decisions in these areas will be examined in a broader political, social, and economic context.

(writing intensive)

Prerequisite: POLS&-202 or instructor permission.

POLS 221 Politics of Civil Liberties (5)

(Formerly POLSC-221) Historical analysis of the politics of civil liberties in the United States, concentrating on three primary areas of civil liberties law: freedom of speech, religious freedom and the rights of criminal suspects and defendants.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level English and reading.

POLS 222 Law and Society (5)

(Formerly POLSC-222) The course will examine the intersection of law and politics in American society. Topics to be covered include legal reasoning, disputing, due process, capital punishment, and others. How does law structure social relationships? How does political power shape the law?

Prerequisite: College-level English and reading.

POLS 231 Politics and Film (5)

(Formerly POLSC-231) This course will examine a variety of political and legal issues through their portrayal in contemporary cinema. Students will read relevant political science literature as a background for an analysis of the films viewed in the course. Rotating themes include: elections and the presidency, law and justice, science fiction, organized labor, and American foreign policy. (can be repeated)

Prerequisite: College-level reading and writing.

POLS 290 Political Philosophy and Ideology (5)

(Formerly POLSC-290) A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, Marx, Machiavelli, Hobbes, Bentham, Jefferson, Montesquieu and Sumner.

Prerequisite: Assessment at college-level English and reading.

POLS 298 Political Internship (1-5)

Students will participate in internships with either a political party, interest group, or an elected official and will meet periodically with the instructor to discuss assigned readings and a research paper based on the internship experience.

Prerequisite: Instructor permission.

Psychology

PSYC& 100 General Psychology (5)

(Formerly PSYCH-100) Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality will be examined.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

PSYC& 180 Human Sexuality (5)

(Formerly PSYCH-165) A scientific approach to the study of human sexuality and sexual behavior, including physiological and psychological components. Considers sexuality across the lifespan, sexual dysfunction, STD's and safer sex, sexual orientation, sexual response patterns, and the development of relationships.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

PSYC& 200 Lifespan Psychology (5)

(Formerly PSYCH-206) An examination of the physical, social, emotional, and intellectual development of the human from conception to death. *(multicultural content)*

Prerequisite: PSYC&-100 with a grade of 'C' or higher.

PSYC 205 Introduction to Personality (5)

(Formerly PSYCH-205) Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality will be studied.

Prerequisite: PSYC&-100 with a grade of 'C' or higher.

PSYC 209 Fundamentals of Psychological Research (5)

This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Students will also learn how to critically evaluate scientific findings and claims. A prerequisite for psychology majors at many four-year institutions.

Prerequisite: PSYC&-100.

Radiologic Science

PSYC& 220 **Abnormal Psychology (5)**

(Formerly PSYCH-204) A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health. Prerequisite: PSYC&-100 with a grade of 'C' or higher.

PSYC 299 **Individual Study in Psychology (1-3)**

(Formerly PSYCH-299) A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course. Prerequisite: PSYC&-100 with a grade of 'B+' or higher. Instructor permission required.

RS 100 **Radiologic Science Orientation (3)**

This course introduces students to the Radiologic Science program. Students learn of the program's mission and goals, professional requirements, and commitment necessary for success, as well as learning about the on-campus student support services available to them. Additionally, students will become CPR certified, initiate Washington State requirements for licensure, and complete HIPAA training.

Prerequisite: Acceptance into the Radiologic Science program.

RS 101 **Fundamentals of Radiologic Science and Health Care (4)**

Content is designed to provide a foundation of the principles, practices and policies in health care and particularly radiology. The student will be introduced to the history of radiology, medicolegal ethics and professional associations. Radiation protection and safety, basic equipment operation, and principles of radiographic exposure will also be covered.

Prerequisite: Official acceptance into the RS program, or instructor permission.

RS 108 **Radiation Physics I (5)**

This course introduces the concepts of electromagnetic radiation, its production, control and interactions. The concepts of electricity, electromagnetism, and electrical circuits relating to imaging equipment operation are presented.

Prerequisite: RS-101 or instructor permission.

RS 109 **Radiation Physics II (5)**

A continuation of Radiation Physics I. The correct and safe operation of various types of imaging equipment will be discussed. Information on radiation biology will be presented to correlate the hazards of ionizing radiation production and its interaction on human tissue.

Prerequisite: MATH-099, RS-108, or instructor permission

RS 120 **Clinical Education I (5)**

Initial course in competency based radiography clinical education. Students orient to an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy. Prerequisite: RS-101, RS-140, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

RS 121 **Clinical Education II (5)**

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

Prerequisite: RS-120, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

RS 122 **Clinical Education III (12)**

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

Prerequisite: RS-121, instructor permission, and medical health clearance, WSP background check, proof of medical insurance, current CPR card.

RS 140 **Radiographic Positioning I (5)**

Studies basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen, upper and lower extremities. Projections studied will include information on performing cross-table examinations for minor trauma cases.

Prerequisite: Official acceptance into RS program.

RS 141 Radiographic Positioning II (5)

Provides demonstration and laboratory experience in radiography of the pelvis, hip, sacroiliac joints, cervical spine, thoracic spine, lumbar spine, sacrum, and coccyx. Visceral studies which include the upper gastrointestinal series, intravenous pyelography, and colon. Projections studied will include information for performing examinations on the pediatric and trauma patient.

Prerequisite: RS-140 or instructor permission.

RS 142 Radiographic Positioning III (5)

Overview of special radiographic procedures including myelography, angiography, ERCP's and cholecystography. A study of the contrast media employed with these examinations is also conducted. Demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mandible. Projections studied will include information for pediatric and trauma patients.

Prerequisite: RS-141 or instructor permission.

RS 150 Principles of Image Formation (1)

Prime factors (detail, density, contrast and distortion) and other factors influencing radiographic technique for the production of quality images.

Prerequisite: Official acceptance into RS program, or instructor permission.

RS 153 Principles of Digital Radiography I (1)

This class introduces basic principles of digital radiography. The subject matter will consist of basic computer principles, networking and communication basics pertaining to an imaging department, and digital image acquisition and processing.

Prerequisite: RS-150 or instructor permission.

RS 156 Principles of Digital Radiography II (1)

The correct and safe operation of various types of digital X-ray equipment is emphasized. Digital image formation is contrasted with film/screen image formation. The difference in evaluating appropriate X-ray exposure factors, vs film/screen, are discussed.

Prerequisite: RS-153.

RS 170 Introduction to Fundamentals of Patient Care (5)

Introduces patient care techniques commonly experienced in a radiology department such as venipuncture, proper body mechanics, sterile procedures, pertinent medications and contrast media, etc. Additionally, patient communication, HIPAA requirements and emergency CODE procedures are emphasized.

Prerequisite: Acceptance into RS program or instructor permission.

RS 200 Cross Sectional Anatomy (3)

Anatomy of the human body will be studied in cross section. Anatomy of the brain, neck, thorax, abdomen/pelvis and the musculoskeletal system will be presented in the transverse, sagittal, coronal and oblique imaging planes using multiple diagnostic imaging modalities.

Prerequisite: Completion of RS-142 or instructor permission.

RS 214 Imaging Pathology (3)

The diagnostic images presented in this class demonstrate the effect of various disease processes and the mechanism of injury incurred within the human body. The body systems covered include musculoskeletal, pulmonary, gastrointestinal, genitourinary, reproductive, central nervous system, and cardiovascular.

Prerequisite: RS-243 or instructor permission.

RS 216 Pharmacology and IV Therapy (3)

An overview of the circulatory system, identifying common sites for venipuncture, performing venipuncture, identifying contrast media reactions and determining the appropriate interventional response. Course will include common medications in the Radiology Department, ACLS drugs, the common dosages and physiology.

Prerequisite: RS-170 or instructor permission.

RS 225 Clinical Education IV (7)

Students begin their second year of competency based clinical education and by instruction, observation, and experience, continue to acquire new skills while refining previously learned examinations. Students incorporate critical thinking skills and correlate them with previous experiences to enhance their ability to function more independently.

Prerequisite: RS-122, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

RS 226 Clinical Education V (7)

Students in the second year of competency based clinical instruction rotate to a new clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS-225, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

RS 227 Clinical Education VI (7)

Students in the second year of competency based clinical instruction are assigned to a clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS-226, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

RS 228 Clinical Education VII (10)

This is a capstone competency based clinical class in preparation for entry level clinical practice. Students in the second year of instruction are assigned to a clinical education center and continue to acquire new skills, while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently. Prerequisite: RS-227, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

RS 233 Leadership and Management (1)

Studies leadership skills associated with patient care and management. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, the work environment, responsibility, accountability, collaboration and resume preparation. Prerequisite: RS-175.

RS 243 Radiographic Positioning IV (3)

Demonstration and lab experience of alternate and special positioning of the upper and lower extremities, thoracic cage, shoulder girdle, pelvis, and spinal column. This course also includes a review of basic head work and special positioning of the orbit, mandible and temporomandibular joint. Information will be included for performing pediatric and trauma projections. A review of imaging with emphasis on basic quality assurance and image evaluation. Prerequisite: RS-142 or instructor permission.

RS 244 Radiographic Positioning V (3)

Advanced patient care procedures involving pediatric and/or severe trauma patient. Special emphasis on child and elder abuse. Includes information for the geriatric, pediatric and patient with disabilities to meet JCAHO requirements. Prerequisite: RS-243 or instructor permission.

RS 250 Advanced Health Care Organization (3)

A closer look at the health care organization with emphasis on radiology. Radiology quality control and quality assurance factors will be presented. The five major content areas of diagnostic imaging will be correlated with quality patient care. Prerequisite: RS-101 or instructor permission.

RS 255 Advanced Imaging Modalities (1)

An overview of CT, MRI, U/S, and other advanced imaging modalities. The emphasis will be on the various energies used to generate images, the equipment and other dynamics of the imaging environment. Prerequisite: RS-108, 109, second year radiography student.

RS 270 Introduction to Mammography (3)

A lecture and laboratory course for specialized training in mammography with an emphasis on basic positioning and quality control measures. Course will assist students and practitioners to prepare for the ARRT Advanced Registry Examination in Mammography; also meets the FDA/MQSA requirements for mammography training. Prerequisite: Second year RS student or ARRT Certified Practitioner.

RS 275 Student Leadership Seminar (1)

The second year students will participate in the organization of a two-day leadership conference and attend education sessions presented at the conference. Presentation of a project or essay is required. Prerequisite: Instructor permission.

RS 299 Independent Study (1-5)

Independent learning activity, designed jointly by the student and instructor, to improve and/or increase the knowledge and skill of the learner. Prerequisite: Program chair permission.

Reading

Students enrolled in the EAP Program are strongly advised to complete the program before attempting the Reading Program designed for native speakers. Courses numbered below 100 cannot be applied toward degree or certificate requirements.

READ 010 Strategies for College Reading (2)

This intensive and abbreviated course addresses reading strategies necessary for success in college reading. It includes strategies to build vocabulary, to locate and paraphrase main ideas (stated and implied), to organize information, to improve comprehension, and to read critically. Prerequisite: Assessment at or above READ-095.

