



Catalog 2010-2011

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 Biology

Associate in Business

Associate in Elementary Education

Associate in Pre-Nursing

Associate of Science

- Biological and Chemical Engineering
- 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
- Nursing, Associate Degree
- Radiologic Science
- Respiratory Therapy

Business and Technology

- Accounting
- Business
- Museum/Gallery Operations

Human Services Professional

Paraeducation, Early Childhood Emphasis

Worker Retraining

WorkFirst

GIG HARBOR CAMPUS

University Transfer Classes

Adult Basic Skills

Continuing Education

Medical Office Programs

Learning Centers

- Student computers
- Tutoring

Learning Labs

- Business and Computer
- Medical Office

LEARNING RESOURCES

eLearning

Library

Learning Centers

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

Learning Labs:

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

STUDENT SERVICES

- Experiential Learning
- Fresh Start
- 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 (I-BEST)

CORPORATE & CONTINUING 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. Print it all or just the pages you need.
- Purchase a hard copy for \$5 from the TCC bookstore.

NOTE:

Information in this catalog is accurate at the time of publication. However, Tacoma Community 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 changes. Nothing included in this catalog should be construed to create any contractual rights.

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FREQUENTLY CALLED NUMBERS

253-566-5328	Access Services
253-566-5144	Adult Basic Skills (ABE, ESL, GED Preparation, IBEST)
253-566-6091	Advising
253-566-5145	Al-Khwarizmi Math Advising and Resource Center (MARC)
253-460-4306	Art Gallery
253-566-5093	Assessment
253-566-5158	Assessment Information Line (24 hours)
253-566-5093	Assessment/GED Testing
253-566-5097	Athletics
253-566-5040	Bookstore
253-566-5191	Career Center
253-566-6084	Cashier
253-566-5025	Center for Academic Support and Achievement (CASA/MECA)
253-566-5018	Continuing Education
253-460-4469	Corporate Education
253-566-5122	Counseling
253-566-5180	Early Learning Center (Childcare)
253-460-3989	eLearning
253-566-5295	English for Academic Purposes (EAP)
253-566-5325	Enrollment Services (Registration and Records)
253-566-5080	Financial Aid
253-566-5086	Fresh Start Program
253-460-2424	Gig Harbor Campus
253-566-5229	IBEST Programs
253-566-5176	Information Commons (Student Computer Lab)
253-460-4364	Information Technology Certificate and Testing Center
253-566-5190	International Student Services
253-566-5087	Library
253-566-5000	Operator
253-566-6042	Outreach Services
253-566-6061	Running Start
253-566-5173	Safety and Security Office (ID Cards, Parking, Permits)
253-566-5111	Safety and Security Office (Emergency only)
253-566-5118	Student Life (Clubs and Organizations)
253-566-5325	Transcripts
253-566-5081	Veterans Services
253-566-5188	Worker Retraining Program
253-566-6032	Writing and Tutoring Center

TCC AT A GLANCE

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

Students can pursue a degree or receive career training at convenient locations for affordable tuition during the day, evening, weekend or online. TCC offers more than 50 areas of study and 51 career-oriented professional/technical programs. Students who enroll at the college enjoy intimate class sizes, diverse classmates and highly qualified instructors. Of TCC's 142 full-time faculty, 78 hold master's degrees and 32 hold doctorates.

TCC students meet students from diverse local and international backgrounds, and have opportunities to participate in a variety of sports, clubs and activities. TCC also offers strong student support services to help ensure student success. This catalog introduces the college and 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 core values of:

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

EDUCATIONAL OPTIONS

TCC serves more than 15,000 students each year. Students can choose:

- **University Transfer:** TCC's Associate in Arts and Sciences, Associate in Business and Associate of Science degrees are ideal for students who wish to earn the first two years of a bachelor's degree while discovering their interests or pursuing studies in particular areas.
- **Professional/Technical Certificates and Degrees:** TCC's 51 professional/technical programs provide training for high demand careers.
- **Transitional Studies:** These programs help students improve their basic reading, writing and math skills; earn a GED; earn IBEST job-ready certificates; or study English for Academic Purposes (EAP).
- **Continuing Education:** TCC provides customized training services to businesses and 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 is beyond the reach of many, tuition at Tacoma Community College remains affordable, and credits earned at TCC will transfer to most four-year colleges and universities. In 2008-2009:

- Tuition and fees at four-year private colleges and universities averages over \$26,000.
- Tuition and fees at four-year public colleges and universities averages more than \$7,020.
- Tuition and fees at Tacoma Community College averages about \$4,300.

TCC offers a variety of financial aid packages to help students reach their educational goals. In 2008-2009, the average TCC award — including grants, loans, work study employment and scholarships — was \$4,490. The college awarded nearly \$1 million in scholarships.

TCC's Financial Aid office offers limited work study jobs to eligible students, and the TCC Career Center posts some 200 new jobs each month and offers job search services to students.

STUDENT SUPPORT SERVICES

TCC offers comprehensive student support services to help ensure student success.

- A nationally accredited Early Learning Center for child care
- Counseling and Advising Center
- Career and Job Center
- Access Services for students with disabilities
- Center for Academic Support and Achievement (CASA) (TRIO program)
- Center for Multi-Ethnic and Cultural Affairs (MECA)
- International Student Services
- Free tutoring and writing services; MARC and other instructional labs
- Comprehensive financial aid programs
- Scholarships and grants through the TCC Foundation
- Worker Retraining Program
- Opportunity Grants
- Veteran Services

STUDENT LIFE

The TCC experience doesn't end when a student leaves the classroom. TCC students find many opportunities to become involved in college life, through clubs, concerts, multicultural programs, student government and other activities.

MEET OUR STUDENTS

A diverse student body is one of Tacoma Community College's greatest strengths. Students of color comprise 39 percent of all students at TCC. TCC also hosts more than 200 international students each quarter, whose global perspectives enhance the TCC experience. Whether teenagers or members of the over-50 population, students are likely to find classmates like them in their TCC courses.

RECRUITMENT AND COMMUNITY OUTREACH

The purpose of TCC's Outreach and Recruitment Services is to provide information on TCC and its programs to prospective students, parents and community members. Outreach staff communicate with high schools and service organizations to promote TCC's academic programs and the importance of lifelong education. Services include:

- Campus tours

- Workshops on financial aid and how to enroll
- College/career awareness nights.

COLLEGE-WIDE STUDENT LEARNING OUTCOMES

Tacoma Community College is committed to strengthening student learning in relation to five 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/Valuing Differences:** To develop an understanding of the uniqueness of self and others, demonstrate openness toward diverse points of view, and draw upon the 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.

ACCREDITATION

Tacoma Community College is regionally accredited by the Northwest Commission on Colleges and Universities, 8060 165th Ave. 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:

- TCC's Associate Degree Nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC).

- TCC's Health Information Management program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).
- TCC's Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC).
- TCC's EMT-Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- TCC's Radiologic Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- TCC's Paralegal program is accredited by the American Bar Association.

THE COLLEGE CAMPUSES

Tacoma Community College is a comprehensive state-supported institution 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.

TACOMA CAMPUS

6501 South 19th Street, Tacoma
253.566.5001

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, located on Puget Sound and between 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

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

The Gig Harbor Campus offers courses for credit toward an associate degree, professional/technical and Worker Retraining programs, adult basic skills, personal enrichment classes and professional development programs. Classes are available at day, evening and weekend times. Services available to Gig Harbor students include registration, assessment, advising, career exploration, cashing and book sales. Students can use an online library to order materials from the Tacoma Campus and have internet access through campus computer labs.

The Gig Harbor Campus also hosts community events throughout the year.

Credit Curriculum

Classes required for the Associate in Arts and Sciences degree are available during a morning and evening schedule. The Business and Computer Skills Center and Medical Office Skills Center offer credit classes in a self-paced format.

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

Continuing Education Programs

The Gig Harbor Campus offers a variety of non-credit personal enrichment classes each quarter. 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. Some classes are co-sponsored with local organizations.

BRIDGE PROGRAM AT THE EVERGREEN STATE COLLEGE - TACOMA

1210 South Sixth Avenue, Tacoma
253.680.3022

Tacoma Community College's Bridge Program at the Tacoma campus of The Evergreen State College is presented in partnership with The Evergreen State College-Tacoma (TESC-T). The Bridge Program's liberal arts curriculum is intended for students interested in pursuing a bachelor's degree at The Evergreen State College. 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 The Evergreen State College's Tacoma or Olympia campuses. Courses included in this degree can be transferred to other colleges and universities on a course-by-course basis.

The Bridge program provides a unique learning experience. The program of studies follows TCC's transfer associate degree requirements, with the omission of the physical education requirements. Bridge students who wish to earn the direct transfer degree in order to transfer to other Washington colleges and universities may opt to complete three physical education activity credits on TCC's Tacoma campus.

Bridge Program courses are offered in the evening at the TESC-T campus. For more information, call the Bridge program at 253.566.5159 or TESC-Tacoma at 253.680.3000.

ACADEMIC CALENDAR

Please note: Dates are subject to change.

	2010-2011	2011-2012
SUMMER	June 21-Aug. 12	June 20-Aug. 11
Day/evening classes begin	June 21	June 20
Independence Day observed	July 5	July 4
Last day of class	August 12	August 11
Grades due in Enrollment Services	August 16	August 15
FALL	Sept. 20-Dec. 9	Sept. 19-Dec. 2
Day/evening classes begin	September 20	September 19
Educational Planning Day	November 3 (no day classes)	October 18 (no day classes)
Veteran's Day holiday	November 11	November 11
Thanksgiving holidays	November 24-26	November 23-25
Last day of class	December 3	December 2
Final exams and grading	December 6-9	December 5-8
Grades due in Enrollment Services	December 13	December 12
WINTER	Jan. 3-March 14	Jan. 3-March 16
Day/evening classes begin	January 3	January 3
M.L. King Jr.'s Birthday observed	January 17	January 16
Educational Planning Day	February 15 (no day classes)	February 7 (no day classes)
President's Day observed	February 21	February 20
Last day of class	March 14	March 16
Final exams and grading	March 15-18	March 19-22
Grades due in Enrollment Services	March 21	March 26
SPRING	March 28-June 6	April 2-June 11
Day/evening classes begin	March 28	April 2
Professional Development Day	April 15 (no classes)	April 20 (no classes)
Educational Planning Day	May 17 (no day classes)	May 8 (no day classes)
Memorial Day observed	May 30	May 28
Last day of class	June 6	June 11
Final exams and grading	June 7-10	June 12-15
Grades due in Enrollment Services	June 13	June 18

Get Started at TCC

Get on the inside

InsideTCC is a service that can give you the information you need to get started. Just go to Insidetcc.tacomacc.edu and sign up. We'll instantly build you a personalized TCC web site that links directly to each of your interests, and we'll help guide you through the process of starting college.

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 or
- Call the TCC Outreach office at 253.566.6042 to have an application sent to you.

Research financial aid options

- Complete your FAFSA at www.FAFSA.gov.
- Go online at www.tacomacc.edu/resourcesforstudents for financial aid and scholarship information.
- Visit the Financial Aid office in Building 18 at the Tacoma campus.

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. If you have attended another college previously you may be able to skip assessment based on a transcript review of previous course work.

- For hours and information, go to www.tacomacc.edu/resourcesforstudents
- Call 253.566.5093 or 253.566.5158, or the Gig Harbor Campus at 253.460.2424

Sign up for orientation and advising

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

- To reserve your seat at an on-campus orientation, sign up online (select *NSO* under the quick links, then click *Sign up*) or call 253.566.6091.
- If you are taking online classes only, go to www.tacomacc.edu, type "online orientation" into the search box in the upper right-hand corner of the home page, and click the search button. After completing the online orientation you may email your 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.
- For Gig Harbor students, 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 the quarterly registration PIN given to you at orientation. Tuition and fees must be paid by the published deadline. Unpaid tuition may result in cancelled enrollment.

Start classes!

FREQUENTLY CALLED NUMBERS

- 253.566.5144** Adult Basic Skills
- 253.566.6091** Advising
- 253.566.5093** Assessment/GED Testing
- 253.566.5158** Assessment Information Line (24 hours)
- 253.566.5122** Counseling Center
- 253.566.5325** Enrollment Services
- 253.566.5080** Financial Aid
- 253.566.5086** Fresh Start Program
- 253.460.2424** Gig Harbor Campus
- 253.566.5229** I-BEST Programs
- 253.566.5190** International Student Services
- 253.566.6042** Outreach Services
- 253.566.6061** Running Start
- 253.566.5081** Veterans Services
- 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 and at least 30 days prior to the quarter in which you want to begin. Admission to TCC is available to individuals who are high school graduates, at least 18 years of age, or have obtained a GED. 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. 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 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 Skills department offers a variety of courses and programs designed to help individuals with a goal of improving basic reading, writing, math conversation, employment, parenting and life skills. Programs are designed for adults 18 years of age or older. Youth ages 16-18 must obtain a high school release to be eligible for participation. Tuition for the Basic Skills program is \$25 per quarter. Some courses may also include additional materials fee. Partial tuition assistance is available for qualified low-income individuals. For more information about placement testing, class location and registration, please call the Adult Basic Skills main office at 253.566.5144. Please see the Transitional Studies section for additional program details.

FRESH START ADMISSIONS

Fresh Start is a program for out-of-school youth between the ages of 16 and 21 years who 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.

Interested students should call 253.566.5086.

INTERNATIONAL STUDENT ADMISSIONS

TCC welcomes international students from more than 20 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! Simply log on to our online application at www.tacomacc.edu/internationalstudents/applynow. Along with the application form, you will need to submit the following documents:

1. Bank statement in English showing sufficient funds available for the first year of study.
2. Copies of high school or college transcript in English.
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 3-4 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 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. Airport pickup dates are available on our international web site. 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 college placement.

OTHER VISA STATUS

Students with other visa status (non F or J visa status) will need to contact Enrollment Services 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 at 253.566.5190 or visit www.tacomacc.edu/internationalstudents/applynow.

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 tuition 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 at 253.566.6061.

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 253.460.4494 for more information.

INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (I-BEST) ADMISSIONS

I-BEST 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. I-BEST students have two teachers in each class, one professional-technical instructor, and one English language or basic skills instructor. I-BEST students receive additional support for each professional technical course. TCC offers the following I-BEST programs:

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

For more information about how to enroll in I-BEST 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.

MATH PLACEMENT OPTIONS

Certain recent high school graduates may be placed into math courses based on their high school math coursework and grades. This is an option 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.

TCC will also accept scores on recognized placement tests used by other colleges when taken within the last two years. TCC also accepts the statewide Math Placement Tests - General (MPT-G) used by public four-year schools in Washington to establish readiness for college-level mathematics.

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.

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 & 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 two subject areas are required to enroll in HD-101 during their first quarter. The HD-101 Student Success Seminar is recommended for all students.

Human Development (HD) courses help students explore college resources, set goals, make educational and career decisions, develop individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships.

The courses are offered quarterly and are supplemented by special interest, short-term workshops, seminars and independent study projects. Details are available in the catalog course descriptions and in the Counseling and Advising Center, Bldg. 7. For more information go to www.tacomacc.edu/stuonline/counseling/classes.shtm.

Program Learning Outcomes

Upon successful completion of Human Development (HD) courses, 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 personalities as they relate to job satisfaction or personal fulfillment.

- Be able to value the richness of diversity needed to function effectively as contributing members of an increasingly global society. Become participants in the college community; show 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.

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 & 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. 18.
- VISA or MasterCard at TCC web site or by calling 253.566.5011.
- Automatic Payment Plan (FACTS). (See page 10 for more information.)
- Financial Aid (see page 10 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.

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, H, I, K or L. 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 some specific approved professional-technical programs may be eligible for funding under the Opportunity Grant for tuition, books, childcare and other assistance. For more information, contact the Worker Retraining program in Bldg. 7, call 253.566.5188, or visit www.tacomacc.edu.

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 the Financial Aid office in Bldg. 18 for more information 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 percent disabled veterans, and eligible members of the select reserve. Veterans, reservists and dependents should contact Veterans Services at 253.566.5081 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:

- 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.
- Veterans must complete the course work paid for. Grades of 'N', 'V', 'WT', 'U', 'R', 'S', 'Z' or 'W' will result in overpayment; this means some or all the benefits received must be repaid.
- 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 in the past 24 months you:

- Collected unemployment insurance in Washington state,
- Separated from the military with an honorable discharge,
- Became a displaced homemaker,
- Ended self-employment due to economic reasons
- 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.

For more information contact the Worker Retraining office in Bldg. 7, call 253.566.5188, or visit www.tacomacc.edu.

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 quarter80%
- Withdrawal from the sixth through the 20th calendar day of the quarter.....40%
- Withdrawal after the 20th calendar day of the quarter0%

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.

Early/late starting and short courses have prorated deadlines. Contact Enrollment Services at 253.566.5325 for those dates.

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 reimbursement. The student may transfer the full class fee to another course within 90 days of submitting their written request.

REGISTRATION

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 attend a mandatory New Student Orientation on campus before registering for classes. Students who are taking only online courses and students transferring in college-level courses from another institution are exempt.

Returning students 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. 18). For credit card payments only, the student may enroll in continuing education courses by phoning 253.566.5020 or by enrolling online at www.tacomacc.edu/ce, and charging their course fees to Visa or MasterCard. For non-credit course enrollment at the Gig Harbor Campus call 253.460.2424.

CURRENTLY ENROLLED STUDENTS

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

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 or online at www.tacomacc.edu/currentstudents/webregistration.
- 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 Enrollment Services 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 on page 11).

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 can be on a total of two 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.

Not all classes are assigned a wait list. The length of a wait list varies. The length is determined by the department/program.

STUDENT SERVICES

FREQUENTLY CALLED NUMBERS

- 253.566.5093** Access Services
- 253.566.6091** Advising
- 253.566.5040** Bookstore
- 253.566.5191** Career Center
- 253.566.5025** Center for Academic Support and Achievement (TRIO SSS / MECA)
- 253.566.5122** Counseling Center
- 253.566.5180** Early Learning Center
- 253.566.5110** Educational Talent Search
- 253.566.5111** Emergency
- 253.566.6023** Food Court
- 253.460.2424** Gig Harbor Campus
- 253.566.5173** ID Cards
- 253.566.5190** International Student Services
- 253.566.5122** Men's Services
- 253.566.5173** Parking
- 253.566.5173** Safety and Security Office
- 253.566.5118** Student Life
- 253.566.5003** Tacoma Community College Foundation
- 253.566.5122** Women's 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. 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 253.566.5328 to make an appointment, or visit www.tacomacc.edu/stuonline/disability/start.shtm.

CAREER CENTER

The Career Center, located in Bldg. 7, 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: TRIO Student Support Services (SSS) and the Center for Multi-Ethnic/Cultural Affairs (MECA).

TRIO Student Support Services (SSS)

TRIO is a federally-funded 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 mentoring; 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.

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 2½ 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. 2). TCC students taking 10 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. 2, 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. 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.

INTERNATIONAL STUDENT SERVICES AND PROGRAMS

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 and Programs 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 States 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 homestays 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, Saint Martin's University for Engineering, Pacific Lutheran University, Portland State University and Indiana University South Bend. For more information contact the International Student Services office at 253.566.5190.

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 Early Learning Center has information regarding classes of interest to parents.

WOMEN'S SERVICES

A variety of 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 services. The Early Learning Center has information regarding classes of interest to parents.

OTHER SERVICES

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 and postage stamps 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 or at the Gig Harbor Campus.

www.tacomacc.edu/bookstore

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, pizza counter, bagels, Asian food, and espresso stand. In addition, the grill provides both breakfast and lunch items.

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 (www.tacomacc.edu/resourcesforstudents/studentpolicies/)

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 a student's personal experience through participation in campus life activities and opportunities.

Student Life at TCC is committed to being an active part of the diverse learning community and providing programs that enhance student learning outcomes. Students are challenged to expand upon their learning through the programs and activities in which they become involved, the resources they utilize, and interactions with the multicultural community.

Student 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 serves to encourage student viewpoints and input 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 a minimum of one credit at TCC may become an active participant in student government. Students become ASTCC senators by attending three consecutive senate meetings and successfully completing a Parliamentary Procedures test. Senate meetings are held bimonthly.

Associated Students (AS) Productions

Associated Students Productions is a leadership team responsible for developing student programs and activities on campus. AS Productions plans, promotes, implements and evaluates campus events. These events are diverse in nature and may include educational, multicultural, recreational and social opportunities to enhance campus life.

Student Ambassadors

Student Ambassadors are a team of student volunteers who represent Tacoma Community College both on campus and in the community. Students Ambassadors serve as mentors, role models and provide student leadership to fellow students. Student Ambassadors assist and serve the college in its outreach, student success efforts and special events throughout the year.

Artist & Lecture Series

Student Life coordinates an Artist & Lecture Series consisting of 3–4 professional speakers and presentations per quarter. Using national talent, these presentations are cultural, educational and entertaining, featuring topics and ideas that expand what students are learning in the classroom. This series is open to the college and local community.

TCC CLUBS AND ORGANIZATIONS

Student clubs and organizations reflect the many diverse student interests that comprise Tacoma Community College. Participation in clubs allows for educational opportunities, personal growth, and the development of social, organizational and leadership skills. New clubs and organizations may be formed throughout the academic year as student interests develop or change. Examples of TCC student clubs and organizations are:

- American Sign Language Club
- American Society of Mechanical Engineers
- Asian/Pacific Islanders Club
- Black Student Union
- Clay Club
- Diagnostic Medical Sonography Club
- Dodgeball Enthusiast Club
- Environmental Club
- Figure Drawing Club
- Gamers Club
- Human Services Club
- International Student Organization
- Lambda Juris Law Club
- Latino Student Union
- Native American Student Union
- Phi Theta Kappa
- Pride and Allies Club
- Primate Protection and Awareness Club
- Radiologic Technicians Club
- Respiratory Care Club
- Ski and Snowboard Club
- Student Nurses Organization
- Titan Records

Other Campus Life Programs

For more information about Student Life:

- Stop by Bldg. 11, upstairs
- Call 253.566.5118
- Visit www.tacomacc.edu/studentlife
 - » Find *Student Life* and *Events* on the TCC Student Portal

STUDENT NEWSPAPER

The Challenge, TCC's student news site, is a fully online, up-to-date news source found on the front page of the myTCC Student Portal. 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 other multi-media presentations. With the ability to post stories within minutes after an event, the news site is 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 SUPPORT SERVICES

FREQUENTLY CALLED NUMBERS

- 253.460.4306** Art Gallery
- 253.566.5093** Assessment
- 253.566.5369** Computer Assisted Learning (CAL) Lab
- 253.460.3989** eLearning
- 253.566.5325** Enrollment Services
- 253.460.2424** Gig Harbor Campus
- 253.566.5143** Language Center
- 253.566.5087** Library
- 253.566.5145** Math Advising and Resource Center (MARC)
- 253.566.5191** Prior Learning Assessment
- 253.566.5143** Reading and Study Skills Center
- 253.566.6006** Service Learning
- 253.566.5176** Student Computer Lab
- 253.566.5190** Study Abroad
- 253.566.5035** Transcripts
- 253.566.6032** Writing and Tutoring Center

ELEARNING

TCC's eLearning department provides three primary resources: online courses, multimedia production and the Information Commons student computer lab.

Online Courses

Providing flexibility to accommodate various student schedules, online courses are offered via the web in web-enhanced, hybrid, and full online formats. Online courses meet students' educational goals to complete degrees, update job skills, and for personal enrichment. Courses are offered via the web in web-enhanced, hybrid and fully online formats, providing flexibility to accommodate various student schedules. In addition to online courses, TCC provides online student enrollment services and support to assist students with eLearning technical issues. For additional information and for online tutorials, visit www.tacomacc.edu/eLearning. Also refer to online course information.

Multimedia Production

TCC's eLearning Department provides computer workstations and portable equipment for classroom presentations and other multimedia projects. eLearning staff assist students and staff to scan material into digital formats and in use Microsoft Word, Excel or PowerPoint software. Students can check out multimedia presentation projectors with laptop computers, digital camcorders, and digital still cameras.

Information Commons Student Computer Lab

TCC's Information Commons provides 86 student computers with internet access and Microsoft Office and other software programs, and two small-group study rooms equipped with computers and video projectors. Height adjustable surfaces and software are also available to accommodate students with disabilities. Help Desk staff answer student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve group study rooms.

LIBRARY

The TCC Library provides access to research materials, technology, instruction, study space and a variety of services that support teaching and learning for TCC students, faculty, and staff. Available resources include:

- Individual assistance with research projects from faculty librarians in person, by email, or chat
- Face-to-face and online information literacy classes tailored to meet the research student needs (generally by faculty request)
- Group and quiet study spaces
- Online research databases available 24/7 with a vast variety of full-text articles from more than 7,000 magazines, journals, and newspapers
- Approximately 70,000 books and 20,000 electronic books
- English as a Second Language and English for Academic Purposes reading collections
- Over 60 computers with Microsoft Office programs, wireless internet access, and staff technology support
- Copiers, scanners, DVD equipment, black-and-white and color printers, and headphones and laptops to be checked out for on-campus use

To access electronic research databases and research tutorials, or for current hours or contact information, visit www.tacomacc.edu/library.

