The Professional Skills Center offers self-directed learning in a variety of different office professional areas, including:

### Accounting
- **Practical Accounting I**
  - ACCT 101........................... 5 Credits
- **Practical Accounting II**
  - ACCT 102*........................... 5 Credits
- **Accounting for Decision Makers**
  - ACCT 103*............................ 5 Credits
- **Accounting with QuickBooks**
  - ACCT 175* ............................ 5 Credits

### Business
- **Business Math**
  - BUS 110* ............................ 5 Credits
- **Records & Information Management**
  - BUS 116* ................................. 2 Credits

### Microsoft Office
- **Microsoft Word I – Introduction**
  - CU 102* ................................. 2 Credits
- **Microsoft Excel I – Introduction**
  - CU 103* ................................. 2 Credits
- **Microsoft Excel II – Advanced**
  - CU 203* ................................. 3 Credits

*Prerequisite required

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For general college information call: 253.566.5001

Visit the TCC website at: www.TacomaCC.edu

6501 South 19th Street, Tacoma, WA 98466

Every effort has been made to ensure accuracy at the time of publication, however, Tacoma Community College reserves the right to make any change in the program offerings without notice.

Tacoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.

Professional Skills Center
Mission Statement

~To ensure that every person gains something of value from their interaction with the Professional Skills Center~
What is the Professional Skills Center?

The Professional Skills Center (PSC) offers self-directed learning in a professional environment. Students are able to come and go as they please during hours of operation. Attendance is necessary for success but not monitored, making it possible for students to set their own schedule. The PSC atmosphere encourages group learning, one-on-one instruction and self-study.

What is Self-Directed (SD) Learning?

As the name suggests, self-directed learning allows students the opportunity to direct their own learning. The courses are not presented in a standard lecture format, giving students more instructor time, fewer time constraints, a variety of learning options, the ability to finish a course early, and deadlines to keep them on track. Self-directed learning aids students in learning how to learn.

Why take an SD class in the PSC?

* Access to an instructor 35+ hours a week
* Convenient day and evening hours
* High rate of student success: typically 80+ percent
* One-on-one assistance
* Team work encouraged
* Ability to finish course ahead of schedule
* On-site tutors

Are you an SD student?

Ask yourself these questions:

How are my reading skills?
   SD classes are reading intensive.

Am I able to efficiently manage my own time?
   SD classes have weekly deadlines.

Do I know where to find answers to my questions?
   SD classes offer numerous sources of assistance.

Do I enjoy working in small groups?
   SD classes encourage group work.

Do I enjoy assisting others?
   The best way to learn is to teach.

For more information about the Professional Skills Center call:
   253.460.4430
   or email the PSC at:
   PSC@tacomacc.edu
   Visit the PSC website at:
   www.tacomacc.edu/academics/businessdivision/professionalskillscenter.aspx

Here’s what students are saying about the PSC…

“The self directed learning is great. I can come and go as I please, but I know I can find the help I need when I am in the Lab.”
   ~Deborah O’Neill
   (CU/ACCNT 175—Business Transfer Program)

“Great place to learn and study. Best of all, help is always available.”
   ~Tonya Levchyk
   (ACCNT 110—Accounting Program)

“At the PSC you’ll find friendly and knowledgeable staff, convenient hours and one-on-one support, and all at no extra charge!”
   ~Stan Douglass
   (CU 108—Business Management)