Catalog 2001–2003

TACOMA COMMUNITY COLLEGE

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TACOMA COMMUNITY COLLEGE

> Own Your Future

At Tacoma Community College we're all here for one reason-your education.

We know there are many reasons for wanting to continue your education.

At TCC you'll meet people:

- **> earning transfer credits**
- **> studying for professional/technical careers**
- **> continuing to learn, just for fun.**

Whatever choice you make we're here for YOU.

Your decision today will allow you to own your future tomorrow.

The College

Welcome to Tacoma Community College!
Whatever the reason you're considering TCC, we're glad you've opened this catalog.

TCC is a dynamic learning institution dedicated to excellence, access and diversity in the classroom and across its campus. Established in 1965, the College is nationally recognized for its academic programs.

At TCC, you can pursue an Associate in Arts and Sciences and Associate of Science degree for university transfer, or earn an Associate in Applied Sciences degree or certificate in one of 37 professional/technical career programs. People also come to the College for job retraining, upgrading basic skills, or to learn for their own enjoyment. At TCC, academic excellence, new career options and rewarding self-discovery are available to everyone, regardless of background.

What are you looking for?
Consider the following:

Your Best Investment

Academic Excellence

At TCC, the teaching and learning process is much more personalized than that of most four-year universities. Classes are taught by dedicated, highly skilled faculty, with a genuine concern for student success. Small class sizes mean plenty of individual attention from instructors and interaction with other class members. Of the College's 108 full-time faculty, 81 hold master's degrees, and 21 hold Ph.D.'s. Students consistently affirm TCC's academic excellence with their success.

Educational Options

The Associate in Arts and Sciences or Associate of Science degree at TCC is an ideal way to earn the first two years of a bachelor's degree while pursuing studies in an area of interest. It is directly transferable to nearly all four-year colleges and universities in Washington state. If you have not yet decided what you want to study, this degree represents an opportunity to discover your interests while earning credits toward a bachelor's degree.

The Associate in Applied Sciences degree is designed for students seeking employment immediately after graduation. TCC professional/technical programs train students for careers in business, computers, allied health, public service and other areas where demand for qualified personnel is on the rise. TCC professional/technical faculty are experts in their fields, and bring years of practical experience to the classroom.

For students who wish to build basic academic skills, the College offers a range of programs including GED, Adult Basic Education, English-as-a-Second-Language and developmental learning courses.

For a complete description of TCC's academic programs and services, see page 6.

Educational Value

Nowhere but at a community college like TCC can students get such a high-quality education at such a low cost. While the cost of attending four-year colleges and universities escalates beyond the reach of many families, tuition at community colleges remains a financial bargain. And, the credits you earn at TCC transfer to most four-year colleges and universities.

TCC offers numerous financial aid packages to help students attain their educational goals. For the 1999-2000 academic year, the average award (including grants, loans, work-study employment and scholarships) was about $3,130. Nearly $375,000 in scholarships were awarded. The TCC Job Assistance Center operates an extensive off-campus job program. During the 2000-2001 academic year, over 1,000 openings were posted.

Student Support Services

At TCC, we believe in empowering students and freeing them to focus on what is most important: the fulfillment of their educational goals. That's why the College offers a range of support services that include:

> A nationally accredited Children's Center

> A Counseling Center

> A Career Center and Job Assistance Center

> Services for Students with Disabilities

> Multi-Ethnic/Cultural Affairs and TRIO Program

> International Student Services

> Free tutoring services, writing, math and other instructional labs

> Scholarships through the TCC Foundation

For detailed information on these services, please see pages 23-26.

Student Life

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

A Strength in Diversity

One of TCC's greatest strengths lies in its diverse student body. The average student age is 26, and 61 percent of the College's 8,000 students per quarter are women. Students of color comprise 29 percent of all students at TCC. The College also is home to international students from more than a dozen countries, who enhance the campus with a global perspective. What is it that makes an education at TCC such a rich learning experience? We think it's our diverse faculty, staff and students.

Cutting-Edge Technology

Programs at TCC offer students the latest in technology, including state-of-the-art computer hardware and software, a fiber optic network with Internet access, multimedia classrooms, touchtone and online registration, and modern science labs and health equipment.

The College

Main Campus

Tacoma Community College is a comprehensive state-supported school serving more than 680,000 residents of the Tacoma-Pierce County area. It was founded in 1965, and today serves more than 8,000 students per quarter. The College's district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula. TCC is one of 35 community and technical colleges in a statewide system. The college has an annual operating budget of $22 million.

Located on a 150-acre site in west Tacoma, the TCC campus houses 28 buildings including a computer center, learning resource center, gymnasium, student center, children's center, auditorium and bookstore. The College's service district includes the Tacoma and Peninsula school districts.

Off-Campus Centers

Gig Harbor/Peninsula College Center

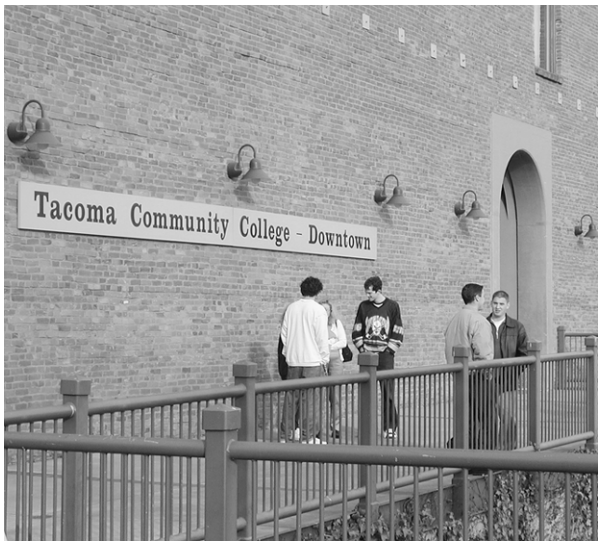
3993 Hunt Street, Gig Harbor 253.851.2424

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

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

Credit Curriculum: The Gig Harbor/Peninsula Center offers a wide variety of academic and professional/technical programs. All classes needed for an Associate in Arts and Sciences degree are available during a morning and evening schedule. Business Lab, Math Lab and Health Technology Lab offer credit classes in a self-paced format. Professional/technical and Worker Retraining programs include Office Computer User Specialist and Medical Transcriptionist.

Non-Credit Programs: Every quarter, the Gig Harbor/Peninsula Center offers many non-credit courses. These range from watercolor painting and physical fitness classes to gardening seminars and senior programs. Courses in computer literacy and a variety of popular software applications are available in the center's computer labs including the A+ Certification and MCSE preparation programs. Many classes are co-sponsored with local organizations. The center also hosts numerous community events throughout the year.



TCC Downtown

1501 Pacific Avenue, Tacoma 253.396.9128

TCC Downtown is located in the historic Betye Martin Baker Building, four blocks west of the University of Washington, Tacoma, on Pacific Avenue. With downtown Tacoma's emergence as a business and cultural destination, TCC Downtown is proud to be a partner in that revitalization alongside UWT, Union Station, the Washington State Historical Museum and other groups. TCC Downtown Center's 11,400-square-foot space includes six classrooms, an individually paced business-learning center, a business resource library and two computer labs. In addition to its continued emphasis on business and industry training, the center offers a variety of credit classes for students interested in university-level transfer.

Credit Curriculum: TCC Downtown Center's curriculum includes academic classes, computer applications in business, small business development, supervision and management, office skills training and Continuing Professional Education courses. Computer classes include current computer applications in accounting and the use of software for microcomputers. The academic courses are linked to the distribution requirements necessary for matriculation to baccalaureate institutions in the area of business. Course examples include English, philosophy, foreign language and business communication. TCC Downtown also offers a wide variety of practical, career-oriented, supervision and management evening courses. The individually paced business learning center includes accounting, typing, business machines, data processing and other office-related courses.

Continuing Professional Education: Tacoma Community College's Continuing Professional Education program is headquartered at TCC Downtown. Continuing Professional Education offers credit classes, certification programs, continuing education units and clock hour credits to assist professionals in attaining training to meet state licensing requirements and promote professional excellence. Courses include classroom instruction, online classes and self-instructional videos. Instructors are licensed professionals who are experts in their field. Courses are held daytime, evening and weekends at the main campus and downtown center.

Customized Services: TCC Downtown offers customized training on topics ranging from small-business startup and entrepreneurship to computer technology and management. On-site business and industry training and consultation are encouraged. Instructors work with companies and organizations to develop the training best suited to their needs. Whether it's basic skills, supervision and management, computer training, business plan development or interpersonal skills, TCC Downtown can assist you.

Business Information and Assistance: Information on business startups, career trends, marketing forecasts and more can be accessed through TCC Downtown's Business Information Center. Computers programmed with business plan software, labor and industry information, and word processing software can be used anytime. The Center also offers expert consultation and referral services for those who need special guidance. These services are free to the public.

Information Technology Certification Center (ITCC)

Tacoma Mall Campus 253.475.2426

Tacoma Community College established the ITCC in 2000 to provide computer-based high tech training and certification. The Center evolved in response to the College's Future Focus priorities and is supported by a growing need for computer hardware and software certified expertise. Programs are designed to prepare area employees and TCC students for certification exams and provide a means of verifying computer hardware and software competencies.

Housing two computer labs, the ITCC is a 2,300 square foot facility located at 4502 South Steele Street, Suite 510, at the Tacoma Mall. Access to training is enhanced by offering industry-approved daytime, evening, and weekend classes. Industry approved classes are conducted by industry certified instructors. To find out more about specific programs offered at the ITCC call 253.475.2426 or our Downtown Center at 253.396.9128.

The Community

The Tacoma-Pierce County area, gateway to the Cascade and Olympic mountain ranges, offers residents and visitors a wealth of cultural and recreational opportunities. Located in the heart of the Puget Sound region of western Washington, Tacoma is within minutes of inland beaches and the many activities they offer. Pierce County features miles of saltwater shoreline, many freshwater lakes, and a varied topography ranging from sea level to 14,412 feet above sea level at Mount Rainier's summit. The city of Seattle is located 35 miles north of Tacoma.

Philosophy, Mission and Goals

Philosophy

Tacoma Community College respects the dignity of all individuals and commits itself to assist all students in becoming successful learners who achieve competence in their performance and confidence in their worth.

> The College serves the needs of the community and prepares students to contribute positively to society.

> The College respects, values, and promotes cultural and ethnic diversity.

Mission

Tacoma Community College shall provide quality educational programs in a dynamic learning environment. The College shall be accessible, comprehensive, and flexible, and shall address the personal, professional, and social needs of its diverse community.

Goals

In formulating a long-term vision, TCC has developed six strategic goals. They state that:

> The College will create a dynamic learning community that ensures opportunities for achievement of student goals.

> The College will measure its effectiveness by the achievement of its students, the strength and accomplishments of its faculty and staff, the responsiveness of its programs and services, and the support of its community.

> The College will ensure access to comprehensive educational opportunities that reflect the needs of its diverse community through enhanced outreach, recruitment and retention activities.

> The College will lead our community in the use of emerging technologies to foster educational excellence.

> The College will attain essential funding to achieve its mission of access, quality and diversity.

> The College will lead in the creation of partnerships and coalitions to ensure the College is an integral part of the community's growth and development.

Accreditation

Tacoma Community College and its programs are accredited by the Commission on Colleges, *Northwest Association of Schools and Colleges*, Bellevue, WA. Specialized curriculum accreditation recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education include the following:

> The Associate Degree Nursing program is accredited by the National League for Nursing (NLN) and the Washington State Department of Health Nursing Care Quality Assurance Commission recognized by the Council for Higher Education Accreditaion and/or the US Department of Education.