STUDENT LEARNING CENTERS

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

Math Advising and Resource Center (MARC)

TCC's MARC is a student learning center devoted to helping TCC students be successful in math studies. Resources available in the MARC include:

- 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 enrolled in developmental math courses, including MARC 075 Tools for Review Arithmetic Success; MARC 085 Tools for Introduction to Algebra Success; MARC 090 Tools for Elementary Algebra Success; MARC 095 Tools for Intermediate Algebra Success.

For additional information, current hours, and online resources, visit www.tacomacc.edu/marc.

Computer Assisted Learning (CAL) Center

TCC's computer-based CAL Lab supports reading, English, ABE, ESL, and MATH courses. Students may participate with their classes during reserved times, drop in to use available computers on a first-come, first-served basis, or be referred by instructors for individualized learning and study assignments.

Language Center

TCC's computer-based Language Center provides space for conversation groups, world music presentations, foreign cinema, and other events and supports world language, EAP, and ESL classes.

Self-study materials and audio-visual language acquisition systems, including cassette tapes and players, CDs, DVDs, books, magazines and newspapers are available for use in the Center. Technical assistance, guidance and monitoring are provided by request.

Gig Harbor Campus Learning Resource Center

TCC's Gig Harbor Campus Learning Resource Center provides a student computer lab, writing and math tutors, and other resources, including a quiet study area, transfer materials, tutoring handouts, and scholarship information. Call 253.460.2424 for current tutoring schedules.

Reading and Study Skills Center

TCC's Reading and Study Skills Center provides self-paced courses to TCC students and supervised assistance for reading students. Participating students

build vocabulary, textbook comprehension, and study skills. An online description is available at www.tacomacc.edu/academics/studentlearningcenters/readingstudyskill/aspx.

Writing and Tutoring Center

TCC's Writing & Tutoring Center offers TCC students:

- Individual tutoring appointments in math and sciences, social sciences, English and reading, EAP/ESL, ABE/GED courses, Spanish, computer user courses, and other courses;
- Assistance in gaining new learning strategies, understanding concepts, learning good study habits, studying for exams and understanding about one's own learning process;
- Writing assistance, at any stage of the writing process;
- Drop-in help at a variety of campus locations, including the Bldg 29 Active Learning Lab (science), the library reference desk (writing and research), the Bldg. 7 Grammar Corner (EAP and grammar), and the Bldg. 7 Writing & Tutoring Center (English and math);
- Specialized reading assistance
- Writing tutorials
- Computers for drafting, research, and computer-assisted tutorials;
- Online tutoring through eTutoring, located on the student portal;
- Supplemental Instruction;
- Tutor training and certification;
- Credit courses include: WRITE 096 Writing Center Tutorials; WRITE 140, 141, and 142 Writing Tutor Practicum.

For handouts, hours, information on making appointments, and contact information, visit us at: www.tacomacc.edu/wtc.

The Business Education Center

TCC's Business Education Center provides:

- Individual appointments with peer and staff tutors
- Tutoring in business subjects, including business algebra and calculus, statistics, accounting, computer user courses, and economics

- Assistance in gaining new learning strategies, understanding concepts, learning good study habits, studying for exams and understanding one's own learning process
- A place to study, do homework, and use computers
- Tutor training and certification

For information on hours, making appointments, and contact information, go to www.tacomacc.edu/wtc, and click on *Business Education Center* in the left-hand menu.

LEARNING LABS

Some TCC courses are offered in an independent learning/tutorial format. After attending the required orientation, students enrolled for these classes can establish independent schedules. The lab format is designed for motivated, self-disciplined students who want flexible schedules. Success requires consistent attendance, self motivation, organization, and strong time management and study skills.

Art Gallery

ART 199, Gallery Viewing Lab, is a self-paced course in which students visit the TCC Gallery, located across from Bldg. 5, and other galleries and museums, view videos, and attend lectures.

Business Labs

Accounting, business math, and computer user classes are offered at TCC's business labs, at both the Tacoma Campus (Professional Skills Center, Bldg. 28-309) and Gig Harbor Campus (Business and Computer Skills Center).

Medical Office Skills Center

The Medical Office Skills Center is located at the Gig Harbor Campus. Medical terminology, medical office procedures, medical billing and transcription classes are offered.

LEARNING FORMATS

In addition to diverse classroom offerings, Tacoma Community College provides a wide range of alternative learning formats in the same subjects taught in the tradition classroom. Courses provided in the following formats are identified in TCC's quarterly class schedule.

ONLINE COURSES

Students can earn college credits, enroll for professional/technical courses, and complete TCC's associate in Arts and Science degree online. Online course formats include full online courses, hybrid online courses, and web-enhanced courses. Non-credit online courses are also offered.

Online courses provide instructional content by internet. In full online courses all instruction is offered online. Students interact with instructors and other students using email, discussion board postings, and chat rooms. Some full online courses require proctored exams.

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

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

In online/lab courses, students attend an on-campus orientation before using web-based instructional materials. Instructor assistance is available at scheduled hours in a computer lab.

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

One-time-per-quarter non-refundable account fees are attached to all TCC's full online and hybrid online courses.

For more information, including computer requirements, answers to frequently asked questions, and a self-assessment to help determine if online learning is a good fit, visit www.tacomacc.edu/elearning.

COMPUTER-MEDIATED LEARNING

Developmental math courses are sometimes offered in a computer-mediated format. Students meet regularly with instructors in a hands-on computer classrooms.

Students learn by using computer software under the their instructor's direction, often working independently or in small groups. Students are required to complete unit tests

and a final exam within a time line established by the instructor. Additional time is required working on a home computer or in a TCC computer lab. Computer-mediated classes are identified in the quarterly schedule by section names beginning with "CM" (e.g. CMA or CMB).

COORDINATED STUDIES/LEARNING COMMUNITIES

Coordinated studies integrate two or more academic disciplines in a cooperative teaching and learning environment. Coordinated studies take one of several approaches to linking courses and course work around a common theme that allows students and teachers to experience greater depths of teaching and active learning.

Students who plan to transfer to The Evergreen State College or the University of Washington-Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree program. Students are encouraged 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. Regularly offered coordinated studies and linked class are identified in the quarterly schedule.

CONDENSED FORMAT***Jump Start***

Jump Start classes are offered before fall quarter begins. These classes prepare new students to succeed in full-time studies in the fall. By completing one or more Jump Start classes students may be able to reduce their fall quarter course load and still be defined as full-time students. Jump Start students must be motivated to put in the in-class time and do the homework required during the intensive Jump Start short term.

Computer User Courses

Computer User classes are offered in short time blocks starting at various times throughout the quarter. This format allows students to learn computer skills early in the quarter, adding other classes later if needed, or to complete two- or three-class Computer User sequences in a single 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	3	6 or 10
104	PowerPoint	1	2 or 10

Intensive Review

TCC's four-week Intensive Review courses are refreshers to help students sharpen skills required for success in college-level courses.

- MATH 010 Arithmetic & Algebra Review begins with a skills analysis to determine an individualized program of study. Under instructors' direction, students engage in self-paced, computer-mediated learning to address specific needs.

EXPERIENTIAL LEARNING***Internships***

All TCC's professional/technical programs include internship or clinical components. Students pursuing transfer degree programs may enroll in the EXPLR 290 Internships class for elective credit. Internships allow students to earn college credit through on-the-job workplace learning. Practical work experience helps students develop skills and personal attributes to improve their job opportunities. For more information, visit the Career Center, Bldg. 7, or call 253.566.5191.

Service Learning

The Service Learning format 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 broader appreciation of the discipline, and enhance their sense of civic responsibility.

Talk with your academic advisor to learn more about earning credit through service in EXPLR 295 Service Experience or EXPLR 296 Capstone Experience.

**Prior Learning Assessment (PLA)
Through a Portfolio**

Tacoma Community College serves a diverse community of learners, many of whom have acquired 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 are noted on TCC transcripts as the TCC equivalent courses. Credit usually is awarded only if TCC offers 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 to the student transcript as elective credit.

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

Some students are granted prerequisite waivers rather than credit for prior learning. In these cases notations are made the prerequisites have been satisfied, but no credit is posted to transcripts.

Students must be currently enrolled before prior learning assessment is initiated. PLA credits are posted at the end of the quarter in which the PLA requirement is satisfied. PLA credits are not considered enrolled credits and are not counted in calculating students' enrollment status or financial aid awards.

Transfer colleges and universities evaluate PLA credits based on their own institutional policies.

Students interested in petitioning for credit through portfolios should enroll in EXPLR 190 E-Portfolio. For more information, contact the Career Center, Bldg 7, or call 253.566.5191.

STUDY ABROAD

TCC offers quarter-long study abroad programs to students who wish to experience new cultures and develop global competencies. Credits earned apply to TCC's A.A.S. degree.

For more information, visit International Student Services, Bldg. 11, or go to www.tacomacc.edu/internationalstudents/studyabroad/.

For information on funding assistance, visit the TCC Financial Aid office, Bldg. 18, or go to wccsa.com.

COLLEGE DEGREES

Tacoma Community College grants the following college degrees:

- **University transfer associate degrees:** Awarded for completion of a transfer curriculum paralleling the first two years of university study.
- **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 transfer opportunities associated with specific programs.
- **Associate in Technical Arts:** Awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a defined program of studies after transferring to TCC.
- **Associate in General Studies:** Awarded for completion of a two-year academic program designed to meet a particular educational goal.

REQUIREMENTS FOR ALL DEGREES

General requirements for all degrees are:

- A combined cumulative college-level grade point average of 2.00 in TCC and transferred-in college-level coursework. *College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. For questions regarding transfer credit, see the credential evaluator, Bldg. 7.* 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.

Advisors will assist students in understanding these requirements, but final responsibility for meeting all academic and graduation requirements rests with the individual student. See Grade Policies on page 26.

CREDITS TRANSFERRED TO TCC

Students may use a maximum of 60 transferred in credits toward their Tacoma Community College degree or certificate.

Tacoma Community College recognizes academic credits that are essentially equivalent in academic level and learning outcomes nature to credit (or courses) offered at TCC. Transfer credits earned at other colleges accredited by the Northwest Association of Schools and Colleges or by other accrediting bodies are accepted 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 about transfer credits, contact the Enrollment Services office, Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions attended 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 an Inter-College Reciprocity Policy designed to help students transfer courses that have met distribution requirements at one community or technical college to another. This policy does not address transfer of courses between two-year and four-year colleges.

- **Individual Courses:** If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement for a specific transfer degree at the sending two-year college, that course is considered to have

met that requirement at TCC for a similar transfer degree, even if the course does not have an exact equivalent at TCC.

- **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.

CREDITS TRANSFERRING FROM TACOMA COMMUNITY COLLEGE

Transfer of Credits

Tacoma Community College's credit courses 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 professional/technical degrees are also generally transferable. Courses that are specific to professional/technical programs are generally not transferable to four-year institutions unless a specific articulation agreement exists between TCC and the four-year institution, providing for acceptance of those courses. Courses included in 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 is not responsible for acceptance of credits and courses at other institutions.

General acceptance of transfer credits is not the same as direct course equivalency. Baccalaureate institutions may accept credits for transfer but not consider them directly equivalent to their own courses or count them as meeting specific requirements at their institutions.

Transfer of Degrees

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

CHANGING DEGREE REQUIREMENTS

When degree requirements change while a student is enrolled at Tacoma Community College, the college will adhere to the following policy: If the degree is completed within five years of the student's original date of enrollment they may choose to graduate under the provisions of the TCC degree requirements in effect when he or she originally enrolled at TCC. If the student transfers to TCC with a minimum of 55 credits, the student may choose to graduate under the provisions of the TCC degree in place at the time they enrolled at the transfer college as long as the college is accredited by the Northwest Commission on Colleges and Universities or other accrediting body duly recognized by TCC. The college encourages all students to fulfill the degree requirements in effect at the time of their graduations. Students who do not complete their 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 for a student to be eligible to receive two degrees.

APPLICATION FOR DEGREES OR CERTIFICATES

Students preparing for graduation must complete formal applications for degrees or certificates. Application forms are available from Enrollment Services, Bldg. 7. A completed application form, signed by the advisors or program coordinators, 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 fee is attached to the application. Students applying to graduate with the Associate in Arts and Sciences degree, Option B, must complete Option B application forms, which must be signed by advisors. See additional information under Option B Degrees.

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

INSTRUCTIONAL POLICIES

Credit Hours and Quarter

The college measures its course work by credit hour. Courses offered each quarter are assigned credit value based on number of hours the classes meet each week; however, some courses require additional laboratory time, and activity courses typically require additional hours per week. When planning their quarterly course load, students should plan for an additional two hours of study time for every hour spent in class.

Students who wish to enroll for 20 or more credit hours must request advisor permission. Forms for this purpose are available in the Counseling and Advising Center.

TCC's academic year is divided into four quarters. See Academic Calendar for specific quarter start and end dates.

Instructional and Calendar Days

The quarter's instructional and calendar days are referenced in various policies. Instructional days are those days starting with the first day of the quarter on 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 counted when calculating deadlines based on instructional days.

Some deadline dates are based on 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 who intend to complete associate's degrees within two years, will enroll for an average 15 college-level credits each quarter. The college considers students enroll in 12 or more credits in a given quarter to be full-time.

• ***Part-time Student***

A student registered for fewer 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. For more information, see Course Audit on page 10.

• ***Non-Degree Seeking Student***

A student attending TCC for purposes other than to obtain a degree or certificate. Non-degree seeking students are restricted to registration for five credits or fewer 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 official transcripts by mail or at the Enrollment Services office, Bldg. 7.

Unofficial transcripts for advising purposes are available online 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 to be mailed or picked up. Transcripts will not be released to third parties without students' written permission.

For transcript fees and information on how to request transcripts by mail call 253.566.5036, or go to www.tacomacc.edu/resourcesforstudents/requestatranscript.aspx.

Transcripts From Other Schools

Tacoma Community College does not release or certify copies of transcripts received from other institutions. Transcripts documenting students' prior secondary and college education are part of their official files and will not be returned to them. Students who want transcripts of work completed at other institutions must order transcripts directly from those institutions.

Official transcripts from other institutions must be received by TCC from sending institutions electronically or in unopened, sealed envelopes. For more information about transfer credit see Credits Transferred to TCC on page 23.

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 scores to TCC's credential evaluator for evaluation. The number of credits and grades of 'S' recorded for all courses for which credit is granted will be noted on the transcript. Advanced placement credits fulfill either distribution or elective requirements for an associate degree. The following TCC departments currently grant advanced placement credits:

- **Art:** A student scoring 5 on the Art History exam will receive five credits each for ART 201, ART 202, and ART 203.
- **Biology:** A student scoring 3 on the Biology exam will receive 5 credits for BIOL& 100. A student scoring 4 or 5 may receive additional credit upon consultation with the Science and Engineering department.
- **Chemistry:** A student scoring 4 on the Chemistry exam will receive credit for CHEM& 161 and 162. A student scoring 5 on the Chemistry exam 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 4 on the composition and literature exam will receive credit for ENGL& 101. A student scoring 5 will receive credit for ENGL& 101 and ENGL 103.
- **Mathematics:** A student scoring 3, 4 or 5 on the statistics exam will receive five credits for MATH& 146. A student scoring 3 on the calculus AB or BC exam 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 4 or higher on the European history exam will receive five credits in HIST 210.
- **History:** A student scoring 5 on the American history exam will receive five credits each for HIST& 146, HIST& 147, and HIST& 148.
- **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 to TCC by AP exam. Students should check with their intended transfer institutions regarding AP exam policies.

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

International Baccalaureate (IB)

International Baccalaureate students who have earned successful IB higher level test scores may request college credit for IB higher-level work. TCC academic departments evaluate students' individual records prior to awarding advanced placement credit. For more information, contact the credential evaluator in Enrollment Services, Bldg. 7.

CLEP/DANTES

Tacoma Community College grants up to 30 credits toward the Associate in General Studies degree to students who score at the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examinations with division or department chairperson approval. For more information, 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 tech-prep courses. Dual credit agreements are entered into when common objectives and competencies exist between courses offered by colleges and local school districts. Upon review of 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 on existing specific dual credit agreements between college and high school programs. High school students must complete dual credit classes with grades of 'B' or higher. They must identify the college at which they intend to register. Interested students should contact their high school instructor for program details.

College in the High School Program

TCC develops articulation agreements with local school districts that permit students to earn college credit for work completing approved courses at their high schools. Interested students should contact their high school instructors for registration and fee information. TCC 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 designated by the Department of Defense, in cooperation with the American Association of Community Colleges, as a participant in the Service Members Opportunity College (SOC). 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
- Granting 15 quarter-hour military science credits to enlisted service members who have completed at least one year of active military service
- Granting 30 quarter-hour military science credits to commissioned officers who have completed at least one year of active military service,

The college evaluates military credits and applies them toward requirements and/or electives leading to 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 more information on SOC by contacting the credential evaluator in Enrollment Services, Bldg. 7.

OTHER OPTIONS

Departmental Challenge Exam

Students enrolled for five or more credits may earn additional credits in some courses by challenge examination, if the appropriate academic department has developed an examination for the course to be challenged. All arrangements, including fee payment, must be completed within the first ten instructional days of a quarter.

Students who successfully challenge courses will receive 'S' grades. Course challenge application forms are available in Enrollment Services, Bldg. 7.

GRADES AND ACADEMIC POLICIES

GRADING POLICIES

Tacoma Community College uses the following grading system and grade-point values for reporting and recording academic achievement. Faculty may or may not choose to use the plus/minus grading option for any 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 acknowledged withdrawal. Instructor permission is not required during this period. Applies 11th through 55th calendar day *</i>		
WI.....	Instructor approved withdrawal.....	0.0
<i>Applies 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 (see Incomplete Grade for more detail)	0.0
S.....	Satisfactory (credit only, no grade point)	0.0
U.....	Unsatisfactory (no credit, no grade point)	0.0
N.....	Audit (see Course Audit for detail)	0.0
R.....	Repeat R beside lowest grade.....	0.0
Z.....	Unofficial withdrawal with zero attendance.....	0.0

A, B, C, D and S grades 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. For more detailed information see Satisfactory/Unsatisfactory Grade. An 'E' grade is not considered passing and does not earn credit toward a degree or certificate.

Final Course Grade Grievance

Students who believe a final course grade 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 at www.tacomacc.edu/resourcesforstudents/studentpolicies.aspx.

Incomplete Grade

An 'I' grade is given at the instructor's discretion when a 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 that identifies 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 is retained by the instructor, one given to the student, and one given to the department chair or division dean. An 'I' grade will revert to 'E' if not completed within one year.

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

Satisfactory/Unsatisfactory Grade

Some classes, due to their nature and content, are designated 'S/U' by departmental decision and are only graded on an 'S/U' basis. In other classes, students have the option of choosing an 'S/U' grade. An 'S' grade indicates student performance at a 'C-' grade level or higher. A 'U' grade indicates performance below a 'C-' level. Neither the 'S' or 'U' are used in computing grade point averages. In order to exercise the 'S/U' option, students:

- Must choose the 'S/U' grade option in writing at Enrollment Services, Bldg. 7, 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 the regular letter grade option. Students should be aware that courses with 'S' grades may not satisfy transfer requirements. Some universities do not accept an 'S' graded courses to satisfy a distribution requirements. Students are urged to consult with their advisors and consult catalogs of their transfer institutions.

Course Repeat

Students (not enrolled in an allied health program with specific course repeat limitations) may repeat courses in which they have received grades of C or lower. Courses can be repeated no more than twice. In computing cumulative grade point averages, the higher grade earned for repeated courses is used if students have submitted repeated course forms to Enrollment Services Bldg. 7.

Students who plan to transfer to other college or universities should contact their transfer institutions to determine how repeat courses are calculated in applicants' admission grade point averages. Some institutions use all grades earned for repeated courses when calculating admissions grade point averages.

Course Audit

The course audit option allows students to participate in courses without having credits or grades posted to their transcripts. Auditing students pay regular tuition and fees. Individual faculty members determine participation and attendance requirements for their courses.

Audited courses are identified on transcripts by 'N' grades. If attendance or other requirements are not met, 'W' grades indicate course withdrawal.

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, students must submit an add/drop form indicating audit to Enrollment Services, Bldg. 7.

Change of Grade

Students requesting a course grade change must contact their instructors. Instructors approve grade change requests by submitting grade change forms to Enrollment Services.

Grade changes must be made within two quarters (excluding summer) after the quarter in which the student was registered for the course. After two quarters, no grade changes are allowed, unless the instructor documents that the original grade was an error, and the division dean signs an approval. Grades for specific courses can be changed only once.

Academic Forgiveness Policy

With an advisor's written approval, 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 is set aside. The student may not elect to retain individual courses and set aside other courses.
- A student may exercise the Academic Forgiveness option only once.

Forgiven course work is not used to determine number of credits earned at TCC, calculate cumulative grade point average or calculate honors. Forgiven course work may not be reinstated or used to satisfy prerequisite or degree requirements. Course numbers, titles, and original grades of all forgiven course work remain on student transcripts. Academic forgiveness does not apply to cumulative grade point averages used to calculate financial aid eligibility.

A decision to set aside course work may or may not be honored by other colleges and

universities, since each institution interprets transcripts using its own policies.

Financial Aid Note: Financial Aid regulations make no provision for academic forgiveness. Therefore, all courses applicable to a student's major will be included in evaluating a student's satisfactory academic progress for financial aid eligibility.

ACADEMIC REVIEW POLICY AND PROCEDURES

Academic review is designed to help students in academic difficulty improve their academic performance. The purpose of the policy is to quickly identify and alert students whose grade point averages fall below 2.00 and assist them in improving their academic standing. The Academic Review Policy provides for academic suspension in cases when students are unable to achieve satisfactory academic standing.

Specific college populations, including international students, veterans, and students receiving financial aid may be subject to different or additional academic standard requirements and appeal processes. Students in these programs should contact program advisors regarding these requirements and processes.

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 10th 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 10th 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 10th 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 10th 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 on page 29.

A student readmitted after one quarter of academic suspension re-enters 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 10th 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, such as 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 proposed course list for at least two additional quarters; short-term educational goals for the coming one to three quarters; and 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 re-enroll 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 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 re-enrolling following academic suspension re-enters 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 10th 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 threatens 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 appropriate Dean 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 grade point averages of 3.33 to 3.65 are placed on the quarterly Honors List. (Grades of 'N', 'I', '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 grade point averages of 3.66 to 4.00 are placed on the quarterly High Honors List. (Grades of 'N', 'I', 'W', 'WT', and 'V' are not considered earned credits.)

HONOR SOCIETIES

Three nationally recognized scholastic organizations have TCC chapters: 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 3.5 or better grade point averages and be eligible for tuition scholarships. PTK provides members opportunities to 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. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research and community service. Members must maintain 3.0 or better grade point averages, have completed at least two quarters of psychology, and have demonstrated genuine interest in psychology and high standards of personal behavior and integrity. For more information contact the faculty advisor.

- *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 3.0 or higher grade point averages who are enrolled in Human Services or related programs.

GRADUATION

Degrees are conferred at the end of each quarter. Commencement ceremonies are held annually in June, 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 degree completion and who have enrolled in the required course for summer quarter, may also apply to participate in commencement. For degree and early commencement applications, contact the credentials evaluator, Bldg. 7.

GRADUATION AWARDS

TCC students who have achieved outstanding grades are honored upon graduation. Awards for students who graduate with scholastic honors are designated by seals on their diplomas and noted on official transcripts. Students are eligible for the following honors or awards:

- *Graduation with Honors:*

Students with graduation grade point averages of 3.33 to 3.65 for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met award criteria described below graduate with “Honors.”

- *Graduation with High Honors:*

Students with graduation grade point averages of 3.66 or higher for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met the award criteria described below graduate 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 used to meet degree requirements, which are transferred from other institutions. For commencement, scholastic honors are computed using grades earned through the winter quarter preceding commencement. Changes in a students’ honor status are made to the student records if the last quarter of college work or grades earned from transfer credits affect a student’s qualifications.

- *President’s Medal Awards*

The President’s Medal is the highest academic honor the college bestows. 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 are eligible for consideration for the President’s Medal.

UNIVERSITY-LEVEL EDUCATION (TRANSFER)

Students interested in pursuing fields that require university-level work can complete the first two years of courses through Tacoma Community College's comprehensive university parallel programs. TCC offers an excellent and affordable transfer opportunity, as a result of the college's membership in the Inter College Relations Commission (ICRC), a council that manages transfer articulation between the Washington two- and four-year institutions.

TCC provides freshman- and sophomore-level courses leading to bachelor's degrees at four-year colleges and universities. For specific major department requirements, students are advised to consult current catalogs of the four-year institutions to which they intend to transfer.

