TACOMA COMMUNITY COLLEGE
2008–2010 CATALOG

TRANSITIONAL STUDIES

TCC helps all students acquire the skills needed to reach their educational and occupational goals. TCC offers a variety of courses and support services to help students upgrade skills in reading, writing, communicating, and mathematics. Instruction in the English language for non-English speakers is available.

Program Learning Outcomes
These learning outcomes are the result of faculty conversations regarding what we want our students to be able to know and do after they complete our programs. Students completing English for Academic Purposes (EAP), Developmental Education or Basic Skills programs may go on to employ these skills in TCC’s own college-level courses. For Integrated Basic Skills students, these skills and ideas will be used in employment in a specific career.

ENGLISH FOR ACADEMIC PURPOSES (EAP)
Upon successful completion of the five levels of the EAP program, students will:
• Speak clearly and fluently enough for an English speaker to understand and interpret intent without difficulty and understand spoken English well enough to participate fully and effectively in academic and personal oral communication.
• Write proficiently in both academic and non-academic modes.
• Read with understanding a variety of academic and other texts.
• Appropriately and responsibly use the technology necessary to function fully as a member of the academic and wider community.
• Recognize and use feedback cues of a spoken or written message in English that express lack of understanding (gestures, body language, questions, etc.) in order to respond appropriately to clarify the message.

DEVELOPMENTAL STUDIES: WRITTEN COMMUNICATIONS
Upon successful completion of READ 085, 095, ENGL 085 and 095, students will:
• Read English at a level that enables students to enter and succeed in a TCC college-level course/series of courses.
• Write in English at a level that enables students to enter and succeed in a TCC college-level course/set of courses.
• Successfully connect and apply prior knowledge to reading and writing situations at the college level.

DEVELOPMENTAL STUDIES: MATH
Students will demonstrate increasing levels of mastery of the Program Learning Outcomes throughout the developmental math curriculum. Upon successful completion of the Quantitative Skills requirement for the Associates degree, students will:
• Create, interpret and analyze graphs and charts that communicate quantitative or relational information.
• Determine, create and use appropriate and reasonable mathematical constructs to model, understand and explain phenomena encountered in the world.
• Determine and carry out an appropriate algorithm to solve problems that are amenable to mathematical solutions.
• Communicate mathematical information formally, using appropriate math notation and terminology, and informally by using everyday language to express ideas.
• Use technology to analyze and solve mathematical problems and to effectively communicate solutions to problems, particularly those that cannot be solved efficiently by other means.

FREQUENTLY CALLED NUMBERS
253.566.5144 Basic Skills Center
253.566.5144 CASAS ESL test
253.566.5295 English for Academic Purposes (EAP)
253.566.5229 IBEST Programs
253.566.5190 International student visas
ENGLISH FOR ACADEMIC PURPOSES (EAP)

English for Academic Purposes is a full-time, intensive program for non-native speakers of English wishing to gain the English skills necessary to enter college-level content classes.

The EAP program does not require a TOEFL score; students take an EAP placement test during orientation. International students must take the EAP placement test before registering for EAP classes. This test is given once each quarter, during the week before the quarter begins. Resident students must take the CASAS ESL test in the Assessment Center and either place at 225 or higher on both parts of the test or complete the Adult Basic Education ESL Level 5 before taking the EAP placement test.

The EAP program provides six levels of instruction, from beginning through advanced, and classes are offered in Reading/Writing, Grammar/Speaking, Conversation/Pronunciation and American Culture. Advanced EAP classes earn college-level credit, which can count toward the associate’s degree. Students can also take certain other college classes while completing advanced EAP classes. TCC offers EAP courses in the following areas:

**Conversation and Pronunciation**
- EAP 089 Pronunciation and Conversation 1
- EAP 090 Pronunciation and Conversation 2
- EAP 191 Pronunciation and Conversation 3

**Conversation and Culture**
- EAP 099 Speaking and Listening for Social Interaction
- EAP 190 American Culture and Conversation

**Grammar and Speaking**
- EAP 091 Grammar and Speaking 1
- EAP 092 Grammar and Speaking 2
- EAP 093 Grammar and Speaking 3
- EAP 094 Grammar and Speaking 4
- EAP 155 Grammar and Speaking 5

**Reading and Writing**
- EAP 095 Reading and Writing 1
- EAP 096 Reading and Writing 2
- EAP 097 Reading and Writing 3
- EAP 098 Reading and Writing 4
- EAP 100 Reading and Writing
- EAP 159 Reading and Writing 5
- EAP 160 Advanced Writing
- EAP 162 Advanced Reading

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

DEVELOPMENTAL EDUCATION

Developmental Education is part of the coordinated system of learning assistance services which supports the individual’s educational goals. The objective of the program is to provide each student with an opportunity to assess and develop skills necessary to enter into college-level courses. Many Developmental Education courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student.