READ 075 Reading I: Foundations for College Reading Comprehension (5)

(Previously READ-071) Pre-college reading provides instruction and practice skills needed for placement into READ-085. Emphasis is on building vocabulary, decoding and literal comprehension. Prerequisite: Accuplacer assessment score of 58 or below and a CASAS score of 221-246.

READ 085 Reading II: Building College Reading Comprehension Strategies (5)

(Previously READ-092) This course enables students to work with essential text structure and to begin basic analysis of passages from a variety of texts. Identification of main points, details, implications are included, as well as skills in outlining and summarizing. Lab application is used for practice, and vocabulary development is included. Prerequisite: Assessment at or above ENGL-085 and READ-085, or completion of ENGL-075 and READ-075 or EAP-162 with a grade of 'C' or higher.

READ 094 College Vocabulary (3)

This course is designed to provide students with information and skills to help expand and enrich their college vocabulary. The course focuses on learning new words, examining context clues, using related words, practicing analogies and working with prefixes, suffixes and roots of unfamiliar words.

READ 095 Reading III: College Reading (5)
(Previously READ-093) The preparatory class for college success. Emphasis on text analysis for structure, inferring meaning, critical thinking and vocabulary development. Introduction to literary devices is included. A variety of expository excerpts from college textbooks are used for demonstration of skills. Lab application is used for practice. Instruction reading graphic materials (graphs, charts, diagrams) are included.
Prerequisite: Assessment in READ-095 or completion of READ-085 or EAP-162 with a grade of 'C' or higher.

Reading Lab

READ 080 Introduction to Textbook Comprehension and Vocabulary Development (1)
Self-directed tutorial course that helps students improve basic reading comprehension and vocabulary skills. Under the supervision of the program specialist, students increase vocabulary and improve comprehension.
Prerequisite: Assessment at READ-075 level or completion of READ-075 with a 'C' or higher.

READ 096 Reading Lab Tutorial (1)
Self-directed individualized lab activities provide students with information, strategies and skills to assist them in reading college textbooks in their field of study.

READ 100 Advanced Textbook and Vocabulary Development (2)
Self-directed tutorial course provides student with skills to develop vocabulary necessary for college success. The course uses strategies in identification and use of context clues, pronunciation, word parts, word meaning and dictionary/thesaurus usage.
Prerequisite: Assessment at college-level reading or a grade of 'C' or higher in READ-095.

Respiratory Therapy

RC 160 Cardiopulmonary A & P and Pathophysiology (4)
Course is designed to provide students with information about the structure and function of the respiratory system. Knowledge of a structure is essential to the understanding of the function of the structures, therefore topics include: respiratory and cardiac anatomy and progress to major concepts and mechanisms of cardiopulmonary physiology.

RC 161 Arterial Blood Gases (3)
Course is designed to provide students with additional information about the function of the respiratory system. The student will gain knowledge and interpretation skills regarding the function of gas exchange in the lungs as well as how normal values change in different disease states. Included will be a comprehensive overview of the subject matter in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.
Prerequisite: Prerequisite: RC 160.

RC 162 Advanced RC Pathophysiology (3)
Course is designed to provide students with advanced information about disease processes. General pathophysiology provides a foundation of information for the student to apply in the specialty area of respiratory care. Included will be a comprehensive overview of the disease process in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.

RC 163 Pulmonary Functions (3)
Course will provide students with information necessary for understanding Pulmonary Function Testing, Exercise Testing, and their interpretations. Included will be a comprehensive overview of the subject matter in the form of lecture, small group discussion, or student presentations.

RC 170 Respiratory Therapy Equipment I (3)

Course will provide students with a historical background on discovery and development of basic RC principles and technologies. Included is hands-on usage of equipment: pressure gauges, flow meters, regulators, oxygen delivery devices, compressed gas and liquid oxygen systems, humidity and aerosol generators, and positive- and negative-pressure breathing devices. Knowledge of history as it relates to RC is essential to assimilating the numerous, technical facets of the field.

RC 171 Respiratory Therapy Equipment II (3)

Course is designed to provide first-year RC students with a background on the principles and technologies of emergency airway management, tracheostomy management, non-invasive patient monitoring, bedside pulmonary function assessment, true volume measuring devices vs. pneumotachometer devices, and of RC home care. Equipment will include: Respiromics, Mallinckrodt, Sullivan, Fisher & Paykel - modes, pressure settings, interfaces and patient comfort and compliance issues.

Prerequisite: Prerequisite: RC-170.

RC 172 Respiratory Therapy Equipment III (4)

Course will provide the principles and technologies for the student to assimilate and interrelate technical and physiological criteria for treating patients on mechanical ventilation (CMV). Students learn logical thinking required to troubleshoot ventilator problems in the ICU and utilize different types of ventilators to gain confidence, proficiency, and appreciate the level of sophistication to which modern ventilators have risen.

Prerequisite: Prerequisite: RC-171.

RC 175 Respiratory Orientation (2)

Course will provide application of the basic skills required for patient care. The students will learn essential body mechanics to avoid injury; infection control principles; required confidentiality information; legal and ethical principles; and an introduction to vital signs. Students will also complete CPR certification, HIV/AIDS certification for health care providers, and receive their program student handbooks. Same course as DMS-175.

RC 180 Respiratory Therapy Clinical I (8)

Course is designed to prepare the beginning Respiratory Care student to perform basic respiratory therapeutic modalities in the hospital setting. Emphasis is placed on patient assessment techniques. This class consists of a lecture/classroom component and a lab/clinical rotation. The first six weeks of the quarter lab will be on campus. Clinical rotations to the hospital sites will begin the first week of November.

RC 181 Respiratory Therapy Clinical II (8)

Course will continue to build on the clinical skills and knowledge base acquired in first quarter. The Respiratory Care student will be introduced to the critical care environment this quarter. Emphasis is placed on airway management, ECG's, arterial blood gases, non-invasive ventilation and CPAP. This class consists of a lecture/classroom component and a lab/clinical rotation.

Prerequisite: Prerequisite: RC-180.

RC 182 Respiratory Therapy Clinical III (8)

Course is intended to prepare the third quarter Respiratory Care student to care for patients in the Intensive Care Unit. Topics covered will include the initiation and care of the patient receiving mechanical ventilation and special RC procedures. This class consists of a lecture/classroom component and a lab/clinical rotation.

Prerequisite: Prerequisite: RC-181.

RC 183 Respiratory Therapy Clinical IV (9)

This is the final clinical course of the first year, of the respiratory program. Students are expected to use this time at the clinical sites to polish their clinical skills, improve their time management skills and increase their comfort level and autonomy in the clinical setting in order to be prepared for the advanced clinical courses in the second program year.

Prerequisite: Prerequisite: RC-182.

RC 188 Allied Health Sciences: Survey of Chemistry, Microbiology, & Physics (5)

Course will provide application of the sciences required in respiratory care. The students will review the math skills used in performing calculations; relate chemistry concepts to clinical care; apply elements of biochemistry; understand physical laws, principles, and associated theories; and have an understanding of certain principles of microbiology as they relate to being a respiratory therapist. Same course as HT-188.

RC 191 Respiratory Therapy Pharmacology (3)

Course is designed to provide students with information about drugs used to treat the cardiopulmonary system. Emphasis is on mechanism of action, indication for, and proper administration of drugs, with particular emphasis on those delivered by Respiratory Care Practitioners. Introduction and discussion of other drugs used in critical care are included.

RC 192 Advanced Mechanical Ventilation (2)

Course will provide students with information to master the knowledge of mechanical ventilation and its application to patients. Skills needed to best interface patient and ventilator is discussed; adult and pediatric/neonatal mechanical ventilation are introduced.

Prerequisite: Prerequisite: RC-191.

RC 200 Supplemental Education for RC Program (1-10)

Course will provide individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

RC 240 Advanced Assessment and Diagnosis (3)

Course will provide second year students with information necessary to care for the critically ill patient. Advanced assessment and diagnosis covers trauma care, Hemodynamics, and assessing and managing the patient in the critical care unit.

Sociology

RC 251 Respiratory Pathophysiology Case Presentations (2)

Course is designed to provide students with introductory Pathophysiology. Included will be a comprehensive overview of the various disease processes, surgical procedures, or new technology. Fellow students will present topics, in an organized, interesting manner in the form of lecture or small group discussion.

RC 261 Pediatric & Neonatal Respiratory Care (4)

Course will provide second year students with an overview of pediatric and neonatal diseases. The field of neonatology/pediatrics is highly dynamic and requires up to date knowledge of clinical and technical skills. A neonatal/pediatric RCP is expected to be able to perform as an integral part of the highly specialized health care team as well as develop critical thinking skills.

RC 262 Review of Applications of Respiratory Care (4)

Course will provide students with a review for the advanced level practitioner written and clinical simulation board examinations. Included will be comprehensive overviews of all respiratory subject matter, including: Analysis of Date, Equipment, and Therapies.

RC 272 Pulmonary Rehabilitation, Home Care, and Assistance in Specialty Procedures (3)

Course will provide students with information about the alternate settings of pulmonary rehabilitation and home care. Additionally, students will study the special procedures they assist physicians with.

RC 280 Specialty Clinical Rotation (4)

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

RC 281 Advanced Critical Care Clinical Rotation (4)

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

RC 282 Neonatal Clinical Rotation (2)

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a neonatal intensive care setting. Emphasis is placed on patient assessment techniques. This class consists of a five-week clinical rotation.

RC 283 Specialty Clinical Rotation II (2)

Course is designed to prepare the second year Respiratory Care student as an expert respiratory care practitioner. This five-week rotation is the last clinical rotation before graduation; therefore, students are encouraged to do their final rotation at their desired place of employment. This class consists of a clinical rotation only.

RC 290 Ethics and Professionalism in Respiratory Care (2)

While providing care and delivering therapies, RCP's must be continuously aware of the legal and ethical implications of the services they deliver and their actions while delivering them. This course will provide students with information necessary for understanding legal issues and for making ethical decisions in respiratory care.

RC 299 Individual Study in Respiratory Therapy Technology (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the learner's knowledge and skill.

Prerequisite: Admission to RC program.

SOC& 101 Introduction to Sociology (5)

(Formerly SOC-110) An introduction to the basic concepts and theories of sociology with an emphasis on the group aspects of human behavior. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC 120 Introduction to Women's Studies (5)

Introduction to the study of women, feminism, and theories of oppression and privilege, particularly with respect to gender, sexuality, race, class, and sexual orientation. Topics include systems of oppression, gender socialization, sexuality, violence, and social institutions such as family, health care, media, religion, legal systems, work and labor, and education. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC& 201 Social Problems (5)

(Formerly SOC-270) A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC 205 Sociology of African Americans (5)

This course explores the socio-historical experiences of African Americans. We will investigate the social history of African Americans in the United States, oppression and the perpetuation of social inequality, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of African Americans. We will also debate solutions to various social problems that are of particular concern to the black community. (*multicultural content*)

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC 240 Social Psychology (5)

An introduction to the study of individual behavior as a function of social stimuli. Focuses on cognition and perception, attitude formation and change, attribution, attraction and aggression.