Washington four-year colleges have an increasing expectation that students will choose and prepare for their major field of study before transfer. Public colleges, such as the University of Washington–Seattle, that accept transfer students on a competitive-entry basis, consider “major readiness” to be one of the most important acceptance criteria for transfer students. Transfer students should select specific majors and begin taking specific courses to prepare for their majors. Consult TCC advisors for more information on major readiness.

While TCC's dedicated counseling and advising staff assists students in selecting courses, the final responsibility for meeting graduation requirements rests with individual students.

University Transfer Areas

Students can prepare for the following university transfer areas and others at TCC while completing requirements for the 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
- 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
- Psychology
- Public Administration
- Sociology
- Social Work
- Spanish
- Speech
- Urban Planning
- Veterinary Medicine
- Zoology

University Transfer Degrees

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

ASSOCIATE IN ARTS AND SCIENCES

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ASSOCIATE IN BIOLOGY

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ASSOCIATE IN BUSINESS

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ASSOCIATE IN PRE-NURSING

Associate in Pre-Nursing on page 39

ASSOCIATE OF SCIENCE

Associate of Science on page 40

Biological and Chemical Engineering on page 41

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Computer and Electrical Engineering on page 41

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Environmental Sciences on page 42

Mechanical, Civil, Aeronautical, Industrial, and Material Science Engineering on page 42

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Transfer Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to clear, accurate, and current information about degree requirements, transfer admission requirements, transfer admission deadlines, and transfer policies that include course equivalencies.

Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.

Students have the right to seek clarification regarding their transfer evaluations and may request the reconsideration of any aspects of those evaluations. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.

Students have the responsibility to complete all materials required for admission and to submit applications on or before published deadlines.

Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.

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

COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.

Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.

Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

American Ethnic and Gender Studies Certificate

TCC's American Ethnic and Gender Studies (AEGS) certificate offers courses selected from a variety of disciplines, on topics related to gender and ethnicity in the United States. AEGS courses are geared towards professional/technical and transfer students who want to understand complex gender, race, ethnic and class issues, and is also available to community members interested in ethnicity and gender.

CERTIFICATE REQUIREMENT:

Students who successfully complete 15 credits of coursework in American Ethnic and Gender Studies may apply to receive a certificate in American Ethnic and Gender Studies, which is noted on their transcripts. Courses used to satisfy the requirements of the AEGS certificate simultaneously apply to other certificate or degree requirements satisfied by these courses, allowing students to select course sequences that support their educational and personal goals. See the quarterly schedule for course availability. For more information, contact the AEGS coordinator: Elizabeth Fortenbery, Ph.D., efortenbery@tacomacc.edu, or call 253.566.5059.

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 AND ORAL COMMUNICATION

Upon successful completion of ENGL& 101 and/or CMST 220, students will:

1. Craft, develop, and support a specific, debatable thesis.
2. Draft and refine a well-organized essay, speech, or other form of communication appropriate to context and audience.
3. Use appropriate writing strategies, standard grammar, and academic documentation conventions.
4. Use appropriate writing and/or communication strategies, standard grammar, and academic documentation conventions.
5. Demonstrate ethical standards in all phases of the writing and/or communication process to include using collaboration within academically appropriate guidelines.

QUANTITATIVE SKILLS

Students will demonstrate increasing levels of mastery of the Program Learning Outcomes. 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, the Associate of Sciences degrees, or the Associate of Biology degree, students will:

1. Be able to evaluate information scientifically in the context of his/her own life.
2. Explain the importance of observation and hypothesis testing in the scientific process, and distinguish between the scientific process and other human endeavors.
3. Communicate the primary principles and processes underlying at least one natural system (for example: atoms and molecules, cells and organisms, the oceans and atmosphere, the solid earth, or the cosmos).
5. Be able to perform and effectively communicate the results of scientific investigations, and explain how research is done in science.

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 awarded by Tacoma Community College 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 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 upon transferring to a Washington baccalaureate institution. 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 identified on the Approved Distribution Course List on page 14 and in the Credit Course Descriptions section. Students who plan to transfer 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.

ASSOCIATE IN ARTS AND SCIENCES

BASIC REQUIREMENTS

15 CREDITS

• **Written Communication Skills (10 credits):**

- ENGL& 101English Composition I
 ENGL& 102Composition II: Argument & Persuasion
 or ENGL 103Composition III: Writing about Literature

• **Quantitative Skills (5 credits):** *Select from the courses listed below. Each of these courses carries a prerequisite of MATH 95 or MATH 140 or TMATH 100.*

- PHIL& 106Introduction to Logic
 MATH& 107Math in Society
 MATH& 131Math for Elementary Education 1
 MATH& 132Math for Elementary Education 2
 MATH& 141Precalculus I
 MATH& 142Precalculus II
 MATH& 146Introduction to Statistics
 MATH 147College Algebra for Business and Economics
 MATH& 148Business Calculus
 MATH& 151Calculus I
 MATH& 152Calculus II
 MATH& 153Calculus III
 MATH 210Discrete Mathematics
 MATH 220Linear Algebra
 MATH 238Elements of Differential Equations
 MATH& 254Calculus IV

DISTRIBUTION REQUIREMENTS

60 CREDITS

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

- **Humanities (15 credits):** Select courses from the Humanities section of the Approved Distribution Course List on page 14. Courses must be selected from at least two disciplines. No more than five credits of studio/performance/skills course(s).
- **Social Sciences (15 credits):** Select courses from the Social Sciences section of the Approved Distribution Course List on page 14. Courses must be selected from at least two disciplines.
- **Natural Sciences (15 credits):** Select courses from the Natural Sciences section of the Approved Distribution Course List on page 14. Courses must be selected from at least two different disciplines and must include at least two laboratory courses.
- **Multicultural (5 credits):** Select one course from Multicultural section of the Approved Distribution Course List on page 14. (See NOTE on Distribution List.)
- **Physical Education (3 credits):** Any three activity credits. No more than three PE activity credits 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 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 on page 14 and in the course description section.

OTHER COLLEGE-LEVEL ELECTIVES

15 CREDITS

- **All elective credits must be selected from courses numbered 100 or above. PE activity credits cannot be used as elective credits.**

Option B Degrees

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

Option B degrees are designed to transfer only to specific programs within specific four-year colleges or universities. Students who are uncertain where they will transfer or which program/major they will pursue should consult with their advisors. Such students may be better served by pursuing Associate in Arts and Sciences Option A degrees or another major-related transfer degrees.

Students who know to which programs and institutions they plan to transfer and are interested in Option B degrees, should consult with advisors at their intended transfer institutions regarding program requirements. They should also be assigned to a designated TCC Option B faculty advisor for their specific major-related areas, preferably by the end of their first TCC year.

Two quarters before TCC graduation, Option B students should complete the Option B application forms, available from the Enrollment Services credentials evaluator, Bldg. 7. The Option B applications must be signed by the student's Option B advisors and must also include copies of the requirements or recommendations published by the four-year institutions or written recommendations by an undergraduate departmental advisor of the four-year institutions. Student's Option B advisors can assist with these forms.

While your Option B advisors provide assistance, students who pursue Option B degrees are responsible for securing adequate assurances from the four-year institutions that their Option B programs will be accepted by the transfer institution.

ASSOCIATE IN ARTS AND SCIENCES

Bridge Program – Option B

Tacoma Community College's Bridge Program is presented in partnership with The Evergreen State College–Tacoma (TESC–Tacoma). This liberal arts curriculum is intended for students interested in pursuing bachelor's degrees at The Evergreen State College. Courses included in this degree can, however, be transferred on a course-by-course basis to other colleges and universities. 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 provides a unique learning experience. The program of studies follows TCC's associates transfer degree, with the omission of the physical education requirement for the degree. Bridge students who wish to earn the direct transfer degree in order to transfer to other Washington colleges and universities may opt to complete three physical education activity credits on TCC's main Tacoma campus.

Bridge Program courses are offered in the evening at the TESC-T campus, located at 1210 S. Sixth Avenue. For more information, call the Bridge Program at 253.566.5159 or TESC-T at 253.680.3000.

BASIC REQUIREMENTS**15 CREDITS**

- **Written Communication Skills (10 credits)**
ENGL& 101English Composition I
ENGL& 102Composition II: Argument and Persuasion
- **Quantitative Skills (5 credits)**
MATH& 107Math in Society

DISTRIBUTION REQUIREMENTS**75 CREDITS**

- **Humanities (15 credits):** CMST& 101, ENGL 280 and HUM& 101
- **Social Sciences (15 credits):** SOC& 101, ANTH& 100 and PSYC& 100
- **Natural Sciences (15 credits):** ENVS& 101, and SCI 100. Select one additional course from the approved Natural Sciences Distribution Course List.
- **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
- **General Electives (13 credits):** TCC courses numbered 100 level and above

TOTAL: 90 CREDITS

ASSOCIATE IN BIOLOGY

(DTA/MRP Transfer Degree)

This degree, awarded by Tacoma Community College, is designed for students who intend to transfer to Biological Science majors at baccalaureate institutions.

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

The Associate of Biology degree satisfies General Education requirements of baccalaureate institutions. Students who transfer with the Associate of Biology degree may be required to complete some additional requirements during their junior and senior years as required by individual institutions.

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 selected from the list of multicultural courses listed on the Approved Distribution Course List. These courses are designated with a (multicultural) following the course description in the Credit Course Descriptions section.

BASIC REQUIREMENTS

15 CREDITS

- **Written Communication Skills (10 credits)**
ENGL& 101English Composition I
ENGL& 102Composition II: Argument and Persuasion
- **Quantitative Skills (5 credits)**
MATH& 151Calculus I

DISTRIBUTION REQUIREMENTS

60 CREDITS

- **Humanities (15 credits):** Humanities courses must appear on the Approved Distribution Course List. Courses must be selected from at least two different disciplines. No more than five Humanities credits of foreign language or skills/performance classes.
- **Social Science (15 credits):** Social sciences courses must appear on the Approved Distribution Course List. Courses must be selected from at least two different disciplines.
- **Natural Sciences (30 credits):**
BIOL& 221Intro. to Evolution, Ecology and Biodiversity
BIOL& 222Intro. to Cellular and Molecular Biology
BIOL& 223Intro. to the Biology of Organisms
CHEM& 161General Chemistry w/Lab I
CHEM& 162General Chemistry w/Lab II
CHEM& 163General Chemistry w/Lab III

COLLEGE-LEVEL ELECTIVES

15 CREDITS

- Remaining college level courses to reach a total of 90 credits
- Must include two elective physical education credits
- No more than five elective credits 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.

TOTAL: 90 CREDITS

ASSOCIATE IN BUSINESS

(DTA/MRP Transfer Degree)

This degree, awarded by Tacoma Community College, is designed for students who intend to transfer to business schools at baccalaureate institutions.

Students who complete the Associates of Business degree normally are granted junior standing upon admission to four-year colleges and universities. However, admission to schools of business is highly competitive, and completion of the Associate in Business degree does not guarantee admission.

In addition to the required courses for the Associate in Business degree, some baccalaureate institutions have unique graduation requirements. Many institutions require foreign language for admission, which can be used to satisfy humanities requirements and/or electives in TCC's Associate in Business degree. Students pursuing this degree are encouraged to work closely with TCC advisors familiar with business transfer requirements.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associate in Business Degree and prerequisite courses for transfer to four-year university Business Degree Programs, students will be able to:

1. Discriminate between different business forms and take into consideration the ethical and other constraints of differing business structures in selecting the appropriate form to conduct a business enterprise.
2. Employ a group process to explain the relationship of supply and demand in assessing the impact these factors have on the price of goods and services.
3. Using a wide variety of electronic tools, explain the differences between and the information communicated on the balance sheet, income statement, and statement of owners' equity when making business 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 selected from the list of approved multicultural courses on the Approved Distribution Course List. These courses are designated with a (multicultural) following the course description in the Credit Course Descriptions section.

BASIC REQUIREMENTS

20 CREDITS

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

DISTRIBUTION REQUIREMENTS

65 CREDITS

- **Humanities (15 credits):** These 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& 201Micro Economics
ECON& 202Macro Economics
Select one additional Social Science course, in a discipline other than Economics, from the Approved Distribution Course List.
- **Multicultural:** One of the Humanities or Social Science courses from the above Distribution Areas, or the Elective course selected in the section below, must be a multicultural course chosen from the Approved Distribution Course List.
- **Natural Sciences (10 credits):** Select two Natural Science courses, in two different disciplines, from the Approved Distribution Course.
- **Statistics (5 credits)**
BUS 256Statistical Analysis
or MATH&146Introduction to Statistics
- **Business (20 credits)**
ACCT& 201Principles of Accounting I
ACCT& 202Principles of Accounting II
ACCT& 203Principles of Accounting III
BUS& 201Business Law

COLLEGE-LEVEL ELECTIVES

5 CREDITS

Elective credits must be from courses numbered 100 or above.

TOTAL: 90 CREDITS

ASSOCIATE IN ELEMENTARY EDUCATION

(DTA/MRP Transfer Degree)

This degree, awarded by Tacoma Community College, is directly transferable to most Washington baccalaureate institutions. Students who complete the degree have the minimum preparation for consideration for admission to the elementary education teacher preparation programs.

Students who complete the Associate in Elementary Education will normally be granted junior standing upon admission to four-year colleges and universities. However, some baccalaureate institutions have unique graduation requirements and requirements of individual university departments must also be met. Some institutions require foreign language for admission, which can be used to satisfy humanities or elective requirements for TCC's Associate in Elementary Education degree.

Successful completion of courses for this degree 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, such as, 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 selected 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 Descriptions section.

BASIC REQUIREMENTS

20 CREDITS

- **Written Communication Skills (10 credits)**
ENGL& 101English Composition I
ENGL& 102Argument and Persuasion
or ENGL 103College Composition: Writing about Literature
- **Quantitative Skills (10 credits)**
MATH 131Math for Elementary Education I
MATH 132Math for Elementary Education II

DISTRIBUTION REQUIREMENTS

50 CREDITS

- **Humanities (15 credits)**
CMST& 220Public Speaking
MUSC 120Music in the Classroom
or MUSC 100Fundamentals of Music
or MUSC& 105Music Appreciation
ART 180Art for Elementary Education
or ART& 100Art Appreciation
- **Social Sciences (20 credits)**
Required (15 credits):
EDUC& 205Intro. 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 or Physics
Choice of SCI 100 (recommended)
Two of the above must be laboratory sciences

ADDITIONAL REQUIREMENTS

20 CREDITS

- **Multicultural (5 credits)**
EDUC 220Diversity in Education
or SOC 262, SOC 287, ANTH& 206
- **Physical Education (3 credits)**
PE 295PE for Elementary Teachers
or 3 PE activity credits
- **Electives (12 credits)**
Select additional content courses, such as, social sciences, humanities, sciences, or mathematics, in order to meet endorsement competencies and/or satisfy requirements for academic majors.
Recommended:
ENGL 280Children's Literature

TOTAL:

90 CREDITS

ASSOCIATE IN PRE-NURSING

(DTA/MRP Transfer Degree)

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

The Associate in Pre-Nursing degree is intended for students who wish to take science and general education classes at Tacoma Community College to prepare to transfer to four-year colleges and universities to earn a Bachelor of Science in Nursing (BSN) degrees.

Students who complete this track are not eligible to take the National Council Licensure Examination (NCLEX) for registered nursing until they complete BSN programs. Students who prefer to become registered nurses directly upon completing their associate degrees should talk with TCC advisors about TCC's Associate Degree in Nursing.

Participating four-year universities include the University of Washington–Seattle, Washington State University, Northwest University, Seattle University, Seattle Pacific University, Pacific Lutheran University, Walla Walla University 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 advisors as soon as they are admitted to TCC. Many courses have prerequisites that are offered only once or twice a year and/or are sequential, so timely program completion depends on careful quarterly class selection. Certain colleges and universities may have additional admission requirements. For example, some universities require two years of high school foreign language 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 four-year college advisors early in the process.

BASIC REQUIREMENTS

15 CREDITS

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

DISTRIBUTION REQUIREMENTS

75 CREDITS

- **Humanities (15 credits)**
CMST& 220Public Speaking
Select two additional courses from the Humanities section from the Approved Distribution Course List on page 17. At least one course must be selected from a discipline other than Communication Studies (CMST). No more than five credits of studio/performance/skills courses and no more than five foreign language credits can be applied.
- **Social Sciences (15 credits)**
PSYC& 100General Psychology
PSYC& 200Lifespan Psychology
SOC& 101Introduction to Sociology
- **Natural Sciences (37 credits)**
BIOL& 160General Cell Biology
CHEM& 121Introduction to Inorganic Chemistry
CHEM& 131Introduction to Organic Biochemistry
NUTR& 101Human Nutrition
BIOL& 241 & 242Human Anatomy and Physiology 1, 2
BIOL& 260General Microbiology
- **Additional Requirements (8 credits)**
PE 100 (2 credits)Total Fitness
PE Activity (1 credit)
Electives (5 credits)

TOTAL:**90 CREDITS**

ASSOCIATE OF SCIENCE DEGREE

(AS-T Transfer Degree)

This degree, awarded by Tacoma Community College, is designed for students who plan to transfer into specific science majors at four-year colleges or universities. 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 the Associate of Science Degree are offered only once or twice a year. Students should work closely with Associate of Science advisors to plan their programs of study, including elective courses.

This degree does NOT satisfy all General Education requirements of baccalaureate institutions. Like native students who begin science studies at a four-year colleges and universities as freshmen, students who transfer with an Associate of Science degrees 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 selected from the list of approved multicultural courses on the Approved Distribution Course List. 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& 101English Composition I
- **Quantitative Skills (10 credits)**
MATH& 151Calculus I
MATH& 152Calculus II
or above with approval of advisor

2 HUMANITIES AND SOCIAL SCIENCES

DISTRIBUTION REQUIREMENTS

15 CREDITS

Select five credits from the Humanities list on the Approved Distribution Course List.

Select five credits from the Social Sciences list on the Approved Distribution Course List.

Select five additional credits from either the Humanities or Social Sciences lists on the Approved Distribution Course List.

One of the courses selected above to satisfy a Humanities or Social Science Distribution requirement must also be an approved multicultural course from 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. See the details of approved specializations on pages 41–42.

4 COLLEGE-LEVEL ELECTIVE COURSES

0–30 CREDITS

Remaining college level courses to reach a total of 90 credits. The number of credits in this category depends on the number of credits taken in the specialization courses.

Physical Education activity courses cannot be used as elective credits in this category.

No more than five credits in this category can be selected from courses that do not appear on the Approved Distribution Course list or the Basic Requirements for the Associate in Arts and Sciences degree or the Approved Distribution Course List.

Specializations approved at the time of printing are published below. For current list of specializations, see www.tacomacc.edu/inst_dept/science/asdegree.shtm.

TOTAL: 90-110 CREDITS

ASSOCIATE OF SCIENCE SPECIALIZATIONS

BIOLOGICAL & CHEMICAL 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 Biological or Chemical Engineering. This specialization requires a total of 98 credits.

Specialization Courses (68 credits)

- PHYS 121, 122, 123 (18 credits).
- MATH& 153, MATH 238 (10 credits).
- CHEM& 161, 162, 163, 261 (20 credits).
- Select four additional courses from the following electives list: ENGR& 204, 224; MATH 220, MATH& 254; BIOL& 222, 223; CS 142; ENGL& 235; CHEM& 262 (20 credits). One of the additional courses must be either CHEM& 262 or BIOL& 222
- 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, microbiology, 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).
- Select 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 (53 credits)

- CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- MATH& 153 (5 credits).
- PHYS 121, 122, 123 (18 credits).
- Select 7 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 103 credits for the degree.

Specialization Courses (73 credits)

- CS 142, 143, ENGR& 204 (15 credits).
- PHYS 121, 122, 123 (18 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161 (5 credits).
- Select four additional courses to be chosen from the following electives list: ENGR& 214, 215, 224, ENGL& 235; MATH& 254; BIOL& 222; CHEM& 162 (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 (48 credits)

- CS 142, 143 (10 credits).
- PHYS 121, 122, 123 (18 credits).
- MATH& 153, 220 and one of the following: MATH 210, 238, MATH& 254 (15 credits).
- Science course approved by a computer science advisor (5 credits).
- Select 12 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 (43 credits)

- MATH& 153 (5 credits).
- CHEM& 161, 162, 163 (15 credits).
- PHYS 121, 122, 123 (18 credits).
- GEOL& 101 (5 credits).
- Select 17 credits in Section ④ (Electives) to reach a total of 90 credits. GEOG/ENVS 210 is recommended.

ASSOCIATE OF SCIENCE SPECIALIZATIONS

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 (63 credits minimum)

- CS 142 (5 credits).
 - PHYS 121, 122, 123 (18 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 63 credits. However, in some cases this will not satisfy entry requirements for specific baccalaureate engineering departments. Most 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 (46 credits)

- CHEM& 161, 162, 163 (15 credits).
- BIOL& 221, 222, 223 (15 credits).
- MATH& 146 or BUS 256 (5 credits).
- PHYS 114 (6 credits).
- GEOL& 101 (5 credits).
- Select 14 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 (53 credits)

- PHYS 121, 122, 123 (18 credits).
- MATH& 153, MATH 220, 238, MATH& 254 (20 credits).
- CHEM& 161, 162 (10 credits).
- CS 142 (5 credits).
- Select 7 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 108 credits.

Specialization Courses (78 credits)

- ENGR& 214, 215, 225 (15 credits).
- PHYS 121, 122, 123 (18 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161, 162 (10 credits).
- Select four additional courses: ENGR& 114, 204, 224; CS 142; ENGL& 235; MATH& 254 (20 credits).
- This specialization allows no credits in Section ④ (Electives).

APPROVED DISTRIBUTION COURSE LIST

Each Associate Degree includes Basic Requirements in English and math. Those requirements are specifically listed within each degree. All transfer degrees also include Distribution Requirements in the areas of Humanities, Social Sciences, Natural Sciences and Multicultural courses. The courses that satisfy these Distribution Requirements for these degrees are listed below.

Degrees that use this list are the Associate in Arts and Sciences, Associate in Business, Associate in Elementary Education, Associate in Pre-Nursing, Associate in Biology, 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	242	Contemporary Non-Western Literature
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	260	Themes or Social Issues in Fiction/Drama/Poetry
ENGL	261	The Bible as Literature
ENGL	262	Children's Literature
ENGL	264	English Literature: From Beowulf through Shakespeare
ENGL	265	English Literature: From Donne through Blake
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
ENGL	282	Writing the Autobiography
ENGR&	114	Engineering Graphics
HIST&	219	Native American History
HIST	231	American History, American Film
HUM&	101	Introduction to Humanities

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 went into effect summer quarter 2008. The courses and their descriptions have not changed, just the course number and, in some cases, the prefix and/or title. The changes apply to both common courses and non-common courses. Common courses are identified by an "&" character at the end of the prefix, for example ENGL& or ANTH&. A complete list of all the changes and more information is available at www.tacomacc.edu/ccn.

* = Performance or Skills courses. No more than five credits of Performance or Skills courses may be used to satisfy the Humanities distribution requirement.

APPROVED DISTRIBUTION COURSE LIST

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
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
EDUC	220	Diversity in Education
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	225	History of Canada
HIST	230	Japanese History
HIST	231	American History, American Film
HIST	240	Religion in America and the Modern World
HIST	244	A Decade: Revolving Time Periods
HIST	249	20th Century American Diplomatic History
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

* = Performance or Skills courses. No more than five credits of Performance or Skills courses may be used to satisfy the Humanities distribution requirement.

POLS	290	Political Philosophy and Ideology
PSYC&	100	General Psychology
PSYC&	180	Human Sexuality
PSYC&	200	Lifespan Psychology
PSYC	202	Biopsychology
PSYC	205	Introduction to Personality
PSYC	209	Fundamentals of Psychological Research
PSYC&	220	Abnormal Psychology
PSYC	299	Individual Study in Psychology
SOC&	101	Introduction to Sociology
SOC	120	Introduction to Women's Studies
SOC&	201	Social Problems
SOC	205	Sociology of African Americans
SOC	222	Sociology of Sport
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
SOC	299	Individual Study

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	108	Northwest Plants and Animals (lab)
BIOL	125	Biology in the Field
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)
BOT	179	Special Topics in Botany
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	179	Special Topics in Environmental Science
ENVS	201	The Environment and Pollution
ENVS	210	Maps, GIS and the Environment (lab)
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
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)
SCI	100	Physical Science and Technology (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
EDP	130	Individual and Cultural Diversity
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	261	The Bible as Literature
ENGL	262	Children's Literature
ENGL	271	Contemporary American Fiction
ENGL	280	Literatures of Diversity

APPROVED DISTRIBUTION COURSE LIST

HD	110	Human Relations
HD	113	Diversity and the Dynamics of Difference
HIST&	126	World Civilization I
HIST&	127	World Civilization II
HIST&	128	World Civilization III
HIST	210	History of Modern Europe
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	240	Religion in America and the Modern World
HSP	126	Cultural Competencies for Human Services
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	205	Sociology of African Americans
SOC	222	Sociology of Sport
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	287	Sociology of Gender and Sexuality

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: These courses cannot be used to satisfy distribution requirements. If one of the following courses is selected to satisfy the multicultural requirement, distribution electives must be increased by the same number of credits to assure that 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
CMST&	102	Mass Media and Society
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	261	The Bible as Literature
ENGL	262	Children's Literature
ENGL	264	English Literature: From Beowulf 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	244	The 1960's
HUM&	101	Introduction to Humanities
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM	130	Introduction to Film
PHIL&	101	Introduction to Philosophy
POLS	220	Introduction to Constitutional Law

COMMON COURSE NUMBERING

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ASSOCIATE IN GENERAL STUDIES

The Associate in General Studies degree, awarded by Tacoma Community College, is a flexible degree designed for students who want to earn associate degrees while allowing for maximum flexibility in course selection.