> The Health Information Technology program is accredited by the American Health Information Management Association (AHIMA) in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

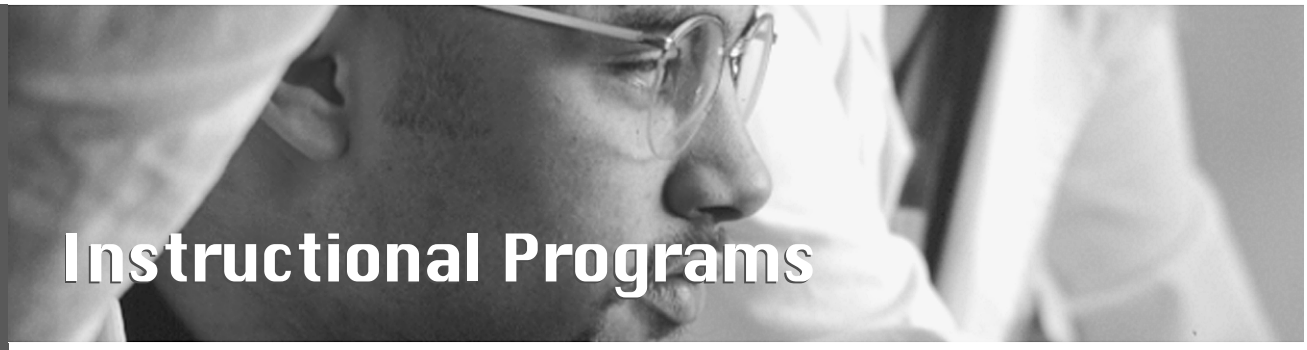
> The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

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

> The Radiologic Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

> The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

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



Instructional Programs

Tacoma Community College offers a selection of courses of study designed to meet students' educational goals. Students who choose to conclude their education with the Associate Degree will find it provides the training base to help them succeed in the workplace and in daily life. The College offers individual classes and complete programs in university-level and professional/technical education. In addition, TCC offers quality programs in developmental education, and a variety of special continuing education programs.

University-Level Education (Transfer)

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

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

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

University Programs

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

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

University of Washington, Tacoma 253.566.5120

Students can earn an associate degree at TCC, and then apply for admission to the University of Washington, Tacoma for a bachelor's degree in Business Administration, Environmental Science, or Interdisciplinary Arts and Sciences. Registered Nurses with a TCC Associate Degree in Nursing can complete a Bachelor of Science in Nursing. Various concentrations are available within the Business Administration and Interdisciplinary Arts and Sciences programs. Under two concentrations within the Liberal Studies program, early guaranteed admission to UWT can be granted.

When students enroll at TCC, staff from TCC and UWT will begin working with them to establish educational plans for transfer. Coursework at TCC prepares students specifically for the UWT program to which they are applying. For information, call TCC at 253.566.5120 or UWT at 253.692.4000.

Bridge Program at
The Evergreen State College-Tacoma 253.680.3022

TCC and the Evergreen State College-Tacoma (TESC-T) jointly offer the Bridge Program, a course of study designed especially for adults interested in pursuing a bachelor's degree at Evergreen's Tacoma campus.

This evening degree program is intended to provide the first two years of the four-year bachelor's degree program at TESC-T, and is based on an interdisciplinary curriculum. It is intended for students who have less than 90 credits. Credits earned apply only to the Evergreen State College-Tacoma campus program. They will not fulfill option A degree requirements at TCC. See the Degrees and Graduation section for more information about the Option B associate degree.

The Bridge Program is taught at the new TESC-Tacoma campus, 1210 South Sixth Avenue. Students may be able to apply their financial aid awards and veterans benefits to this program. For more information, call TESC-T at 253.680.3000 or TCC's Bridge Program at 253.680.3022 or 253.680.3023.

Running Start 253.566.5320

Running Start is a partnership between the community college system and public school districts in Washington, through which eligible high school juniors and seniors may enroll in TCC courses at no cost. The credits earned through Running Start apply toward high school graduation and satisfy college requirements. Students must have college-level reading and English skills. To apply, interested students should contact their high school counselor or the TCC Running Start Program at 253.566.5320.

Fresh Start 253.566.5086

Fresh Start is a tuition-free program for young adults between the ages of 16 and 21 years who have dropped out of high school and want to resume their education in order to prepare for employment. 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 individuals should call the TCC Fresh Start office at 253.566.5086.

WorkFirst Program 253.565.9610

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

WorkFirst offers screening for learning disabilities, and training in basic skills as well as the pre-employment areas of the Travel and Call Center industries. Financial support and work-study positions are available for qualified students. Call 253.565.9610 for more information.

Professional/Technical Education

Tacoma Community College offers more than 37 career training programs designed to prepare students to enter the workforce.

Career programs at TCC lead to two-year associate degrees or shorter-term program certificates. Many of the programs and courses are available for career advancement, updating skills or retraining opportunities.

Besides admission to Tacoma Community College, each professional/technical program may have specific application and admission procedures. Interested students should contact the individual program coordinator or division office for details. For programs of study outlines and names of program coordinators, see the professional/technical programs section of this catalog.

TCC can provide career training or retraining in the following areas:

Business Careers:

Automated Accounting Applications
Bookkeeping
Business Administration and Management
Global Business
Museum/Gallery Operations
Supervision and Management
Entrepreneurs Succeed

Health Careers:

Diagnositic Medical Sonography
Emergency Medical Services
Emergency Medical Technician (EMT)
Health Information Technology
Health Information Coding
Medical Reimbursement Specialist
Medical Secretary
Medical Transcriptionist
Nursing, Associate Degree
Nursing Assistant
Paramedic
Pharmacy Technician
Radiologic Sciences
Respiratory Therapy

Information Technology Careers:

Computer Application Developer
Computer Equipment/Electronics Repair
Multimedia Specialist
Network Administrator
Network Hardware Support
Web Developer

Office Careers:

General Office Assistant
Office Computer User Specialist
Office Professional
Receptionist/Clerk
Word Processing

Public Service Careers:

Administration of Justice
Court Clerk
Human Services
Human Services Case Aide
Paraeducator, Early Childhood Emphasis
Paralegal/Legal Assistant
Reserve Police Officer

Worker Retraining Program 253.566.5188

If you have collected unemployment insurance in Washington State within the last 24 months, are a displaced homemaker, or have been self-employed, you may be eligible for TCC's Worker Retraining Program! Train in one of many challenging career fields included in the following professional-technical programs:

Allied Health: Emergency Medical Technician, Health Information Management, Health Information Coding, Medical Reimbursement Specialist, Medical Secretary, Medical Transcriptionist, Nursing, Nursing Assistant, Paramedic, Pharmacy Technician, Radiological Technician, and Respiratory Therapist.

Business: Automated Accounting Systems, Bookkeeping, Business Administration and Management, Entrepreneurs Succeed, Museum/Gallery Specialist, and Supervision and Management.

Information Technology: Computer Application Developer, Computer Equipment/Electronics Repair, Multimedia Specialist, Network Administrator, Network Hardware Support, and Web Developer.

Law and Justice: Administration of Justice, Court Clerk, Legal Assistant (Paralegal), and Reserve Police Officer.

Office Occupations: Office Computer User Specialist, Office Professional, General Office Assistant, Receptionist/Clerk, and Word Processing.

Human Services: Case Aide and Human Services.

Paraeducator, Early Childhood Specialist

Financial assistance may be available for those who qualify. For more information, please contact the Worker Retraining Program at 253.566.5188.

Adult Basic Education—English as a Second Language

The objective of the ABE-ESL program is to provide each student with an opportunity to overcome deficiencies, and assess and develop individual talents and strengths, as well as increase their basic academic skills, English-as-a Second Lanuage skills, parenting skills, workplace skills, and community skills.

The program offers special courses in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas.

ABE and ABE-ESL courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student.

Adult Basic Education 253.566.5144

The Adult Learning Center at TCC offers an Adult Basic Education program designed to bring the student's skill level up to Grade 9 or above so that he or she may enter a high school completion, a GED or college program. Adult Basic Education offers a full day and evening program of free classes in reading, writing, math, life, and job readiness.

Adult High School Completion 253.566.5144

The Adult High School Completion Program is designed for students who want to earn an adult high school diploma. The program accepts students whose class has already graduated and who are 19 years of age or older.

Eligible students who are classified as residents of the State of Washington will have a portion of their tuition waived. Nonresident students must pay full college tuition. All students are responsible to pay for fees and books.

All high school, college and other transcripts (from ninth grade on) will be required for evaluation. Courses offered include those required by the state as well as a wide variety of elective subjects.

Application and acceptance into this special program must be completed through the Adult Learning Center one month prior to the start of each quarter. For details, contact the Adult Learning Center, Bldg. 7 or call 253.566.5144.

General Education Development Test (GED) 253.566.5093

Adults who have not completed high school may earn a Certificate of Educational Competency at Tacoma Community College. The certificate is awarded after a satisfactory score is achieved on the General Educational Development (GED) test. There is a testing fee for taking the test. Students interested in the GED test should contact the Assessment Center at the main campus, Bldg. 18, or call 253.566.5093.

Continuing Education

The Center for Business and Professional Development

The Center for Business and Professional Development serves the special needs of Tacoma-Pierce County's business and

industry community. It is dedicated to the concept and practice of providing performance-based services to its customers. Effective hiring and retention of employees are critical concerns for business/industry. Providing professional development training assists with preparing employees in learning and developing new skills and abilities.

Continuing Professional Education 253.272.8996

The Office of Continuing Professional Education offers a variety of courses meeting the ongoing educational needs of professionals in many fields including Real Estate, Mortgage Lending Practices, Certified Public Accounting, Health Care, Payroll Professional, and the Building Industry.

Courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills; or obtain college credits, clock hours, or continuing education units (C.E.U.) necessary for specific certification or licensing. Special courses are offered in workshop and seminar formats, or during regular quarter-length scheduling. The Office of Continuing Professional Education is located at the Downtown Center, 1501 Pacific Ave., Room 126.

Health and Human Services
Professional Continuing Education 253.566.5020

Tacoma Community College's Health and Human Services Professional Continuing Education (HPCE) program provides high quality, reasonably-priced educational classes for health professional certification and licensing. The program offers classes, workshops, seminars and conferences, as well as custom-designed educational packages for groups.

The program seeks to help professionals anticipate the changes in today's medical and counseling fields and build new skills to meet state requirements.

Contract Training 253.566.5247

The Center for Business and Professional Development, acting as a training partner, provides customized education and training services designed specifically to meet a company's needs and future goals. A variety of workshops have been developed including: Conflict Resolution, Management/Supervision, Communication Skills/Coaching, Team Building, Customer Service/ Customer Relations, Sexual Harassment Training, Diversity Training, Wellness, Preventing Violence in the Workplace and Managing Change.

Job skill assessment/task analysis, performance consulting, organizational development, strategic planning and many other services are also offered on a contract basis.

Downtown Business Training 253.396.9128

Tacoma Community College's Downtown Center for Business and Professional Development strives to meet local business and industry training and retraining needs. From seminars and workshops to on-site training programs customized to fit special requirements for time and content, TCC can meet the training needs of employees and managers.

Seminar and training leaders are top professionals in their fields, specializing in upbeat, practical instruction. Workshops and seminars are held at TCC Downtown and offer a relaxed atmosphere and a chance to get completely away from the work setting.

Acting as a continuous resource and training partner, TCC Downtown provides training that gives local business and industry an edge.

Small Business Development Program 253.396.9128

Through an agreement with the U.S. Small Business Administration and Washington State University, Tacoma Community College Downtown operates a Small Business Development Center located at the Downtown Center. The Center's focus is on the development of education programs to meet the needs of small business and pre-business owners and operators. Instructors are selected from the business community to ensure practical application of business principles in a small business environment.

ParaEducator, Early Childhood Emphasis . 253.566.5010

This program is designed to train participants to be successfully employed in a variety of educational settings. Enrollment is open to currently employed paraeducators and individuals who wish to prepare for employment in the field. Students may earn a Certificate or a two-year Associate in Applied Sciences degree. Core classes are offered in the evenings.

Personal Enrichment 253.566.5018

A wide variety of classes are offered on and off campus each quarter. The non-credit courses are flexible and ever-changing to accommodate the cultural, civic, economic and career related educational needs of the community. Courses are offered weekdays, evenings and Saturdays.

Typical programs include: fine and performing arts, business and personal skills, language and cultural studies, sign language, wellness, international studies, photography, physical fitness, personal skills and enrichment, and public policy. All non-credit classes are self-supporting, and financed completely with fees paid by students participating in the courses. These courses are not supported by state tax funds.