Prerequisite: SOC&-101 or PSYC&-100.

SOC 247 Media, Politics and Society (5)

Takes a critical approach to the study of the production and consumption of mass media, focusing primarily on the United States. Examines the economic and social organization of mass media, the content of media messages, and the impact various media have on the public.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC 252 Sociology of the Family (5)

The family as a social institution, understanding societal variation in family patterns and alternative family forms. An examination of the social psychological factors affecting mate selection, marital stability and satisfaction, child rearing, divorce, remarriage, and blended families.

SOC 262 Race and Ethnic Relations (5)

Builds upon and expands the students' understanding of race and ethnic relations in American contemporary society. Focuses on how immigrant groups adapt to a new country, manifestations of racism and discrimination, as well as the economic and social progress of different ethnic groups. Explores how to alter patterns of racial and ethnic inequality through social movements and social policy. *(multicultural content)*

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC 265 Sociology of Asian Americans (5)

This course explores the socio-historical experiences of Asian American groups. We will investigate the history of Asian immigration to the United States, discriminatory and anti-Asian legislation, factors influencing social inequality amongst Asian American ethnic groups, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of Asian Americans. *(multicultural content)*

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of 'C' or higher or assessment at college-level Reading and Writing.

SOC 271 Deviant Behavior (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Emphasis is on developing a sociological understanding and critical analysis of social theory relating to mental disorders, substance abuse, crime and violence in American society.

Prerequisite: SOC&-101 or PSYC&-100.

SOC 287 Sociology of Gender and Sexuality (5)

Introduces the concept of gender as a multi-disciplinary category of analysis, asking how gender identity is constructed by the sciences, social sciences, humanities, and popular media. Topics will include the social roles of men and women, understandings of sexual orientation, and forms of systematic subordination. *(multicultural content)*

Prerequisite: SOC&-101 or PSYC&-100 or ANTH&-100.

SOC 299 Individual Study (1-3)

A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.

Prerequisite: SOC&-101 with a grade of 'B+' or higher. Instructor permission required.

Spanish

SPAN 100 Basic Conversational Spanish (5)

This course is designed as a beginning introduction to basic conversational Spanish, prior to SPAN-101. The student is introduced to Spanish vocabulary and grammar at an enjoyable rate. The course allows students to brush up on their understand of English grammar and structure as it pertains to learning Spanish. This course is recommended for the student who has little grammar background and would like to acquire useful study habits for studying Spanish.

SPAN& 121 SPANISH I (5)

(Formerly SPAN-101) The first year of the beginning Spanish language sequence consists of 121, 122, and 123. SPAN&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: Completion of READ-095 and ENGL-095 with a grade of 'C' or higher or assessment at college-level reading and English or instructor permission.

SPAN& 122 Spanish II (5)

(Formerly SPAN-102) SPAN&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in SPAN&-121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. *(multicultural content)*

Prerequisite: SPAN&-121 with a grade of 'C' or higher or permission of instructor.

Study Skills

SPAN& 123 Spanish III (5)

(Formerly SPAN-103) SPAN&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in SPAN&-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. (*multicultural content*)

Prerequisite: SPAN&-122 with a grade of 'C' or higher or instructor permission.

SPAN 299 Direct Readings in Spanish (1-5)

Readings in Spanish and Latin American literature. Topics will be selected by students, with instructor's approval.

Prerequisite: SPAN-103 or equivalent class. Instructor permission.

STDSK 095 Survival Study Skills (2)

Skill building in study habits, time management, textbook reading, note-taking for students in developmental English, math, reading.

STDSK 098 Essential Study Skills (5)

Course offers skills building in time management, study organization, test preparation, textbook mastery and note taking for students enrolled in 90 level English, reading, or math courses.

Prerequisite: Assessment at or above READ-085.

STDSK 110 College Study Skills (5)

Development of techniques for effective study in college. Covers time management, note-taking systems, memory training, textbook analysis, exam preparation and test taking (both objective and essay exams), using the library and writing the research paper.

Prerequisite: Assessment into college-level reading or a grade of 'C' or higher in READ-095.

Supervision and Management

Please contact Corporate Education at 253.566.5020 for information.

- SMG 100 The New Supervisor (3)
- SMG 101 Supervisory Survival Skills (3)
- SMG 120 Supv. the Problem Employee (3)
- SMG 125 Supervising Employee Training (3)
- SMG 131 Supervision & Group Behavior (3)
- SMG 201 Management Communications (3)
- SMG 210 Public Relations (3)
- SMG 222 Management & Labor Relations (3)
- SMG 250 Human Resource Management (3)
- SMG 255 Supervisor and the Law (3)
- SMG 260 Managerial Excellence (3)
- SMG 261 Dynamics of Leadership (3)
- SMG 264 Motivation and Productivity (3)
- SMG 270 Managing for High Performance (3)
- SMG 275 Valuing Cultural Diversity (3)
- SMG 290 Work Internship (5)
- SMG 299 Individual Study and Special Projects (1-5)

Tribal Enterprise and Gaming Management

Please contact Corporate Education at 253.566.5020 for information.

- TEGM 163 Supervisory Essentials and Front Line Leadership (2)
- TEGM 165 Casino HR and Personnel Management (2)
- TEGM 200 Casino Regulations Compliance and Game Protection (2)
- TEGM 110 Casino Finance Essentials (2)
- TEGM 240 Casino Marketing, Hospitality and Guest Services (2)
- TEGM 291 Casino Operations I (2)
- TEGM 292 Casino Operations II (2)

World Languages

Placement of students with previous language training will be made by the course instructor. Language challenge credit will not be awarded for native languages.

Prerequisites: 121, 122 and 123 are sequential courses; 121 with a grade of 'C' or higher or instructor permission required for 122; 122 with a grade of 'C' or higher or instructor permission required for 123.

Please see the following disciplines:

ARAB 121, 122, 123	Arabic 1, 2, 3
CHIN& 121, 122, 123	Chinese 1, 2, 3
FRCH& 121, 122, 123	French 1, 2, 3
GERM& 121, 122, 123	German 1, 2, 3
JAPN& 121, 122, 123	Japanese 1, 2, 3
SPAN& 121, 122, 123	Spanish 1, 2, 3

Writing Center

WRITE 080 Grammar Review (1)

This is a laboratory course designed to review basic grammar. Emphasis is on parts of speech and common grammatical errors. This review course utilizes a workbook with grammar explanations and exercises and includes competency tests for each lesson. Students may enroll during scheduled registration and during the first three weeks of the quarter.

WRITE 081 Sentence Structure Review (1)

This is a laboratory course designed to review basic sentence patterns and sentence construction. Workbook lessons provide explanations and practice in developing various sentence patterns, including subordinate clauses and phrases. Competency tests follow each lesson. Students may enroll during scheduled registration and during the first three weeks of the quarter.

WRITE 082 Punctuation Review (1)

This is a laboratory course designed to review basic punctuation and other English fundamentals. Workbook lessons provide rules, explanations, and practice exercises accompanied by competency tests. Students may enroll during scheduled registration and during the first three weeks of the quarter.

WRITE 084 Spelling Review (2)

This is a course designed to review basic spelling skills. The course concentrates on learning general rules and concepts of spelling as well as common exceptions and troublesome words. The class utilizes a spelling workbook with explanations and practice exercises accompanied by competency tests. Students may enroll during scheduled registration and during the first three weeks of the quarter.

WRITE 085 Paragraph Writing (2)

This is a course designed to review basic paragraph construction. The course provides extensive practice in writing unified, coherent, and well-developed paragraphs.

WRITE 096 Writing Center Tutorials (1)

This is a laboratory course that offers students one-to-one tutorial help with assignments for classes where writing is required. No outside work is assigned. At least nine 50-minute tutorial sessions per quarter must be completed for credit, plus some independent lab work in the Center. Course can be added up to midterm. May be taken a total of four times and is graded as Satisfactory/Unsatisfactory only.

WRITE 140 Writing Center Tutor Practicum I (2)

Provides qualified students with training and experience in tutoring students in one-to-one setting in the Writing Center. Topics of study include tutoring and learning styles, theories and operations, and ESL and LD tutoring. Students may have the opportunity to apply training and work toward certification under college Reading and Learning Association. Prerequisite: ENGL-095 or instructor permission.

WRITE 141 Writing Center Tutor Practicum II (2)

Provides qualified students with training and experience in tutoring students in one-to-one setting in the Writing Center. Topics of study include tutoring and learning styles, theories and operations, and ESL and LD tutoring. Students will apply training by tutoring and work toward higher levels of certification under College Reading and Learning Association. Prerequisite: WRITE-140.

WRITE 145 Writing Center Tutor Practicum III (2)

Provides qualified students with training and experience in tutoring students in one-to-one setting in the Writing Center. Topics of study include tutoring and learning styles, theories and operations, and ESL and LD tutoring. Students will apply training by tutoring and work toward higher levels of certification under College Reading and Learning Association. Prerequisite: WRITE-141.

BOARD OF TRUSTEES

Community College District 22

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Don Dennis

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Laurie A. Jinkins

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Bottom row:

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Dr. Pamela Transue, TCC President



CENTER FOR ETHICAL DEVELOPMENT

Roy E. Kimbel, Director.....253.572.2073

Cathie Bitz, Exec. Asst. to the President..... 253.566-5101

CED Advisory Council Community Volunteer Leadership:

Pat Steel, Co-Chair

Catherine Wakefield, Co-Chair

Tacoma Community College has a resource center for ethics education, training and community outreach—the Center for Ethical Development (CED).

The Center's mission is "to provide quality education programs in ethics." Its vision is to be "known for its commitment to engage and connect TCC students and the broader community through programming and education. Students will have an understanding of broad ethical issues and a framework within which to make personal and professional ethical decisions." Through CED efforts, students, faculty, staff and the community share in:

- Seminars and education programs customized to meet personal and professional ethics and social responsibility needs.
- Open public forums, informal discussions and community/faculty led ethics seminars, conferences, workshops and guest lectures incorporating professionals from diverse fields of expertise.
- Interdisciplinary courses and trainings offered on ethical issues in the practice of a wide-range of professions.

The CED is governed by an Advisory Counsel consisting of community leaders and TCC faculty, administration, staff and students. Participants in the activities of the CED enhance their ability to identify and explore ethical issues in their work and personal lives and to assess their own actions and responsibilities.

TCC FOUNDATION

TCC Foundation256.566.5003

The TCC Foundation was established in 1967 by a group of civic and business leaders dedicated to the continued success of Tacoma Community College. It is incorporated as a not-for-profit 501(c)(3) corporation to accept and administer private gifts on behalf of the college. The Foundation receives bequests and donations from individuals, corporations and foundations to enhance the quality of teaching and learning. Gifts to the Foundation benefit programs and activities that are not funded through state operating and capital budgets.

The purpose of the Tacoma Community College Foundation is to:

- Secure private financial resources.
- Enhance educational, cultural and work force opportunities that may otherwise be unavailable.
- Advocate for the college.