Courses are offered in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas. These courses, numbered below 100, are described in the Credit Course Descriptions section under the following headings:

- English
- Home and Family Studies
- Human Development
- Mathematics
- Reading
- Study Skills
- Writing Center

As transitional courses, their credits cannot be applied towards certificate or degree requirements. Only college-level courses, numbered 100-299, are eligible.
The Adult Basic Skills department offers a variety of classes for individuals wishing to improve basic reading, writing, math, conversation, employment, parenting and life skills. Programs include English as a Second Language, Adult Basic Education, GED preparation, vocationally focused basic skills courses, family literacy and programs designed for WorkFirst participants. Classes are offered at a variety of sites throughout Pierce County. Schedules include both daytime and evening classes.

To enroll in classes, students must first complete the CASAS appraisal assessment test and attend a new-student orientation. Note: Students under the age of 19 must be formally released from high school before enrolling in any Adult Basic Skills program. Individuals with visitor or international student visas are not eligible for Adult Basic Skills programs. For information about class schedules and locations, please call the Adult Learning Center at 253.566.5144

**Program Cost:** Tuition for all basic skills programs is $25 per quarter. Some students may be eligible for tuition assistance.

### Adult Basic Skills Programs

**AEASL 032 AESL Speaking and Listening Level 2**
Students will learn to use and understand short sentences related to personal information. Instruction will focus on basic comprehension and pronunciation and students will learn to use and understand simple strategies to relay information such as gestures, eye contact and requesting feedback.

**AEASL 033 AESL Speaking and Listening Level 3**
Student will begin to use and understand basic grammar and sentence structure in communication related to everyday topics and personal experiences. Students will continue to work on pronunciation and will begin to participate in short conversations, give instructions, and gather missing information.

**AEASL 034 AESL Speaking and Listening Level 4**
Students will learn to communicate with little support in familiar and unfamiliar settings. Instruction will focus on improving pronunciation, managing more complex conversations, explanations, instructions, and narratives.

**AEASL 035 AESL Speaking and Listening Level 5**
Students will learn to communicate fluently and accurately in familiar and unfamiliar settings. Instruction will focus on fine tuning pronunciation, building more complex vocabulary, improving comprehension, and using more complex communication strategies.

**AEASL 036 AESL Speaking and Listening Level 6**
Students will learn to use a broad range of vocabulary and registers as well as understand most details in conversations, short lectures, news reports and extended explanations. Instruction will focus on building complex conversation skills as well as developing strategies for repairing gaps in communication.

**AEASL 041 AESL Reading and Writing Level 1**
Students will learn to read simple daily 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.

**AEASL 042 AESL Reading and Writing Level 2**
Students will learn to decode familiar words and read simple texts. Instruction will focus on sounding out words by syllables, locating information, and using simple reading strategies. Students will learn to organize ideas and write simple sentences on familiar topics. Instruction will focus on simple grammar, capitalization, punctuation, and editing.

**AEASL 043 AESL Reading and Writing Level 3**
Students will learn to use reading strategies to monitor comprehension. Instruction will focus on building content knowledge and vocabulary, and locating information in texts. Students will learn to organize ideas and write a short but legible draft. Instruction will focus on simple sentence structure, grammar, capitalization, spelling and punctuation.

**AEASL 044 AESL Reading and Writing Level 4**
Students will learn to read medium length texts. Instruction will focus on further developing vocabulary, locating important information, and monitoring comprehension. Students will learn to organize ideas to develop a single paragraph with supporting ideas, details and examples. Instruction will focus on revision strategies, and edits of grammar, spelling, and sentence structure.

**AEASL 045 AESL Reading and Writing Level 5**
Students will learn to use inference and word analysis to recognize unfamiliar vocabulary and abbreviations. Instruction will focus on enhancing comprehension and using advanced reading strategies. Students will learn to write short, linked paragraphs to convey ideas. Instruction will focus on using tools to edit and make simple revisions.

**AEASL 046 AESL Reading and Writing Level 6**
Students will learn to read for detail and determine missing information. Instruction will focus on analyzing information and reflecting on its meaning. Students will learn to write medium length, coherent texts with detail, appropriate tone, and language. Instruction will address detailed editing of grammar, spelling, sentence structure and language use.
AESL 051  Introduction to Grammar 1
Introduction to Grammar 1 is the first of two grammar courses designed for beginning level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 1-3. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 052  Introduction to Grammar 2
Introduction to Grammar 2 is the second of two grammar courses designed for beginning level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 1-3. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 053  Basic Grammar 1
Basic Grammar 1 is the first of two grammar courses designed for intermediate level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 4 and 6. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 054  Basic Grammar 2
Basic Grammar 2 is the second of two grammar courses designed for intermediate level Basic Skills/ESL students. This course provides an overview of basic of English grammar structures studied in AESL levels 4 and 6. Skills acquired in this course will prepare students for future AESL courses and everyday life and work.