This degree is not considered a transfer degree; nor is it included in Washington's Inter-College Transfer and Articulation Agreement. Four-year colleges and universities may accept some courses within this degree as transfer credit. Courses applied to TCC's Associate in General Studies degree are generally evaluated individually by transfer institutions. Students who plan to transfer to four-year colleges and universities are strongly advised to pursue the Associate in Arts and Sciences degree, which is a 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.
- No more than three physical education activity credits will apply toward the degree.

COURSES APPLICABLE TO AGS DEGREE

Students pursuing Associate in General Studies degrees 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 are classified as electives. These courses may be used to satisfy the elective requirement portion of the 90 total quarter hour degree but do not satisfy distribution requirements. Each credit may be counted in only one distribution area. All courses applied to this degree 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& 101English Composition I

and one of the following:

ENGL& 102Argument and Persuasion

ENGL 103College Composition: Writing about Literature

CMST& 101Introduction to Communication

CMST 110Multicultural Communication

CMST& 220Public Speaking

- **Humanities (10 credits)**

Select five credits from each of the following:

- Performing and Fine Arts (Music, Art)
- Literary Arts (Literature, World Language, Humanities, Philosophy)
- Social Science (10 credits)

Select five credits from two of the following:

- Social Sciences (Economics, Geography, Political Science)
- Behavioral Science (Anthropology, Psychology, Sociology)
- History

- **Math/Science (10 credits)**

Select five credits from 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& 205Biological Anthropology

ANTH& 245Primatology

PHIL& 106Introduction to Logic

GEOG 205Physical 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 34 career training programs to prepare students 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 to help students prepare for career advancement, update their skills, or retraining for new careers.

In addition to admission to Tacoma Community College, each professional-technical program may have application and admission requirements. For more information, interested students should contact the individual program chair or division office for details. TCC provides career training and retraining in the following areas:

- Administration of Law and Justice/Paralegal careers
- Health careers
- Business and Technology careers
- Human Services careers
- Paraeducator careers
- I-BEST training for careers

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	•	
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 Billing Specialist	•	
Nursing, Associate Degree		•
Advanced Standing for LPN Plan		•
Radiologic Science		•
Respiratory Therapy		•
Business and Technology		
Accounting		•
Accounting Office Associate	•	
Assistant Bookkeeping Clerk	•	
Bookkeeping Systems	•	
Computerized Accounting	•	
Tax Preparation	•	
Business		•
Customer Service	•	
Entrepreneurship	•	
General Warehouse Clerk	•	
Global Logistics	•	

PROFESSIONAL/TECHNICAL PROGRAM LIST	CERTIFICATE	A.A.S. DEGREE
Global Transportation & Secure Logistics	•	
Human Resource Specialist	•	
Management	•	
Marketing	•	
Museum/Gallery Operations		•
Networking and Convergence Technologies		•
Help Desk	•	
Technical Support	•	
Network Administration and Support	•	
Certificates offered in partnership with Corporate Education:		
Supervision & Management	•	
Manufacturing Leadership Management	•	
Retail Leadership	•	
Tribal Enterprise & Gaming Management	•	
Human Services		
Human Services	•	•
Human Services Case Aide	•	
Paraeducation		
Paraeducator, Early Childhood Specialist	•	•
Management of Early Learning	•	
Child Development Specialist	•	
I-BEST (Integrated Basic Education Skills Training)		
Accounting Office Associate	•	
Child Development Specialist	•	
General Warehouse Clerk	•	
Medical Office Clerk	•	

CERTIFICATES

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). Applications must be forwarded to the program chair no later than the end of the second week of the quarter in which requirements will be completed. The above chart lists certificate programs.

Certificates of 45 or more credits contain a minimum of three related instruction areas: communication, computation, and living and working cooperatively.

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 TCC programs leading 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 their specific programs. To obtain the degree, a student must complete a minimum of 90 credits, meet the program and related instruction requirements, 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.

TCC faculty, along with a program advisory committee composed of business and community members determines the curriculum for each professional/technical program. Each curriculum includes major program requirements, related instruction requirements, and elective courses. See individual programs for degree requirements.

Associate in Technical Arts: General

A general (non-specific) Associate in Technical Arts (A.T.A.) degree is awarded to students transferring to TCC after completing an approved occupational or technical program at another post-secondary accredited 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 TCC.
- 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 A.T.A. degree program at TCC must contain a minimum of 20 credits from at least five of the six areas of related instruction listed below.

RELATED INSTRUCTION REQUIREMENTS

- **Communication 8-10 credits**
ENGL& 101
ENGL& 102
CMST& 101, 220
CMST 110
- **Quantitative Skills 5 credits**
BUS 110
MATH 97
MATH 95
any MATH 100 or above
TMATH 100
- **Living and Working Cooperatively 3-5 credits**
BUS 164
HD 110
HSP 126
PSYC& 101
CMST 110
- **Responsibility and Ethics 3-5 credits**
BUS 164
- **Information/Information Technology 1-5 credits**
CU 100
CU 102
CU 103
CU 104
CU 105
LS 102

Accounting

PROGRAM CHAIR

Annalee Rothenberg
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TCC's Accounting Program prepares 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 can be taken as stand-alone options or applied to the Associates in Applied Sciences degree. TCC also offers 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 program enrollment.

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 85.
- 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 101	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	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& 202 if you need transfer-level accounting and MATH 147 for transfer-level math.

ACCT 102	Practical Accounting II	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations.....	5

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 & CMST& 101 are transfer-level classes.

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

ACCT 145	Payroll and Business Taxes.....	5
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication.....	5

Accounting, continued

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 103	Accounting for Decision Makers	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
Electives:	BUS 115, BUS 163, BUS 230 or BUS 260, CU 210, HD 101, LOG 104.....	8

**SPECIALIZED
ACCOUNTING CERTIFICATES**

Designed for individuals who are currently in the workforce and are returning to school to enhance or update skills in the Accounting industry. The certificate curriculum can be applied to the 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 application programs commonly used in the accounting industry.

ACCT 165	Accounting with Peachtree	5
ACCT 175	Accounting with QuickBooks	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 to learn 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

Administration of Law and Justice

PROGRAM CHAIR

Erik Laurentz
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TCC's Administration of Law and Justice program leads to four areas of concentration: law enforcement, corrections worker, juvenile justice, and private investigator. Each concentration is designed to introduce and prepare students for employment in a specific area. 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;
- corrections officers in corrections agencies, probation-parole officers, community corrections officers and in other support positions;
- juvenile justice agencies as corrections officers, diversion, counseling and in other support positions;
- other possible careers include court security and administration, private security, loss prevention and private investigations.

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
- Private Investigator Certificate

With either of these certificates, students can complete the Associate in Applied Science degree in Administration of Law and Justice while working in the field.

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 transfer requirements.

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 students existing skills to prepare them to begin working as Corrections Workers. Students begin in a civilian version of the Corrections Worker core training program taught by experienced corrections officers. This program also helps students get in shape physically. After further coursework and practical internships, students may be ready to enter 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	Special Topics for Corrections	7
ADJ 207	Law Enforcement/Criminal Justice Internship I 2-5	
ENGL 095	Composition (or higher level).....	5
PE 200	Advanced Total Fitness	2

SPRING QUARTER (16 credits)

ADJ 208	Internship in Criminal Justice II	2-5
CMST& 101 or CMST 110	Introduction to Communication.....	5
	Multicultural Communication	
ADJ 104	Power, Multiculturalism and the Law	5
PE 108	Beginning Weight Training	1

Private Investigator Certificate (44 credits)

This nine-month program builds on students existing skills to prepare them to enter into the private investigations field. 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	Law Enforcement/Criminal Justice Internship I 2-5	

Administration of Law & Justice, continued

3RD QUARTER (15 credits)

ADJ 200	Investigations	5
ADJ 210	The Art of Investigating	5
ADJ 208	Internship in Criminal Justice II	2-5

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	Investigations	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	Special Topics for Corrections.....	7
ADJ 179	Special Topics	2
ADJ 201	Forensics	5
ADJ 207	Law Enforcement/Criminal Justice Internship I 2-5	
ADJ 208	Internship in Criminal Justice II	2-5
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 or BUS 110	Math in Society	5
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	5
SOC& 101	Introduction to Sociology	5

Administration of Law & Justice Certificate

(40 credits)

The Administration of Law & Justice certificate can make students who already have degrees or have significant experience more competitive in the job market. Courses included in the certificate curriculum apply toward the 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	Investigations	5

ELECTIVE COURSES (Select 10 Credits)

Refer to Associate in Applied Sciences Degree "Elective Courses"

Business

PROGRAM CHAIR

Annalee Rothenberg
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TCC's Business program prepares for employment in a wide variety of business environments and leads to an Associate in Applied Science degree. The program's structure is progressive, leading to four levels of achievement for increasing levels of job responsibility. The Management certificate is recognized by the WAFC (the Western Association of Food Chains).

While most courses in the program are not intended for transfer to most four-year colleges and universities, several transfer-level courses are included in the degree plan, including BUS& 101, BUS& 201, CMST& 101, and ENGL& 101. Additional transfer-level courses may be substituted, depending on the student's degree plan. Students who plan to transfer should meet with the program chair before enrolling in this program.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associates in Applied Sciences degree in Business, 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. (COM,IIT)
- Communicate effectively about retail management issues. (COM)
- Develop improved interpersonal communication; leadership; motivation; team dynamics; creative problem-solving and decision-making skills and abilities as they relate to business management. (COM, CRT, LWC)
- Create and communicate an effective marketing plan. (CRT, COM)

REQUIRED FOR THIS PROGRAM:

- Assessment above or completion of ENGL 95, READ 95, and MATH 85

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 I, Excel I	5

Marketing Certificate (25 additional credits = total 37 credits)

Prepares students for entry-level opportunities in organizations that provide products or with direct marketing agencies. To complete the Marketing certificate, you must first complete the 12-credit Customer Service certificate.

BUS& 101	Introduction to Business	5
BUS 110	Business Math*	5
BUS 240	Marketing and Business Development	5
BUS 245	Retailing Management	5
ENGL& 101	English Composition I	5

*May substitute MATH 147 for BUS 110 if transfer level math is needed

Management Certificate

(18 additional credits = total 55 credits)

Prepares students to manage a variety of retail sales operations or lines of merchandise. To complete the Management certificate you must first complete the 37-credit Marketing certificate.

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

*May substitute ACCT& 201 for ACCT 101 if transfer-level accounting is needed

Associate of Applied Science Degree

(36 additional credits = total 91 credits)

To complete the Associates in Applied Science degree in Business, you must first complete the 55-credit Management certificate and then complete the courses listed below, as well as 14 credits from one of the following areas of concentration.

BUS& 201	Business Law	5
BUS 250	Introduction to Global Business	5
BUS 290	Work Internship.....	5
IT 230	Introduction to Project Management	2
LOG 104	Warehousing and Inventory Management.....	5

Business, continued

AREAS OF CONCENTRATION

Entrepreneurship Concentration (14 credits)

Prepares students who wish to start a new business or better understand small to mid-size business opportunities.

BUS 260	Small Business Entrepreneurship	5
IT 258	E-Business and Commerce	3
Elective	An additional six credits from ACCT, BUS, IT, or LOG	6

Global Logistics Concentration (14 credits)

Prepares students active in the transportation and logistics industry or those wishing to gain a big picture perspective about the international aspects of logistics and technology needed to make the transportation of goods more efficient.

LOG 102	Transportation and Distribution	5
LOG 110	International Logistics	3
LOG112	Importing and Exporting	3
Elective	An additional three credits from ACCT, BUS, IT, or LOG	3

SPECIALIZED BUSINESS CERTIFICATES

While the Global Transportation and Secure Logistics, Human Resource Specialist, General Warehouse Clerk, Manufacturing Leadership Management, and Retail Leadership certificates are not areas of concentration, they may be applied to satisfy requirements for the Associate in Applied Science degree in Business.

Global Transportation and Secure Logistics Certificate (21 credits)

This certificate is designed to provide a big-picture perspective of the transportation and logistics industry and the international aspects of logistics and technology needed to make the transportation of goods more efficient.

LOG 102	Transportation and Distribution	5
LOG 104	Warehousing and Inventory Management	5
LOG 110	International Logistics	3
LOG112	Importing and Exporting	3
BUS 250	Introduction to Global Business	5

Human Resource Specialist Certificate (20 credits)

Designed for students preparing for a career in a Human Resources department. This certificate is for individuals who are in the workforce and are returning to school to enhance their skills.

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

General Warehouse Clerk Certificate (12 credits)

Instruction is offered in the following areas: global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operations, quality control principles, workplace communications, teamwork, and workplace behavior to solve problems using computers. Equivalents of BUS 102 (Customer Service) and CU 91 (Keyboarding) are prerequisites to the certificate.

This certificate is also offered as an I-BEST (Integrated Basic Education and Skills Training) program and is intended to prepare individuals with skills for entry-level warehouse administration and operations. For more information about the I-BEST program, students should call Rebecca Jayasundara at 253.566.5229 or email rjayasundara@tacomacc.edu.

CU 100	Introduction to Practical Computing	2
CU 102	Word I	2
HD 101	Student Success Seminar	3
LOG 104	Warehousing and Inventory Management	5

The Business Program partners with Corporate and Continuing Education in offering the following certificate programs. For information about these certificates call 253.566.5020 or see www.tacomacc.edu/ce.

Manufacturing Leadership Management Certificate

(8 credits)

This certificate is intended to prepare individuals for leadership in the manufacturing industry.

BUS 120	Teamwork Essentials	2
BUS 121	Introduction to Manufacturing.....	2
BUS 122	Continuous Improvement.....	2
IT 230	Introduction to Project Management	2

Retail Leadership Development Certificate (18 credits)

The Retail Leadership Development certificate is a specialized certificate designed for employees currently in the grocery or retail industries to increase job skills and/or prepare for assistant manager career paths.

BUS 102	Customer Service	2
BUS 164	Leadership and Human Relations.....	5
BUS 245	Retail Management.....	5
BUS 280	Career Readiness Skills.....	1
BUS 290	Work Internship.....	5

Supervision and Management Certificate (15 credits)

Prepares students to guide others in a work, professional or personal context.

SMG 101	Supervisor Survival Skills	3
SMG 120	Supervising the Problem Employee	3
SMG 201	Management Communications.....	3
SMG 261	Dynamics of Leadership.....	3
SMG 264	Motivation and Productivity.....	3

Tribal Enterprise and Gaming Management Certificate

(14 credits)

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

TEGM 110	Casino and Enterprise Finance Essentials.....	2
TEGM 163	Supervisory Essentials & Front Line Leadership..	2
TEGM 165	Casino HR & Personnel Management.....	2
TEGM 200	Casino Regulations Compliance & Game Protection.....	2
TEGM 240	Casino Hospitality & Guest Service	2
TEGM 292	Enterprise Operations	2
TEGM 293	Casino Game Management	2

Diagnostic Medical Sonography

PROGRAM CHAIR

Jennifer Sipert, BS, RDMS, RVT

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TCC's Diagnostic Medical Sonography program prepares for employment in ultrasound imaging as a Sonographer. The program is 21 calendar months in duration, full-time, and leads to an Associate of Applied Science degree. Students complete classroom and laboratory work on the campus and clinical education in an affiliated ultrasound department. Positions often are available in hospital ultrasound departments, clinics and private physicians' offices. Students acquire skills in reviewing and recording pertinent clinical patient history, performing the sonographic examination, providing for the comfort and needs of patients during the examination, and recording anatomic, pathologic, and physiologic data for interpretation by the supervising physician. Traits needed by individuals who enter this program include attention to detail, efficiency, excellent hand/eye coordination, and compassion.

The program is accredited, and upon successful program completion along with 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.

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.

Diagnostic Medical Sonography, continued

PREREQUISITES (45 credits)

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

ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5
or SOC& 101	Introduction to Sociology	
CMST& 101	Introduction to Communication	5
or CMST 110	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		
& PHYS 115	General Physics	10

ADDITIONAL REQUIREMENTS

Contact the DMS program for information about:

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

Students are responsible for arranging dependable transportation to and from the clinical site and dependable child/dependent care.

Admission to the Diagnostic Medical Sonography program is competitive. Generally, there are more applicants to the program than available positions. Completing prerequisite courses and satisfying other requirements for a completed application, does not guarantee program admission.

Associate in Applied Sciences Degree (109-111 credits)**FALL QUARTER** (18 credits)

DMS 101	Sonography Lab I	2
DMS 105	Ultrasound Cross-Sectional Anatomy	5
DMS 110	Pathophysiology I	3
DMS 120	Abdominal Sonography	3
DMS 130	Physics and Instrumentation I	3
DMS 175	Orientation to DMS (Early Start)	2

WINTER QUARTER (15 credits)

DMS 102	Sonography Lab II	3
DMS 111	Pathophysiology II	3
DMS 121	Small Parts and Superficial Structures Sonography	3
DMS 122	Gynecological Sonography	3
DMS 131	Ultrasound Physics and Instrumentation II	3

SPRING QUARTER (16-18 credits)

DMS 103	Sonography Lab III	2
DMS 123	Obstetrical Scanning and Pathophysiology	5
DMS 124	Introduction to Vascular Sonography	3
DMS 125	Advanced Sonography	2
DMS 140	Patient Care and Scope of Practice	2
DMS 150	Introduction to Clinical I	2

SUMMER QUARTER (15 credits)

DMS 151	Ultrasound Clinical II	13
DMS 160	Ultrasound Seminar and Critique I	2
DMS 299	Independent Study	2-15

FALL QUARTER (15 credits)

DMS 250	Ultrasound Clinical III	13
DMS 260	Ultrasound Seminar and Critique II	2

WINTER QUARTER (15 credits)

DMS 251	Ultrasound Clinical IV	13
DMS 261	Ultrasound Seminar and Critique III	2

SPRING QUARTER (15 credits)

DMS 252	Ultrasound Clinical V	13
DMS 270	Ultrasound Registry Review Seminar	2

Emergency Medical and Health Services

PROGRAM CHAIR

Mike Smith, BS, MICP
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TCC's Emergency Medical and Health Services program prepares for employment in the emergency medical services field. The program has two levels: the EMT-Basic certificate course and the Paramedic certificate/optional A.A.S. degree.

EMT-Basic provides basic life support and transportation for victims of illness and injury. The EMT-Basic program at TCC follows the U.S. Department of Transportation guidelines as well as the Washington State Department of Health standards.

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

The TCC Paramedic education program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

PROGRAM LEARNING OUTCOMES

Upon successful completion of the certificate in Paramedic Education, 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 APPLICATION TO THE EMT-BASIC COURSE:

- Successful completion with a grade of "C" or higher in ENGL 75, READ 75, and MATH 75 or Accuplacer assessment exam scores showing placement at ENGL 85 or greater, READ 85 or greater, and MATH 85 or greater
- 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 Basic8

REQUIRED FOR APPLICATION TO THE PARAMEDIC PROGRAM

- Students must be 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. Acceptable certification includes be state licensure or national with Registry (NREMT) or both.
- Completion of ENGL 75, READ 75, and MATH 75 or assessment at ENGL 85 or above, READ 85 or above, and MATH 85 or above.

ADDITIONAL REQUIREMENTS

Contact the EMS program for information about:

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

Students are responsible for arranging dependable transportation to and from clinical sites and dependable child/dependent care. Admission to the TCC paramedic education program is competitive. Generally, there are more program applicants than available positions. Completing prerequisites courses and satisfying requirements for a completed application does not guarantee program admission.

Paramedic Education Certificate (65 credits)

PREREQUISITES (8 credits)

BIOL& 175 Human Biology with Lab5
HIM 130 Medical Terminology.....3

FALL QUARTER (22 credits)

EMC 116 Introduction to Emergency Medical Care.....4
EMC 120 Paramedic I (didactic)12
EMC 130 Paramedic Clinical I4
PE 100 Total Fitness2

WINTER QUARTER (21 credits)

EMC 121 Paramedic (didactic) II12
EMC 131 Paramedic Clinical II7
PE 200 Advanced Total Fitness2

SPRING QUARTER (14 credits)

EMC 122 Paramedic III (didactic)5
EMC 132 Paramedic Clinical III9

Emergency Medical & Health Services, continued

Associate in Applied Sciences Degree (107 credits)

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.

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 or MATH& 107	Business Math	5
BUS 163	Management Principles and Organizational Systems	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 252	Sociology of the Family	
CMST& 101	Introduction to Communication.....	5
or CMST& 220	Public Speaking	
CU 105	Word I, Excel I	5

Health Information Management

PROGRAM CHAIR

Char Gore, RHIA, CCS

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TCC's Health Information Management (HIM) program prepares for employment in hospitals, ambulatory health care facilities, physician practices, skilled nursing facilities, and state or federal health agencies.

TCC's online HIM program provides a combination of medical knowledge and business applications and leads to an Associate of Applied Sciences Degree. 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 who wish to transfer to four-year colleges and universities should work closely with their TCC advisor and contact their transfer institution to determine transfer requirements.

TCC's HIM program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Skills students acquire in this program are outlined in the AHIMA Associate Degree Entry-Level Competencies for the profession (see www.cahima.org).

HIM program entry occurs twice a year, in fall and spring, on a space available basis. Students must be advised into the HIM program by the program chair.

PROGRAM LEARNING OUTCOMES

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

- Apply the American Health Information Association of HIM Associate Degree Entry-level Competencies within the following subdomains:
 - Health Data Management.
 - Health Statistics, Biomedical Research, and Quality Management (CRT, IIT, COM, RES).
 - Health Services Organization and Delivery.
 - Information Technology and Systems.
 - Organizational Resources.
- Identify the cultural diversity found in health care and the value of understanding these differences to work together in a multicultural environment.
- Accept responsibility for their own learning and act in an ethical manner.

REQUIREMENTS

This is a full online learning program and students are required to have 24/7 internet access with reliable computer hardware and software. For more information go to www.tacomacc.edu/elearning. Students must be comfortable and familiar with using a computer. Students who need remedial computer training should consider taking TCC's CU 100 course. Students are required to use Microsoft Office programs, specifically Word and PowerPoint. Students who are uncomfortable with either of these applications may want to take CU 102 Word I (2 credits) and/or CU 104 PowerPoint (1 credit).

Special permission internships for the program, "Capstone" courses, will require:

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

Associate in Applied Sciences Degree (90 credits)

All prerequisite courses must be completed with passing grades within two attempts before beginning HIM core courses. There is a 10-year time limit for all math and science courses.

PREREQUISITES (15 credits)

High School diploma or GED

Assessment at college-level reading or completion of READ 95

BIOL& 170	Human Biology (non-lab)	5
or BIOL& 175	Human Biology with Lab	
ENGL& 101	English Composition I	5
MATH 90	Elementary Algebra.....	5

1ST QUARTER (fall/spring) (16 credits)

HIM 101	Success Strategies for HIM Students	2
HIM 110	Health Care Delivery Systems	4
HIM 125	HIM Health Data Structure, Content & Standards...	5
HIM 130	Medical Terminology I.....	5

2ND QUARTER (winter/fall) (15 credits)

HIM 131	Medical Terminology II.....	5
HIM 140	Beginning ICD-9-CM Diagnostic Coding	2
HIM 195	Health Care Privacy, Confidentiality, Legal and Ethics	5
CU 103	Excel 1.....	3

3RD QUARTER (fall/spring) (13 credits)

HIM 145	Health Care Statistics and Research	2
HIM 160	Introduction to Pathophysiology.....	5
HIM 170	CPT Coding	3
HIM 175	Clinical Classification Systems	3

4TH QUARTER (fall/spring) (17 credits)

HIM 142	Finance Reimbursement and Revenue Cycle.....	4
HIM 200	Physician and Professional Coding	5
HIM 220	Intermediate ICD-9-CM Coding.....	5
HIM 242	Health Information Management & Leadership...	3

5TH QUARTER (winter/fall) (18 credits)

HIM 210	HIM Revenue Cycle - 2.....	4
HIM 215	Information and Communication Technologies.....	5
HIM 241	Data Quality and Performance Improvement.....	5
HIM 245	Advanced ICD-9-CM and CPT Coding	5

6TH QUARTER (spring/winter) (14 credits)

HIM 253	HIM Capstone	12
IT 230	Introduction to Product Management.....	2

CERTIFICATE OPTION AVAILABLE

A certificate in e-HIM (electronic-Health Information Management) is also offered in collaboration with TCC's Networking & Convergence Technologies program. This 41-credit certificate is designed to compliment the Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential. The certificate program provides information technology skills that allow HIM professionals to participate on health information management IT teams working to develop and/or manage health information electronically. For more information, visit www.tacomacc.edu/academics/businessandtechnologydivision/ and look under the Networking and Convergence Technologies program information.