Annual gifts, multi-year pledges and planned gifts are used to support a variety of activities, including but not limited to:

- Scholarships and Grants.
- Library and Learning Resources.
- International Programs.
- Employee Professional Development and Awards.
- Early Learning Center.
- Academic and Student Programs.
- Athletic Activities.
- Arts Programs.
- Literacy and Developmental Education.

COLLEGE ADMINISTRATIVE STAFF

President	Pamela J. Transue, Ph.D.
Director of Planning and Professional Development	Alan Waugh
Executive Vice President of Academic and Student Affairs.....	Timothy Stokes, Ph.D.
Dean for Arts, Humanities, and Social Sciences	Marlene S. Bosanko
Dean for Business, Learning Resources, ESL	Charles Crawford
Dean for Health, Justice and Human Services	Pat Brown
Associate Dean of Nursing	Nancy Novak
Dean for Sciences, Mathematics and Engineering	Mike Flodin
Dean for Enterprise and Economic Development	Lisa Edwards, Ph.D.
Director, Corporate Education	Jonathan Kime
Manager, Corporate Learning.....	Ron Asahara
Coordinator of Personal Enrichment.....	vacant
Dean of Gig Harbor/Peninsula Campus	Becky Morgan
Director of Offender Education	Lawrence Richardson
Dean for Workforce and Basic Skills Education.....	Paula Norby, Ed.D.
Coordinator for Worker Retraining.....	Trish Iverson
Director of Adult Basic Education.....	Kim Ward
Manager for WorkFirst and WISE Programs	Carol Evenhuis
Administrator of Institutional Effectiveness and Research.....	Susan Mitchell
Director of Institutional Research.....	Martin Harding
Vice President for Student Services.....	Mary A. Chikwinya
Dean, Counseling, Advising and Transition Services.....	April Reid, Ed.D.
Dean, Student Enrollment and Success	Valerie Robertson
Coordinator of Bridge Program.....	Kim Washington
Dean, Student Life & International Student Success	Dave Pelkey
Director, Educational Talent Search.....	Deborah Walker
Director, Enrollment Management.....	Dolores Haugen
Director of Athletics.....	Carl Howell
Director of Financial Aid.....	Kimberle Matison
Manager of Early Learning Center	Olga Webstad
Registrar.....	Mary E. McCabe
Vice President of Administrative Services	Kathryn Longfellow
Associate Vice President of Human Resources	William Benjamin
Director of Accounting and Financial Services.....	Mary Ann Brummond
Director of Campus Projects	Clint Steele
Director of Campus Safety and Security	Eddie Aubrey, J.D.
Director of Distribution and Custodial Services	Julie Burton
Director of Information Systems	Gary Sigmen
Director of Plant Management.....	Buzz Kane
Vice President of Institutional Advancement and Executive Director, TCC Foundation	Mel Zanjani
Associate Vice President of External Relations.....	Daniel E. Small
Director of Development	Paul Hartman
Director of Marketing and Communication.....	Dale Stowell
Manager of Grants	Erin Hoiland, Ed.D.

Complete staff listing available online at www.tacomacc.edu/directory.asp

FACULTY

Jared Abwawo

Mathematics

B.A., Egerton University;
M.S. University of Washington

Gavan Albright

Biology

B.S., University of California, Riverside;
M.S., California State Univ., San Bernardino

Jacqueline Armstrong

Washington Corrections Center for Women

B.A., Washington State University;
M.S., University of Phoenix

Bruno Arzola-Padilla

Foreign Languages

B.A., Utah State University;
M.A., New Mexico State University

Carol Avery

Mathematics

B.S., University of Wisconsin;
M.Ed., University of Puget Sound

Julie A. Benson

Nursing

B.S.N., Minot State University; M.H.A.,
Chapman University; M.N., Univ. of Washington-
Tacoma; A.R.N.P., Univ. of Washington-Seattle

Marit Berg

Department Chair, Art

B.A., San Diego State University;
M.F.A., Washington State University

Jeffrey R. Bonnell

Nursing

B.S.N., University of Texas, Austin;
M.S.N., University of Texas, El Paso

Erika A. Bowles

Program Chair,

Information Technology Programs

B.S., University of Washington;
M.S.A., George Washington University

Allen Braden

English

B.A., Central Washington University;
M.A., M.F.A., McNeese State University

Katherine M. Brown

Counselor, Career Center;

Coordinator, SPRUCE Program

B.A., Gonzaga University;
M.A., Pacific Lutheran University

Stephen Brown

Department Chair, Physical Education;

B.A., M.Ed., Gonzaga University

James Carroll

Program Chair, Human Services Program

B.A., Eastern Washington University;
M.A., Gonzaga University

Gregory S. Carter, RRT

Program Chair, Respiratory Therapy

B.S., Pacific Lutheran University

Faculty (continued)

Mary F. Chen-Johnson, J.D.*English*

B.A., Cornell University; J.D., University of Pittsburgh School of Law; M.F.A., University of Montana; R.Y.T., Integrative Yoga Therapy

Andrew S. Cho*Sociology*

B.A., M.A., University of Washington

Charles F. Cline*Interim Department Chair, Communications*

B.A., M.A., Washington State University

J. Scott Cochrane, Ph.D.*Philosophy*

B.A., University of Puget Sound; M.A., Ph.D., Claremont Graduate School; M.Div., University of South California

Bernard Comeau, Ph.D.*History, Philosophy*

B.A., St. Thomas University;
M.A., University of Calgary;
Ph.D., University of Ottawa

Deanna Cole*Washington Corrections Center for Women*

A.T.A., Olympic College-Bremerton

Pamela G. Costa, Ph.D.*Psychology*

B.A., M.A., Loyola Marymount University;
M.S., Ph.D., Pacific Graduate School of Psychology

Craig R. Cowden, Ph.D.*Psychology*

B.A., Oberlin College; M.S.,
Ph.D., Pennsylvania State University

John M. Davis, Ph.D.*Adult Basic Skills / WorkFirst / GED*

B.S., Utah State University;
M.S., University of Utah;
Ph.D., University of Washington

Kyle J. Dillehay*Art*

B.F.A., Auburn University;
M.F.A., Georgia State University

Susan Kay Donaldson, Ph.D.*English for Academic Purposes (EAP)*

B.A., Knox College;
M.A., Ph.D., University of Illinois

Brian R. Duchin, Ph.D.*History*

B.A., M.A., University of Washington;
Ph.D., University of Texas

Linda E. Duchin, Ph.D.*Anthropology*

B.A., Ph.D., University of Washington

Terry Scott Earle, Ph.D.*English*

B.A., M.A., Western Kentucky University;
Ph.D., University of Arkansas

Brandy Eastman*Chemistry*

B.S., M.S., University of Idaho

David Endicott, Ph.D.*Department Chair, Humanities*

B.A., Western Illinois University;
M.A., Southern Illinois University;
Ph.D., Ball State University

Sabine Endicott*Developmental Studies*

B.A., University of Rostock, Germany;
M.A., Ball State University

John P. Falskow, Ph.D.*Music*

B.A., Washington State University;
M.A., University of Puget Sound;
Ph.D., Florida State University

Wendi D. Fein*Adult Basic Skills Program/GED*

B.A., University of California, Santa Barbara;
M.A., California State Univ., Dominguez Hills

Gregory A. Ferencko*Mathematics*

B.A., Rutgers University;
M.S., Western Washington University

Linda Ford*English*

B.A., M.A., Western Washington University

Roger A. Ford*Mathematics*

B.S., George Williams College;
M.A., Lewis and Clark College

Susan M. Ford*Nursing*

A.D.N., Shoreline Community College;
B.S., B.S.N., M.N., University of Washington

Elizabeth C. Fortenbery, Ph.D.*Anthropology, American Ethnic & Gender Studies*

B.A., University of Tennessee;
M.A., Ph.D., University of Washington

Donald E. Foster*Accounting*

B.B.A., B.A.A.S., Southwest Texas State University;
C.P.A., State of Texas

Kenneth R. Fox, D.A.*English and Humanities*

B.A., Fresno Pacific College;
M.A. Fresno State University;
D.A., Idaho State University

Mary B. Fox*English*

B.A., M.A., Idaho State University

Lois H. Garrison*Department Chair, Reading and Study Skills*

B.A.Ed., Eastern Washington University;
M.A.Ed., Pacific Lutheran University

Kevin M. Gausepohl*Music*

A.A.S., Pierce College;
B.A., M.Mus., University of Washington

Christopher Gilbert, Ph.D.*President, TCCFT and Business*

B.S., University of Washington;
M.B.A., University of Puget Sound

Rachel Goon*Library*

B.A., M.L.I.S., University of Washington

Charlene M. Gore, RHIA, CCS*Health Information Management*

A.A.S., Tacoma Community College;
B.S., University of Cincinnati

Jacqueline Gorman, Ph.D.*Mathematics*

B.A., College of St. Teresa;
M.S.Ed., Ph.D., Indiana University

James Gray*Mathematics*

B.S., M.S., Eastern Michigan University

Jackie K. Green*Washington Corrections Center for Women*

B.A., M.A., University of Washington-Tacoma

Ella Guilford*Nursing*

A.D.N., El Paso Community College;
B.S.N., University of Washington-Tacoma;
M.A. Antioch University-Seattle

Katie M. Gulliford*Chemistry*

B.S., University of Puget Sound;
M.S., Cornell University

Sue Habeck*Department Chair, Biology*

B.A., Stanford University;
M.A., University of Colorado

Anne Hafer*Mathematics*

A.B., Smith College;
M.S., University of Washington

Stanley (Ben) Hagyard, Ph.D.*Washington Corrections Center for Women*

A.S., Dean College;
B.S., M.S., Ph.D., University of Arizona

Kimberly A. Harrington*Biology*

B.S., Walla Walla College;
M.S., University of Washington

Doris Harshman*Washington Corrections Center for Women*

B.S., Montana State University

Gina Y. Hatcher*Program Chair, Office Management*

B.S., Colorado State University;
M.Ed., University of Louisville

Marjean B. Hegg

Program Chair, Diagnostic Medical Sonography
A.S., Bellevue Community College

Leonard Heritage, J.D.

Business Law/Accounting
B.A., M.B.A., University of Puget Sound;
J.D., Seattle University Law School;
C.P.A., State of Washington

Robert Hijiya

English
A.A., Spokane Falls Community College;
B.A., M.A., Eastern Washington University

Ralph B. Hitz, Ph.D.

Department Chair, Science and Engineering
B.A., Colorado College;
Ph.D., University of California-Santa Barbara

David W. Howard, Ed.D.

Counseling Center
B.A., SUNY at Potsdam;
M.Ed., Alabama A & M University;
Ed.D., George Washington University

Michael Huffman

English/Bridge Program
B.A., University of Washington;
M.A. University of Oregon

Blaine J. Hunt

Developmental Studies
B.A., Claremont McKenna College;
M.A., Western Washington University

Philip L. Hunter

Chemistry and Physics
B.S., Pacific Lutheran University;
M.S., University of California, Berkeley

Timothy B. Keely

Biology
B.S., M.S., Washington State University

Timothy R. Keely

Economics, Business
B.A., St. Martin's College;
M.B.A., University of Washington

John Kellermeier, Ph.D.