Other Educational Programs

Human Development Instruction

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

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

These courses are offered each quarter and are supplemented by special interest, short-term workshops, seminars and independent study projects. Details are available in the course description section of the catalog and in the Counseling Center, main campus - Bldg. 18.

Enrollment Services

Getting Started

Admission to Tacoma Community College is a simple process. The College has an "Open Door" admission policy, which reflects its commitment to access to higher education. Admission to Tacoma Community College is available to individuals who are high school graduates or at least 18 years of age. Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs. Other applicants age 16 to 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.

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, creed, color, national origin, sexual orientation or handicap.

Application to TCC may be made over the internet at www.tacomacommunitycollege.com, by phone or by submitting a written application. Application must be made at least three working days before the quarter begins. Earlier application is recommended for best course selection. Call 253.566.5116 to apply by telephone. Application forms are available at the Admissions counter in Bldg. 18 and in area high school guidance offices. For general admission information, call 253.566.5001.

Students with transfer work from other colleges or universities should have official transcripts sent to the Registration and Records Center for evaluation. These credits cannot be used to assign priority registration or to satisfy course prerequisite requirements at TCC until they have been evaluated. To learn more about transferability of credits earned from other institutions see "Credits Transferred to TCC" in the Degrees and Graduation section of the catalog or contact the credential evaluator in the Registration and Records office located in Bldg. 18 or call 253.566.5325.

Students who previously attended Tacoma Community College (including any of the off-campus centers) and whose enrollment has lapsed for one or more quarters must reapply to the College. To reapply, call 253.566.5116 or apply online at www.tacomacommunitycollege.com at least three working days before the quarter begins.

Students who plan to enter a specific program such as a professional/technical program, the English-as-a-Second-Language program for international students, the Running Start or Worker Retraining programs and students not seeking a degree should check below for additional admission information.

Professional/Technical Program

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 (call 253.566.5116 to apply to the College). For program-specific information contact the program chair listed with each program in the "Professional/Technical" section of the catalog.

International Student Admissions

International students are admitted to TCC according to federal regulations under the guidance of the College's International Student Advisor in Bldg. 11. TCC is authorized by the United States Department of Justice, Immigration and Naturalization Service to accept and enroll foreign, non-immigrant students provided they are in compliance with immigration regulations.

Applicants should allow several weeks prior to the beginning of the quarter for which they desire admission for processing of their application and related documents. Each international student making application must provide the College with:

> evidence of academic preparation by submitting official transcripts providing proof of high school graduation.

> evidence of financial responsibility by submitting documents which verify that the applicant has sufficient financial resources for tuition, fees and living expenses for a period of at least one (1) year. (Students on F-1 visas are not eligible for financial aid.)

> evidence of student status (for new transfer students only) by submitting a letter to TCC concerning their status at a previous school.

All documents must be originals or certified copies. International students with F-1 (foreign student) visas who are issued I-20 forms by Tacoma Community College must comply with immigration regulations listed on the College International Student Information Sheet.

Running Start Admissions 253.566.5320

High school juniors and seniors with college-level academic skills interested in the Running Start program should call the TCC Running Start advisor.

Fresh Start Admissions 253.566.5086

Young adults between the ages of 16 and 21 years who have dropped out of high school and want to resume their education in order to prepare for employment should call the Fresh Start Coordinator.

Worker Retraining Admissions 253.566.5188

Students who wish to enroll in TCC Worker Retraining programs should contact the Worker Retraining Advisor to determine eligibility and benefits.

WorkFirst Program Admissions 253.565.9610

Students who are low income or receiving Temporary Assistance for Needy Families (TANF) should contact the WorkFirst office for information on eligibility and application procedures.

Non-Degree Seeking Status 253.566.5001

Students with advanced degrees or students wanting to take course work for their own interest who do not plan to pursue a degree or certificate may be eligible for Non-Degree Seeking status and an abbreviated registration process. Students with Non-Degree Seeking Status are generally limited to 5 credits or less each quarter. Contact the Admissions Office for additional information.

Your Academic Future

Tacoma Community College is committed to helping each student achieve his or her educational goals. To accomplish this, an educational planning program is offered which continues throughout the student's career at TCC.

The College's educational planning program includes computerized basic skills assessment, new student orientation, and academic advising. These programs and other college services are designed to give TCC students the best possible assistance in selecting and enrolling in classes that match their abilities and educational goals.

Assessment

In an effort to provide effective educational services for students, Tacoma Community College's entry skills assessment program 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 6 or more credits;

> register for English or math;

> enter a degree, certificate or transfer program;

> enter the Running Start, Fresh Start, or High School Completion program; or

> take a course with an un-met prerequisite such as Reading, English or Math.

All students entering Tacoma Community College for the first time are encouraged to take the basic skills assessment.

Students who have earned an associate or higher degree from an accredited institution may have their transcripts reviewed for placement purposes in lieu of taking the basic skills assessment test. The transcript must reflect successful completion of college-level English, reading and math with a grade of "C" or higher for this consideration.

Special testing accommodations for students with disabilities may be requested by contacting the Disabilities Specialist in Bldg. 18, 253.566.5339.

New Student Orientation

To encourage student success, entering students attend a New Student Orientation session. At the orientation session, students are introduced to programs and services of the college, and receive valuable information regarding the enrollment process. This orientation is required for students who register for six or more credits; however, all students are encouraged to participate. Students may participate in New Student Orientation Online at www.tacomacommunitycollege.com in lieu of attending the orientation on campus.

Advising

New students taking six (6) or more credits, or taking math or English courses, are required to meet with an educational planner prior to registering for classes. Educational planners assist new students with planning and completion of class schedules consistent with the students' educational goals and objectives. At the advising sessions, students are assigned full-time faculty members as permanent advisors. Part-time students may also be assigned advisors on request.

Students should plan to meet with their permanent advisors on the designated advising day each quarter to choose classes for the following quarter. Advisors and students discuss educational objectives, course requirements, faculty expectations and other topics which help students identify their educational goals and select appropriate classes. At this appointment students will be given a Personal Identification Number (PIN), which will allow them to register for classes online or by using the Touchtone Telephone Registration system at their designated registration time. Registration times are assigned based on the student's accumulated college credits.

Advising Center

The Advising Center in Bldg. 18 coordinates campus-wide student advising services, provides advising referral services, and assigns permanent faculty advisors to students. Educational planners are available by appointment, or on a drop-in basis, prior to quarterly registration periods and they advise all new and readmitting students. They assist students with long term planning, provide information on transfer requirements for students intending to pursue degrees at Washington four-year colleges and universities, and assist students in developing educational and career goals.

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 deferment date published in the quarterly schedule or within two business days of registration. Late payments may result in cancellation of registration. Payments may be made by phone with a Visa or Master Card (253.566.5011) or at the Cashier Office in Bldg. 11. Payment drop boxes for check or money order payments are located outside Bldgs. 2 and 18. Payment by credit card may also be made by using the Touchtone Telephone Registration system by calling 253.566.6000 and pressing a '9#' at the menu option.

Residency

To be considered a resident for tuition purposes, an independent student or the parent(s) or legal guardian(s) of a dependent student must reside in the state of Washington for other than educational purposes. Once established, the residency must exist for one year prior to the first instructional day of the quarter. U.S. citizens and immigrants who hold permanent resident alien status should inquire about a waiver of the non-resident tuition differential at the Admissions Office.

A number of factors are used to determine residency. Residency questionnaire forms and further information about requirements for establishing residency are available in the Admissions Office in Bldg. 18. Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply. The application 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.

Active duty military personnel, their spouses, and dependents are eligible for the resident tuition rate. To receive the resident tuition rate, the student must bring in his/her military ID, and a copy of his/her military orders to the Admissions Office in Bldg. 18.

Persons residing in the country as refugees are eligible for a refugee differential rate of 125% of resident tuition. Contact the Admissions Office for more information regarding residency requirements for students with non-citizenship status.

Concurrent Enrollment

Tacoma Community College students may enroll concurrently at other area community colleges for a combined total of 10 to 18 credits. The student will be assessed no more than the full-time tuition rate plus fees. Concurrent enrollment is not an option for students enrolled in contract (non-state supported) programs such as Running Start and International programs.

Students must complete a concurrent enrollment form at the Registration and Records Center. Changes in class schedule that drop a student's combined registration below full-time may result in additional tuition and fees.

Special Fees

The College charges special fees at registration to students enrolling in science and art courses, physical activity courses, Allied Health courses, and most laboratory courses. Additionally, the College charges a facilities use fee, and students are charged for individual instruction and other incidentals. These special fees are published in the quarterly class schedule.

Space-Available Tuition Waivers

Tacoma Community College offers reduced or waived tuition for certain students enrolled in state-funded classes. These waivers are on a space-available basis and include:

> SPRUCE (The unemployed or underemployed) - enroll second day of quarter.

> Senior Citizens (persons 60 years of age or older) - enroll third day of quarter.

> State Employees and National Guard - enroll third day of quarter (employer verification required).

Other tuition waivers are available. Please contact the Registration and Records Center for information.

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 (5) instructional days of the quarter...80%

> Withdrawal from the 6th through the 20th calendar day of the quarter...40%

> Withdrawal after the 20th calendar day of the quarter...0%

For continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80 percent refund for five (5) instructional days after the course begins and a 40 percent refund from the 6th through the 20th calendar day.

Summer quarter courses and courses which do not follow the regular college calendar will have pro-rated refund periods. Contact the Registration and Records Center for these rates.

High Technology Training and Certification Program Refund Schedule

Enrollment in High Technology & Certification programs requires instructor permission. Tuition and fees are due in full at the time of registration and include a $200 non-refundable deposit. Refunds will be made according to the following:

> ALL high technology training and certification programs require a two week notification of withdrawal*...100%

> Withdrawal less than two weeks prior to class meeting...0%

> Withdrawal after class begins...0%

> No appearance in class...0%

* Note: $200 of High Tech Training & Certificate tuition is non-refundable.

All Other Non-Credit Classes

Refunds are made according to the following schedule:

> Withdrawal resulting from classes being cancelled by the College...100%

> Withdrawal prior to the first class session or event...100%

After the first class session, refunds will be granted only in cases of student illness or other special circumstances.

Financial Assistance

Financial Aid

It takes approximately six weeks to apply for financial aid. Contact the Financial Aid Office in Bldg. 18 to pick up the required application materials. 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 April for the upcoming fall quarter. Specific deadlines for each quarter are available from the Financial Aid Office and online at www.tacomacommunitycollege.com.

Financial aid is designed to provide assistance when income is insufficient to meet the cost of going to college. Aid programs include grants, work study, loans and scholarships.

To be eligible to receive financial aid funds, students must be in a degree program (or a certificate program that leads to a degree and is 24 credits or more in length), have completed a high school diploma or GED and must have received a financial aid award. Students advised into Adult Basic Education (ABE) will be eligible to receive aid after completing ABE and being advised into an eligible college certificate or degree program.

All financial aid awards are based on full-time enrollment (12 or more credits). However, aid is available for less than twelve credits. When enrolling for eleven or fewer credits, aid awards are adjusted at the time of registration.

Students are expected to 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.

Failure to successfully complete the classes may cause financial aid to be cancelled and may result in repayment of a portion of the aid received. A complete policy regarding these standards is available in the Financial Aid Office 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.

Scholarships

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

Veterans, Active Duty Military and Reservist Services

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased or 100% disabled veterans, and eligible members of the selected reserves. Veterans, reservists and dependents should contact the Veterans Services Office for an appointment to apply for benefits at 253.566.5081.

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

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

Benefits will be terminated for unsatisfactory progress or conduct. Those 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.

"Tacoma Community College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code."

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.

New and Readmitting Students Enrolling in Credit Courses

Students register using the Web or Touch Tone Telephone Registration systems. Students registering for more than five credits

are required to meet with an advisor and will receive registration assistance during their advising appointment. New students registering for five credits or less will receive registration information by mail. Step-by-step instructions are also provided on the Registration worksheet printed in the quarterly class schedule.