Human Services

PROGRAM CHAIR

Jim Carroll
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TCC's competency-based Human Services program prepares students for employment 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
- 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 co-workers
- Provide quality client care by integrating personal characteristics and strengths with professional skills and knowledge
- 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	Best Practices in Human Services	5

Associate in Applied Sciences Degree (92 credits)

Students 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 or 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.

1ST QUARTER

HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques.....	5
HSP 107	Behavioral Health and Wellness	5

2ND QUARTER

HSP 112	Best Practices in Human Services	5
HSP 113	Advanced Helping Strategies	5
HSP 117	Ethics and Professional Development.....	5

3RD QUARTER

HSP 121	Survey of Addictions and Pharmacology	5
HSP 126	Cultural Competencies for Human Services	5
HSP 291	Supervised Clinical Practicum I	5

4TH QUARTER

CU 102	Word I (or other approved computer course)	2
ENGL& 101	English Composition I	5
HSP 292	Supervised Clinical Practicum II	5

5TH QUARTER

ENGL& 102	Composition II: Argument and Persuasion	5
PSYC& 100	General Psychology	5
HSP 293	Supervised Clinical Practicum III	5

6TH QUARTER

HSP	Specialty Course (Select one from list below)	5
SOC& 101	Introduction to Sociology	5
BUS 110 or MATH 107	Business Math	5
	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. For information contact the HSP office at 253.566.5076.

HSP 130	Recovery Education	5
HSP 212	Advanced Case Management	5
HSP 224	Dynamics of Family Violence.....	5
HSP 225	Treatment Trends for Domestic Violence.....	5
HSP 230	Co-Occurring Disorders	5
HSP 241	Working with Youth and Families.....	5
HSP 251	Substance Abuse Prevention Strategies.....	5
HSP 252	Advanced Prevention Strategies	5
HSP 265	Aging and Adult Services	5
HSP 281	Clinical Supervision	5
HSP 282	Program Planning and Grant Writing	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.

1ST QUARTER (15 credits)

HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques.....	5
HSP 107	Behavioral Health and Wellness	5

2ND QUARTER (15 credits)

HSP 117	Ethics and Professional Development.....	5
HSP 113	Advanced Helping Strategies	5
HSP 112	Best Practices in Human Services	5

3RD QUARTER (15 credits)

HSP 291 or PSYC& 100	Supervised Clinical Practicum I	5
	General Psychology	
HSP 121	Survey of Addictions and Pharmacology	5
HSP 126	Cultural Competencies for Human Services	5

Medical Office Professional

PROGRAM CHAIR

Pat von Knorring
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TCC's Medical Office Professional program prepares for employment in health care settings. The program's structure is progressive, leading to four levels of achievement for increasing levels of job responsibility and to an Associate in Applied Science degree.

While most courses in the program are not intended for transfer to most four-year colleges and universities, several transfer-level courses are included in the degree plan, including ENGL&101 and ENGL&102, CMST& 101, BUS 164, and BIOL&170 or BIOL&175. Additional transfer-level courses may be substituted, depending on the student's degree plan. Students who plan to transfer should meet with the program chair before enrolling in this program.

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 entry-level positions as receptionists or clerical workers 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 reception, appointment scheduling, specialty services and surgical scheduling, managing and scheduling other medical employees, managing financial operations, interviewing and preparing patients prior to examination, maintaining medical records, and transcribing correspondence and medical reports. Students will apply knowledge of medical terminology, word processing and spreadsheet skills.

The certificates are progressive if taken in sequence. Upon completion of the certificate programs, students may continue their education earning the A.A.S. degree in Medical Office Professional. Students must work closely with an advisor to ensure correct course sequencing within specific program.

The certificate options prepare students for entry-level employment in a medical/health care office setting with increasing levels of responsibility and employability. Duties may include reception, 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 after arrangement with the program chair. Students may pursue the program either a full or part time.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the A.A.S. degree for Medical Office Professional 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 chair for information about:

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

Medical Office Clerk Certificate (17 credits)**CORE REQUIREMENTS** (17 credits)

BUS 102	Customer Service	2
CU 105	Word I, Excel I	5
or CU 102 (Word I) and CU 103 (Excel I)		
MO 106	Professional Document Production	2
HIM 130	Medical Terminology I	3
MO 100	Medical Office Procedures	3
MO 143	Medical Office Professional Development	2

Medical Registration & Admissions Specialist Certificate (12 additional credits = total 29 credits)

This program requires the completion of Medical Office Clerk certificate (one-quarter program) plus the following 12 credits (total 29 credits).

All courses must be successfully completed with a grade of 'C' or higher.

CORE REQUIREMENTS

CU 110	Access I	2
HIM 131	Medical Terminology II	5
MO 241	Clinical Applications for Medical Office	5

Medical Office Assistant Certificate

(24-25 additional credits = total 53-54 credits)

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 Medical Office program chair when planning their academic schedules.

All courses must be successfully completed with grades of 'C' or higher. Courses are not listed below in the order in which they should be taken.

TECHNICAL CORE REQUIREMENTS (5 credits)

MO 139	Introduction to Disease Process	5
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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 203	Excel II	3
CU 210	Access II	3
MO 159	Introduction to Medical Coding	5

Other college-level courses may apply with program advisor permission.

Associate in Applied Sciences Degree

(41 additional credits = total 94-95 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 Medical Office program chair when planning their academic schedules.

All courses must be successfully completed with grades of 'C' or higher. Please be advised that courses are not listed in the order in which they should be taken.

TECHNICAL CORE REQUIREMENTS (21 credits)

BIOL& 170	Human Biology (without lab)	5
or BIOL& 175	Human Biology with Lab	
CU 203	Excel II	3
CU 210	Access II	3
MO 140	Medical Transcription I	5
MO 159	Introduction to Medical Coding	5

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

Medical Billing Specialist

PROGRAM CHAIR

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TCC's Medical Billing Specialist (MBS) program prepares 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. Employment locations may include 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 chair for information about:

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

Medical Billing Specialist Certificate (52 credits)

For students to successfully achieve the Medical Billing Specialist certificate, they must complete the following curriculum with grades of 'C' or higher in all classes.

TECHNICAL CORE REQUIREMENTS (39 credits)

BUS 102	Customer Service	2
CU 103	Excel I.....	3
HIM 130	Medical Terminology I.....	3
HIM 131	Medical Terminology II.....	5
MO 100	Medical Office Procedures	3
MO 139	Introduction to Disease Process	5
MO 143	Professional Development	2
MO 147	Medical Office Reimbursement I	3
MO 148	Medical Office Reimbursement II	3
MO 159	Intro. to Medical Coding.....	5
MO 241	Clinical Applications.....	5

GENERAL CORE REQUIREMENTS (10 credits)

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

ELECTIVES (3credits)

CU 110	Access I.....	2
CU 203	Excel II.....	3
HIM 140	Beginning ICD-9-CM Diagnostic Coding	2
HIM 170	CPT Coding	3
HIM 220	Intermediate ICD-9-CM coding	2

Museum/Gallery Operations

PROGRAM CHAIR

Rick Mahaffey
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TCC's Museum/Gallery Operations (MGO) Associate in Applied Science degree is offered through TCC's Business program. The MGO A.A.S. degree prepares graduates to analyze the business environment of a museum/gallery organization. It provides an understanding of the fundamentals of museum/gallery business operations and prepares students to coordinate the human, material, technological, and financial resources of a museum/gallery business. It provides students with an appreciation of the visual arts, design, and visual display as they relate to museum/gallery operations. The program provides ample curriculum flexibility to focus student interest and meet students 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.....	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	Retail Management.....	5
BUS 260	Small Business Entrepreneurship	5

Networking and Convergence Technologies

PROGRAM CHAIR

Jeanette Smith-Perrone

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TCC's Networking and Convergence Technologies program prepares for employment 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 course work 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 Technologies, 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 meet the following requirements:

- Assessment above MATH 075 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 grades of 'C' or higher to qualify for any certificates or degrees. Networking & Convergence Technologies program certificates are available as stand-alone certificates or they can be applied to the A.A.S. degree.

Help Desk Certificate (19 credits)

Prepares students to perform fundamental PC support tasks and to hold entry-level jobs as help desk technicians. 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	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 and networking skills 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 have 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

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 have 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 internships. Students who complete the A.A.S. degree will be prepared for more advanced supervisory positions after obtaining requisite field experience.

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 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	English Composition I	5
IT 230	Introduction to Project Management	2
IT 231	Intermediate Project Management	3
IT 274	Network Security Fundamentals.....	5
IT 277	Data Storage Security & Management	5
IT 290	Work Internship.....	5

ADDITIONAL CERTIFICATE OPTION**e-HIM Certificate** (43 credits)

In collaboration with the Networking and Convergence Technologies program, TCC's Health Information Management program offers an e-HIM (electronic-Health Information Management) certificate.

The health information management (HIM) field employs accredited professionals who are responsible for the organization and safe-keeping of a patient's health information. Until recently, HIM professionals were primarily concerned with paper documents, but this information is now generated, stored, and accessed electronically.

This certificate complements the Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential by providing skills which will allow HIM professionals to participate on health information management IT teams working to develop and/or manage health information electronically.

REQUIRED FOR THIS PROGRAM:

To enroll for this certificate, students must complete CU 100 Introduction to Windows and World Wide Web (2 credits) and CU 101 Computer Concepts (3 credits) with a grade of "C" or higher.

CU 105	Word I, Excel I	5
CU 110	Access I.....	2
CU 203	Excel II.....	3
CU 210	Access II.....	3
HIM 125	Health Data Structure, Content and Standards	5
HIM 215	Information and Communication Technologies.....	3
IT 230	Introduction to Project Management	2
IT 231	Intermediate Project management	3
IT 245	Data Modeling.....	2
IT 248	SQL Server Implementation	3
IT 259	Introduction to LANs	2
IT 260	Client/Server Technology - LANs	5
IT 274	Network Security Fundamentals.....	5

Nursing

ASSOCIATE DEAN FOR NURSING

Nancy Novak RN, MN
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TCC's Associate Degree Nursing program prepares for employment as a Registered Nurse. The programs structure is progressive, leading to an Associate in Applied Sciences Degree and graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) for Registered Nursing.

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 for specific bachelor's degree programs 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.

TCC's Associate Degree Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission and is accredited by the National League for Nursing Accrediting Commission (NLNAC).

GENERIC STUDENT OPTION

The nursing courses in the generic program are taught in a six-quarter sequence over a two-year period, excluding summer. Visit www.tacomacc.edu/academics/areasofstudy/nursing for admission dates.

A part-time option is also available for those students who will be more successful attending school half-time. Part-time students attend theory class one quarter, followed by the clinical portion the next quarter. Due to this split, part-time 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 who wish to become Registered Nurses may apply for advanced standing in the program. LPNs are admitted into the program twice a year, in summer and winter. LPCNs are required to take an LPN articulation course that prepares them to transition into either third (part-time) or fourth (full-time) level, depending on assessment level.

OPTION: ASSOCIATE IN PRE-NURSING TRANSFER DEGREE

Please see University Transfer section. This degree is intended for students to transfer to four-year college and universities to take nursing classes to earn a Bachelor of Science in Nursing (B.S.N.) degree.

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

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 students with a strong foundation in sciences and humanities before they enter the nursing program.

Due to the sequencing of courses, students may find it difficult to complete the Associate Degree in Nursing in two years. Typically students take at least three years to complete all courses for the degree. Some courses are required for program application.

Course work completed at other colleges must be evaluated by TCC's Credential Evaluator. Applicants should arrange to have official transcripts sent to TCC 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. Students are encouraged to apply to the Nursing program as soon as their prerequisites are completed. They do not need to wait until the application deadline to submit an application.

ADDITIONAL REQUIREMENTS ONCE ACCEPTED INTO THE PROGRAM

- 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 FOR APPLICATION

The following prerequisite courses must be successfully passed with grades of 3.0 or better within two attempts. Attempts include all course withdrawals as well as grades below 3.0 and include courses taken at all colleges attended in the last five years.

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& 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 applying). This course is not used in admission scoring. Advanced standing applicants may take this course in the same quarter as the articulation course (NURS 130 or NURS 210).

PSYC& 200	Lifespan Psychology	5
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* Courses taken must be no more than 10 years old

Associate in Applied Sciences Degree - Nursing: Generic Plan (121 Credits)

Course sequencing, prerequisites, and core requirements require students to attend classes over at least three years to earn an Associate degree in Nursing.

PREREQUISITES (37 credits)**CORE REQUIREMENTS** (84 credits)

LS 102	Research Methods	2
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 & Management	2
NURS 242	Nursing Focus V: End of Life	2
NURS 243	Nursing Focus VI: Trends and Issues	2

Nursing, continued

RELATED INSTRUCTION REQUIREMENTS (10 credits)

CMST& 101	Introduction to Communication.....5
or CMST& 220	Public Speaking
or CMST 110	Multicultural Communication
SOC& 101	Introduction to Sociology5
or ANTH& 206	Cultural Anthropology

**Associate in Applied Sciences Degree -
Advanced Standing for LPN Plan** (121 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 credits)

CORE REQUIREMENTS (39-50 credits)

LS 102	Research Methods2
NURS 130	LPN - RN Articulation 3rd Level3
or NURS 210	LPN - RN Articulation 4th Level

3RD QUARTER ENTRY POINT

NURS 131	Nursing III: Caring for the Childbearing Family - Theory5
NURS 132	Nursing III: Caring for the Childbearing Family - Clinical5
NURS 133	Nursing Interventions III: Advanced Skills (Lab) ...1

4TH QUARTER ENTRY POINT

NURS 211	Nursing IV: Caring for the Client with Acute Problems - Theory5
NURS 212	Nursing IV: Caring for the Client with Acute Problems - Clinical.....5
NURS 221	Nursing V: Caring for the Client with Chronic Problems - Theory5
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 Life2
NURS 243	Nursing Focus VI: Trends and Issues2

RELATED INSTRUCTION REQUIREMENTS (10 credits)

CMST& 101	Introduction to Communication.....5
or CMST& 220	Public Speaking
or CMST 110	Multicultural Communication
SOC& 101	Introduction to Sociology5
or ANTH& 206	Cultural Anthropology

Paraeducation

PROGRAM COORDINATOR

Mary Skinner
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PARAEDUCATOR, EARLY CHILDHOOD EMPHASIS PROGRAM

TCC's Paraeducator program prepares for employment in a variety of educational settings. Students can earn a certificate or two-year Associate degree in Applied Sciences. Enrollment is open to:

- Employed paraeducators
- Individuals who wish to prepare for employment in early learning environments

*Employment in the field requires a criminal background check.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Paraeducator certificate or A.A.S. degree in Paraeducator, Early Childhood Emphasis, 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 co-workers.
- 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 Education	3
EDP 101	Early Childhood Environmental Design	3
EDP 102	Math, Science & Technology for Young Children ..	3
EDP 112	Creative Arts & Literacy in Early Childhood Education	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 or EDP 141, 142 and 143 can be substituted	Child Guidance	3
PSYC& 206 or EDUC& 115	Developmental Psychology: Life Span	5
	Child Development	

GENERAL EDUCATION REQUIREMENTS (5 credits)

PSYC& 100	General Psychology	5
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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 or MATH 170 or MATH 171	Math: A Practical Art	5
	Math for Elementary School Teachers I	
	Math for Elementary School Teachers II	
EDP 211 and EDP 212 and EDP 213 or BUS 164	Administration of Early Learning Programs I (1) 3-5 Administration of Early Learning Programs II (1) Administration of Early Learning Programs III (1) Leadership and Human Relations (5)	
CU 100 and CU 102 or CU 105	Introduction to Practical Computing	2-5
	Word I (2)	
	Word I, Excel I (5)	

Paraeducator, continued

ELECTIVE REQUIREMENTS (25 credits)

Choose one of the following courses:.....5	
HUM& 101	Introduction to Humanities
ART& 100	Art Appreciation
or ART 180	Art for Elementary Education
or MUSC 120	Music in the Classroom
Social Sciences - Choose two of the following courses:.....10	
SOC& 101	Introduction to Sociology
ANTH 100	Introduction to Anthropology
SOC 252	Sociology of the Family
HIST& 148	U.S. History III
Natural Sciences - Choose one of the following courses:5	
BIOL& 100	Survey of Biology
BIOL& 175	Biology with Lab
GEOL& 101	Introduction to Physical Geology
CHEM& 110	Chemical Concepts with Lab I
SCI 100	Physical Science and Technology

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 in combination with the Paraeducator, Early Childhood Emphasis certificate, provides the 45 of early childhood education credits required by Washington state childcare licensing as a program supervisor in early learning settings.

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 Program1
EDP 213	Administration of Early Learning III: Staffing and Professional Development1

**CHILD, FAMILY AND COMMUNITY RELATIONSHIPS
REQUIREMENTS** (3 credits)

EDP 121	Child, Family, Community I: Creating Community among Adults in Early Care Settings1
EDP 122	Child, Family, Community II: Building a Caring Community with Children1
EDP 123	Child, Family, Community III: Building Quality Relationships with Families.....1

Child Development Specialist Certificate (18 credits)

Designed to prepare students for the Child Development Associate (CDA) Credential examination. Upon successful completion of this three-quarter program students will be prepared for employment in entry-level positions in early childhood education. The certificate also provides professional development for those currently working in early childhood settings. Typical jobs include lead teacher in a childcare center, Head Start Educational Assistant, and preschool teacher. Participants who obtain a CDA are able to be program supervisors or directors or have the basic skills to open their own childcare centers.

Courses completed for this certificate will satisfy 12 credits towards the Paraeducator, Early Childhood Emphasis certificate and Associate in Applied Science degree (EDP 100, 101, 140 and 202). The schedule below is provided to give students a tentative schedule for planning purposes, but may change depending on enrollment.

1ST QUARTER (9 credits)

EDP 100	Introduction to Early Childhood Education3
EDP 141	Guiding Behavior of Young Children 11
EDP 190	Early Childhood Clinical Experience2

2ND QUARTER (9 credits)

EDP 101	Early Childhood Environmental Design3
EDP 142	Guiding Behavior of Young Children 21
EDP 190	Early Childhood Clinical Experience2

3RD QUARTER (9 credits)

EDP 202	Family, Health, Nutrition & Safety3
EDP 143	Guiding Behaviors of Young Children III.....1
EDP 190	Early Childhood Clinical Experience2

Internship/Work Experience: Students enrolled in the program will need to participate in a total of 180 hours of internship/work experience throughout the three quarters. Placement assistance is available for those not currently working in an early childhood environment.

Paralegal

PROGRAM CHAIR

Janet Olejar, J.D.
253.566.5053
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TCC's Paralegal program prepares for employment in the legal services field as specialists who will provide assistance to attorneys or other legal professionals.

Students can earn an Associate in Applied Sciences degree (Paralegal); or, if already have earned an Associate in Arts and Sciences or bachelor's degree, may pursue the Paralegal Pro Certificate. Students transferring from other paralegal programs should 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.

The Paralegal program is accredited by the American Bar Association.

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 two years.
- Students must earn a minimum grade of "C" (2.0) or better in each course applied to the degree.
- For grades lower than a "C" in a required course, students must retake the course. For grades lower than a "C" in an elective course, students may retake the original course or choose to earn a "C" grade in another elective course.

Paralegal Associate in Applied Sciences Degree

(100 credits)

CORE REQUIREMENTS (56 Credits)

CU 105	Word I, Excel I	5
MO 106	Professional Document Production	2
ADJ 101	Criminal Law	5
ADLJ 149	Writing Fundamentals 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 I	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 - Paralegal	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/ Corporations	3
ADLJ 231	Contracts/Commercial Transactions	3
ADLJ 234	Internship II - Paralegal	5

RELATED INSTRUCTION REQUIREMENTS (35 Credits)

ENGL& 101	English Composition I	5
CMST& 220	Public Speaking	5
BUS 110 or MATH 90	Business Math	5
	Elementary Algebra	
	Natural Science - See note below*	5
	Political Science/ History - See note below*	5
	Sociology/ Psychology - See note below*	5

Paralegal, continued

Multicultural Course - See note below*5

*Any course listed for the Associate of Arts & Sciences Degree

Paralegal Preferred Pro-Certificate (55 credits)

To enter this certificate program, students must show evidence of completion of Associate in Arts & Sciences or a Bachelor of Arts degrees, earn a minimum "C" (2.0) or above in all required paralegal courses, and provide evidence of meeting related study requirements.

CORE REQUIREMENTS (52 Credits)

CU 105	Word I, Excel I	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 - Paralegal	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 - Paralegal	5

Radiologic Science

PROGRAM CHAIR

Mike Mixdorf, M. Ed., R.T. (R)(CT)

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TCC's Radiologic Science program prepares for employment as a Radiologic Technologist and leads to an Associate in Applied Sciences degree. Clinical practice is performed in hospitals and imaging centers affiliated with the program. Radiologic Science program is in Diagnostic Radiography only. The 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. The JCERT website is: www.jcert.org.

Graduates of the Radiologic Science program are eligible to apply 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 095	Intermediate Algebra	
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication	5
or CMST 110	Multicultural Communication	
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 'C' grades or higher within two attempts.

Students are responsible 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 than available positions. Students who complete prerequisite courses and meet other application requirements are not guaranteed program admission.

Associate in Applied Sciences Degree (102 credits)**CORE REQUIREMENTS****1ST QUARTER** (Fall)

RS 100	Radiologic Sciences Orientation.....	3
RS 101	Fundamentals of Radiologic Science & Health Care.....	4
RS 140	Radiographic Positioning I	5
RS 150	Principles of Image Formation.....	1
RS 170	Introduction to Fundamentals of Patient Care.....	5

2ND QUARTER (Winter)

RS 108	Radiation Physics I	4
RS 120	Clinical Education I	5
RS 141	Radiographic Positioning II	5
RS 153	Principles of Digital Radiography I	1

3RD QUARTER (Spring)

RS 109	Radiation Physics II	5
RS 121	Clinical Education II	5
RS 142	Radiographic Positioning III	5
RS 156	Principles of Digital Radiography II	1

4TH QUARTER (Summer)

RS 122	Clinical Education III	12
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5TH 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	3

6TH QUARTER (Winter)

RS 214	Imaging Pathology.....	1
RS 226	Clinical Education V	7
RS 233	Leadership and Management	1
RS 244	Radiographic Positioning V	3

7TH QUARTER (Spring)

RS 250	Advanced Healthcare Organization	3
RS 227	Clinical Education VI	7
RS 255	Advanced Imaging Modalities	1
RS 275	Student Leadership Seminar	1

8TH QUARTER (Summer)

RS 228	Clinical Education VII	10
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POST GRADUATE OPTIONS (3 credits)

RS 270	Introduction to Mammography	3
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Respiratory Therapy

PROGRAM CHAIR

Greg Carter, RRT
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TCC's Respiratory Therapy program prepares for employment as a respiratory care practitioner and leads to an Associate of Applied Science degree. The program is full time, sequential, consisting of seven (7) instructional quarters offered during daytime hours. Students complete classroom and laboratory work on campus and gain clinical experience in affiliated clinical sites.

Upon successful program completion, graduates are eligible to take the Certified Respiratory Therapist examination administered by the National Board for Respiratory Care. Following CRT credential completion, 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 licensed 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) (www.coarc.com). Admission to the Respiratory Therapy program is competitive. Generally, there are more program applicants than available positions. Students who complete program prerequisite and co-requisite courses and meet the other application requirements are not guaranteed program admission.

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 (25 credits)

All prerequisites courses must be completed with 'C' grades or better and within two attempts before application can be taken. There is a 10-year time limit for all math and science courses.