Mathematics
B.A., M.S., University of Toledo;
Ph.D., Bowling Green State University

Keith King

Physics/Engineering
B.S., Ohio Northern University;
M.S., University of Minnesota

Abraham Kizner

Networking & Convergence Technologies
B.A.S., Universidad Autonoma de Guadalajara;
M.Eng., University of Toronto

Tamara Kuzmenkov

Department Chair, English
B.A., Wheaton College;
M.A., California State University at Sacramento

Min Kwan

Mathematics
B.S., M.S., Washington State University

Meredith LaFlesh

Mathematics
B.A., University of California, Berkeley; B.A.,
M.A., University of California, Santa Cruz

Y. Wendy Larsen

Adult Basic Skills Program / ESL
B.A., Fu Jen University;
M.A., California State University, Sacramento

E. Erik Laurentz, J.D.

Program Chair, Administration of Law and Justice
B.A., University of New Hampshire;
J.D., University of Maine School of Law.

Kimberly L. Lee, RHIT, CCS-P, CPC

Health Information Management
B.A., The College of St. Scholastica

Pamela Lee

Director of Clinical Education, Radiologic Sciences
A.A.S., Tacoma Community College;
B.S.Ed., Weber State University;
M.Ed., Colorado State University

Lydia Lynn Lewellen

English
TESL, B.A., M.A., Portland State University

Yi Li, Ph.D.

History
B.A., M.A., Peking University;
M.A., New Mexico State University;
Ph.D., University of Washington

Montserrat Alvear Linkletter

Spanish
A.A.S., Tacoma Community College;
B.A., M.A., Loma Linda University

Sonia Ilacer

Spanish - Humanities
B.A., Shawneed State University;
B.A., Montana State University

Camille Y. Lowman, RRT

Respiratory Therapy
A.A.S., Tacoma Community College

Richard Mahaffey

Art
A.A., City College of San Francisco;
B.A., California State University at San Jose;
M.F.A., University of Puget Sound

Jerome M. McCourt

English
A.B., Georgetown University;
M.A., University of Washington

James A. Mendoza

Department Chair, Counseling
B.A., Washington State University;
M.S., San Francisco State University

Karen K. Meyer

Washington Corrections Center for Women
B.A., Butler University;
M.A., University of Texas

Sharon J. Michael, M.D.

Biology
B.A., West Virginia University;
M.D., Vanderbilt University Medical School

Judith A. Michalk, RN, CNM, MPH, ARNP

Nursing
B.S.N., Pacific Lutheran University;
M.P.H., San Diego State University

Ruth Ann Mikels, Ph.D.

Biology
B.S., University of Puget Sound;
Ph.D., University of Washington

John S. Miller

Nursing
A.D.N., Yakima Valley Community College;
B.S.N., University of San Francisco;
M.N., University of Washington

Rita J. Miller, Ph.D., R.N.

Nursing
M.S., Idaho State University;
Ph.D., University of Idaho, Moscow

Michael A. Mixdorf

Program Chair, Radiologic Sciences
A.S., B.S., M.Ed., University of Nevada at Las Vegas

Monica A. Monk

English for Academic Purposes (EAP)
B.A., Carleton College;
B.A., M.A., M.A.T., University of Washington

Valerie K. Morgan-Krick

Department Chair, Mathematics
B.A., M.A., Gonzaga University

Theophilus W. Mungen, Jr.

Counseling
A.A., Volusia Community College;
B.S., Florida A & M University;
M.S., University of Idaho

Diane Nason

Counselor
B.A., Barat College;
M.S., University of Wisconsin

Janet D. Olejar, J.D.

Administration of Law and Justice/Paralegal Program
B.A., B.Ed., Seattle University;
J.D., University of Washington

Aura Pernell

Coordinator/Instructor, Learning Center, Washington Corrections Center for Women
B.A., University of Panama

Faculty (continued)

Barbara A. Peterson*Human Services*

A.T.A., A.A.S., Tacoma Community College;
B.A., Western Washington University;
M.A., M.S., Chapman University
Psy.D., Southern California University

Donovan Ramage*English for Academic Purposes (EAP)*

B.A., Brigham Young University;
M.A., University of Utah

Tomas E. Ramos*Speech Communication*

B.A., M.A., University of Texas-Pan American

Beth M. Ray*Adult Basic Skills Program / ESL*

M.Ed., Concordia University

Kendall M. Reid*Library*

B.A., Randolph-Macon College;
M.A., English Wake Forest University;
M.L.S., Univ. of North Carolina at Chapel Hill

Candyce E. Rennegarbe*ABE Learning Disabilities Specialist*

B.A., Concordia Teachers College;
M.A., San Francisco State University

Rosalie F. Robinson*Adult Basic Skills Program / ESL*

A.A.S., Tacoma Community College;
B.A., Pacific Lutheran University;
M.A., Seattle University

Darlene K. Rompogren*Program Chair, English for Academic Purposes*

B.A., M.A., M.A.T., University of Washington

Annalee Rothenberg*Program Chair, Accounting and Business*

B.A., San Diego State University;
C.P.A., State of California

John Sandin, Ph.D.*Reading and Study Skills*

A.A., Lakewood Community College;
B.A., Augsburg College;
M.A., Ph.D., New Mexico State University

Stephen Sandweiss*Department Chair, Social Sciences*

B.A., University of Michigan;
M.A., San Francisco State University

Peggy Sargeant*Counselor for Professional/Technical Students*

B.A., Wittenberg University;
M.A., M.A.Ed., Pacific Lutheran University

Anita M. Schaffer*WorkFirst*

A.A., Pierce College

Suzan J. Schenk*Physical Education*

B.S., Boise State University;
M.Ed., Weber State University

Robert Schmitt, Ph.D.*Chemistry*

B.S., Seattle University;
Ph.D., State University of New York/Buffalo

Susan Schneider*Office Professional Technologies Program*

B.A., Washington State University;
M.B.A., City University

Caroline Schruth*Mathematics*

B.S., Massachusetts Institute of Technology;
M.S., University of Washington

Ruth A. Shaver*Nursing*

B.S.N., Union University;
M.S.N., University of Washington-Tacoma

Mary Skinner*Department Chair and Instructor,
Paraeducation - Early Childhood*

B.A., Western Washington University;
M.Ed., Lesley University

Lee D. Sledd*Adult Basic Skills Program / ESL*

B.A., Penn State;
M.Ed., Pennsylvania State University

Rebecca N. Sliger, Ph.D.*Engineering*

B.S., University of Utah;
M.S., Ph.D., University of Washington

Michael Smith*Program Chair, Emergency Medical and
Health Services*

B.A., Central Washington University;
MICP, Ingalls Memorial Hospital

Rebecca L. Sproat*Library*

B.A., Western Washington State College;
M.L.S., University of Washington

Melissa J. Stoddard*Emergency Medical & Health Services*

A.A.S., Tacoma Community College

David H. Straayer*Mathematics*

B.S., M.S., Michigan Technological University

Syd O. Sullivan*Library*

A.A.S., Pierce College;
B.A., The Evergreen State College;
M.L.I.S., University of Washington

Bruce V. Sydow*Sociology*

B.A., Eastern Washington University;
M.A., University of Washington

Edward T. Tharp*Horticulture/Landscape, Washington Corrections
Center for Women*

A.A., Clover Park Technical College

Parminder S. Tolpa*Washington Corrections Center for Women*

B.A., Punjab University; B.Ed., University of
Patna; M.A., Punjab University

Michael J. Towey*Human Service Program*

B.A., Seattle University;
M.P.A., The Evergreen State College

Rebekah H. Townsend*Adult Basic Skills Program / GED*

B.A., Western Washington University;
M.Ed., Seattle University

Trung G. Tran*Mathematics*

B.S., M.S., California State Polytechnic
University, Pomona

Jonathan D. Tucker*English and Humanities*

M.A., M.Ed., University of Mississippi

Patricia A. von Knorring, CMT*Program Chair, Medical Office Program*

A.A.S., Tacoma Community College;
B.A., Evergreen State College

Richard P. Wakefield, Ph.D.*English*

A.A., Fullerton Community College;
B.A., M.A., Ph.D., University of Washington

Gail E. Watters*English for Academic Purposes (EAP)*

B.A., Northern Illinois University;
M.A., Southern Illinois University at Carbondale

Rich Weidman, RHIA, CCS-P*Program Chair, Health Information
Management*

B.A., Eastern Washington University;
Certificate, Health Information Management,
Seattle University

James L. Wiek, Ph.D.*Business*

M.B.A., University of Washington;
Ph.D., Michigan State University

Silva Wright*Washington Corrections Center for Women*

B.A., University of Maryland;
M.A., Pacific Lutheran University

EXEMPT STAFF

Iyad A. Al-Aqrabawi

Developer, Information Systems
B.S., University of Washington-Tacoma

Ron Y. Asahara

Corporate Learning Manager, Corporate and Continuing Education
B.A., University of Washington-Seattle

Eddie J. Aubrey, J.D.

Director & Risk Manager, Campus Public Safety
B.A., University of Phoenix;
J.D., Seattle University School of Law

Robert W. Austin

Director of CAL Lab, Reading/Study Skills Lab, and Language Center
B.A., M.A., University of Washington

Sandra Ayesh

Admissions & Records Specialist/Marketing & Recruitment Assistant, International Student Services and Programs
A.A.S., Tacoma Community College;
B.A., The Evergreen State College

Mary Bassett

*Enrollment Coordinator,
Washington Corrections Center for Women*

Linda M. Bautista

Educational Planner, Educational Talent Search
A.A., Cottey College;
B.A., M.Ed., Central Washington University

William Benjamin

Associate Vice President of Human Resources
B.A., University of California, Santa Barbara;
M.S., Chapman University

Cathy J. Biddy

Coordinator, WorkFirst

Catherine A. Bitz

Special Assistant to the President

Marlene S. Bosanko

Dean for Arts, Humanities, and Social Sciences
A.A., Diablo Community College;
B.A., M.A., San Jose State University

Pamela J. Brooks

Executive Assistant to the Vice President of Administrative Services

Pat O. Brown

Dean for Health, Justice, and Human Services
B.S.N., University of Maryland;
M.S.N., University of Texas-San Antonio

Mary Ann Brummond

Director, Accounting and Financial Services
B.A., Washington State University

Julie Burton

Director, Distribution & Custodial Services
A.A.S., Oregon Institute of Technology;
A.A.S., Portland Community College

Geoffrey B. Cain

Instructional Designer, eLearning
B.A., Sonoma State University;
M.S. California State University, Hayward

Rebecca E. Callahan

Retention & Recruitment Specialist, Nursing

Julie Carrier-Wells

Purchasing Manager

Tina Celentano

Educational Planner, Running Start
A.A.S., Tacoma Community College;
B.A., University of Puget Sound

Mary Chikwinya

Vice President for Student Services
B.A., M.A., Slippery Rock State University

Washawna Clemons

Program Specialist, WorkFirst

Judy A. Colarusso

Executive Assistant, President's Office
B.B.A., Gonzaga University

Joanne H. Cooper

*Assessment Coordinator,
Washington Corrections Center for Women*

Charles Crawford

Dean for Business, Learning Resources and ESL
B.A., M.L.S., University of Washington

Eric R. Domazlicky

IT Systems Specialist, Information Systems
B.S., Southeast Missouri State University

Andrew Duckworth

Coordinator, eLearning
A.A.S., Tacoma Community College;
B.A., University of Washington

Lisa S. Edwards, Ed.D.