Non-Credit Course Enrollment

Students may register by completing the mail-in registration form found in the quarterly class schedule. The completed form can be:

> mailed with check or credit card payment to the Continuing Education Office at TCC; or

> dropped off at the Continuing Education Office in Bldg. 24. (Cash payments must be made to the cashier in Bldg. 11).

> For credit card payments only, the student may enroll in Continuing Education courses by phoning 253.566.5020 and charging their course fees to Visa or Mastercard.

Currently enrolled students

Students in both credit and non-credit courses register for their next quarter using the Web or Touch Tone Telephone Registration system. Students receive their registration appointment by calling 253.566.6000. Detailed instructions are printed in the quarterly class schedule. Students taking only non-credit courses may continue to use the registration options available to new students.

Students may also use these registration systems to check the status of a financial aid award, tuition and fees owed, and final grades at the end of a quarter. Specific instructions for these functions are on the bottom of the registration worksheet in the quarterly class schedule.

Late Registration

Late registrations for students who have applied to the college but not yet enrolled in any course work are accepted through the third instructional day of the quarter.

Schedule Changes

Students may add or drop a course using the Web or Touch Tone System through the 3rd instructional day of the quarter. Changes made after this date must be made on an Add/Drop form and submitted to the Registration and Records Center in Bldg. 18. The effective date of the transaction is the date the completed form is received at the Registration and Records Center.

To Add a Class:

> Add transactions completed on or before the 3rd day of the quarter can be done on either the Web or TouchTone Registration system. Follow directions on the registration worksheet.

> An Add/Drop form is required for transactions from the 4th through the 10th day of the quarter. The instructor's signature approving entry into class is required. Submit Add/Drop form to the Registration and Records Center no later than the 10th instructional day of the quarter. Adds will not be accepted after the 10th instructional day of the quarter with the exception of continuous enrollment or late-starting classes.

To Drop a Class:

> Drop transactions completed through the 3rd day of the quarter can be done on either the Web or TouchTone Registration system. Follow directions on the registration worksheet. There will be no entry regarding this class on the transcript.

> An Add/Drop form is required for transactions from the 4th through the 10th day of the quarter (instructor's signature is not required for a drop during this period.) Submit form to the Registration and Records Center on or before the 10th instructional day of the quarter. There will be no entry regarding this class on the transcript.

> While faculty permission is not required, an Add/Drop form with instructor's signature is required to complete drops from the 11th instructional day through the 50th calendar day of the quarter. Submit the form to the Registration and Records Center. A grade of "W" will appear on the transcript indicating official withdrawal from the course.

> After the 50th 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. The letter must be postmarked by the 50th 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 or attend class will not result in a cancellation of registration or tuition and fees. A failing grade may be assign 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 Immigration and Naturalization Services (INS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also refund policy on page 12).

Withdrawals

Withdrawals may be granted in cases where a student experiences a serious illness or medical emergency or is called up for active-duty military service. Petition forms are available at the Registration and Records Center in Bldg. 18. Written documentation must be provided at the time the petition is submitted.

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.)

College Policies

Credit Hours and Quarters

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

A student who wishes to enroll for 20 or more credit hours must have the permission of the Associate Dean for Student Services or designee.

The academic year at Tacoma Community College is divided into four quarters. See academic calendar on front inside cover for specific quarter start and end dates.

Instructional and Calendar days

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

Some deadline dates are based upon calendar days, for example, the last day to drop a class with a grade of "W" is the 50th calendar day of the quarter. These deadline calculations include weekends and holidays.

Student Status

Full-time Student

For tuition and fee payment purposes a student registered in 10 or more credits is considered a full-time student.

Note: Some external agencies, such as the Veterans Administration, Department of Education (financial aid programs), and the Department of Immigration and Naturalization Services, consider a full-time student as one registered in 12 or more credits.

Part-time Student

A student registered for fewer than 10 credits.

First-year Student

A student who has earned fewer than 45 credits.

Second-year Student

A student who has earned 45 or more credits.

Auditing Student

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

Non-Degree Seeking Student

A student attending TCC for purposes other than to obtain a degree or certificate. Students in this status are restricted to registration in 5 credits or less per quarter and are self-advised.

Transcripts

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request an official transcript by mail or at the Registration and Records Center in Bldg. 18.

Unofficial transcripts for advising are available on the Web, at the Registration and Records Center, and at Student Information Kiosks located in Bldg. 18.

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

For transcript fees and further information about how to request a transcript by mail call 253.566.5035.

Transcripts From Other Schools

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

Official transcripts from other schools and colleges must be received by the Registration and Records Center from the sending institution in a sealed unopened envelope. For more information about transfer credit see "Credits Transferred to TCC."

Prior Learning Assessment

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

Opportunities for Prior Learning Assessment (PLA) vary from program to program and are subject to faculty review. For a current list of programs offering PLA, contact the Assessment Office in Bldg. 18, or call 253.566.5048.

Nationally Recognized Exams

Advanced Placement 253.566.5048

Tacoma Community College grants credits to entering first-year students who have earned scores of three (3) or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. Students who wish to receive advanced placement credits must send their ETS test score to the chairperson of the appropriate department. After receiving the student's test score, the department chairperson will notify the Records Office, in writing, of the number of credits granted. The number of credits will be noted on the student's transcript, and a grade of "S" recorded for all courses where credit is granted.

Advanced placement credits will fulfill either distributive or elective requirements for an associate degree. Four departments of the College currently grant advanced placement credits:

English - A student scoring a 3 on the composition and literature examination will receive credit for English 101. A student scoring 4 will receive credit for English 101 and English 102. A student scoring 5 will receive credit for English 101, 102 and 258.

Mathematics - A student scoring 3 on the calculus AB or BC examination will receive 5 credits for Math 124. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.

History - A student scoring 3 or higher on either the American or European History examination will receive 5 credits in the area of specialization.

Biology – A student scoring 3 on the Biology examination will receive 5 credits for Biology 100. A student scoring 4 or 5 may receive additional credit upon consultation with the biology department.

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads. Contact the Credential Evaluator, Registration and Records Center in Bldg. 18.

International Baccalaureate 253.566.5048

International Baccalaureate (IB) - A student who has tested in IB may request college credit for IB Higher-level work. TCC will evaluate each student's record individually, on a departmental basis, for credit and advanced placement. Contact the Credential Evaluator, Registration and Records Center in Bldg. 18.

CLEP/DANTES 253.566.5048

Tacoma Community College grants up to 30 credits towards the Associate in General Studies Degree to students for scoring in the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examination if approved by the division or department chairperson. For further details, students should contact the Credential Evaluator, Registration and Records Center in Bldg. 18.

Regents Exam 253.566.5048

Credit options currently under departmental review. For detailed information contact the Credential Evaluator, Registration and Records Center in Bldg. 18.

Articulation Agreements

Tech-Prep/Dual Credit Agreement

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

College in the High School Program

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

Servicemen's Opportunity College (SOC) .. 253.566.5048

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

- by accepting a maximum of forty-five (45) quarter hour credits from military service schools;
- by granting fifteen (15) quarter hour military science credits to enlisted service members who have completed at least one (1) year of active military service; and
- by granting thirty (30) quarter hour military science credits to commissioned officers who have completed at least one (1) year of active military service.

The College will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree.

Eligible military personnel may be awarded the AGS degree by earning the balance of the total distribution requirements. Active and retired military personnel may obtain additional information about SOC by contacting the Credential Evaluator, Registration and Records Center in Bldg. 18.

Other Options

Departmental Challenge Exam 253.566.5048

A student enrolled for five (5) or more credit hours may earn additional credits in some courses by a challenge examination, provided the department has developed an examination for the course to be challenged. All arrangements, including the payment of fees, must be completed within the first ten (10) instructional days of a quarter.

Students who successfully challenge a course will receive an "S" grade. Course Challenge application forms are available in the Registration and Records Center. Contact the Credential Evaluator, Registration and Records Center in Bldg. 18.

Portfolio

Portfolio assessment options may be available in some departments. These options will vary as each department identifies forms of assessment that demonstrate relevant skills and abilities appropriate for a given program.

PLA Procedures

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

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

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

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

Grades and Academic Policies

Grading Policies

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

Grading Policy which began Fall 1987:

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

Instructor's signature indicates acknowledgement of the withdrawal. Instructor permission is not required during this period. (11th through 50th calendar day)*

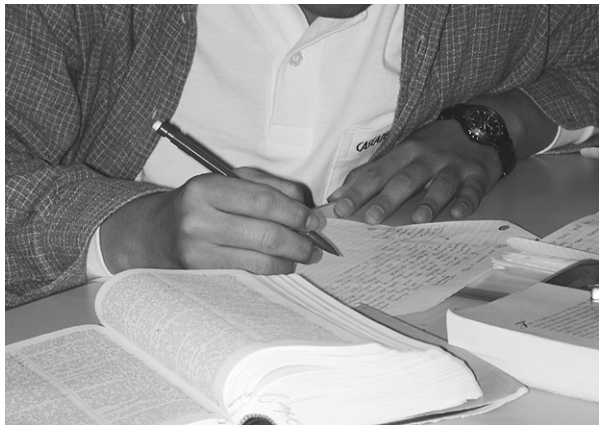
WI	Instructor approved withdrawal (after 50th calendar day)*	0.0
V	Unofficial withdrawal (did not attend or no data for evaluation)	0.0
I	Incomplete	0.0

Granted at the discretion of the instructor, when the student has satisfactory attendance through the 50th calendar day of the quarter. Contract required.

S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit	0.0
R	Repeat R beside lowest grade	0.0

Grades A, B, C, D and S are considered passing. "S" and "U" identify courses taken on pass/fail basis and are not counted in computing grade point averages. "S" is given only if the student performed at a grade of "C—" or higher.

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



Incomplete Grade

The "I" grade is given at the discretion of the instructor when the student has completed a sufficient amount of course work but cannot complete course requirements during the quarter due to circumstances beyond his or her control.

The student and instructor must fill out a contract form which contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract will be retained by the instructor, one given to the student, and one given to the department or division chairman.

An incomplete grade remains permanently on a student's transcript if the course work is not made up within one year.

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

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

Satisfactory/Unsatisfactory Grade

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

> must choose the "S/U" grade option in writing at the Registration and Records Center by the 15th instructional day of the quarter.

> understand that once the choice for the "S/U" grade has been made, it will not be changed to a regular letter grade. Students should be aware that courses with an "S" grade may not satisfy transfer requirements. At some universities, the "S" grade may not be accepted in courses needed to satisfy distribution. Students are urged to check with their advisor and to consult the catalog of their transfer institution.

Course Repeat

A student (except one enrolled in an Allied Health program with specific course repeat limitations) may repeat a course in which he or she has received a grade lower than a "C+". The course can be repeated no more than two (2) times.

In computing the student's cumulative grade point average, the higher grade earned for repeated courses will be used if the student submits a Repeated Course form to the Registration and Records Center in Bldg. 18.

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

Course Audit

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

Students may not convert from audit to credit or from credit to audit after the 30th calendar day of the quarter. To select audit status complete an Add/Drop form indicating audit at the Registration and Records Center in Bldg. 18.

Change of Grade

A student requesting a grade change for a course must contact the instructor. If the request is approved, the instructor will complete a Grade Change form and forward it to the Registration and Records Center.

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

Academic Forgiveness Policy

With written approval of an advisor, a student may petition the Registrar to have Tacoma Community College course work set aside.

> The student must be currently enrolled.

> The forgiveness (set aside) date must be at least five years prior to the current quarter.

> All course work taken prior to the forgiveness date will be set aside. The student may not elect to retain individual courses and set aside other courses.

> The Academic Forgiveness option may be exercised only once.

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

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

Academic Review Policy and Procedures

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

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

Academic Deficiency

A student is placed on academic deficiency at the end of any quarter in which his or her grade point average falls below 2.00, provided the student is enrolled in 6 or more credits after the 10th instructional day of that quarter. No later than the second week of the subsequent quarter, the Associate Vice President of 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 6 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 Associate Vice President of Student Services will notify a student by mail that he or she has been placed on academic probation. The student is required to meet with his or her advisor and to take steps to immediately improve his or her academic standing.

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 6 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 6 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 Associate Vice President of 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 (next column).