BIOL& 241	Anatomy and Physiology 1	6
BIOL& 242	Anatomy and Physiology 2	6
HIM 130	Medical Terminology I	3
TMATH 100	Mathematics for the Health Sciences (recommended)	5
or MATH 095	Intermediate Algebra	
PSYC& 100	General Psychology	5
or PSYC& 200	Lifespan Psychology	

Associate in Applied Sciences Degree (105-112 credits)

1ST QUARTER (Fall 18 credits)

RC 160	Cardiopulmonary A & P and Pathophysiology	4
RC 170	Respiratory Therapy Equipment I	3
RC 175	Respiratory Care Orientation	2
RC 180	Respiratory Therapy Clinical I	8
RC 193	Respiratory Pharmacology I	1

2ND QUARTER (Winter 15 credits)

RC 161	Arterial Blood Gases	3
RC 171	Respiratory Therapy Equipment II	3
RC 181	Respiratory Therapy Clinical II	8
RC 194	Respiratory Pharmacology II	1

3RD QUARTER (Spring 16 credits)

RC 162	Advanced RC Pathophysiology	3
RC 172	Respiratory Therapy Equipment III	4
RC 182	Respiratory Therapy Clinical III	8
RC 195	Respiratory Pharmacology III	1

4TH QUARTER (Summer 16 credits)

CMST& 101	Introduction to Communication	5
RC 183	Respiratory Therapy Clinical IV	7
RC 192	Advanced Mechanical Ventilation	4

5TH QUARTER (Fall 17 credits)

ENGL& 101	English Composition I	5
RC 240	Advanced Assessment & Diagnosis	3
RC 263	Pulmonary Functions.....	3
RC 280	Speciality Clinical Rotation	4
RC 290	Ethics & Professionalism in Respiratory Care (online).....	2

6TH QUARTER (Winter 11-14 credits)

Computers	Word I or Excel I.....	2-3
RC 251	Respiratory Pathophysiology Case Presentations	2
RC 261	Pediatric and Neonatal Respiratory Care.....	4
RC 281	Advanced Critical Care Clinical Rotation.....	3

7TH QUARTER (Spring 11 credits)

RC 262	Review of Applications of Respiratory Care (hybrid)	4
RC 272	Pulmonary Rehabilitation, Home Care and Assistance in Speciality Procedures.....	3
RC 282	Neonatal Clinical Rotation	2
RC 283	Specialty Clinical Rotation II	2

ADDITIONAL COURSE OPTION (1-5 credits)

RC 299	Individual Study in Respiratory Therapy Technology	1-5
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Transitional Studies

Tacoma Community College offers a variety of courses and programs to help students build their reading, writing, communication, and mathematics skills and prepare to transition to workforce training or academic transfer programs.. In addition, TCC offers a variety of training programs and courses designed for non-native speakers of English.

FREQUENTLY CALLED NUMBERS

- 253.566.5144** Adult Basic Education (ABE) and GED Preparation
- 253.566.5093** GED Final Testing
- 253.566.6048** English as a Second Language
- 253.566.5229** I-BEST - Career Pathway Training for ESL, ABE, and GED students
- 253.566.5295** English for Academic Purposes
- 253.566.5190** International student visas

Program Learning Outcomes

These learning outcomes were developed as the result of faculty conversations regarding what TCC faculty want students to be able to know and do after completing TCC programs. Students who complete English for Academic Purposes (EAP), Developmental Education or Basic Skills programs may employ these skills in TCC's college-level courses. Integrated Basic Skills students will use these skills in employment in specific careers.

ENGLISH FOR ACADEMIC PURPOSES (EAP)

Upon successful completion of the five EAP program levels, 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 members of the academic and wider communities.
- 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/GED)

Upon successful completion of GED 5, ESL Level 6, and/or the GED certificate, students will take the responsibility for their learning and will transition to work, job training, or academic transfer by:

- Using critical thinking, reading, math, written and oral communication skills.
- Using information technology to identify and locate community resources as appropriate.

- Working effectively as team members with persons of diverse cultures, styles and beliefs.

DEVELOPMENTAL STUDIES: WRITTEN COMMUNICATIONS

Upon successful completion of the Developmental Studies Program, students will:

- Use reading and writing processes and adjust them as necessary
- Acquire, develop, and exchange knowledge through reading and writing.
- Understand, interpret, analyze, and compose written documents
- Read and write to understand one's own and others' perspectives and cultural contexts.

DEVELOPMENTAL STUDIES: MATH

Students will demonstrate increasing levels of mastery of 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 appropriate algorithms 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 an intensive program for non-native speakers of English who wish to gain English skills necessary to enter college-level content classes.

The EAP program does not require TOEFL scores. International students are required to take the EAP placement test before registering for EAP classes. The placement test is given quarterly in the week before each new quarter begins. Before entering the EAP program, resident students must either complete or test out of ABE ESL Level 6.

The EAP program provides six levels, beginning through advanced, of instruction in Reading/Writing, Grammar/Speaking, Conversation/Pronunciation, and American Culture. Advanced EAP classes are offered for college-level credit, which can be applied to TCC's associate degree. Students can also take certain other college classes while completing advanced EAP classes.

The following EAP courses are offered:

Conversation and Pronunciation

- EAP 089 Pronunciation and Conversation 1
- EAP 090 Pronunciation and Conversation 2
- EAP 191 Pronunciation and Conversation 3
- EAP 192 The American Accent

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 159 Reading and Writing 5
- EAP 160 Advanced Writing
- EAP 162 Advanced Reading

Special Programs

- EAP 100 Special Programs Reading and Writing I
- EAP 101 Special Programs Reading and Writing II
- EAP 195 Special Programs Speaking and Listening II

Please see complete listing of courses in the Credit Course Descriptions section.

Developmental Education

TCC's Developmental Education program provides opportunities for students to develop the skills needed to enter college-level courses. Courses are designed so students may begin at their assessed skill levels.

Courses numbered below 100 are offered in mathematics, reading, study skills, grammar, writing and speaking. For course descriptions, see course lists under the following headings within the Credit Course Descriptions section:

- English: Developmental Studies
- Home and Family Studies
- Human Development
- Mathematics
- Math Advising Resource Center (MARC)
- Reading
- Study Skills
- Writing Center

Courses numbered below 100 cannot be applied toward TCC certificates or degrees, which require courses numbered 100 or above.

Adult Basic Skills Programs

The Adult Basic Skills department offers a variety of programs for individuals who wish to improve their 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 programs, family literacy, and programs designed for College Bound and WorkFirst participants. Classes are available at a variety of sites throughout Pierce County. Schedules include both daytime and evening classes.

Students under age 19 must obtain formal high school releases. Individuals with F-1, M-1, and J-1 visas are not eligible for federally funded Basic Skills services.

Before enrolling, students are required to attend an information session and complete a skills assessment.

Tuition for Basic Skills classes is \$25 per quarter, some courses may charge additional material fees. Partial tuition assistance is available for qualified low-income students.

For more information about class schedules and locations, call 253.566.5144.

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 in jobs, and participate as members of the community.

AESL 031 ESL Speaking and Listening Level 1 (1-15)

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. *Prerequisite: CASAS score of 180 or below.*

AESL 032 ESL Speaking and Listening Level 2 (1-15)

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. *Prerequisite: CASAS score of 181-190.*

AESL 033 ESL Speaking and Listening Level 3 (1-15)

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. *Prerequisite: CASAS score of 191-200.*

AESL 034 ESL Speaking and Listening Level 4 (1-15)

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. *Prerequisite: CASAS score of 201-210.*

AESL 035 ESL Speaking and Listening Level 5 (1-15)

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. *Prerequisite: CASAS score of 211-220.*

AESL 036 ESL Speaking and Listening Level 6 (1-15)

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. *Prerequisite: CASAS score of 221-235.*

AESL 041 ESL Reading and Writing Level 1 (1-15)

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. *Prerequisite: CASAS score of 180 or below.*

AESL 042 ESL Reading and Writing Level 2 (1-15)

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. *Prerequisite: CASAS score of 181-191.*

AESL 043 ESL Reading and Writing Level 3 (1-15)

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. *Prerequisite: CASAS score of 191-200.*

AESL 044 ESL Reading and Writing Level 4 (5)

Students will learn to organize and write a single paragraph with topic sentence, supporting details, and conclusion on familiar topics. Instruction will include editing, revising, spelling, mechanics, simple & compound sentence structure, and vocabulary study. Students will learn to read short- to medium-length text focusing on reading and monitoring strategies. *Prerequisite: CASAS readings core of 201-210; or instructor permission.*

AESL 045 ESL Reading and Writing Level 5 (5)

Expanding on Reading/Writing 4, students will learn to organize and write short, linked paragraphs for personal and business purposes. Instruction will include complex sentence structure. Students will learn medium-length text focusing on reading and monitoring strategies and to locate information on the internet. *Prerequisite: CASAS score of 211-220; or instructor permission.*

AESL 046 ESL Reading and Writing Level 6 (5)

Expanding on Reading/Writing 5, students will learn to organize and write medium length, linked paragraphs for academic purposes. Instruction will include compound-complex sentence structure and word processing. Students will learn to read medium to long text focusing on reading and monitoring strategies. *Prerequisite: CASAS score of 221-235; or instructor permission.*

AESL 054 ESL Grammar Level 4 (5)

Grammar 4 is designed for low-intermediate ESL students. Topics include verb tenses (simple present, simple past, simple future, present continuous), comparatives and superlatives, modals, pronouns, adverbs, imperatives, phrasal verbs, tag questions, prepositions, determiners, word order, and punctuation. Students will use the internet to research grammar points. *Prerequisite: Placement into focused grammar 2 level 4/5 or completion of focused grammar 2 and 3.*

AESL 055 ESL Grammar Level 5 (5)

Grammar 5 is designed for intermediate ESL students. Topics include a review of Grammar 4 and are expanded to include past continuous and present perfect verb tenses, perfect modals, participial adjectives, gerunds, infinitives, passive voice, and direct speech. Students will use the internet to research grammar points. *Prerequisite: Placement into focused Grammar 1 level 6 or completion of focused grammar 2 level 4/5.*

AESL 056 ESL Grammar Level 6 (5)

Grammar 6 is designed for high-intermediate ESL students. Topics include a review of Grammar 5 and are expanded to include past perfect verb tense, coordinators, subordinators (adjective, adverb, noun clauses), conjunctive adverbs, conditionals, and indirect speech. Students will use the internet to research grammar points. *Prerequisite: Placement into focused grammar 2 level 6 or completion of focused grammar 4 and 5.*

Adult Basic Education (ABE)

ABE courses are designed for adults already proficient in the English language and not enrolled in high school, who wish to improve their basic reading, writing and mathematics skills.

ABE 032 ABE Math - Level 2 (1-15)

Students will read, write and interpret basic mathematical information using whole numbers, benchmark fractions and percents. Students will be introduced to basic patterns, data, measurement, geometry and computational skills to solve 1 step real-life and contextualized word problems.

ABE 033 ABE Math - Level 3 (1-15)

Students will read, write and interpret basic mathematical information using whole numbers, benchmark fractions, percents, and decimals. Students will be introduced to basic patterns, data, algebraic concepts, measurement, geometry and computational skills to solve 1-2 step real-life and contextualized word problems.

ABE 034 ABE Math - Level 4 (1-15)

Students will read, write and interpret mathematical information by measuring whole numbers and extending skills in fractions and decimals. Students will be expanding ratios and percents skills. Students will use basic patterns, data, algebraic concepts, measurement, geometry and computational skills to solve 1-3 step real-life and contextualized word problems.

ABE 043 ABE Reading and Writing Level 3 (1-15)

Instruction will focus on reading strategies, vocabulary, and comprehension in literary, social studies and science text. Students will create 1-2 paragraph writing samples with topic sentences, details, conclusions and will make basic edits in grammar, sentence structure, spelling, capitalization and punctuation. Students will expand basic computer technology skills to enhance reading/writing.

ABE 044 ABE Reading and Writing Level 4 (1-15)

Students will take responsibility for learning by using reading strategies to increase comprehension, vocabulary and critical thinking in contextualized readings. Students will write 2-3 paragraph essays using the writing process, logic, organization, and will edit for grammar, spelling, and sentence structure. Students will expand career exploration and technology skills.

College Bound and GED Preparation

College Bound and GED preparation classes are designed for individuals who wish to prepare for the college entrance exam or for the five subjects included on the General Educational development (GED) Exam. Courses integrated content from the following subject areas: Reading, Language Arts-Writing, Science, Social Studies and Mathematics.

ABE 035 College Bound Math 5 (1-15)

Students will read, write, and interpret mathematical information by mastering whole numbers, fractions, percents, ratios and decimals. Students will use extended patterns, data, algebraic concepts, measurement,

Career Pathway Training Integrated Basic Education and Skills Training (I-BEST)

geometry and computational skills to solve real life and contextualized word problems.

ABE 036 College Bound Math 6 (1-15)

Students will read, write/interpret mathematical information focusing on multi-step problem solving using fractions, decimals, percents, ratios, signed numbers/introductory algebra. Students will interpret and draw inferences from more complex data and apply geometric skills of triangles, circles and other polygons to real-life applications.

ABE 045 College Bound Reading and Writing 5 (1-15)

Students will take responsibility for learning by using reading strategies to increase comprehension, vocabulary and critical thinking with contextualized readings. Students will write 3-5 paragraph essays using the writing process and editing for grammar, spelling, and sentence structure. Students will expand career exploration and technology skills. These skills are aligned with READ-075 and ENGL-075.

ABE 046 College Bound Reading and Writing 6 (1-15)

Students are responsible for using reading strategies to increase comprehension, vocabulary and critical thinking of contextualized text. Students will write 3-5 paragraph works in a variety of forms, using the writing process and editing for grammar, spelling, sentence structure. Students will expand career exploration/technology skills. This course is aligned with READ-075 and ENGL-075.

I-BEST Career Pathway Training Programs are designed for students who wish to improve their English language or basic skills while earning college-level certificates or two-year degrees.

The I-BEST program places two teachers in each class, one content instructor and one English language or basic skills instructor. Students also receive additional academic support for the college courses required for professional/technical certificates.

For information on how to enroll for I-BEST programs, visit the Adult Basic Skills office, Bldg. 7, or contact Rebecca Jayasundara at 253.566.5229.

TCC offers the following I-BEST Career Pathway Training Programs:

EARLY CHILDHOOD SPECIALIST CERTIFICATE

TCC's Child Development Specialist certificate is designed to prepare individuals for the Child Development Associate (CDA) Credential examination. Upon successful completion of this three-quarter program, students are prepared for employment in entry-level early childhood education positions.

The program also provides professional development for students currently working in early childhood settings. Typical jobs include lead teacher in childcare centers, Head Start Educational Assistant, and preschool teacher. Students who earn CDA credentials are able to work as program supervisors or directors and have the basic skills to manage their own childcare centers. Completion of classes for this certificate will substitute for 12 credits (EDP 100, 101, 140 and 202).

- Three academic quarters
- 17 college credits
- Pays \$8-12 per hour
- Entry Requirement: CASAS 218 or higher

ACCOUNTING OFFICE ASSOCIATE

This certificate prepares students for entry level clerical and accounting positions in a variety of business environments.

- Three academic quarters
- 19 college credits
- Pays \$10-21 per hour
- Entry Requirement: CASAS 218 or higher

CASE AIDE CERTIFICATE

This certificate prepares students for entry-level clerical and social service positions. Students learn the basics of case management and increase their knowledge of the social service environment.

- Three academic quarters
- 15 college credits
- Pays \$11-20 per hour
- Entry Requirement: CASAS 221 or higher

MEDICAL OFFICE CLERK CERTIFICATE

This certificate prepares students for entry-level medical office clerk positions. Typical duties include answering phones, greeting clients, typing, making appointments and filing.

- Three academic quarters
- 20 college credits
- Pays \$9.50-16 per hour
- Entry Requirement: CASAS 221 or higher

GENERAL WAREHOUSE CLERK

This certificate prepares individuals for entry-level warehouse administrative and operational positions. Courses include introductory computer skills and an overview of the secure logistics industry.

- Two academic quarters
- 10 college credits
- Pays \$11-15 per hour
- Entry Requirement: CASAS 221 or higher

Corporate Education

FREQUENTLY CALLED NUMBERS

253.566.5008 Continuing Education and Professional Development

253.460.4469 Corporate Education

253.460.4364 Information Technology Certification and Testing Center

Tacoma Community College has a successful history of delivering quality customized training to businesses.

TCC offers a broad array of services for every type of business. TCC staff work with businesses to conduct needs assessments; develop strategic plans; assess workforce training needs; and develop targeted training plans, integrating classroom and e-learning instructional initiatives to strengthen the skills of your workforce and improve business bottom lines.

GLOBAL CORPORATE COLLEGE

TCC is a member of Global Corporate College, a network of world-class community colleges in every major U.S. market that ensures consistent, high-quality learning for business employees without logistical challenges. We can meet your training needs anywhere, at any time.



PERFORMANCE CONSULTING

TCC's Corporate Education team provides performance consultants and industry experts who can develop and deliver targeted training and performance coaching that will positively impact your business.

PRIOR LEARNING ASSESSMENT

TCC staff can guide and support your staff as they explore higher education options. Many adult workers have years of work experience but have earned little college credit. TCC works with employees to document and transfer life and work experience into college credits. TCC staff can guide and support your staff as they explore higher education options.

TRANSCRIPTING FOR COLLEGE CREDIT

TCC offers personalized training programs for college credit.

Information Technology Certification and Testing Center

TCC's Information Technology Certification and Testing Center (ITCTC) provides high-tech training and professional certification testing services for businesses and individuals. Focus is placed on certifications such as Microsoft, CISCO and CompTIA. ITCTC classes are conducted by top-level industry leaders and certified instructors. Training is available in the daytime, evenings and weekends at high-tech training facilities and our Prometric testing center in TCC's new state-of-the-art Information Technology complex.

For more information about specific programs and TCC's testing center services, call 253.460.4364 or ross@tacomacc.edu.

Customized Training

TCC designs and tailors classes to fit the culture and values of our business clients. Popular courses include:

COMPUTER LITERACY

- Microsoft Office Suite
- Computer Literacy
- Database Management

CUSTOMER SERVICE ACADEMY

- Interpersonal Communications
- Customer Service
- Attitude in the Workplace
- Ethics and Values
- Stress and Time Management
- Conflict Resolution
- Decision Making

LEADERSHIP

- Frontline Leadership
- Leading Change
- Succession and Transition Planning
- Building a Culture of Trust
- Retaining Talent
- Influential Leadership

Continuing Education

PRODUCTIVITY IMPROVEMENT

- Project Management
- Supply Chain Management
- Six Sigma
- Lean Kaizen
- ISO

SUPERVISION AND MANAGEMENT

- First-time Supervisor
- Managing Change
- Motivating Employees
- Managing Difficult Employees
- Effective Delegation
- Performance Coaching

WORKPLACE SKILLS

- Communication Skills
- Conflict Resolution
- Team Building
- Problem Solving
- Diversity Training
- Command Spanish

Professional Development

TCC's Professional Development open enrollment courses are designed to provide:

- A variety of training opportunities for employees who wish 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 formats include instructor-led classroom instruction; self-paced learning; and online courses. TCC's interactive and experiential learning approach allows participants to acquire knowledge and skills that are immediately applicable in the workplace.

View TCC's online Professional Development schedule at www.tacomacc.edu/continuingeducation or call 253.566.5020 for a complete course listing and to arrange to receive TCC's quarterly class newsletter. If you don't see a class you are looking for, just ask! Courses are provided in the following categories:

- Business
- Computer Certifications
- Home-based Caregiver
- Home Inspection
- Law Enforcement and Security
- Medical Coding and Billing
- Nursing Assistant Certified
- Payroll
- Polygraph Examiner
- Project Management

Learn. Grow. Succeed.

TCC's Continuing Education department offers a rich selection of non-credit classes, workshops, seminars and special events. Embrace the delights of lifelong learning:

- Stretch your mind and satisfy your curiosity
- Develop new skills and enhance others at home or on the job
- Build new relationships with others who share your interests
- Unlock your hidden potential
- Have some fun!

TCC's continuing education courses change to meet community needs. Ideas for new classes often come from participants. Classes and events are offered seven days a week, from morning to night. Some courses are offered online for added convenience. Program categories include:

- Art
- Business and Computers
- Health and Wellness
- Performing Arts
- Photography
- World Languages

For more information and to register visit 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

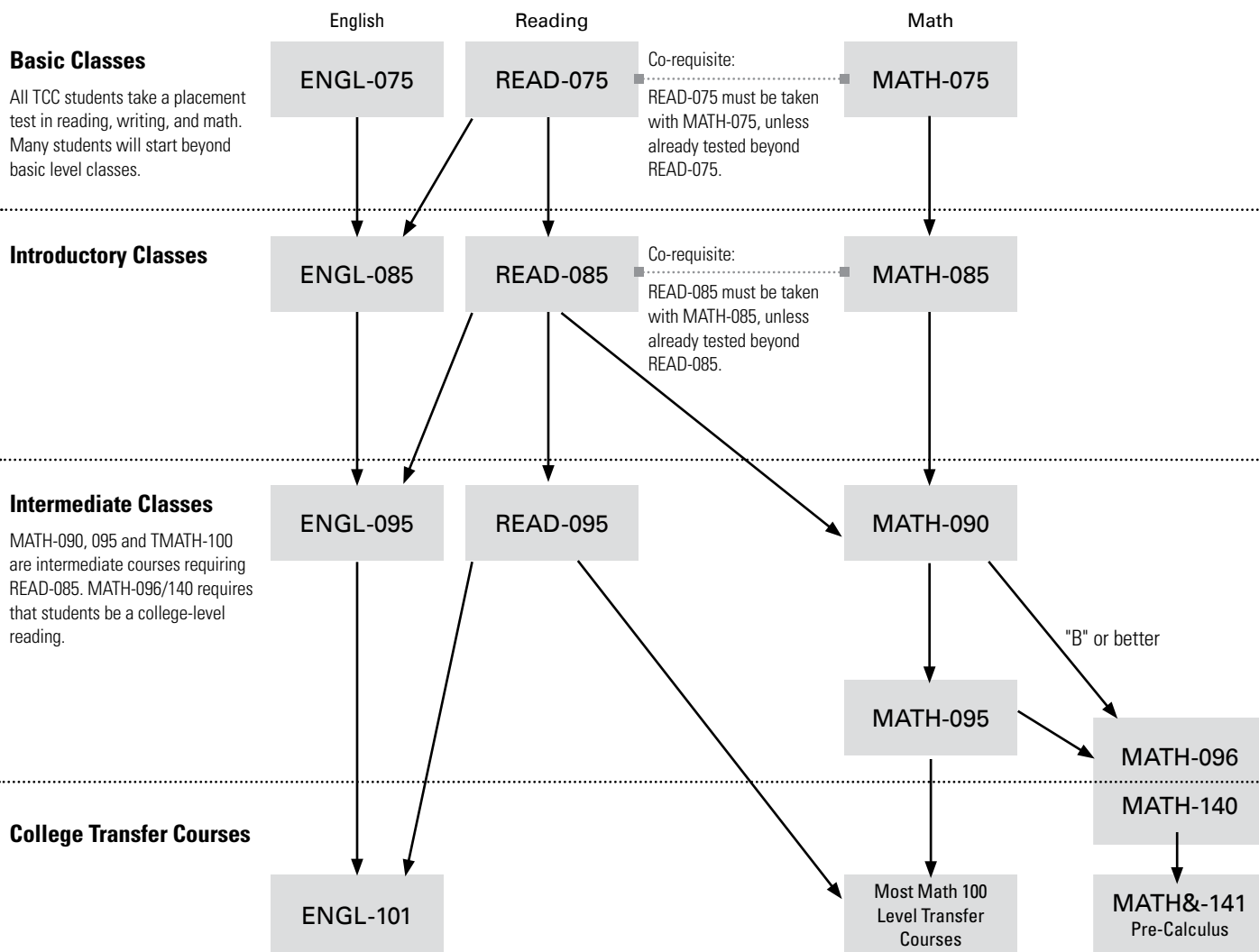
The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes went into effect summer quarter 2008. The courses and their descriptions have not changed, just the course number and, in some cases, the prefix and/or title. The changes apply to both common courses and non-common courses. Common courses are identified by an "&" character at the end of the prefix, for example ENGL& or ANTH&. A complete list of all the changes and more information is available 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:



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 101 Practical Accounting I (5)

(Formerly ACCT 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.

Prerequisite: Recommended concurrent or prior enrollment in CU-103 or CU-105, and READ-095 level.

ACCT 102 Practical Accounting II (5)

(Formerly ACCT 120) 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-101 or equivalent with a grade of "C" or higher, or ACCT&-201.

ACCT 103 Accounting for Decision Makers (5)

(formerly ACCT 130) 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-101 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-101 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. The course focuses on technical skills behind the screens and soft skills needed in an accounting department.

Prerequisite: CU-103 or CU-105; ACCT-102 or ACCT&-202 with a grade of "C" or 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-101.

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-095 with a grade of "C-" or higher; or assessment above MATH-095.

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 Community Policing.
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 Special Topics for Corrections (7)

One of two courses developing knowledge and skills necessary for safe and effective service as a Corrections Officer.

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 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 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 (2-5)

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 (2-5)

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's permission and Satisfactory completion of ADJ-207.

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 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: ANTHR-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 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 I (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/skill category. Maximum of five credits.

Prerequisite: ART-131 for 132; ART-132 and ART-102 (or 103 or 105) for 133. ART-102, 103 and 105 recommended for all studio concentrations.

ART 133 Intermediate Ceramics II (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-131 for 132; ART-132 and ART-102 (or 103 or 105) for 133. 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 five 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 (2-10)

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 & Renaissance (5)**

An introductory survey of the Western art from approximately 400-1600 A.D. 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 Surface Embellishment
and Form Alteration (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-174. ART-102, 103, and 105 recommended for all studio concentrations.

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-102, 103, and 105 recommended for all studio concentrations.

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: Permission of Instructor

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.

- 299A Ceramics
- 299B Design
- 299C Drawing
- 299D Figure Drawing
- 299E Painting
- 299F Photography
- 299G Printmaking
- 299H Sculpture
- 299I Watercolor
- 299J Digital Photography
- 299I Graphic Design

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*, a prerequisite of ART-105 and 106.