Dean, Enterprise and Economic Development
B.A., Western Washington University;
M.Ed., University of Puget Sound;
Ed.D., University of Washington

Carol Evenhuis

Manager, Pierce County Jail and WorkFirst
B.S., South Dakota State University;
M.Ed., University of Washington-Tacoma

Kiril Y. Farkov

Webmaster
B.B.A., College of the Southwest

Donegal Fergus

Advisor/Baseball Coach, Athletics
B.A. Linfield College;
M.A., American Military University

Carroll Ferguson

*Coordinator - Administrative Operations,
Workforce & Basic Skills Education*

Mike Flodin

Dean for Sciences, Mathematics & Engineering
B.A., Pacific Lutheran University;
M.S., University of Washington

Wendy Flores

Lead Educational Planner, Fresh Start
B.A., University of Alaska;
M.S., Alaska Pacific University

Leanne L. Foster

Asst. Director of Human Resources Operations
B.S., San Francisco State University;
M.S. Chapman University;
C.P.A., State of Washington

Paul G. Goetzinger

Assistant Director, Center for Academic Support and Achievement
A.A., Highline Community College;
B.A., University of Puget Sound;
M.A., University of Idaho

Melody A. Griggs

*Coordinator/Educational Planner, Fresh Start,
Gig Harbor/Peninsula Campus*
B.A., M.A., Seattle University

Jeanne Guill

*Director, HOPE Program,
Workforce & Basic Skills Education*

Carly R. Haddon, MCSE, MCP

Administrative Research Analyst, Achieving the Dream

Tamera L. Hanken

Manager, Library Operations
B.A., Eastern Washington University
M.L.S., Texas Woman's University

Martin Harding

Director, Institutional Research & Planning
B.A., M.A., University of Montana

Clayton A. Harmon

*Recruitment & Marketing Specialist,
International Student Services and Programs*
B.A., University of Puget Sound

DeAndrea R. Harris

Educational Planner, Running Start
A.A.S., Pierce College;
B.A., University of Washington

Ruth M. Harris

Executive Assistant to the Vice President of Academic and Student Affairs

Paul E. Hartman

*Director of Development and Alumni Relations,
Institutional Advancement and Foundation*
B.A., Pacific Lutheran University;
M.A., San Diego State University

Dolores Haugen

Director of Enrollment Management
B.A., University of Puget Sound

Exempt Staff (continued)

Jessica D. Healy

Executive Assistant to the VP of Institutional Advancement & Foundation Executive Director

Kathryn S. Held

Coordinator, Assessment / GED Final Testing / Access Services

A.A.S., Tacoma Community College;
B.A., University of Washington-Tacoma

Erin Hoiland, Ed.D.

Grants Manager, Institutional Advancement and Coordinator, Center for Ethical Development

B.S., M.B.A., Pacific Lutheran University;
Ed.D., Seattle University

Jessica L. Holland

Lead Advisor, Counseling, Advising and Transition Services

B.A., University of Puget Sound;
M.A., Seattle University

Carl C. Howell

Director of Athletics and Head Men's Basketball Coach

B.S., Central Washington University;
M.Ed., City University

Martin J. Ievers

Database Administrator, Information Systems

B.S., Pacific Lutheran University

Patricia K. Iverson

Coordinator, Worker Retraining

B.A., University of Washington;
M.S. Eastern Washington University

Rebecca J. Jayasundara

Student Support Specialist, Adult Basic Education - IBEST

B.A., Central Washington University

Dena M. Jones

Academic Advisor, Counseling, Advising and Transition Services

B.A., University of Washington-Tacoma

Buzz J. Kane

Director, Plant Management

Reuth V. Kao

Coordinator, International Student Services and Programs

A.A.S., Tacoma Community College;
B.S. University of Washington

Roy E. Kimbel

Coordinator, Center for Ethical Development

Jonathan E. Kime

Director, Corporate Education

B.A., Western Washington University

Tyler Koepke

Educational Planner, Fresh Start

B.A., University of Wisconsin;
M.P.A., University of Washington

Matthew S. Loftin, J.D.

Advisor, Counseling, Advising and Transition Services

M.A., M.Ed., Oregon State University;
J.D., University of Tennessee

Kathryn Longfellow, C.P.A.

Vice President, Administrative Services

A.A., Everett Community College;
B.A., Western Washington University;
M.B.A., City University; C.P.A.

Patricia L. Mannie

Corporate Learning Manager, Corporate and Continuing Education

Teresa A. Marshall, ARNP, FNP

Coordinator, Nursing Retention

A.D.N., Tacoma Community College;
M.S.N., Gonzaga University

Annemarie Martin

Coordinator, Integrated Short-Term Programs and Housing

A.A.S., Hoge School (Netherlands);
B.A., CIBAP (Netherlands)

Leona A. Martin Hall

Network Engineer, Information Systems

A.A.S., Tacoma Community College

Kimberle A. Matison

Director, Financial Aid Services

B.A., University of Washington

Mary McCabe

Registrar

A.A.S., Tacoma Community College

Sara M. McKenzie

Student Support Specialist, WorkFirst

Harold D. Mischke, Ph.D.

Academic Advisor, Counseling, Advising and Transition Services

B.A., Cascade College;
M.Ed., University of Portland;
Ph.D., University of Washington-Seattle

Susan Mitchell

Administrator, Institutional Effectiveness and Research

B.A., M.A., Washington State University;
M.P.A., Pacific Lutheran University

Becky Morgan

Dean, Gig Harbor/Peninsula Campus

B.S.N., M.Ed., University of Arizona

Darlean Mosher, Ph.D.

Advisor, Counseling, Advising and Transition Services

B.A., Indiana Central University;
M.A., Eastern Illinois University;
Ph.D., Southern Illinois University

Janine Mott

Program Director, Student Support and Developmental Programs, Gig Harbor Campus

B.A., University of Washington-Tacoma;
M.Ed., University of Washington-Seattle

Cynthia E. Myers

Executive Assistant, Human Resources

Paula Norby, Ed.D.

Dean for Workforce and Basic Skills Education

B.A., University of Montana;
M.S., Central Washington University;
Ed.D., Oregon State University

Nancy A. Novak

Associate Dean of Nursing

A.D.N., Columbia Basin College;
B.S., Arizona State University;
M.N., University of Washington

Deborah A. Olson

Manager, Bookstore

Ann Y. Park

Retention Specialist, International Student Services and Programs

B.A., University of Washington

Muriel Parrish

Assistant Director, Financial Aid

B.A., University of Nevada, Reno

Dave Pelkey

Dean, Student Life and International Student Success

A.A. Skagit Valley Community College;
B.A., M.Ed., Western Washington University

Christy Perotti

Lead Educational Planner, Running Start

B.A., University of Arizona;
M.A., Pacific Lutheran University

Sheila Powers

Comprehensive Evaluation Specialist, WorkFirst

B.A., Siena Heights College;
M.A., Jesuit School of Theology at Berkeley

Shannon S. Pressley

Director, Math Advising Resource Center

B.A., University of Puget Sound;
M.I.T., Whitworth College

April Reid, Ed.D.

Dean, Counseling, Advising and Transition Services

B.A., M.P.A., University of Kansas;
Ed.D., Oregon State University

Lawrence Richardson

Director, Offender Education

B.S., Purdue University;
M.S.Ed., University of Southern California

Tamara T. Roberson*Student Support Specialist, Assessment/GED Final Testing/Access Services*A.A.S., Tacoma Community College;
B.A., The Evergreen State College**Kyra Robertson***Enrollment Coordinator, Fresh Start*

A.A.S., Tacoma Community College

Valerie Y. Robertson*Dean, Student Development and Success*A.A., Tacoma Community College;
B.A., University of Washington**Katrina Robinson***Advisor, Counseling and Transition Services*B.S., Western Michigan University;
M.A., Pacific Lutherna University**Margaret A. Robinson***Coordinator, Multi-Ethnic Cultural Affairs; and Retention Specialist, Achievers Scholars*A.A.S., Tacoma Community College;
A.A., Monterey Peninsula College;
B.A., Univ. of Washington-Tacoma;
M.A., Univ. of Washington-Seattle**Jennifer Olson-Rudenko***Gallery Coordinator*B.A., Portland State University;
M.A. Pennsylvania State University**Krystal L. Rush***Educational Planner, Fresh Start*

B.S., M.Ed., Washington State University

Kimberly N. Rzeszewicz*Instructional Assessment Liaison*B.S.N., University of Washington;
M.S.N., University of Alaska, Anchorage**Jason Sandusky***Manager of Instructional Technology, Information Systems*B.S., University of Idaho;
M.B.A., Touro University International**Paula Sheldon***Manager of Employment, Human Resources***Gary E. Sigmen***Director of Information Systems*B.A., University of Washington;
M.A., Washington State University**Daniel E. Small***Associate Vice President, External Relations*B.A., Washington State University;
M.A., University of Nevada-Reno**Angela D. Spoja***Advisor, Counseling, Advising and Transition Services; Women's Head Volleyball Coach*

B.A., Eastern Washington University

Chris Stancich*Advisor, Counseling, Advising and Transition Services*A.A.S., Tacoma Community College;
B.A., University of Puget Sound**Clint Steele***Director, Campus Projects*

B.R.E., Prairie Bible College

Elaine C. Stefanowicz*Career & Transitions Manager*A.A.S., Tacoma Community College;
B.S., Southern Illinois University;
M.S., Chapman University**Timothy S. Stokes, Ed.D.***Executive Vice President, Academic and Student Affairs*B.A., Lyons College; M.A., Ph.D., Ed.D.,
University of Arkansas at Little Rock**Dale A. Stowell***Director, Marketing & Communication*

B.A., Portland State University

Jeri L. Tidd*Program Assistant, Workforce & Basic Skills Education***Pamela J. Transue, Ph.D.***President*B.A., University of Washington;
M.A., Ph.D., Ohio State University**Kari Twogood***Advisor, Counseling, Advising and Transition Services*

B.A., Western Washington University

Heather Urschel-Speir*Director, Writing & Tutoring Center*B.A., B.F.A., Western Washington University;
M.A., Colorado State University**Deborah Walker***Director, Educational Talent Search (TRIO)*A.A.S., Tacoma Community College;
B.A., Central Washington University**Kimberly M. Ward***Director, Adult Basic Skills Program*B.A., Washington State University;
M.Ed., Seattle University**Kim Washington***Coordinator, TCC Bridge Program*A.A.S., Tacoma Community College;
B.A., M.P.A., The Evergreen State College**Alan Waugh***Director, Planning and Professional Development*B.A., Washington State University;
M.S., Central Washington University**Olga J. Webstad***Program Manager, Early Learning Center*

A.A., Pierce College

Meg Estep Woolf*Director, Outreach and K-14 Programs*

B.A., M.P.A., University of Washington-Seattle

Cristy C. I. Yanos*Academic Advisor, Counseling, Advising and Transition Services*B.A., University of Northern Colorado;
M.A., University of San Diego**Christine D. Young***Executive Assistant to the**Associate Vice President for Student Services***Mel Zanjani, CFRE***Vice President, Institutional Advancement and Executive Director, TCC Foundation*B.A., Chatham College;
M.S., Towson State University

CLASSIFIED STAFF**Barrett Dean Allred**

IT Systems Specialist
Information Systems

Paige R. Anson

Cashier Supervisor
Business Office

William T. Ballard, Jr.