AESL 055  Focused Grammar 1
Focused Grammar 1 is the first of two courses designed for advanced Basic Skills/ESL students. This course reviews and reinforces a variety of English grammar structures studied in AESL level 6. Skills acquired in this course will prepare students for future academic courses and everyday life and work.

AESL 056  Focused Grammar 2
Focused Grammar 2 is the second of two grammar courses designed for advanced Basic Skills/ESL students. This course reviews and reinforces a variety of English grammar structures studied in AESL level 6. Skills acquired in this course will prepare students for future academic courses and everyday life and work.

**Adult Basic Education (ABE)**

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

**ABE 032  ABE Math Level 2**
Students will learn to read, write and interpret mathematical information such as three digit whole numbers, fractions and percents. Instruction will include grouping, ordering, sorting, measuring length and weight as well as gathering information from graphs.

**ABE 033  ABE Math Level 3**
Students will learn to read, write and interpret mathematical information such as monetary values and prices, fractions, decimals, and percents. Instruction will include simple patterns, probability and proportions. Students will use tables and bar graphs to gather information and define, select, and organize data to solve problems and verify solutions.

**ABE 034  ABE Math Level 4**
Students will learn to read, write, and interpret mathematical information such as monetary values, extensions of benchmark fractions, decimals, and percents. Instruction will focus on converting standard units of measurement, estimation, rounding, multiplication, as well as adding and subtracting fractions.

**ABE 035  ABE Math Level 5**
Students will learn to read, write, and interpret units of measurement including fractional units and geometrical shapes. Instruction will include using multi-step mathematical procedures to solve problems and verify solutions.

**ABE 036  ABE Advanced Math Level 6**
Students will learn to read, write, and interpret complex mathematical information for a variety of calculations. Instruction will focus on interpreting, representing, and identifying trends as well as drawing inferences from data. Students will conduct research apply multi-step mathematical concepts and procedures and evaluate solutions.

**ABE 043  ABE Reading and Writing Level 3**
Instruction will focus on helping students learn to apply prior knowledge and use simple reading strategies to enhance comprehension. Students will also learn to convey ideas in writing using planning strategies to produce a legible draft with supporting details and examples.

**ABE 044  ABE Reading and Writing Level 4**
Instruction will focus on organizing information using reading strategies such as recall, restatement, and sequencing. Students will learn to write a variety of texts that include complex sentence structures and multiple paragraphs. Instruction will include more complex revision strategies to monitor writing, make revisions, and produce rough and final drafts.

**ABE 045  ABE Writing Level 4**
Students will learn to write a variety of texts that include complex sentence structures and multiple paragraphs. Instruction will include more complex revision strategies to monitor writing, make revisions, and produce rough and final drafts.

**GED 036  GED Advanced Math Level 6**
Students will learn to read, write, and interpret complex mathematical information for a variety of calculations. Instruction will focus on interpreting, representing, and identifying trends as well as drawing inferences from data. Students will conduct research apply multi-step mathematical concepts and procedures and evaluate solutions.
INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (IBEST)

IBEST programs are for students who want to improve English language or basic skills but also want to earn a college-level certificate or two-year degree.

IBEST students have two teachers in each class, one professional technical instructor, and one English language or basic skills instructor. In addition, IBEST students receive additional support for each professional technical course.

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

TCC offers the following IBEST programs:

Integrated Case Aide
- Prepares English language and basic skills learners for careers in the Human Services field.
- Combines ABE and ESL instruction with coursework leading to an entry level certificate in the Human Services field.

Integrated Early Childhood Development Specialist Certificate
- Prepares English language and basic skills learners for careers in Early Childhood Education.
- Combines ABE and ESL instruction with the required Early Childhood coursework to prepare for the Child Development Associate (CDA) credential examination process.

Integrated Office Assistant
- Short-term certificate/three-quarter program.
- Integrates English as a Second Language and basic skills with the core requirements for the Receptionist Clerk 1 Certificate program.
- Prepares English language and basic skills learners to be employable as an entry-level receptionist-clerk.
- Typical duties include answering phones, greeting clients and customers, typing, making appointments and filing.

Integrated Accounting Office Associate
- Short-term certificate/three-quarter program.
- Integrates English as a Second Language and basic skills with the core requirements for the Accounting Office Associate Certificate program.
- Prepares English language and basic skills learners for employment in a variety of business accounting environments.
- Typical jobs include bookkeeping, accounts payable and accounts receivable clerks for entry level accounting positions.