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-108,
- BIOL&-140, BIOL&-160,
- BIOL&-170, BIOL&-175, BOT-101,
- ENVS&-101, ENVS-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 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 125 Biology in the Field (5-12)

An intensive introductory course covering the fundamental principles governing biological assemblages from the species level to communities, as exemplified by the different ecosystems found in the Pacific Northwest. Laboratory activities include learning select biological field methods. Extended field trip(s) required; exact itinerary varies quarterly.

Prerequisite: Completion of ENGL-095 and READ-095 with a grade of "C" or higher, and MATH-090 with a grade of "C-" or higher, or equivalent assessment for all.

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)

(Formerly BIOL-111) 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 w/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 Introduction to Evolution, Ecology and 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&-160 and CHEM&-161.

BIOL& 222 Introduction to Cellular and 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&-160, and CHEM&-161.

BIOL& 223 Introduction 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 as BIOL&-221, 222, 223 or BIOL&-222, 223, 221.

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 reviews basic molecular and cell biology. New material covers 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 and BIOL&-160.

BIOL& 242 Human Anatomy and 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 and Physiology I (5)

(Formerly BIOL-240) First of a three-course sequence (BIOL&-252 and 253 follow). 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&-160 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 and infective agents 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&-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 botanical 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.

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.

Prerequisite: ENGL-095 or equivalent and READ-095 or equivalent, or Instructor permission.

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-085 with a "C-" or higher.

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 (1) grammar, (2) math, (3) filing, (4) proofreading, (5) 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.

Prerequisite: ENGL-095 or equivalent and READ-095 or equivalent, or instructor permission.

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; or Instructor permission.

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 and 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.

Prerequisite: ENGL 095 or equivalent and READ 095 or equivalent; or Instructor permission.

BUS 245 Retail Management (5)

This course examines types of retailers; multi-channel retailing; customer buying behavior; retail market strategy; retail locations and site selection; human resource management; information systems and supply chain management; customer relationship management; retail communication mixes; store management, layout, design, and visual merchandising; and, customer service.

Prerequisite: ENGL-095 and READ-095 or equivalent, or instructor permission.

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 content) (writing intensive)

Prerequisite: ENGL-095 or equivalent and READ-095 or equivalent; or instructor permission.

BUS 256 Statistical Analysis (5)

Statistical techniques to be used in guiding business decisions. Introduction to descriptive techniques, probability, estimation, hypothesis testing, regression, correlation and related concepts.

Prerequisite: MATH-095 with a grade of "C-" or higher, or assessment above MATH-095.

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.

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 (1-10)

Study on an individual basis.

Prerequisite: Program Chair permission.

Chemistry

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-095 or higher, or TMATH-100 (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-095 or higher, 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. Topic includes: 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's 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's 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 (5)

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.

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 and 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.

Computer Science

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 100 Introduction to Practical Computing (2)

To provide individuals with an opportunity to cultivate the computer usage skills necessary to become confident, successful students.

This course is an introduction to computer usage skills using the most current Microsoft Windows operating system. Topics include: developing computer literacy, navigation, organization, printing, file location and management, accessing help.

Prerequisite: READ-095 and HD-101 recommended.

CU 101 Web-Enabled Learning and Communication (2)

Introduction to web-enabled learning and communication. Student will receive guidance in how to effectively navigate and use online TCC resources; Angel, myTCC Portal, Outlook Web access. Emphasis on virtual communication, security concerns, internet search effectiveness, and ethical behaviors for virtual learning communities.

Prerequisite: CU-100 with a grade of "C" or higher, or Instructor permission. READ-095 and HD-101 recommended.

CU 102 Word I (2)

Beginning word processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies and IC3 applications.

Prerequisite: Knowledge of Windows required (25 wpm typing and READ-095 level recommended).

CU 103 Excel I (3)

Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS "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 MOUS "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 (5)

Introduction to using Microsoft Office Suite. Emphasizes MOUS "Core Level" competencies in Word, Excel 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, and Instructor Permission.

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 or completion of CU-102, 103, and 104.

CU 110 Access I (2)

Beginning database class using Microsoft Access. Emphasizes MOUS "Core Level" competencies.

Prerequisite: CU-103 or CU-105 recommended.

CU 202 Word II (3)

Advanced word processing class using Microsoft Word. Emphasizes MOUS "Expert Level" competencies.

Prerequisite: CU-102 or CU-105 or equivalent.

CU 203 Excel II (3)

Advanced spreadsheet class using Microsoft Excel. Emphasizes MOUS "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.

Criminal Justice

Also see Administration of Law and Justice (ADJ) and Paralegal (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 (3)

A continuation of DMS-101. Students will utilize sonographic equipment, learn and practice exam protocols.

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 121.

DMS 123 Obstetrical Scanning and 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 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 and 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 and 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 and practical experience in 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 permission of program director.

DMS 150 Introduction to Clinical I (2)

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 (10)

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 (13)

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 DMS-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 (2)

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's 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 better.*

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-095 with a grade of "C-" or higher; or assessment above MATH-095.*

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-095 with a grade of "C-" or higher; or assessment above MATH-095.*

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: PSYC&-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 w/ 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. *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 two-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 Medical & 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 Social and Health Services standards.

Prerequisite: Students must be formally accepted into the EMC program prior to registering for this class. Please refer to the Health, Justice and Human services Department for more information. 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.

EMC 116 Introduction to Emergency Medical Care (4)

EMC introduces the concept of pre-hospital care. Fundamental principles of the practice are presented in this hybrid course, i.e., medical ethics, role & responsibilities, critical thinking, medical math, and health and wellness.

Prerequisite: Acceptance into the Paramedic Education Program

EMC 120 Paramedic I (12)

The first of three courses for the education of prehospital 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: HT-130, BIOL-118, 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 P.E.P.P. provider course included.

Prerequisite: Successful completion of EMC-120, EMC-130 and PE-100.

EMC 122 Paramedic III (5)

Third in three-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 infield 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.

Engineering

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-095, 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 gasses, 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 better.

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, or completion of ENGL-075, or completion of EAP-162 and EAP-160 with a grade of "C" or higher.

ENGL 095 Writing III: College Composition Strategies (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 and 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: Permission of instructor

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. (writing intensive)

Prerequisite: Completion of ENGL&-101 with a grade of "C" or higher.

ENGL 261 The Bible as Literature (5)

The Bible as Literature examines the Bible, both the Hebrew Bible and the Christian Testament, as a collection of literary works. Students learn to recognize plot, theme, character, setting, and style and to consider the interaction of those elements. They also learn about the history of the composition, transmission, and translation of the works. The purpose of the course is not to supplant the Bible as a religious text, but to enhance each student's appreciation of the Bible regardless of his or her religious convictions. (multicultural content) (writing intensive)

Prerequisite: ENGL&-101 with a "C" or higher.

ENGL 262 Children's Literature (5)

Children's Literature is the study of classic and contemporary fiction and poetry for children, from the early reading levels through high school. Although the course is intended for students who plan to become teachers, it is open to all students who meet the prerequisites. Students examine and critique a variety of works on the basis of the elements of literature, such as plot, character, theme, setting, and style. They research the historical contexts of the works. They present their critiques and findings in written form, along with specific suggestions for teaching the works. (multicultural content) (writing intensive)

Prerequisite: ENGL&-101 with a "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. Instructor permission required and the successful completion of ENGL&-101 and 102.

English for Academic Purposes**EAP 089 Pronunciation and Conversation I (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 sessions supplement classroom work.

Prerequisite: EAP placement exam.

EAP 090 Pronunciation and Conversation II (2)

A course in pronunciation and conversation for non-native speakers of English at the advanced-beginning or 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 with a grade of "C" or higher, or EAP placement exam.

EAP 091 Grammar and Speaking I (5)

The first in a series of five grammar and speaking courses for non-native speakers of English. The course is designed to introduce students to basic English grammar and pronunciation.

Prerequisite: EAP placement exam.

EAP 092 Grammar and Speaking II (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 III (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 IV (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 I (10)

The first in a series of five reading and writing courses for non-native speakers of English. Students learn the basics of the writing process as they progress from writing simple 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 II (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 III (10)

The third in a series of five 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 IV (8)

The fourth in a series of five reading and writing courses 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 and Listening for Social Interaction (2)

A high-intermediate to advanced level course in conversational English 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 155 Grammar and Speaking V (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.

EAP 159 Reading and Writing V (7)

The last in a series of five reading and writing courses for non-native English speakers, 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 including finding main ideas and details, looking at patterns of organization and transitions, 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 non-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-093 with a grade of "C" or higher, or EAP placement exam.

EAP 191 Pronunciation and Conversation III (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.

EAP 192 The American Accent (3)

A course in reducing accent-related errors in spoken American English. Students target the individual challenges they face in making their speech comprehensible to native listeners. Through voice recordings of readings and conversations, instructor modeling, and pronunciation practice, students learn to modify their accent to conform to standard American English speech patterns.

Prerequisite: EAP-094 with a grade of "C" or higher, or EAP placement exam at EAP-155 level or higher.

Environmental Science

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 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 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 190 Electronic Portfolio (2)

Students will clarify their educational intent, study academic standards and work independently. They create inventories of prior learning, participate in discussions, share and collect feedback about experiential learning. Students combine theory with practice through reflective assignments. They develop a professional portfolio for prior learning assessment, transfer and/or future employers.

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 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.

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.

Prerequisite: EXPLR-295.

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 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's 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.

Fresh Start

FRSH 098 English - Fresh Start (5)

Introduction to literacy and study skills for beginning students enrolled in the Fresh Start program. Academically, the focus is on developing competence in reading, English, and technology, but instruction is also provided for social development and is aimed at providing students with skills to be resilient and to focus on program completion.

FRSH 100 Pathways to College Success (5)

This course is designed as an introduction to college for students entering the Fresh Start program. Its purpose is to prepare students to meet the demands of college, understand the expectations of instructors, develop social skills, and improve life-management techniques in order to increase their success once they transition into regular TCC courses. Topics will include goal setting, time management, values identification, conflict management, problem solving, and resource identification.

FRSH 200 Community Learning (3)

Students will explore their vocational interests or be engaged in the non-profit sector to gain a greater understanding of the world of work. Students will do volunteer/internship hours, reflect on their experiences through a series of assignments and a portfolio, and do an electronic presentation.

Prerequisite: 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 permission of instructor.

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 BIOL-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 field-trip 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. Field trips 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's 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. This course satisfies the Multicultural distribution requirement. (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 explore the American Health Information Management Association and become student members. Students will receive instruction in use of the college's Learning Management System (LMS). Students will receive instruction in online tools used by the HIM program as well as tools to help them manage their career as an online student.

HIM 110 Health Care Delivery Systems (3)

Students will be introduced to the many types of health care delivery systems in the United States. Students will identify laws, regulations, standards, initiatives, and payment systems; policies and procedures applicable to the various health care organizations. Students will gain an appreciation of the roles and disciplines of the providers throughout the continuum of health care in the US.

Prerequisite: ENGL&-101, HIM-101, or concurrent enrollment.

HIM 125 Health Data Structure, Content, and Standards (5)

Students will explore the structure and format of health records across various settings as well as storage systems used in HIM. Students will gain an insight into the numerous databases, registries, and indices used in HIM. Federal and state regulations involving HIM will also be addressed.

Prerequisite: HIM-101 or concurrent enrollment, HIM-130 or concurrent enrollment, and ENGL&-101

HIM 130 Medical Terminology I (3)

Study of roots, prefixes, suffixes; principles of word building, study of diagnostic, operative, and symptomatic terms of body systems, emphasis on accurate spelling and pronunciations; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. course covers multiple systems with a focus on musculoskeletal, respiratory, and cardiovascular systems.

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: HIM-130

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-131 or concurrent enrollment, and BIOL&-170 or BIOL&-175.

HIM 142 Finance Reimbursement and Revenue Cycle (4)

This course will introduce the student to the basic concepts, input, support, maintenance, and monitoring of the complex interdepartmental charge, finance, and USA third-party reimbursement structures required of the modern medical center as well as alternate care sites (such as SNF and home health).

Prerequisite: HIM-110, HIM-140, CU-103, and MATH-090

HIM 145 Healthcare Statistics and Research (3)

Students will learn to calculate and interpret common health care statistics.

Prerequisite: HIM-110, MATH-090 or BUS-110, and CU-103.

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-131; BIOL&-170 or BIOL&-175.

HIM 170 Introduction to CPT Coding (3)

Students will learn how to identify and select CPT/HCPCS codes using the CPT/HCPCS books. Students will apply correct coding guidelines, national and federal guidelines to coding examples. Validation of coding accuracy will be determined based on clinical documentation indicated in the coding scenarios and examples.

Prerequisite: BIOL&-170 or BIOL&-175, HIM-131, and HIM-140.

HIM 175 Clinical Classification Systems (3)

Students will be given the opportunity to explore the various classification systems, nomenclatures, terminologies, and data standards utilized in information management systems used in health care. Students will gain an appreciation for the complexity of these various systems utilized in the development of the EHR.

Prerequisite: HIM-110 (ENGL&-102 and ENGL&-235 strongly recommended).

HIM 195 Healthcare Privacy, Confidentiality, Legal and Ethics (5)

Students will study the legislative and regulatory process, laws, regulations, and policies and procedures pertaining to confidentiality, privacy, release of information, and professional and practice-related ethical issues.

Prerequisite: HIM-110 (ENGL&-102 or ENGL&-235 strongly recommended).

HIM 200 Introduction to E/M coding (5)

Students will identify and select E/M services in CPT. Students will learn to identify key components to E/M services. In addition, students will select appropriate procedures and ICD-9-CM codes to support medical necessity. Students will determine correct coding guidelines and appropriateness of codes based on CCI edits and Medicare compliance.

Prerequisite: HIM-140, HIM-160, HIM-170; BIOL&-170 or BIOL&-175.

HIM 210 HIM Revenue Cycle-2 (4)

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-220, and HIM-170.

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 HER, 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 and HIM-160.

HIM 241 Data Quality and Performance Improvement (4)

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 Statistics.

Prerequisite: HIM-125 and HIM-145.

HIM 242 Health Information Management & Leadership (3)

Development of management, supervision and leadership skills, including planning, organizing, directing, and controlling. Special emphasis in systems management.

Prerequisite: HIM-125 and HIM-195.

HIM 245 Advanced ICD-9-CM & CPT Coding (3)

An advanced 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-142, HIM-200, and HIM-220.

HIM 253 HIM Capstone (12)

This is the culminating class for the HIM program. Students will participate in a clinical practicum where they can practice their entry-level HIM skills, create projects to strengthen their AHIMA Entry Level Competencies, prepare for the national exam, explore career paths, and prepare for employment.

Prerequisite: HIM-241, HIM-242, and 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 seventh 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 seventh 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 US 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 1920's; the Great Depression; World War II; the Cold War; the Vietnam War and the 1960's; culture wars of the 1970's; Reagan and the 1980's; Clinton and the 1990's.

Prerequisite: Completion of ENGL-095 and READ-095 with a "C" or higher or assessment at college-level reading and writing.

HIST 210 History of Modern Europe (5)

An introduction of the common heritage, global dynamics, and historical components that crafted the making of modern Europe. The course will assess the unfolding historical events from the 17th century up to the formation of the European Union, examining major societies in the region, including British, French, German, Italian, and Russian societies, among others. The focus will be on the interactions among Europe's different societies, and between Europe and the larger world. (multicultural content)

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)

(Formerly HIST-264) The course will examine the exploration, settlement and growth of the Pacific Northwest, with an emphasis on Washington state. Topics will include: settlement and creating 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-American 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 better 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)

Prerequisite: Completion of ENGL-095 and READ-095 with a "C" or better, or assessment at college-level reading and writing.

HIST 240 Religion in America and the Modern World (5)

This course will examine the history and impact of different religions and religious ideas in the modern world, including how these various religions and ideas have impacted the social, political, and cultural history of the United States. (multicultural content)

Prerequisite: Completion of ENGL-095 and READ-095 with a "C" or higher, or assessment at college-level reading and writing.

HIST 244 The 1960's (5)

This course will examine key political, social, cultural, economic, and diplomatic trends in American society from 1960 to 1974.

Topics covered will include John F. Kennedy and the "New Frontier," Lyndon Johnson's "Great Society," the civil rights movement, the women's movement, the war in Vietnam, the anti-war movement, and Richard Nixon and Watergate. Particular focus will be on the individuals, issues, ideas and events most responsible for shaping this period and our understanding of it. (writing intensive)

Prerequisite: Completion of ENGL-095 and READ-095 with a "C" or higher, or assessment at college-level reading and writing.

HIST 249 America and the Rise to Globalism (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.

Prerequisite: Completion of ENGL-095 and READ-095 with a "C" or higher, or assessment at college-level reading and writing.

Home and Family Life Education**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 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 better 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)

Students will assess their unique interests, values, capabilities and personalities as related to career choice and future life planning. Practical and effective job-search and decision-making skills will be taught, as well as skills to prepare students for an ever-changing world of work.

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 113 Diversity and the
Dynamics of Difference (5)**

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, diversity, and social justice students explore the dynamics of difference within our educational environment, our country and the world, and our interactive roles. (multicultural content)

Prerequisite: Assessed at college-level reading and English.

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 self awareness and decision-making skills by exploring: adult growth and development; the influence of culture, roles and stereotypes; and steps to successfully navigate the process of constant change and transition.

Prerequisite: ENGL-085 and READ-085

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 299 Independent Study (1-5)

Independent observation, analysis and reporting of a selected problem in Human Development.

Prerequisite: Permission of instructor.

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 111 Reading Popular Fiction (2)

This course is designed to encourage students to read books of their own choosing (or from a recommended list) and to increase the amount of time spent reading. The students will choose books to read, meet at predictable times, generate questions, respond to questions, and discuss topics in an open and natural conversation, rotate roles, and share with others. This course can be repeated twice for a maximum of 4 credits.

Prerequisite: Assessment at READ 075 or above.

HUM& 116 Humanities I (5)

(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 (5)

(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.

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 Humanities 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)

This course provides an overview of the history, philosophy, and present status of the major Human Services delivery systems; examination of the roles of practitioners as well as occupational and educational alternatives for graduates; exploration of services provided by local social service agencies.

Prerequisite: Assess at ENGL-101 level or successful completion of ENGL-095 with a "C" or higher.

HSP 103 Therapeutic Approaches and Techniques (5)

This course examines principles, concepts, and processes related to counseling and interviewing; role and function of the helping professional is examined; counseling and interviewing skills are demonstrated and practiced in class.

Prerequisite: Assess at ENGL-101 level or successful completion of ENGL-095 with a "C" or higher.

HSP 107 Behavioral Health and Wellness (5)

(Formerly HSP-207) This course explores theories and strategies for wellness and self care. A life-long 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 112 Best Practices in Human Services (5)

This course examines the fundamental roles and functions of managing client case loads in a variety of systems including substance treatment and social services. Will explore best practices in acquiring client data, documentation, and file management; ASAM criteria for adult and adolescent assessment and treatment planning will be covered.

Prerequisite: HSP-100 and HSP-103, with a "C" or higher.

HSP 113 Advanced Helping Strategies (5)

(Formerly HSP-106) This course explores the role of group, family, and treatment systems; strategies for helping in these areas and other relevant Human Services issues will be examined.

Prerequisite: HSP-100 and HSP-103, with a "C" or higher.

HSP 117 Ethics and Professional Development (5)

(Formerly HSP-105) This course will examine personal belief systems, ethical principles, and laws related to the Human Services field; Develop critical-thinking skills to explore central work-related issues and develop leadership skills while preparing to enter the helping field, internships, and careers.

Prerequisite: HSP-100 and HSP-103, with a "C" or higher.

HSP 121 Survey of Addictions and Pharmacology (5)

(Formerly HSP-200) This course is an introduction to the physiological, psychological and socio-cultural aspects of addiction related issues. An overview of the pharmacology of psychoactive drugs including an explanation of the how brain chemistry changes result in compulsive use is examined.

Prerequisite: HSP-100 and HSP-103, with a "C" or higher.

HSP 126 Cultural Competencies for Human Services (5)

(Formerly HSP-261) 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, promote tolerance for differences, and assist in learning cultural competence when working with diverse populations. Culture, ethnicity, lifestyles, religion, disabilities, age, and gender will be explored to increase awareness of cultural biases and related concerns.

Prerequisite: Assess at ENGL-101 level or successful completion of ENGL-095 with a "C" or higher.

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 212 Advanced Case Management (5)

This course examines the unique problems, concerns, and issues that confront the case manager who works with at-risk populations. This course will present information necessary to develop and implement effective and complex service plans and how to handle crisis situations that may arise with special populations.

Prerequisite: HSP-112 with a "C" or higher.

HSP 224 Dynamics of Family Violence (5)

(Formerly HSP-214) This course explores the history, philosophy, and present status of violence in the family; examines cultural and social perspectives regarding violence across the life span including child mistreatment, sexual abuse, and elder maltreatment; and exposure to service delivery systems specific to family violence.

HSP 225 Treatment Trends for Domestic Violence (5)

(Formerly HSP-215) This course explores the specific roles of victims and perpetrators of domestic violence. Various treatment approaches will be examined as well as the patterns of behaviors, the cycles of abuse, and the continuum of violence.

HSP 230 Co-occurring Disorders Assessment and Treatment (5)

This course focuses on identification and assessment of individuals diagnosed with co-occurring disorders, current interdisciplinary treatment approaches, medications, and community referral strategies. The relationship between addictions and psychological/mental disorders plus the impact of various life domain challenges on individuals, families, and society will also be explored.

Prerequisite: HSP-121.

HSP 241 Working with Youth and Families (5)

(Formerly HSP-203) This course explores the theory of social learning and application to the development of appropriate social skills. part of the course learning will occur through the actual experiences of working with children, youth, and families.

Prerequisite: HSP-100 and HSP-103

HSP 251 Substance Abuse Prevention (5)

(Formerly HSP-205) This course content includes an overview of prevention, current research, prevention planning, role of the media, program models and evaluation methodology.

HSP 252 Advanced Prevention Strategies (5)

(Formerly HSP-206) 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 265 Aging and Adult Services (5)

(Formerly HSP-209) This course reviews the changing needs of people as they progress through the later stages of life. Social interactions, cognitive abilities, physical changes, health issues, psychological adaptations, recreational options, and other life domain concerns will be explored to prepare the students for careers assisting an aging population.

HSP 281 Clinical Supervision (5)

(Formerly HSP-221) This course defines and conceptualizes models and types of supervision. exploration will include supervisory relationships, supervisory methods and techniques, group supervision, multicultural issues, and methods of assessing and evaluating supervision. Ethical, legal, and professional issues covering roles for supervision and standards of practice will be examined.

HSP 282 Program Planning and Grant Writing (5)

(Formerly HSP-208) This course will demonstrate how to develop a variety of social service programs and projects. Researching potential funding sources, writing effective proposals and submission criteria for grant applications will also be explored.

HSP 291 Supervised Clinical Practicum I (5)

(Formerly HSP-191) This course is the first of supervised clinical practicum experiences and requires 116 hours of work during the quarter in a community setting. The focus of HSP-291 is on integrating oneself into the workplace. The weekly seminars offer helpful suggestions and discussions on how to establish a good work relationship, and strengthen communication skills.

Prerequisite: HSP-100, HSP-103, HSP-112, HSP-113, and HSP-115, with a "C" or higher.

HSP 292 Supervised Clinical Practicum II (5)

(Formerly HSP-192) This course requires 116 hours of supervised work experience. The focus of the HSP-292 weekly seminars shifts to understanding integration into the professional role within the Human Services field. Students will examine the organization of agencies and other pertinent professional issues related to student's experiences.

Prerequisite: HSP-291 with a "C" or higher.

HSP 293 Supervised Clinical Practicum III (5)

(Formerly HSP-193) This final clinical practicum experience again requires 116 hours of supervised work. The focus on HSP-293 is on integration of field experience with classroom learning to form a personal theory of helping. Weekly seminars will alternate between discussing issues that arise from the field and refining helping strategies as well as helping students to synthesize theories and techniques into a working model.

Prerequisite: HSP-292, with a "C" or higher.

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-100; CU-105 is recommended.

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-100; CU-105 is recommended

IT 112 Help Desk Operations (2)

The goal of this course is to provide the student with a good understanding of the concepts, technologies, and processes used in the business community to support their in-house and remote staff through help desk operations.

Prerequisite: IT-102 and IT-110.

IT 115 A+ Preparation (2)

Students will prepare to take the compTIA A+ exam by reviewing material based on the current exam objectives.

Prerequisite: IT-102 and IT-110 or equivalent training/knowledge.

IT 210 Operating Systems II (5)

This course extends the skills learned in IT-110 to more advanced desktop operating systems. Installation, maintenance, and troubleshooting are stressed.

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 entity 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 259 Introduction to LANs (2)

An introduction to local area networks intended for non-IT majors. Students will learn about methods, protocols, and technology used by networked computer systems to communicate in local environments.