Information Tech Specialist 3
Information Systems

Susan L. Beilke

Library & Archives Para 4
Library

John N. Bell

Custodian 1
Custodial Services

Alejandra Bicknell

Office Assistant 3
Enrollment Services

Scott M. Blakely

Retail Clerk 1
Bookstore

Jaleel Brown

Maintenance Mechanic 1
Custodial Services

Christine Brubaker

Secretary Senior
Health, Justice and Human Services

Patrice Bunge

Administrative Assistant 3
Mathematics, Sciences and Engineering

Janet Carr

Payroll Coordinator
Human Resources

Kate M. Caralho

Customer Service Specialist 1
Financial Aid Services

Laura J. Chipman

Lead Graphic Designer
Marketing & Communication

Carolyn Christmas

Program Coordinator
Financial Aid Services

Judy E. Coleman

Office Assistant Lead
Enrollment Services

Kimberly R. Cordova

Program Support Supervisor
Facilities

Suzy Cornelius

Office Support Supervisor 1
Gig Harbor Campus

Vincent Couch

Custodian Lead
Custodial Maintenance

Teresa A. Daugherty

Program Support Supervisor 1
Telephone Service

Christyanna H. Dawson

Secretary Senior
Student Life

Tammy L. Dorman

Early Childhood Specialist 3
Early Learning Center

Corinne V. Dudschus

Secretary Supervisor
Business Office

Steven C. Ellis

Custodian 1
Custodial Services

Marla S. Elmquist

Fiscal Technician 2
Business Office

Jeanne M. Ernst

Administrative Assistant 3
Business, Learning Resources and ESL

John H. Ernst

Computer Support Technician
Information Systems

Leoneuma Faafolau

Program Assistant
CASA

Theri J. Flood

Custodian 1
Custodial Services

Judy Foster

Multimedia Supervisor
eLearning

Jana S. Fraley

Office Assistant 3
Enrollment Services

John M. Garrett

Retail Clerk Lead
Bookstore

Michael J. Gillen

Carpenter
Building Maintenance

Sherrie L. Graham

Fiscal Analyst 1
Business Office

James Grimsey Jr.

Maintenance Mechanic 3
Facilities

Sandra A. Gwartney

Office Assistant III
Enrollment Services

Molly A. Hagan

Secretary
Faculty Support Secretaries

Barbara Hanson

Administrative Assistant 3
Gig Harbor Campus

Edward M. Harmon

Mail Rater
Mail Services

Laurie Harmon

Secretary Supervisor
Health, Justice and Human Services

Bill S. Harrington

Veterans Affairs Coordinator
Veterans Services

Brian J. Harris

Custodian 1
Custodial Services

Shana Harvey

Early Childhood Specialist 2
Early Learning Center

Victoria A. Hill

Program Coordinator
Financial Aid Services

Kimberly A. Hillage

Program Assistant
Financial Aid Services

Traci L. Hilligoss

Program Support Supervisor 2
Athletics

Faith P. Holbrook

Campus Security Office
Campus Public Safety

Willie C. Howard

Campus Security Sergeant
Campus Public Safety

Edward H. Huffman

Maintenance Mechanic 2
Building Maintenance

Rachel A. Impala

Grounds & Nursery Specialist 2
Facilities and Grounds

Anna Inthavong

Fiscal Technician/Accounts Receivable
Business Office

Melanie A. Johnson

Administrative Assistant 3
Arts, Humanities and Social Sciences

Gary Jones*Custodian 1*
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Human Resources**Debra L. Joshua***Custodian 1*
Custodial Services**Amanda L. Kieszling***Secretary Senior*
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Custodial Services**D'ann C. Kirkland***Fiscal Analyst 3*
Business Office**Dwight J. Knoll***Custodian 2*
Custodial Services**Lita Kuaea***Program Assistant*
Enrollment Services**Richard M. Langhorn***Maintenance Mechanic 1*
Building Maintenance**Brian Lanier***Fiscal Technician 2*
Human Resources**Lawrence D. Larsen***Instructional Technology Support*
Information Systems**Sandra L. Larson***Program Assistant*
Corporate and Continuing Education**Shelley M. Lause***Recruiter*
Human Resources**Nadezhda I. Lavochina***Program Coordinator*
Adult Basic Education**Sung M. Lee***Office Assistant 3*
Business, Learning Resources and ESL**Kiley A. Levingston***Program Assistant*
Educational Talent Search (TRIO)**Elizabeth Lewandowski***Retail Clerk 2*
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Arts, Humanities and Social Sciences**Kelly Lieske***Program Assistant*
Campus Public Safety**Viktor A. Lukyanov***Maintenance Mechanic 2*
Building Maintenance**Judy M. Lynn***Custodian 1*
Custodial Services**Christy Martin***Early Childhood Specialist 3*
Early Learning Center**Stephen C. Martinez***Grounds & Nursery Specialist 2*
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Institutional Advancement and Foundation**Thomas A. McCullum***Custodian 1*
Custodial Services**Susan McElrath***Bookstore Buyer*
Bookstore**Patricia R. Mede***Retail Clerk 1*
Bookstore**Nicolette F. Melchior***Office Assistant 2*
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Financial Aid Services**Sakura E. Moses***Publications Support Coordinator*
Marketing & Communication**Corrinne J. Napieralski***Math Center Technician*
Math Advising Resource Center**Mark J. Newey***IT Systems Specialist*
Information Systems**Ke Vin Nguyen***Custodian 1*
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Nursing**Robin L. Olson***Office Assistant 3*
Washington Corrections Center for Women**Tatyana P. Orabey***Program Assistant*
Financial Aid Services**Jamie Palermo***Administrative Assistant 3*
Academic & Student Affairs**Agnieszka Pederson***HR Representative*
Human Resources**Angela Peiffer***Printing and Duplication Supervisor*
Duplicating Services**Elizabeth Perez***Fiscal Technician 3*
Bookstore**Lori J. Peterson***Science Lab Technician*
Mathematics, Sciences and Engineering**Kimberly A. Phillips***Office Assistant 2*
Health, Justice and Human Services**Misty D. Reavis***Campus Security Office*
Campus Public Safety**Loren Rooney***Grounds & Nursery Specialist 2*
Facilities and Grounds**Lisa L. Sanchez***Cashier 2*
Business Office**Paul O. Sanchez***Campus Security Officer*
Campus Public Safety**Lorena M. Saucedo***Program Coordinator*
Financial Aid Services

Classified Staff (continued)

Beverly Sayle*Fiscal Technician 3*
Business Office**Angie J. Simpson***Buyer*
Purchasing**Kimberley A. Smith***Program Coordinator*
Financial Aid Services**Kelley M. Snead***Office Assistant 3*
Corporate and Continuing Education**Colleen Spezia***Credentials Evaluator 3*
Enrollment Services**Penny J. Sponberg***Retail Clerk 2*
Bookstore**Kathryn E. Spurrell***Secretary Senior*
Health, Justice and Human Services**David Stahl***Maintenance Mechanic 2*
Building Maintenance**Evelyn Tompkins***Office Manager*
Information Systems**Sandra Townley***Circulation Supervisor*
Library**Chi Dai Tran***Custodian 1*
Custodial Services**Hoang Oanh Tran***Library and Archives Para 4*
Library**Emily A. Treakle***Program Assistant*
Corporate and Continuing Education**Judith L. Trissell***Office Assistant 3*
Counseling, Advising and Transition Services**Patricia H. Tyler***Campus Security Officer*
Campus Public Safety**Jean M. Ulianich***Fiscal Technician 3*
Bookstore**Diane Valdez***Instruction & Classroom Support Technician 3*
Mathematics, Sciences and Engineering**Kellye L. Valentine***Custodian 1*
Custodial services**Linda Van Doren***Secretary Senior*
Faculty Support Secretaries**Wendy P. Vu***Fiscal Analyst 3*
Business Office**Rachel J. Ward***Buyer*
Bookstore**Cora Warren***Accountant*
Business Office**Wendey M. Weathers***Program Coordinator*
Assessment & Accommodations**Angela M. Wheeler***Program Assistant*
Early Learning Center**Coroth P. Williams***Campus Security Office*
Campus Public Safety**Francine M. Willis***Custodian 1*
Custodial Services**Lawrence S. Willoughby***Grounds & Nursery Specialist 2*
Facilities and Grounds**Robert D. Winter***Warehouse Operator 2*
Receiving**Timothy A. Wright***Campus Security Officer*
Campus Public Safety

DEFINITIONS

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates that course work is accepted by other colleges and universities.

Advisor: A member of the college faculty or staff designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

Commencement: An annual graduation ceremony held in June.

Common Course Numbering: The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes go into effect summer quarter 2008. The courses and their descriptions are not changing, just the course number and in some cases the prefix and/or title. There are changes to both common courses and non-common courses. Common courses are identified by having an "&" character at the end of the prefix, for example ENGL& or ANTH&. You can see a complete list of all the changes and more information at www.tacomacc.edu/ccn.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or

Curriculums): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

Directory Information: The only information authorized for external release by the college without the student's written consent shall include student name, degrees and awards received. The college may confirm dates of attendance, date of birth, major field of study, participation in officially-recognized sports and activities and the most recent previous educational institution attended.

Direct Transfer: The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

Discipline: A branch of knowledge or of teaching, such as Art, History, English, etc.

Distribution Requirements: A range of courses required for graduation with an associate degree, in addition to the major department requirements.

Division: An area within the college which is devoted to a group of related subjects e.g., Business, Humanities, Allied Health, etc.

Drop: See Withdraw.

Elective: A course which is not required for a particular program.

General Educational Development (GED): A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

Grade Point: A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

Grade Point Average (GPA): The numerical average obtained by dividing total grade points earned by total credit hours completed in a quarter. A cumulative grade point average is obtained by dividing the total grade points on a student's record by the total hours he or she has completed.

Honors Program: A program with a two-year course of study for students with exceptional academic qualifications.

Honors/High Honors: A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher for Honors and 3.66 or higher for High Honors.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they revert to an 'E' grade.

Major: The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student: See Resident Student.

Pre-Professional: A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite: A course which must be taken before a student is allowed to take another course. For example: MATH& 141 and MATH& 142 are prerequisites for MATH& 151.

Probation: A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

Quarter: A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarter.