A student re-admitted 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 6 or more credits after the 10th instructional day, the re-admitted student is suspended for three (3) consecutive quarters.

Appeal Procedures

Academic suspension may be appealed to the Associate Vice President of Student Services if there are strong and unavoidable extenuating circumstances (e.g., a serious illness or accident requiring hospitalization). A student will not be suspended during the course of the appeal process. Any appeal by a student notified of academic suspension must meet the following conditions:
The appeal must be in writing and clearly state factual errors or other matters which justify the appeal. The appeal must include:

> Recent academic skills assessment/placement results;

> A proposed class schedule for the coming quarter and a course list for at least two additional quarters;

> Short-term (one to three quarters) educational goals;

> Plans to improve academic standing.

The student must meet with an advisor to review the appeal form, including the proposed class schedule, and plans for improving academic standing. The advisor must sign the appeal form before the student submits it to the Associate Vice President of Student Services.

The appeal shall be filed through the office of the Associate Vice President of 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 5th instructional day of the quarter for which the student is suspended.

After reviewing the student's academic records and all information pertinent to the appeal, the Associate Vice President will take one of the following actions:

> Confirm academic suspension;

> Impose conditions in lieu of suspension;

> Remove academic suspension;

> Or request that the student meet with the Associate Vice President before a final decision on the appeal is made.

If a meeting is required, the student will be given notice of the time, date, and place. The meeting will be no later than the 6th instructional day of the academic quarter for which the student has been suspended. The student's failure to attend the meeting will not preclude the Associate Vice President from making a final decision regarding the appeal.

The student may officially withdraw the appeal, in writing, at any time.

The Associate Vice President shall notify the student of the decision no later than the 7th instructional day of the quarter. The decision of the Associate Vice President shall be final.

Re-enrollment Procedures Following Academic Suspension

To re-enroll after having been suspended, a student shall present to the Associate Vice President of Student Services, a petition for re-enrollment. The petition shall include, but not be limited to, the following:

> Recent academic skills assessment/placement results;

> A proposed class schedule for the coming quarter and a course list for two additional quarters;

> Short-term (one to three quarters) educational goals;

> Plans to improve academic standing. The student must meet with an advisor to review the petition and to have the advisor sign the petition before it is submitted to the Associate Vice President of Student Services.

The petition shall be filed with the Associate Vice President of Student Services no later than one week before the start of classes for the quarter in which the student is seeking re-admission to the College.

After reviewing the student's academic record and petition, as well as other pertinent information, the Associate 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;

> And/or refer the student for learning assistance and/or counseling during the subsequent quarter.

A student re-enrolling following academic suspension re-enters on probation. The academic work of a student who enrolls at Tacoma Community College following a quarter or more of suspension will be closely monitored. 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 6 or more credits after the 10th instructional day of that quarter, the student re-admitted after suspension will be suspended for three (3) consecutive quarters.

Other College Policies

Following are several Tacoma Community College policies regarding TCC student rights, responsibilities, and regulations. These policies are in addition to other policies specific to College services and programs which are located in other sections of this catalog.

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 as 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.

Buckley Amendment

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 and 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.

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. 18. 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 Associate Vice President of Student Services Office in Bldg. 18.

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.

Cheating

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

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

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

Definitions of academic dishonesty and descriptions of the hearing and appeal processes are included in the Tacoma Community College Administrative Procedure for Academic Dishonesty, available in all administrative offices. Copies of the Code of Student Rights and Responsibilities are available in the office of the Associate Vice President of Student Services in Bldg. 18.

An Equal Opportunity Employer and Educator

The principles of equal employment opportunity, affirmative action and non-discrimination 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. The College is working to build a culturally diverse faculty and staff.

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, 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:

> **Associate Vice President for Student Services: 253.566.5115**

> **Human Resources: 253.566.5356**

The College's policy statement and procedures for filing discrimination complaints is available in administrative offices, the Associate Vice President of Student Services office, the ASTCC President's office, the Counseling Center, the Library, and Human Resources office.

Radiologic Technology Program Pregnancy Policy

For information on the Radiologic Technology Program Pregnancy Policy contact the Radiologic Sciences Program Chair.

Sexual Harassment, Sex Discrimination and Discrimination Based Upon Disability

It is the policy of Tacoma Community College to provide an environment in which faculty, staff and students can work and study free from sexual harassment, sexual intimidation, sexual exploitation or discrimination on the basis of disability.

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 on the basis of sex or on the basis of disability, you are encouraged to seek help. For more information, please contact one of the following offices:

> **Associate Vice President for Student Services: 253.566.5115**

> **Human Resources: 253.566.5356**

The College's policy statement on sexual harassment, sex discrimination and discrimination on the basis of disability, and procedures for filing sexual harassment and disability discrimination complaints is available in administrative offices, the Associate Vice President of Student Services office, the ASTCC President's office, the Counseling Center, the Library, and Human Resources office.

Student Rights and Responsibilities

The College's Code of Student Rights and Responsibilities is available in the ASTCC President's office, the Library, and the Associate Vice President of Student Services office.

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 or abusive conduct, false complaint or alarm, illegal assembly, trespass, and sexual harassment);

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; forgery; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages except wherein official approval has been given; possession of weapons; 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 must be submitted in writing to the Associate Vice President of 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.

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. 18, 253.566.5122. 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, 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.

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 Associate Vice President of Student Services office in Bldg. 18.

Special Services for Students

Tacoma Community College offers a variety of instructional and student services programs designed to support and assist students in achieving their educational goals. Many of the College's student service programs are featured and detailed in other sections of this catalog.

Instructional Services

Tutoring Center 253.566.6032

The Tutoring Center, located in Bldg. 8, assists students in a variety of subject areas. Students who wish to be tutored or to serve as tutors should contact the Tutoring Center at 253.566.6032.

Reading Center 253.566.5143

The Reading Center provides credit courses for developmental reading and laboratory work to improve reading and study skills, as well as vocabulary development and spelling. The Reading Center is located upstairs in the Library Learning Resource Center, Bldg. 7, and can be reached at 253.566.5143.

Writing Center 253.566.5184

The Writing Center is designed to provide individual assistance with writing. Students may bring in copies of their assignments, notes, drafts - anything with which they need help. The Center is staffed by competent instructional assistants who are trained to help students with all aspects of their writing, including development, research, coherence, organization, and documentation. The Writing Center is also available online at www.tacoma.ctc.edu/home/hurschel/. Email your paper to tccwc@hotmail.com for a complete review and suggestions for improvement.

It is best for students to make an appointment first in order to guarantee a tutorial time. Appointments can be made by calling the Writing Center or by stopping by Bldg. 7, Room 4.

Bldg. 7, Room 4 also houses the English 80's, one credit and two credit courses giving students a review of grammar, sentence structure, punctuation, spelling, and paragraph writing.

Student technology fees have supplied the Writing Center with new computers to provide additional services such as online tutoring, computer-assisted tutorials, and tutoring in online research. Computer tutorials will also be available for the English 80's courses.

Math Lab 253.566.5145

The Math Lab offers developmental (below 100 level) math courses in an independent learning/tutorial environment. Success in the Math Lab requires excellent time management and study skills. Students who feel that their study skills are good or average are advised to consider classroom math courses as their first option. The Math Lab is located in Bldg. 7.

Adult Learning Center 253.566.5144

The Adult Learning Center helps students develop skills in mathematics, writing, spelling and reading through Adult Basic Education, GED preparation and adult high school completion courses. For more information call 253.566.5144 or visit the center in Bldg. 7, Room 13.

Library, Listening Language Lab & Media Services 253.566.5087

The Library, Media Services and the Listening Language Lab are located in Bldg. 7. Open hours vary from quarter to quarter. Current hours and other information are available online at www.tacoma.ctc.edu/library or by calling 253.566.5087.

The Library and Media Services collections include books, journals, videos, compact discs and electronic databases and journal collections. Students can access many electronic library resources anytime/anywhere over the Internet. The library subscribes to over 1,000 journals in print and electronic formats. Ethnic and Northwest history materials are well represented. There is a special collection of high-interest, low-reading-level materials for developmental and ESL students. A reserve collection supports class assignments. Inter-library loan services are provided.

Over 35 computer workstations in the Library and Media Services areas provide access to the library's online catalog and electronic databases, as well as Internet access. Selected workstations can be used for word processing and multimedia production.

The library provides a Kurzweil reader, CCTV, TDD, and computer workstation with adaptive software to assist students with disabilities.

Librarians are available to help students choose and refine research topics, create research strategies and locate and use a wide variety of information resources. Faculty librarians teach one and two credit information competency/information skills courses and appear as "guest lecturers" in many classes throughout the quarter.

The Media Services department provides in-house video viewing stations and multimedia production workstations, as well as a variety of equipment for classroom use, including compact disc, cassette, and video players, portable public address systems, opaque and LCD projectors, wall and tripod projection screens, and camcorders. An interactive video classroom enables connections to distant sites through the K-20 network.

The Listening Language Lab is used for class and individual language practice, vocabulary drills, listening skills development and music appreciation. Audiotapes for courses are available and the lab staff will duplicate tapes provided by students when licensing permits.

Financial support of the library collection has been supplemented by the Friends of the Tacoma Community College Library, a non-profit organization with open membership, the Richard Bangs Collier Pleneurethics Society, the Associated Students of TCC, the Tacoma Community College Foundation, the Boeing Charitable Trust and the Simpson Tacoma Kraft Company.

Computer Assisted Learning (CAL) Lab 253.566.5369

The CAL Lab provides a computer-assisted learning environment for developmental (pre-college) level basic skills courses in reading, English, and math. With an increase of CD ROM programs and the advent of the Internet, the lab also offers an instructional medium for other college courses as well as work stations for distance learning. Students may be referred by their instructors for individualized learning and study assignments.

Student Services

Career Center 253.566.5027

The TCC Career Center offers extensive resources to assist students in making career and educational decisions. The Center offers a number of valuable resources including:

> 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, resumé development.

> Career information files on hundreds of occupations.

> A career-job search library.

> Labor market information.

> College catalogs and transfer guides for all Washington colleges and universities.

> Audiovisual materials on occupations and job search techniques.

Counseling Center 253.566.5122

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 which are hindering academic success.

> Counseling to assist in choice of academic major, program or career.

> Career interest testing.

> 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 test fees) to all enrolled and prospective students. For an appointment, stop by the Counseling Center in Bldg. 18 or call 253.566.5122. A counselor is also available in Bldg. 19 for students who are currently enrolled in a Professional/Technical program. Please call 253.566.5216.

Job Assistance Center 253.566.5191

Individuals seeking full or part-time employment may contact the Job Assistance Center in Bldg. 18. Opportunities for assistance in finding jobs include postings of available full-time, part-time, temporary and seasonal employment, and assistance in exploring employment opportunities through the Web and other

Internet services. The Job Assistance Center provides assistance with job search skills, including resumé critique and interviewing techniques. The Job Assistance Center also sponsors TCC's annual Job Fair.

Employment Security Services 253.566.5146

Employment Security Services are available in Bldg. 18 by the employment security representative. This representative can provide job search assistance, job readiness skills, job referrals and unemployment information.

Disability Support Services 253.566.5122

The purpose of Disability Services at Tacoma Community College is to ensure that students with disabilities have equal access to programs and activities offered at the college. The staff of Disability Services is charged with coordinating services and fostering student independence. TCC is committed to making sure all students with disabilities receive appropriate accommodations. To receive academic accommodations, students must provide official documentation to the disability specialist. To learn about options and opportunities, please visit the Disability Services Office, located in the Counseling Center in Bldg. 18, or call 253.566.5122 to make an appointment with someone from Disability Services. You can also find more information about Disability Services at www.tacoma.ctc.edu/stuonline/dable.shtm.

TRIO Student Support Services 253.566.5153

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

Our services 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, personal development advising, scholarship search assistance, tutoring resources, and transfer services including transfer advising and college tours. Please visit us in Bldg. 7 or call 253.566.5153.

TRIO Student Support Servics is federally funded through a grant from the U.S. Department of Education.