Prerequisite: CU-100 and CU-101, or equivalent knowledge.

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-100; IT-102 and IT-110 recommended, IT-261 recommended as a co-requisite.

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 with a "C" or higher, and IT-110 with a "C" or higher.

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.

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-100; CU-105 and IT-260 are recommended.

IT 277 Data Storage Security and Management (5)

This course covers the core elements of storage infrastructure including various storage networking technologies, business continuity, information availability, storage management and security concepts, principles and best practices.

Prerequisite: IT-274 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 & Special Projects (1-5)

Study on an individual basis

Prerequisite: Program Chair Permission

Japanese

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's 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. This course satisfies the Multicultural distribution requirement. (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 on-line 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 & 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 four 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 095 Tools for Intermediate Algebra Success (2)

An optional course to be taken concurrently with MATH-095, 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-095.

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 better or assessment above MATH-085; READ-085 with a "C" or better or assessment above READ-085.

MATH 095 Intermediate Algebra (5)

(Formerly MATH-099) Topics include introduction to functions; linear, quadratic, exponential and logarithmic functions and their applications; systems of linear equations and inequalities and their applications; rational exponents and radicals.

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 096 Accelerated Algebra (3)

A survey of algebraic concepts and skills intended for students majoring in math, science, or engineering. Topics include linear, quadratic, and radical functions, simplifying expressions, and solving equations. This course integrates the necessary algebraic skills and concepts into MATH-140 Introduction to Precalculus.

Prerequisite: MATH-090 with a "B" or higher, or MATH-095 with a "C-" or higher, or appropriate placement; READ-095 with a "C" or higher or assessment above READ-095. MATH-140 must be taken concurrently.

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& 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-095 with a "C-" or better, or assessment above MATH-095; READ-095 with a "C" or better, or assessment above READ-095.

MATH 140 Introduction to Precalculus (2)

This course integrates analytic geometry concepts into MATH-096 Accelerated Algebra. Topics include one-dimensional and two-dimensional coordinate geometry, parameterized families of functions and their graphs.

Prerequisite: MATH-090 with a "B" or higher, or MATH-095 with a "C-" or higher, or appropriate placement; READ-095 with a "C" or higher or assessment above READ-095. MATH-096 must be taken concurrently.

MATH& 131 Math for Elementary Education 1 (5)

(Formerly MATH-170) 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: MATH-095 with a "C-" or better, or assessment above MATH-095; READ-095 with a "C" or better, or assessment above READ-095.

MATH& 132 Math for Elementary Education 2 (5)

(Formerly MATH-171) 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: MATH-095 with a "C-" or better, or assessment above MATH-095; READ-095 with a "C" or better, or assessment above READ-095.

MATH& 141 Pre-calculus 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-140 with a "C-" or higher, or appropriate placement; READ-095 with a "C" or higher or assessment above READ-095.

MATH& 142 Pre-calculus 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 better or assessment above MATH&-141; READ-095 with a "C" or better 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-095 or TMATH-100 with a "C-" or better, or assessment above MATH-095; READ-095 with a "C" or better, or assessment above READ-095.

**MATH 147 College Algebra
for Business and Economics (5)**

Precalculus 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. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite: MATH-095 with a "C-" or better, or assessment above MATH-095; READ-095 with a "C" or better, or assessment above READ-095.

MATH& 148 Business Calculus (5)

(Formerly MATH-112) (For students in business, economics, social sciences and other fields requiring minimal calculus.) Topics include the derivative, rates of change, maxima and minima, the integral and applications of integrals. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite: MATH-147 with a "C-" or better or CL2 MATH placement and instructor permission; READ-095 with a "C" or better 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 better or CL2 MATH placement and instructor permission; READ-095 with a "C" or better 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 better or CL2 MATH placement and instructor permission; READ-095 with a "C" or better 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 sequences, infinite series, vectors, and functions of several variables. Graphing calculator required.

Prerequisite: MATH&-152 with a "C-" or better or CL2 MATH placement and instructor permission; READ-095 with a "C" or better or assessment above READ-095.

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 better or CL2 MATH placement and instructor permission; READ-095 with a "C" or better 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 better or CL2 MATH placement and instructor permission; READ-095 with a "C" or better 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 better; READ-095 with a "C" or better 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 better or CL2 MATH placement and instructor permission; READ-095 with a C or better 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: MATH-090 with a "C-" or higher, or assessment above MATH-090; READ-085 with a "C" or higher, or assessment above READ-085.

Medical Office

Courses are offered at the Gig Harbor and/or Tacoma 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; assessment at college level reading and English; and familiarity with internet and email applications.

MO 106 Professional Document Production (2)

A basic course teaching technical skills in word processing, focusing on building the skills to produce finished documents in a rapid and efficient manner. Students will transcribe printed business, technical, medical and legal documents of gradually increasing length and complexity, while continually decreasing their time of production.

Prerequisite: CU-102 or CU-105 or instructor permission.

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 (5)

Beginning level of a sequential course teaching theory and practical skills in medical transcription with increasing depth and breadth of specialties covered. Using word processing software, students will transcribe and produce a variety of medical documents from actual physician dictation and handwritten notes. Review of selected terminology, as well as instruction in proper format, professional organization style guidelines, use of reference, as well as electronic medical records is also provided.

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 (5)

Intermediate level of a sequential course teaching theory and practical skills in medical transcription with increasing depth and breadth of specialties covered. Using word processing software, students will transcribe and produce a variety of medical documents from actual physician dictation and handwritten notes. Continued study of selected terminology, proper format, professional organization style guidelines, use of references, as well as electronic medical records, and secure electronic document transmission is also provided.

Prerequisite: MO-140, ENGL&-101, HIM-130, CU-105 (or concurrent enrollment), typing speed of 45 wpm (or word processing skills); or instructor permission.

MO 142 Medical Transcription III (5)

Advanced level of a sequential course teaching theory and practical skills in medical transcription with increasing depth and breadth of specialties covered. Using word processing software, students will transcribe and produce a variety of medical documents from actual physician dictation and handwritten notes. Continued study of selected terminology, proper format, professional organization style guidelines, use of references, as well as electronic medical records, and secure electronic document transmission is also provided.

Prerequisite: MO-140, MO-141, ENGL&-101, HIM-130, CU-105 (or concurrent enrollment), typing speed of 45 wpm (or word processing skills); 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: MATH-075, HIM-130, assessment at college-level reading and English, and familiarity with internet and email applications.

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: MO-147, HIM-130, MATH-075 or equivalent, assessment at college-level reading and English, and familiarity with internet and email applications.*

MO 159 Introduction to Medical Coding (5)

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: HIM-130 (or concurrent enrollment) or instructor permission.*

MO 241 Clinical Applications for Medical Office (5)

Students will gain 150 hours of closely supervised work experience at a medical, dental, or chiropractic facility of transcription/billing business observing and performing tasks typically performed by Medical Office professionals. Placement for this experience will depend on the student's chosen program, and will provide exposure to directly related tasks. *Prerequisite: HIM-130, MO-100, MO-143, and instructor permission. Students should have completed more than 75 percent of their declared program. A score of 85 percent or better on a pre-placement examination may be 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) Second quarter of 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. *Prerequisite: MUSC-124 or instructor permission.*

MUSC 126 Class Applied Music: Piano III (1)

(Formerly MUS-126) Third quarter of 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. *Prerequisite: MUSC-125 or instructor permission.*

MUSC 130 Private Vocal or Instrumental Instruction (1)

(Formerly MUS-130) Private instruction in either voice or instrument for 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 Singers (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.

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) Private instruction in either voice or instrument for credit. May be taken three times on same instrument.

Prerequisite: Music Department 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: 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 needed.

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.

Nursing

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 and 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 fourth quarter 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.

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.

Prerequisite: System. Web. UI. WebControls. DataControlFieldCell

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.

Nutrition**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 Early Childhood Environmental Design (3)

This class will provide students with techniques and methods for planning the early learning environment. The class will describe what and how children learn and the teacher's role in designing a classroom that provides opportunities for learning. Strategies for meaningful observation to help plan the environment will also be taught.

EDP 102 Math, Science, and Technology for Young Children (3)

A study of the standards, principles and practices of teaching mathematics, science and technology to young children, that includes an emphasis on designing integrated math and science activities and use of technology that utilize developmentally appropriate content, processes, environment and materials.

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 Creative Arts & Literacy in Early Childhood Education (3)

This course will familiarize students with approaches to the creative arts and literacy development in early childhood education. Planning and integrating developmentally appropriate creative arts and literacy activities will be emphasized. Opportunities to design, implement, and participate in various creative arts and literacy projects will be included.

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.

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 (2)

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 8; 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

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.

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.

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-151

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

Philosophy

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-095/READ-095

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 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: Assessment at college level English, Reading, and Math, or completion of ENGL-095 and READ-095 with a grade of "C" or higher, and completion of MATH-095 or higher with a grade of "C-" or higher.

PHIL 200 Asian Philosophy (5)

This course will examine the major philosophies and philosophers that have been influential in shaping the minds of Asia. Special attention will be given to Confucianism, Legalism, Taoism, and Buddhism. (multicultural content)

Prerequisite: 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, issues 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 dominant 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..

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..*

PHIL 299 Independent Study in Philosophy (1-5)

Independent Study is available for students who have had a previous course in Philosophy with a grade of a "C" or better and a demonstrated need for an area of study which is not available through an existing course. *Prerequisite: Previous course in Philosophy with a grade of "C" or higher, and permission by instructor.*

Physical Education

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 103 Self Defense for Women (1)

A course designed to teach basic self-defense and rape-prevention skills to women.

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 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's 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 142 Introduction to Yoga (1)

This course is designed to introduce students to the benefits of yoga as a way to understand the mind/body relationship in exercise and fitness. Basic yoga techniques will be taught as a way to develop balance, core strength, flexibility, and joint stability.

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.

Prerequisite: PE-170

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 noncommunicable disease; health-smart consumerism; the contemporary healthcare 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's 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's 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's 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 troubleshooting will be emphasized.

Prerequisite: PE-123 or instructor's 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's permission.

PE 226 Intermediate Badminton/Pickleball (1)

Instruction dealing with the techniques of badminton/pickleball. This is an intermediate-level class dealing with playing strategies, tournaments, and individual playing styles.

Prerequisite: PE 126.

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's 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's 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's 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.

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 I (6)

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-095 or higher, or TMATH-100 (MATH&-141 recommended).

PHYS 115 General Physics II (6)

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: PHYS-114; MATH-095 or higher, or TMATH-100 (MATH&-141 recommended)

PHYS 116 General Physics III (6)

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: PHYS-114; MATH-095 or higher, or TMATH-100 (MATH&-141 recommended).

PHYS 121 Engineering Physics - Mechanics (6)

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 (may be taken concurrently)

PHYS 122 Engineering Physics - Electricity and Magnetism (6)

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 - Waves, Optics, and Thermodynamics (6)

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, including research methods, the nervous system, heredity and development, social behavior, motivation, emotion, learning and memory, cognition, personality, and psychological disorders.

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) (multicultural content)

Prerequisite: PSYC&-100 with a grade of "C" or higher.

PSYC 202 Biopsychology (5)

Biopsychology examines the biological basis of behavior, the nervous system, how it works to control behavior and sense the world, and what happens when it malfunctions. Topics include learning and memory, development, sex, drugs, sleep, the sense, emotions, and mental disorders.

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: PSYCH&-100.

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 indepth 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.

Radiologic Science

RS 100 Radiologic Science Orientation (3)

This course introduced 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 of 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 healthcare 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: 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 (1)

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 Healthcare 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 076 Fundamental Reading Strategies (1)

This self-paced, computer-based course to develop reading strategies may be taken by students currently enrolled in READ-075 or prior to retaking the college's assessment test. Students are required to master prescribed PLATO web assignments and other activities. May be taken more than once; graded Satisfactory/Unsatisfactory only.

Prerequisite: Assessment at READ-075.

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 READ-085, or completion of READ-075, or EAP-162 with a grade of "C" or higher.

READ 086 Developing Reading Strategies (1)

This self-paced, computer-based course to develop reading strategies may be taken by students currently enrolled in READ-085 or prior to retaking the college's assessment test. Students are required to master prescribed PLATO web assignments and other activities. May be taken more than once; graded Satisfactory/Unsatisfactory only.
Prerequisite: Assessment at READ-085 or completion of READ-075.

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. Reading Lab

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.

READ 096 Advanced Reading Strategies (1)

This is a computer-based course for students enrolled in READ-095 or preparing to take/retake the college's assessment test. Participants will read from Social Sciences, Literature, History, and Science. Students are required to master PLATO web assignments and other activities. May be taken more than once; graded satisfactory/unsatisfactory only.
Prerequisite: Assessment at READ-095 or completion of READ-085.

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 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: Respironics, 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 (7)

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: RC-182

RC 192 Advanced Mechanical Ventilation (4)

Course will provide students with information to master the knowledge of mechanical ventilation and its application to patients. Course content will emphasize advanced mechanical ventilator applications including non-conventional approaches to patient management in both adult and the pediatric/neonatal settings.

Prerequisite: RC-191

RC 193 Respiratory Pharmacology I (1)

This is the first in a series of three courses in pharmacology. General pharmacological principles, drug classification, computations, routes of delivery and respiratory medication are emphasized.

Prerequisite: Accepted into the Respiratory Care program.

RC 194 Respiratory Pharmacology II (1)

This is the second in a series of three courses in pharmacology dealing with principles of mucolytics, antiasthmatics, antimicrobials, anti-inflammatory agents, surface-active and special applications.

Prerequisite: RC-193 with a "C" or higher.

RC 195 Respiratory Pharmacology III (1)

This is the third in a series of three courses in pharmacology dealing with principles in cold and cough agents, neonatal/pediatric aerosolized drug therapy, diuretics, cardiovascular pharmacology and the drugs affecting the central nervous system.

Prerequisite: RC-194 with a "C" or higher.

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.

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 and 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 Data, Equipment, and Therapies.

RC 263 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 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.

Science**SCI 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 application, 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.

Social Sciences**SOCSC 111 Introduction to Social Sciences (5)**

Introduction to methods, concepts, and practices of social scientific scholarship. Organized around broad, interdisciplinary themes in anthropology, history, political science, psychology, and sociology. Emphasis on social science disciplines as a whole.
Prerequisite: Must be enrolled in READ-095 concurrently.

Sociology**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.

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 222 Sociology of Sport (5)

Introduction to the sociological analysis of sport. There will be a particular emphasis on: race, class, gender, and sexuality issues within sport; socialization and interactions within sport; sport and education; deviance, crime, and violence in sport; the business and economics of sport.
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 of 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. (multicultural content)

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-110 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 110 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 understanding 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's 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.

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's 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.

Study Skills

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 101 Supervisory Survival Skills (3)

SMG 120 Supervising the Problem Employee (3)

SMG 201 Management Communications (3)

SMG 261 Dynamics of Leadership (3)

SMG 264 Motivation and Productivity (3)

Tribal Enterprise and Gaming Management

Please contact Corporate Education at 253.566.5020 for information.

TEGM 110 Casino and Enterprise 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 and Game Protection (2)

TEGM 240 Casino Hospitality and Guest Services (2)

TEGM 292 Enterprise Operations (2)

TEGM 293 Casino Games Management (2)

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 095 Tools for Reading and Writing (2)

An optional course designed to strengthen both reading and writing skills, and to increase success in ENGL-095 and READ-095. Students will work in small groups with coaching from a tutor and an instructor.
Prerequisite: Students must assess at ENGL-095 and READ-095, or complete ENGL-085 and READ-085 with a grade of "C" or higher.

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. If there is space in the course, it can be added up to midterm with instructor permission. May be taken a total of four times and is graded as Satisfactory/Unsatisfactory.

WRITE 140 Writing Center Tutor Practicum I (2)

Provides qualified students with training in assisting students in one-on-one tutorial sessions at the Writing & Tutoring center. Topics of study include writing and writing center theories, tutoring strategies, and responding to writing. Course includes regular tutor discussion group meetings and activities in Angel. Students may have the opportunity to apply tutoring skills in actual sessions and to earn the first level of International Tutoring Program Certificate.

Prerequisite: ENGL-095 or instructor permission.

WRITE 141 Writing Center Tutor Practicum II (2)

Provides qualified students with training and experience in assisting students in one-on-one tutorial sessions at the Writing & Tutoring Center. Topics of study include advanced tutoring topics such as working with at-risk students. Course includes regular tutor discussion group meetings and activities in Angel. Students will apply tutoring skills in actual sessions and have the opportunity to earn the second level of International Tutoring Program Certification.

Prerequisite: WRITE-140.

WRITE 142 Writing Center Tutor Practicum III (2)

(Formerly WRITE-145) Provides qualified students with training and experience in assisting students in one-on-one and group tutorial sessions at the Writing & Tutoring Center. Includes the opportunity to hold a tutoring leadership role. Course includes regular tutor discussion group meetings and activities in Angel. Students will apply tutoring skills in actual sessions and have the opportunity to earn the third level of International Tutoring Program Certification.

Prerequisite: WRITE-141.

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TCC FOUNDATION

TCC Foundation 256.566.5003
www.tacomacc.edu/Foundation

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 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.
- Early Learning Center.
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- Athletic Activities.
- Arts Programs.
- Literacy and Developmental Education.
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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 went 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.

Definitions

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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Tacoma Campus Directory:

Directions to Tacoma Campus

located at 6501 S. 19th St., Tacoma

- From North or South I-5 take Exit 132 (Bremerton/HWY 16).
- Follow HWY 16 to the S. 19th St. (West) – Orchard St. (South) Exit.
- Turn right at Orchard St.
- Turn right at 19th St. and travel approximately 1.5 miles.
- TCC is on the right.

Directions to Gig Harbor Campus

located at 3993 Hunt St., Gig Harbor

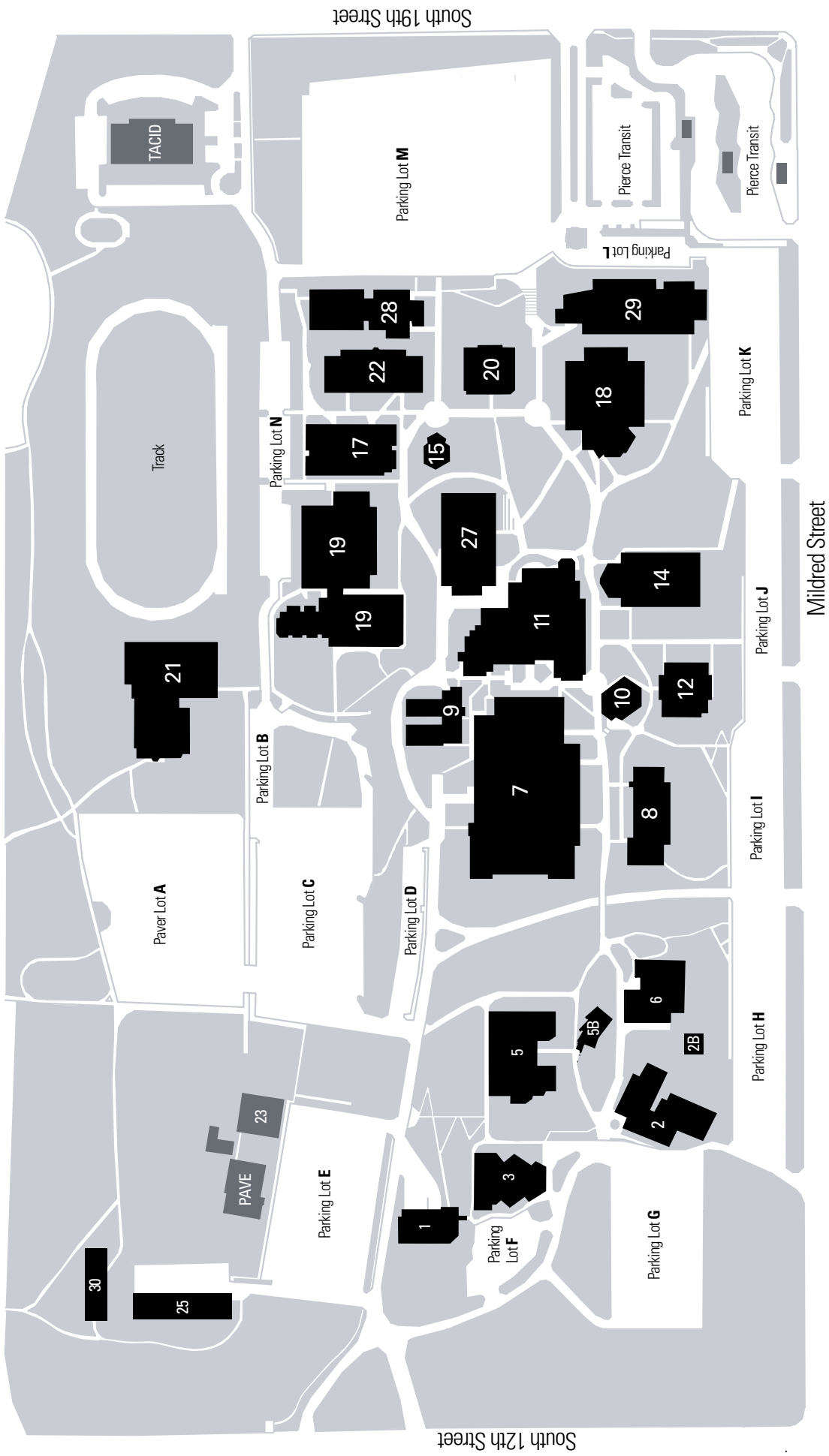
From westbound Hwy. 16 (Tacoma):

- Take WA-16 W across the Narrows Bridge toward Gig Harbor/Bremerton (5.82 miles).
- Take the exit toward Gig Harbor/City Center (0.31 miles).
- Turn left onto Pioneer Way (0.15 miles).
- Turns into Wollochet Dr. NW (0.39 miles).
- Turn left onto Hunt St. NW. Center is one block on the left-hand side (0.12 miles).

From eastbound Hwy. 16 (Pt. Orchard):

- From eastbound WA-16 E toward Tacoma (10.41 miles).
- Take the exit toward Gig Harbor/Fox Island (0.26 miles).
- Turn right onto Wollochet Dr. NW (0.39 miles).
- Turn left onto Hunt St. NW. Center is one block on the left-hand side (0.12 miles).

- | | |
|--|--|
| <p>1 Central Receiving; Duplicating Services; Facilities; Mail Services</p> <p>2 Early Learning Center; Classroom</p> <p>3 College Auditorium</p> <p>5 Art Classrooms and Studios</p> <p>5B The Gallery at TCC</p> <p>6 Contract/Customized Training; Corporate & Continuing Education; Development & Alumni Relations; External Relations; Grants; Institutional Advancement; Marketing, Communications & Outreach; TCC Foundation</p> <p>7 Access Services; admissions; Adult Basic Skills (ABE, ESL, GED); Advising; Assessment; Career Center; Computer Assisted Learning lab 9CAL Lab); Counseling/ Enrollment Services; Library; Registration; Running Start; SPRUCE; Student Records; Student Services Administration; Teaching & Learning Center; Writing & Tutoring Center; Outreach & Recruitment; Worker Retraining</p> <p>8 Classrooms; Educational Talent Search</p> <p>9 Faculty Offices; Fresh Start; Lesley University; VISTA Volunteers; Workforce & Adult Basic Skills Administration</p> <p>10 Lecture Hall</p> <p>11 Associated Student Productions; Bookstore; Center for Academic Support & Achievement (CASA); Convenience Store; Dining Services; Espresso Stand; International Student Services & Programs; Multi-Ethnic & Cultural Affairs (MECA); Opgaard Student Center; Student Government; Student Life Administration; The Challenge newspaper</p> | <p>14 Classrooms</p> <p>15 Lecture Hall</p> <p>17 ACT Testing & Certification Center; Adjunct Faculty Center; Information Systems Services; Telephone Operator; Telephone Service & Repair</p> <p>18 Administrative Services; Business Office; Cashier; Financial Aid; Human Resources; Parking Permits; Security; Student ID Cards; Veterans Affairs</p> <p>19 Classrooms; Faculty Offices; Human Services; Math Advising & Resource Center (MARC); Criminal Justice HOPE Program; Nursing; Radiology; Paramedic/EMT; Paralegal; Respiratory Therapy; Sonography</p> <p>20 Faculty Offices; Arts, Humanities & Social Sciences Division Administration</p> <p>21 Athletic Department; Fitness Center; Gym; Physical Education</p> <p>22 Classrooms</p> <p>25 Custodial Services; Maintenance Shop; Vehicle Maintenance</p> <p>27 TCC President; Academic & Student Affairs Administration; Classrooms</p> <p>28 Business Division Administration; Classrooms; Information Commons; Faculty Offices; Music; Professional Skills Center; Work First Lab; eLearning; Instructional Technology Support</p> <p>29 Classrooms; Science & Engineering Lab Classrooms; Faculty Offices; Institutional Research; Math, Science & Engineering Division Administration</p> <p>30 Facilities</p> |
|--|--|





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