Quarter Hour: See Credit Hours and Quarters.

Registration: The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered. See Admissions Procedures section for more information.

Withdraw: To officially stop taking classes before the 55th calendar day of the quarter. This must be done with an Add/Drop form.

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Shaded areas for office use.

NO ADMISSION FEE REQUIRED

Please type or print using a ball point pen.

Social Security Number*

--	--	--	--	--	--	--	--	--	--

Student Identification Number (assigned by staff)

--	--	--	--	--	--

Quarter you plan to start:

- Summer Fall
 Winter Spring

Will you attend:

- Days
 Evenings
 Both
 Summer only

Year:

--	--	--	--

*To comply with federal laws, we are required to ask for your Social Security Number (SSN). We will use your SSN to report Hope Scholarship/LifeTime tax credit, to administer state/federal financial aid, to verify enrollment, for degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

Date of Birth

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Sex

- Female
 Male

Do you plan to transfer to a four-year college?

- Yes No

Intended major area of study:

Last Name

First Name

Initial

Previous last name

Address

Apt. No. City, state and zip code

Email address

Day telephone

Evening telephone

Name of last high school attended	City and State	Years Attended	Graduated	YES:	(year)	HS CODE
		FROM: TO:	NO:	(highest grade completed)		
Name of last college or vocational/technical school attended	City and State	Years Attended	Graduated	YES:	(year)	HS CODE
		FROM: TO:	NO:	(highest grade completed)		
Name of other college or vocational/technical school attended	City and State	Years Attended	Graduated	YES:	(year)	HS CODE
		FROM: TO:	NO:	(highest grade completed)		

U.S. citizen? Yes No

If not U.S. citizen, country of citizenship: _____

If not U.S. citizen, what is your immigration status?

International student (with F or M visa)

Visitor

Immigrant/Permanent Resident. *Alien # _____

Refugee/Parolee or

Conditional Entrant. *Alien # _____

Other (Explain) _____

*Please bring in your Permanent Resident Alien card or your I-94 card so we may determine your residency for tuition paying purposes.

Please check if you have been in Washington state foster care for at least one year since your 16th birthday.

Yes **GED test taken?**

No If yes, date earned: _____

Yes **OPTIONAL:**

No Were you raised in a home where at least one parent had earned a four-year college degree?

Residency (for tuition purposes)

Have you been a legal resident** of Washington and lived continuously in Washington for the last 12 months? Yes No

If NO, how long have you lived continuously in the State of Washington? _____

**A student cannot qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver's license, vehicle registration or other documents that give evidence of being a legal resident in another state.

Were you claimed for federal income tax purposes by your mother, your father or your legal guardian in the current calendar year? Yes No

In the past calendar year? Yes No

If YES, has your mother, father or legal guardian lived continuously in the state of Washington for the past 12 months? Yes No

Will a public or private non-federal agency/institution outside the state of Washington provide you with financial assistance to attend college? **Answer YES only if your eligibility for this assistance is based on being a resident of that state.** Yes No

Are you active duty military stationed in Washington? Yes No

Are you the spouse or dependent of either (a) an active duty military person stationed in Washington or (b) a member of the Washington National Guard? Yes No

OPTIONAL: Check one that best applies to you:

- I should be/am receiving/have exhausted unemployment benefits within the last 24 months.
 I have recently been subject to an employment layoff.
 I was self-employed but am now unemployed because of economic conditions or a natural disaster.
 None apply

OPTIONAL:

Which race do you consider yourself to be? Please mark one or more boxes to indicate what race you consider yourself to be.

- African American (872)
 Alaskan Native (015)
 American Indian (597)
 Chinese (605)
 Filipino (608)
 Japanese (611)
 Korean (612)
 Native Hawaiian (653)
 Other Asian (621)
 Other Pacific Islander (681)
 Vietnamese (619)
 White (800)
 Other Race (799) _____

Are you of Spanish/Hispanic/Latino ethnicity? YES:

- Mexican, Mexican American, Chicano (722)
 Puerto Rican (727)
 Cuban (709)
 Other _____

Resid. Code Fee Paying Status Admission Number

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Student Type

Date Application Received

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Signature

I certify to the best of my knowledge all statements on this form are true.

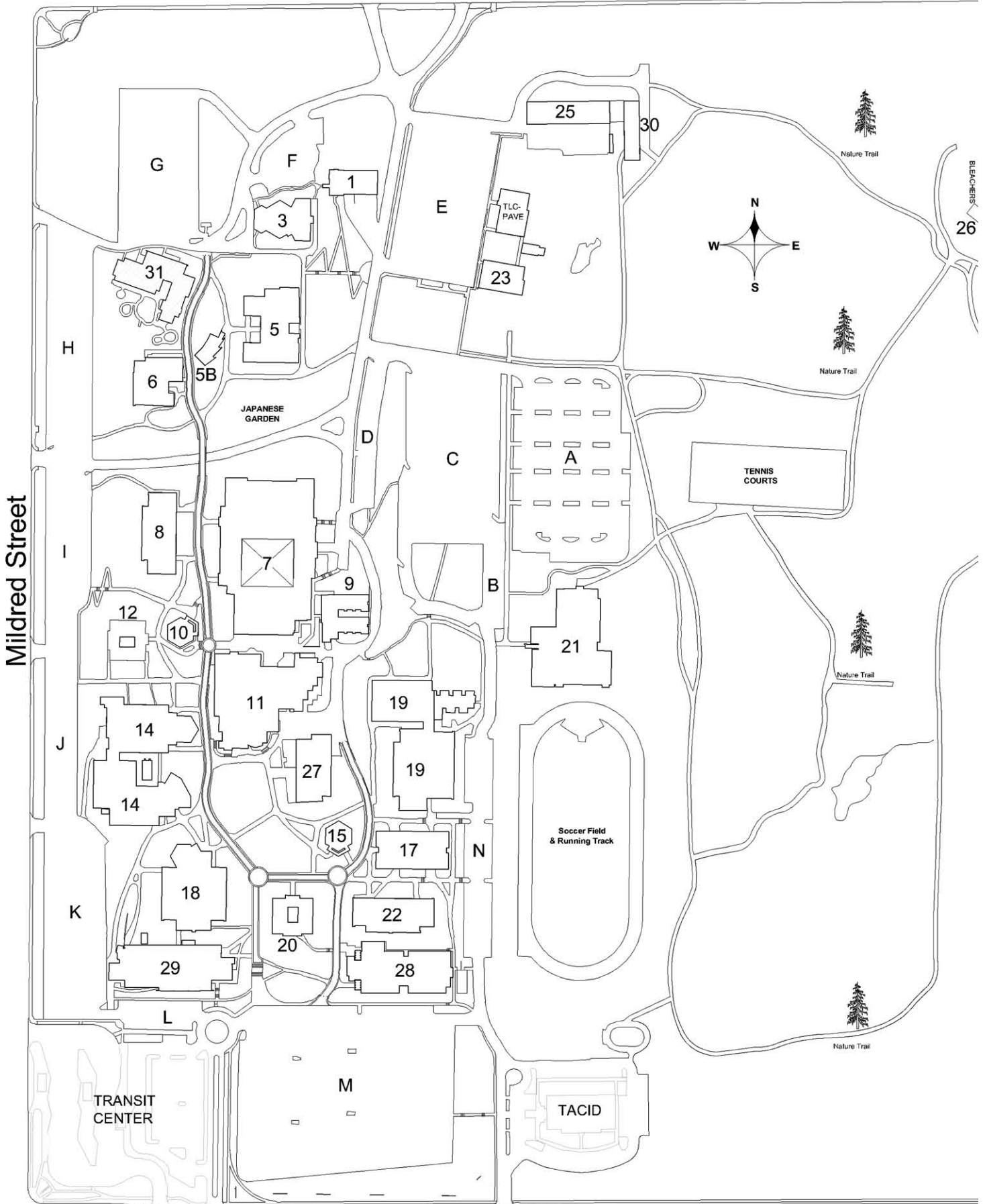
Today's Date

Bldg. **TCC Tacoma Campus Guide**

-
- 1** • Central Receiving • Duplicating Services • Facilities
• Mail Services
-
- 3 College Auditorium**
-
- 5** • Art Classrooms and Studios
-
- 5B The Gallery at TCC**
-
- 6** • Corporate & Continuing Education • Institutional Advancement
• College Development • External Relations • Grants
• Marketing and Communication • TCC Foundation
-
- Welcome Center for Students**
- Access Services • Adult Basic Education (ABE) • Assessment
• Career Center • Counseling & Advising Center
• Enrollment Services • Records • Registrar • Registration
• Running Start • SPRUCE • Student Records
- 7** • Student Services Administration
• Outreach & Recruitment
- Learning Resource Center**
- Library • Computer Assisted Learning (CAL) Center
• Media Services • Reading Center • Writing & Tutoring Center
-
- 8** • Classrooms • Worker Retraining • Educational Talent Search
• AmeriCorps • Faculty Offices • Fresh Start • Lesley University
-
- 9** • Workforce and Adult Basic Skills Administration
• Dept. of Corrections
-
- 10** Lecture Hall
-
- Opgaard Student Center**
- Bookstore • Cashier
• Center for Academic Support Achievement (CASA)
• Convenience Store • Dining Services and Espresso Stand
- 11** • International Student Services & Programs
• Multi-Ethnic/Cultural Affairs (MECA) • Student Life Administration
• Student Programs & Activities • Student Government
• The Challenge (student newspaper)
-

-
- 14** • Classrooms and Lecture Halls
-
- 15** • Lecture Hall
-
- 17** • Adjunct Faculty Center • Information Systems Services
• Telephone Service and Repair • Telephone Operators
-
- Administrative Services • Business Office • Financial Aid
- 18** • Human Resources • Parking Permits • Security • Student IDs
• Veteran Affairs
-
- Classrooms • Faculty Offices
- 19** • Health, Justice & Human Services Division
• Math Advising Resource Center (MARC)
-
- 20** • Arts, Humanities & Social Sciences Division • Faculty Offices
-
- 21 College Gymnasium and Fitness Center**
• Athletic Department • Physical Education
-
- 22** • Classrooms
-
- 23** • Children's Center
-
- Building Maintenance • Custodial Services
- 25** • Maintenance Shops • Maintenance Offices
• Vehicle Maintenance
-
- 27 Classroom Administration Building (CAB)**
• Academic & Student Affairs • Classrooms • President's Office
-
- Information Technology Instructional Building**
- Business Division • Classrooms • Information Commons
• Information Technology Certification Center • Info. Tech. Faculty
• Institutional Research & Effectiveness Office • Music Classrooms
• Professional Skills Center • Testing Center • WorkFirst Lab
• eLearning Department
-
- 28**
-
- 29 Science and Engineering Building**
• Science and Engineering Classrooms and Labs • Lecture Halls
-
- 30** • Carpenter Shop • Grounds Shop
-
- 31** • **Early Learning Center** (open fall 2008)
-

South 12th Street



South 19th Street



6501 South 19th Street
Tacoma, WA 98466

253.566.5000

www.tacomacc.edu