The Center for Multi-Ethnic/Cultural Affairs (MECA) 253.566.5025

The Center for Multi-Ethnic and Cultural Affairs (MECA) provides a variety of campus-wide support services tailored to meet the needs of the College's diverse student community. The Center also strives to ensure that all students have an opportunity to achieve their academic goals in an environment that fosters respect, dignity, and an understanding of what it is to live in a multicultural pluralistic society. Programs and services offered by MECA include:

> Academic advising

> Scholarship search services

> Leadership development through work study and volunteer positions with MECA's ACP program for high school students, the STAR mentoring program for K-5 students, event programming and peer mediation positions.

> Special events, including cultural and student success programs.

> The Emergency Short-term Book Loan

The Center also supports several student clubs and serves as home base for the TCC chapter of the Phi Theta Kappa International Honor Society.

All students of color and returning adult students are encouraged to contact the Center on the second floor of Bldg. 11, or call 253.566.5025.

Men's Services 253.566.5122

Men are encouraged to stop by the Counseling Center in Bldg. 18 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 and a 3 credit Human Development course *Life Choices for Men* is offered Spring Quarter.

Women's Programs

A variety of workshops, support groups and activities are planned on campus throughout the year that support women's interests. *Life Choices for Women* is a class offered to assist women in transition. Women may call Multi-Ethnic/Cultural Affairs or the Counseling Center with questions about women's programs. The Children's Center and Continuing Education offices have information regarding classes of interest to parents.

International Student Services 253.566.5190

Tacoma Community College provides a quality learning environment for international students who wish to pursue their educational objectives at TCC. The College is committed to international education as a means to promote cultural, political, and social awareness and understanding.

Through the College's International Student Services Office, students receive support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. The office also provides information on regulations from the U.S. Immigration and Naturalization Service. 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.

Study Abroad programs, for Tacoma Community College students who want to live and learn in a foreign country, are also coordinated through the International Student Services Office. For information about these programs, contact the Housing, Activities and Study Abroad Coordinator in the office of International Student Services, Bldg. 11.

Children's Center 253.566.5180

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. Eligible 4-year-olds can enroll in the free preschool ECEAP program, which runs from 9:30 a.m. - 12:00 p.m.

The Children's Center is a state-certified, non-profit center, housed in a specially designed building on campus (Bldg. 23). Children of TCC students are given priority for enrollment in the Center, with the children of faculty and staff being served on a space-available basis.

The Center accepts children from 18 months to 5 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. - 4:30 p.m., Monday through Friday.

Students using the Center are required to participate in a series of parent education courses. In addition, the Center offers services such as family resource and referrals, developmental screening and assessment, and hot lunches.

Students can place their children's names on the waiting list by coming to Bldg. 23.

Other Services

Student Handbook

The Student Handbook provides important information to TCC students. Published by the Associated Students of TCC, the handbook includes information about campus events, student programs, student rights and responsibilities, and other information students may need to know throughout the school year.

The Handbook is available at the TCC Student Center, the Office of Student Programs and many other campus locations. It is also accessible online at www.tacoma.ctc.edu/stuonline/handbook/start.shtm.

College Bookstore 253.566.6085

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

Special orders for books may be placed by anyone. Regular business hours are 8 a.m. - 4 p.m., Monday through Friday.

Convenience Store 253.566.6076

The Convenience Store is located in the back of the Bookstore. We have soup, chili, hot-dogs, nachos, coffee, candy and cold drinks. We also have various supplies: scantrons, health and beauty aids, newspapers and greeting cards.

Operating hours are Monday through Thursday, 7 a.m. - 9 p.m.; Friday, 7 a.m. - 5 p.m.; and Saturday, 9 a.m. - 3 p.m. Holiday and summer hours vary.

Food Court 253.566.5085

The Food Court located in the Opgaard Student Center, provides a variety of made-to-order and express food items including breakfast and lunch grill, espresso stand, deli sandwiches, pizza, hot entrees and side dishes, fresh salads and fruits, beverages, and baked goods. Operating hours are 7:30 a.m. - 2:30 p.m., Monday through Friday. Holiday and summer hours vary.

For catering services or kitchen use, please contact the Food Service Director at 253.566.5085.

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

Parking on Campus 253.566.5173

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 in Bldg. 11.

Safety and Security Office 253.566.5111

The Office of 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, monitor vehicle usage, 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.

Housing Information

Tacoma Community College maintains a listing of available off-campus housing for students and has information about students who are seeking roommates and/or housing. Contact the Counseling Center in Bldg. 18, for more information.

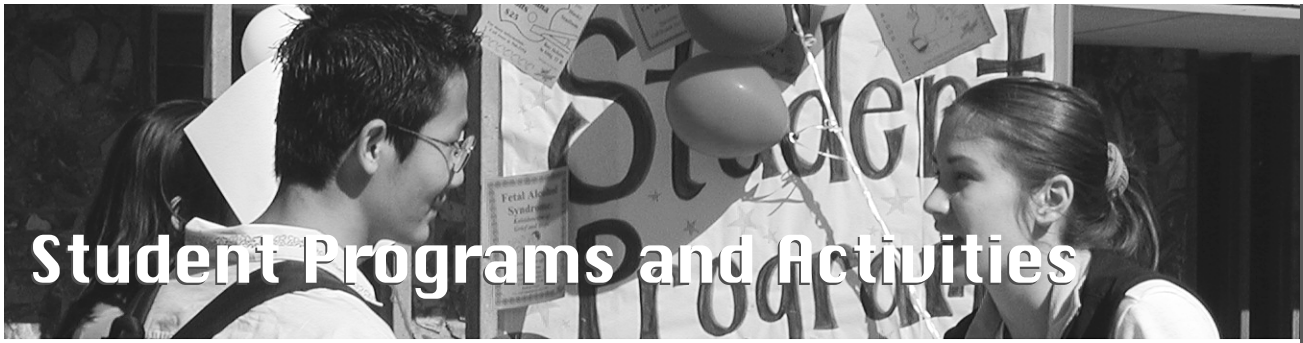
ID Cards 253.566.5323

Photo identification cards are available through the Office of Student Programs, Bldg. 11. The ID Office is in the Opgaard Student Center. The ID card is used for access to the Library, Computer Lab, Math Lab, and Fitness Center. Call Student Programs at 253.566.5323 for more information.

Tacoma Community College Foundation ... 253.566.5003

The Tacoma Community College Foundation is a philanthropic, non-profit corporation, formed to actively and visibly support the mission of Tacoma Community College (TCC) by endowing quality higher education for our citizens in Tacoma-Pierce County.

Through gifts and bequests, the Foundation is able to support a wide range of collegiate goals including scholarships, childcare subsidies to TCC's Children's Center, emergency student loans, 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 Programs and Activities

Students' learning and development occurs not only in the classroom, but in other areas of the College as well. Tacoma Community College seeks to provide an opportunity for students to explore their potential for growth as individuals.

Through the Student Programs Office, the College strives to enhance the student's overall educational experience by offering participation in educational, cultural, intellectual, athletic, recreational, social and leadership programs.

Specific programs available to students include student government (ASTCC), clubs and organizations, intercollegiate athletics, intramural sports, the campus newspaper, music and drama programs. The Student Programs Office also supports services including the Children's Center, tutorial services, student identification cards, the Student Handbook and the Information Center in Building 11.

ASTCC sponsors a variety of activities throughout the year, including an artist and lecture series and field trips. In addition, outdoor activities, panel discussions, "issue" weeks and wellness events are offered.

Students are encouraged to serve on committees, become involved in student government, join volunteer projects, or simply participate in campus activities. That's what can connect you with the campus community! Students interested in student programs and activities should call 253.566.5118 or stop by the Student Programs Office.

Student Government

Student government provides a system for input of student interest and viewpoints in college governance. It is a means for selecting, developing, and funding services and activities for students. It offers a valuable educational experience in developing leadership skills and provides a system for involving students in the decision making process of the College.

The Tacoma Community College student government model invites direct representation of students in establishing the policies and procedures which affect student life. By eliminating "at-large" election of senators and admitting to the senate any interested TCC student, this government model encourages maximum student participation.

Executive officers, rather than standing for election, are selected by the ASTCC Senate on the basis of their qualifications and interests. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office.

Student Access to Growth and Earning

The Student Access to Growth and Earning Program (STAGE) is a leadership training program which involves placing students into paid management positions on campus. Some of the coordinator positions in STAGE include intramural, outdoor recreation, entertainment, publicity, clubs, women's programs and multicultural events.

In addition to the paid-manager positions, STAGE students attend a two-credit management course throughout the year and are members of the ASTCC student government. STAGE students, by their involvement in planning events, leadership training, and participating in student government, have a major impact on student programs at TCC.

Clubs and Organizations

Clubs and organizations reflect the many diverse student interests that comprise Tacoma Community College. Participation in the College's clubs and organizations encourages educational opportunities; personal growth; and the development of social, organizational and leadership skills.

Tacoma Community College clubs and organizations foster an appreciation of varied cultural and artistic backgrounds, and provide new and imaginative recreational and educational opportunities. Current campus clubs center around academic interests, ethnic awareness and recreational interests. The International Student Organization, Black Student Union, Engineering Club, Nursing and Pride Club are just a few of the active clubs. Opportunities exist for starting new clubs and organizations as student interests develop or change. Interested students are encouraged to contact the Student Programs Office, Building 11, or call 253.566.5118.

Student Newspaper

Opportunities to develop skills in journalism, professional writing, editing and publishing are available with the TCC student newspaper. *The Challenge* is published bi-monthly by and for students during the regular school year. It helps inform students about activities on campus and lets students gain hands-on experience in newspaper publication.

Athletics

Both male and female athletes participate in TCC's eight 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), while many athletes transfer each year to universities to continue their academic and athletic pursuits.

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

Athletic facilities include the TCC gym, Minnitti Field with its baseball and softball fields, an all-weather 400-meter track, a soccer field, tennis courts and the use of Oakbrook Country Club as home course for the golf teams.

For information on athletic scholarship opportunities, or call the Athletic department at 253.566.5097.

Intramural Activities

A wide variety of intramural athletic activities are planned each year according to student interest. Activities include basketball, volleyball, badminton, tennis, softball, soccer, archery, fencing and bowling. More information on intramural sports may be obtained from the Student Programs Office, Building 11, or call 253.566.5118.

Degrees and Graduation

College-wide Student Learning Outcomes

Tacoma Community College is committed to strengthening student learning through five defined college-wide Student Learning Outcomes that are included in all degree programs. These outcomes are in addition to the Core of Knowledge outcomes that are specific in each discipline or program. These learning outcomes assist students to attain the overarching goal of lifelong learning. The College's philosophy is that all degrees will prepare students in the following areas:

Communication

Definition: To listen, speak, read, write and use nonverbal and technological means to make connections between self and others.

Critical Thinking and Problem Solving

Definition: To define tasks and resolve problems by gathering, organizing, evaluating and synthesizing information and ideas.

Information and Information Technology

Definition: 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

Definition: To develop an understanding of the uniqueness of self and others, demonstrate openness toward diverse points of view, and draw upon knowledge and experience of others to function as a team member, in a multicultural world.

Responsibility

Definition: To develop the ability to recognize, understand and accept ownership for their learning by self assessing, demonstrating, and evaluating behaviors that support the learning situation.

Core of Knowledge

Definition: To acquire a substantial body of knowledge related to students' degree objectives, from a broad-based curriculum for the Arts and Sciences degree, or from a program-specific curricula and related studies for the Applied Sciences degree.

College Degrees

Tacoma Community College grants five college degrees. They are:

Associate in Arts and Sciences

Awarded for completion of a transfer curriculum paralleling the first two years of university study (two options available, see pages 31-34 for description).

Associate of Science

Awarded for completion of an approved science transfer curriculum paralleling the first two years of university study with a major in biology, chemistry, computer science, earth science, engineering, environmental science, or physics.

Associate in Applied Sciences

Awarded for completion of an approved TCC professional or technical program.

Associate in Technical Arts

Awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a program of studies upon transferring to TCC.

Associate in General Studies

Awarded for completion of a two-year academic program designed to meet a particular educational goal.

Requirements for All Degrees

Note: For grade policies, see page 18.

General requirements for all degrees are as follows:

> A combined cumulative grade point average of 2.00 in TCC and transfer college-level coursework.

Note: College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. See the Credential Evaluator for questions regarding transfer credit.

> A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.

> At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

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

Credits Transferred to TCC

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

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

The College subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges, and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the Tacoma Community College Registrar in Bldg. 18.

Students are encouraged to submit official transcripts from previous institutions as soon as they are admitted to the College. Credit evaluations usually take 2-4 weeks to complete. Transfer coursework will not be used to satisfy prerequisites or degree requirements until official transcripts have been evaluated.

Transfer among Pierce County Community and Technical Colleges

Students may transfer credits among the community and technical colleges in Pierce County when the educational courses or programs are determined to be equivalent.

Questions about how to transfer credits from other colleges to TCC may be directed to the Registration and Records Center in Bldg. 18. For information, call 253.566.5048.

More opportunities for transferring credits among colleges are being developed through agreements by the Pierce County Coordinating Council, which includes Bates Technical College, Clover Park Technical College, Pierce College and Tacoma Community College. See also TechPrep/Dual Credit options on page 40.

Credits Transferring from Tacoma Community College

The Tacoma Community College Associate in Arts and Sciences degree, Option A, and the Associate of Science degree are directly transferable to most major baccalaureate institutions in Washington. Students who earn the Associate in Arts and Sciences degree will normally have satisfied the general education requirements for the baccalaureate degree before transferring. Students who earn the Associate of Science degree will have junior standing and priority admission status at all public and most private baccalaureate institutions in the state. Students with the Associate of Science degree will generally be better prepared for admission into a major in their area of specialization, but should expect to have additional general education requirements to complete at the transfer institution. The following institutions subscribe to the state-wide Policy on Inter-College Transfer and Articulation agreement:

Bastyr University
Central Washington University
City University
Cornish College of the Arts
Eastern Washington University
Gonzaga University
Heritage College
Northwest College
Pacific Lutheran University
Saint Martin's College
Seattle Pacific University
Seattle University
The Evergreen State College
University of Washington, Seattle
University of Washington, Tacoma
University of Washington, Bothell
Washington State University
Western Washington University
Whitworth College

The Associate in Arts and Sciences degree, Option A, is also directly transferable to Portland State University, Eastern Oregon University and The University of Oregon.

Students who complete the Associate in Arts and Sciences degree, Option A, will normally be granted junior standing upon admission to any of these institutions. However, some baccalaureate institutions and individual departments or programs have unique course requirements that must be completed for graduation.

Students who enter Tacoma Community College with intentions to transfer to a particular baccalaureate college are urged to plan their course of study by consulting specific transfer and degree requirements of the college or academic program in which they intend to earn the bachelor's degree. See description of Associate in Arts and Science degree, Option B, page 32.

College-level courses offered by Tacoma Community College are normally accepted in transfer by the receiving institution. Some courses not normally transferable may be accepted if they are taken as part of the Associate in Arts and Sciences degree, Option A. Information on the transferability of courses is available in the Advising and Career Centers in Bldg. 18, from faculty advisors, and from the baccalaureate institutions.

Changing TCC Degree Requirements

In the event that degree requirements change after a student enrolls at TCC, the College will adhere to the following policy:

> **If the degree is completed within five years, the student who initially enrolls at Tacoma Community College, or who transfers to the College with a minimum of 55 applicable credits, may graduate under the provisions of the Tacoma Community College degree in effect when he or she originally enrolled in any college accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College. The College encourages all students to fulfill the degree requirements in effect at the time of their graduation; students who do not complete the degree requirements within five years must fulfill the requirements in effect when they graduate.**

Multiple Degrees

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

Application for Degrees

Students preparing for graduation must complete a formal Application for Degree. Application forms are available in the Registration and Records Center, Bldg. 18. Completed application forms, signed by the Advisor/Program Coordinator, must be on file at the Registration and Records Center no later than the second week of the quarter in which a student plans to graduate. A $10 non-refundable Application for Degree fee will be assessed. Students applying to graduate with an Associate in Arts and Science degree, Option B, must apply by the second week of the quarter prior to the quarter in which they plan to graduate to allow time for credit evaluation by the transfer institution.

Prior to submitting an Application for Degree, students are advised to carefully review program requirements identified in the College Catalog with their academic advisor to ensure all requirements have been satisfied. Applications for Degree are reviewed and approved quarterly by the Academic Associate Degree Committee. Transfer students must have official copies of all transcripts from other colleges on file in the Registration and Records Center, Bldg. 18, prior to applying for the degree.

Associate In Arts and Sciences

(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 of the last 45 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.
- Course requirements for the Associate in Arts and Sciences degree must be met by completing a program as outlined in either Option A or Option B.

Degree Option A

This degree option is awarded by Tacoma Community College and is directly transferable to most baccalaureate institutions in Washington.

At least one course (5 credits) of the 90 credits applied toward graduation must be designated as a multicultural course. Approved multicultural courses are designated in the Approved Distribution Course List, page 37 and in the course description section beginning on page 69 and the quarterly class schedule with a (M) following the course title.

Students transferring to The Evergreen State College or to the University of Washington-Tacoma are strongly advised to include at least one learning community (coordinated studies or linked course) as part of their degree. See the Distribution Electives below.

1. Basic Requirements (15 credits)

A. Written Communication Skills (10 credits)
English 101, and either English 102, or 103

B. Quantitative Skills (5 credits)
Choose from the courses listed below. Each of these courses carries a prerequisite of Math 99 or Math 97.
Philosophy 120
Math 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 220, 224, 238
Business 256

2. Distribution Requirements (60 credits)

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

A. Humanities (15 credits)
Select one course from three different disciplines shown in the list on page 37. No more than 5 credits of studio/performance/skills course(s).

B. Social Sciences (15 credits)
Select one course from three different disciplines shown in the list on page 37.

C. Natural Sciences (15 credits)
Select one course from three different disciplines shown in the list on page 37. Shall include at least one laboratory course.

D. Multicultural (5 credits)
Select one course from those shown in the list on page 37. (See NOTE on Distribution List.)

E. Physical Education (3 credits)
Any three activity credits. A maximum of three PE activity credits can apply toward the degree.

F. Distribution Electives (7 credits)
Distribution electives must be selected from courses listed under Basic Requirements, Humanities, Social Sciences, or Natural Sciences.

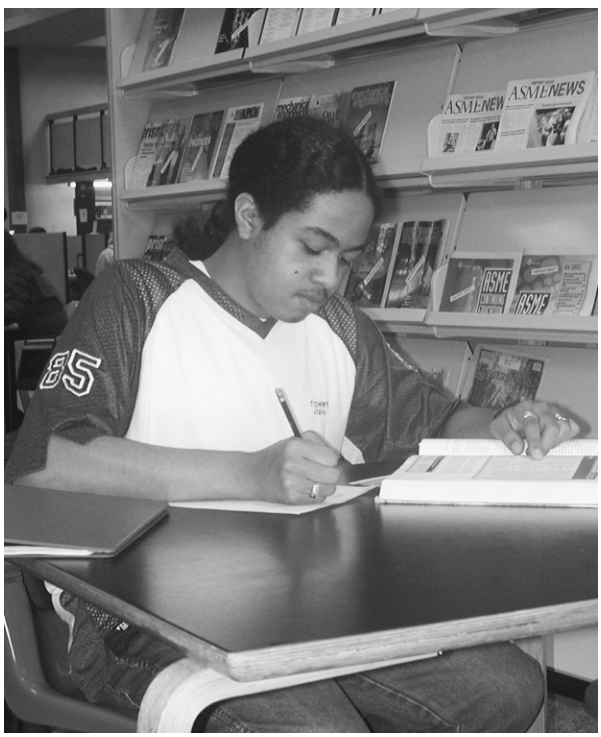
Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than a written communiction skills course) as part of their degree electives.

3. Other College-Level Electives (15 credits)
All elective credits must be in courses numbered 100 or above.

PE Activity credits cannot be used as elective credits.

Total Credits: 90

Approved Distribution Course List is on page 37.



Option B

This degree option is awarded by Tacoma Community College in fields of study where the transfer requirements of the four-year college or university differ from TCC's requirements for Option A. Option B is designed for students who know to which program and institution they want to transfer as a junior. Students may consult with an advisor at the intended transfer institution. They will be assigned a TCC advisor who understands the Option B requirements. Examples of programs designed for transfer under this option include the following:

American Ethnic and Gender Studies*

TCC Bridge—Evergreen State College-Tacoma

Business	Chiropractic
Dentistry	Engineering

Information Systems at UW Tacoma*

International Business at UW Tacoma*

Liberal Arts at UW Tacoma	Mathematics
Medical Technology	Medicine
Microbiology	Nursing/BSN
Occupational Therapy	Pacific Rim Studies*
Pharmacy	Physical Therapy

Veterinary Medicine

* Complete descriptions on pages 33 and 34.

Students interested in science programs may be best served by pursuing an Associate of Science degree.

Option B degrees are intended to transfer only to a specific program within a four-year college or university. Students who are uncertain where they will transfer or which program/major they will pursue should discuss this with their Option B academic advisor and may be best served by choosing Associate in Arts and Science Option A degree.

The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the Credentials Evaluator, Registration and Records Center, Bldg. 18. The student must also supply the TCC Registration and Records Center with a copy of the requirements or recommendations published by the four-year institutions or written recommendation by an undergraduate departmental advisor of the four-year institution. The student's assigned academic advisor can assist with these forms.

American Ethnic and Gender Studies – Option B

Contact: Bruce Sydow 253.566.5212

This Associate in Arts and Sciences Option B degree program is designed to expose students to key content, methodologies and theories in the comparative and interdisciplinary study of American ethnicity and gender in the United States. The program offers two tracks: American Ethnic Studies and Gender Studies and prepares students for transfer to similar four-year programs, but also complements fields of study like anthropology, business, communications, history, political science and sociology. Possible career options are teaching, counseling, law and civil service.

For detailed program information, contact the advisor. Program flyers are available at kiosks.

Bridge Program – Option B

Contact: Kim Washington 253.680.3022

This Associate in Arts and Sciences Option B program is designed for transfer to the Evergreen State College-Tacoma upper division. Consult the advisor regarding an Option B plan. Courses are taught in a Coordinated Studies format and are Interdisciplinary.

Interdisciplinary Studies (IDS) courses are team taught, cross-disciplinary learning communities designed as part of the theme-based curriculum of the TCC Bridge Program. Credits earned in IDS courses apply only to the Evergreen State College-Tacoma program. For information about enrollment, contact the advisor.

Information Systems Program – Option B

Contact: Robert Tan 253.566.5313

This degree is designed to transfer into University of Washington Tacoma's Business Administration Program where the student will complete a Bachelor of Arts degree with a concentration in Information Systems. This associate degree will enable students to build a basic business foundation while developing the information technology background to effectively design and interact with information systems for today's business.

1. Humanities (10 credits)

Selected from the TCC humanities distribution list.

Foreign Language - Two years of one foreign language at the high school level or 10 credits of one foreign language at the college level.

2. Social Sciences (20 credits)

ECON 200 Macro Economics

ECON 201 Micro Economics

10 credits selected from the TCC social sciences distribution list.

One course (5 credits) must be selected from the following: Psychology, Sociology, Anthropology

3. Natural Sciences (15 credits)

MATH 111 College Algebra for Business and Economics

MATH 112 Elements of Calculus (or equivalent)

One programming course (5 credits) must be selected from the following:

IT 201 Introduction to Programming
IT240 C + +
IT 242 Java

4. Accounting (15 credits)

ACCNT 210 Accounting Principles - Financial

ACCNT 220 Accounting Principles - Financial

ACCNT 230 Accounting Principles - Managerial

5. Statistics (5 credits)

BUS 256 Statistical Analysis (or Math 108)

6. Law (5 credits)

BUS 200 Business Law

7. English Composition (10 credits)

ENGL 101 College Freshman Composition

ENGL 103 Argument and Persuasion -or- ENGL 102

8. Electives (10 credits)

Suggested courses:

IT 235 Introduction to Information Technology
IT 238 Introduction to Visual Basic
IT 239 Advanced Visual BASIC

Total: 90 credits

International Business Program – Option B

Contact: Jim Wiek 253.566.5257

This unique program is designed for transfer into University of Washington Tacoma's Business Administration Program where the student will complete a Bachelor of Arts degree with a concentration in International Business. This Associate in Arts and Sciences Option B degree will enable students to build a basic business foundation while focusing on international, multicultural and interdisciplinary perspectives which foster global understanding and international awareness. These perspectives are a vital part of success in the 21st century as managers in business and government begin to face the challenges of the global marketplace.

1. Humanities (25 credits)

Language series 101, 102, 103

(choose from Russian, Japanese, Spanish or French.)

Speech 110

Elective: Humanities 110 or English 280 (to be taken spring quarter for international emphasis).

2. Social Science (25 credits)
Economics 200, 201
Business 200
Global Business 220
Elective: Choose from Psychology, Sociology, or Anthropology

3. Natural Science (15 credits)
Math 111 or equivalent & 112 or equivalent
Elective: Choose 5 credits of a natural science from the TCC natural sciences distribution list. Lab is not required.

4. Accounting (15 credits)
Accounting 210, 220, 230

5. Statistics (5 credits)
Business 256 (or Math 108)

6. English Composition (5 credits)
English 101

See also the new Professional-Technical Global Business Program, page 51, to earn an Associate in Applied Sciences degree.

Pacific Rim Studies – Option B

Contact: Dr. Yi Li 253.566.5396

This two-year Associate in Arts and Sciences Option B degree program is designed to provide students a broad foundation in the languages, culture, history and economics of selected Pacific Rim countries. These include countries in Central and South America, as well as Japan, Russia, Mexico and other Pacific Rim Countries.

The Option B Associate degree in Pacific Rim Studies will equip students with broad, entry-level skills useful in international business or trade. This course of study prepares students to enter the Pacific Rim or Asian Studies programs at the University of Washington—Tacoma, and the Global Studies or Chinese Studies programs at Pacific Lutheran University.

The following curriculum is required for the Option B Associate degree in Pacific Rim Studies at TCC.

1. Written Communication (10 credits)
English 101
English 102 or 103
Quantitative Skills

2. Quantitative Skills (5 credits)
Choose from the courses listed below. Each of these courses carries a prerequisite of Math 99.
Philosophy 120
Math 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 220, 224, 238
Business 256

3. Humanities (25 credits)
Language Series (choose from Russian, Japanese or Spanish)
Russian 101, 102, 103
Japanese 111, 112, 113
Spanish 101, 102, 103
Humanities 110
English 280 - Spring quarter only Pacific Rim Literature.
Philosophy 190, 200
Speech 110

4. Social Sciences (20 credits)
History 120, 121, 211, 230, 260
Geography 110
Political Science 203
Business 250 (required elective)

5. Natural Sciences (15 credits)
One course must be a laboratory science

6. Physical Education (3 credits)

7. Electives (17 credits)
Recommended electives are:
Anthropology 202
International Business 200, 201, 202
Continuance of language series

Associate of Science

(Transfer Degree)

This degree is awarded by Tacoma Community College and is designed for students who intend to transfer into certain science programs at a baccalaureate institution. Students pursuing this degree are required to select a specialization field from the approved list and will be assigned a TCC advisor who understands the requirements of that specialization. Many classes required for this degree are offered only once or twice a year. Students should work closely with their Associate of Science advisor to plan their programs of study, including elective courses.

Degree Requirements:

90 quarter credit hours in courses numbered 100 or above.

At least 30 of the last 45 applicable credits must be earned at Tacoma Community College

A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.

At least one course applied to the degree must be from the list of approved multicultural courses in the Approved Distribution Course List, page 37. These courses are designated with an (M) following the course title in the course descriptions section of the TCC catalog and in the Quarterly Class Schedules.

1. Basic Requirements (15 credits)

A. Written Communications Skills (5 credits)

English 101

B. Quantitative Skills (10 credits)

Math 124, 125 (or above with approval of advisor)

2. Humanities and Social Sciences (15 credits)

A. 5 credits from the Humanities on the Approved Distribution Course List.

B. 5 credits from the Social Sciences on the Approved Distribution Course List.

C. 5 additional credits from either the Humanities or Social Science on the Approved Distribution Course List.

3. Specialization Courses (30 - 60 credits)

These courses must include a set of courses for a particular specialization as approved by the department, the science division and the Registrar. The details of approved specializations are given below.

4. Elective Courses (0 - 30 credits)

Remaining college level courses to reach a total of 90 credits.

> The amount of credit in this category depends on the number of credits taken in the specialization courses in #3.

> PE activity courses cannot be used as elective credits in this category.

> A maximum of 5 credits in this category can be from courses that do not appear on any basic requirement or distribution list for the Associate in Arts and Sciences degree.

> Specializations approved at the time of printing are given below. Please see www.tacoma.ctc.edu/inst_dept/science/asdegree.shtm for the most current list of specializations.

Approved Distribution Course List is on page 37.

Biology Specialization

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

Specialization Courses (50 credits)

i) Biology 210, 211, 212 (15 credits)
ii) Chemistry 140, 150, 160, 231, 232, 233 (30 credits)
iii) Math 126 or Math 108 (5 credits)

The student must choose 10 credits in section #4 to reach a total of 90 credits. Physics 114, 115 or Physics 121, 122 are strongly recommended as elective courses.

Chemistry Specialization

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 and biochemistry.

Specialization Courses (50 credits)

i) Chemistry 140, 150, 160, 231, 232, 233 (30 credits)
ii) Math 126 (5 credits)
iii) Physics 121,122,123 (15 credits)

The student must choose 10 credits in section #4 to reach a total of 90 credits.

Computer Science Specialization

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 (37 credits)

i) Computer Science 142, 143 (9 credits)
ii) Math 126, 220, 224 (13 credits)
iii) Physics 121, 122, 123 (15 credits)

The student must choose 23 credits in section #4 to reach a total of 90 credits. Math 108 and Math 238 are highly recommended as elective courses.

Earth Sciences Specialization

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 including geology and oceanography.

Specialization Courses (45 credits)

i) Geology 101 (5 credits)
ii) Chemistry 140, 150, 160 (15 credits)
iii) Physics 121,122, 123 (15 credits)
iv) Math 126 (5 credits)
v) Geography 200 (5 credits)

The student must choose 15 credits in section #4 to reach a total of 90 credits.

Engineering Specialization*

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.

*Note: The engineering specialization requires 60 credits. However, in some cases this will not satisfy entry requirements into a specific engineering department at a baccalaureate institution. Students may wish to take more than 60 credits to satisfy these program specific entry requirements for transfer. Some engineering students may be best served by pursuing an AAS Option B degree.

Specialization Courses (60 credits, minimum)

i) Engineering 100, 142, 231 (10 credits)
ii) Physics 121, 122, 123 (15 credits)
iii) Math 126, 220, 238 (15 credits)
iv) Chemistry 140, 150 (10 credits)

This specialization requires 10 credits from the following list. Selection depends upon the intended engineering major. These 10 credits must be approved by an engineering advisor.

Engineering 124, 143, 170, 210, 215, 220, 230, 260
Chemistry 160, 231, 232
Biology 211, 212 (Bioengineering Only)
Math 224 (Required for UW transfers)

This specialization allows no credits in section #4.

Environmental Sciences

The following Social Science courses must be taken when fulfilling the requirements for section #2, part B and C of the Associate of Science degree:

i) Micro-economics, ECON 201 (5 credits)
ii) Political Sciences, POLSC 201 (5 credits)

In addition,the following set of courses fulfill the specialization requirement in section #3 of the Associate of Science degree:

i) General Chemistry, CHEM 140, 150, 160 (15 credits)
ii) College Biology, BIOL 210, 211, 212 (15 credits)
iii) Statistics, MATH 108 (5 credits)
iv) Physics, PHYS 114 (5 credits)
v) Physical Geology, GEOL 101 (5 credits)
vi) Technical Writing, ENGR 231/ENGL 105 (5 credits)*

*Engineering 231/English 105 are recommended but the following expository writing courses may be substituted: ENGL 102, 104, 201.

Total credits in specialization = 50.

This specialization will require the student to choose at least 10 credits in section #4 of the Associate of Science degree in order to reach a total of 90 credits. Selection from the following courses is strongly recommended.

i) One Special Topics Seminar: GEOL 170—179, OCEAN 170—179, or ENVSC 170—179 (2 credits)
ii) GEOG 200 (Geographic Information Systems) (5 credits)

Physics Specialization

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 (47 credits)

i) Physics 121, 122, 123 (15 credits)
ii) Math 126, 220, 224, 238 (18 credits)
iii) Chemistry 140, 150 (10 credits)
iv) Engineering 142 (4 credits)

The student must choose 13 credits in section #4 to reach a total of 90 credits.

Approved Distribution Course List

Use this list for the Associate in Arts and Sciences and Associate of Science degrees.

A. Humanities

Art 100, 201, 202, 203

Drama 101

English 232, 234, 240, 241, 242, 250, 257, 258, 259, 260, 264, 265, 267, 268, 269, 271, 280, 290

History 231

Humanities 100, 101, 102, 110, 120, 130, 220, 285

Journalism 101, 103, 209

Languages (Discipline):

French 101, 102, 103, 201, 202, 203

Japanese 111, 112, 113, 201, 202, 203

Russian 101, 102, 103, 150, 201, 202, 203

Spanish 101, 102, 103, 201, 202, 203

Library Sciences 100, 105

Music 106, 107, 108, 109, 110, 111, 112, 299

Philosophy 100, 119, 120, 190, 200, 215, 230, 260, 267, 270

Speech 100, 101, 110, 120, 130, 201

*Performance/Skills Courses

Art 101, 102, 103, 105, 106, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172, 247, 249, 258, 260, 261

English 276, 277, 278, 279

Music 101, 102, 103, 121, 123, 124, 125, 126, 130, 160, 170, 180, 199, 260, 270, 280

B. Social Sciences

Anthropology 100, 201, 202, 205, 210, 270, 280

Business 200

Economics 200, 201

Geography 110

Global Business 220

History 111, 112, 113, 120, 121, 147, 211, 221, 222, 223, 225, 230, 231, 241, 242, 243, 244, 248 249, 250, 254, 255, 260, 267, 290

Library Science 101, 102

Political Science 201, 202, 203, 204, 205, 210, 220, 230, 231, 240, 290

Psychology 100, 204, 205, 206

Sociology 110, 240, 252, 262, 270, 271

C. Natural Sciences

Anthropology 201, 270, 280

Astronomy 105

Biology 100, 105, 107, 108, 118, 140, 161, 201, 210, 211, 212, 220, 221, 240, 241, 242

Botany 101

Chemistry 100, 101, 102, 140, 150, 160, 231, 232, 233

Environmental Science 106, 145

Geography 205

Geology 101, 108, 125

Oceanography 101

Physical Science 100

Physics 114, 115, 116, 121, 122, 123

D. Multicultural

Anthropology 100, 201, 202, 210

Art 100, 150

Global Business 210, 220, 230, 240

Drama 101

English 234, 241, 242, 257, 258, 259, 260, 267, 268, 269, 271, 280

History 120, 121, 147, 211, 223, 225, 230, 231, 241, 242, 243, 244, 254, 260

Humanities 100, 101, 102, 110, 120, 130, 260, 285

Languages:

French 103, 201, 202, 203

Japanese 113, 201, 202, 203

Spanish 201, 202, 203

Music 106

Philosophy 190, 200

Political Science 210, 240

Psychology 206

Sociology 110, 252, 262

Speech 110, 130

Non-distributional Multicultural Courses

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

Business 255

ESL 190

Educational Paraeducator 130

Human Development 110, 112, 250

Human Services 261

Writing Intensive

English 232, 234, 241, 242, 250, 257, 258, 259, 260, 264, 265, 267, 268, 269, 271, 276, 277, 278, 279, 280

History 221, 222, 223, 225, 230, 231, 241, 242, 243, 244, 248, 249, 250

Humanities 100, 101, 102, 260

Journalism 101

Speech 130

Associate in Applied Sciences

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. TCC offers programs leading to an Applied Sciences Degree in the following occupations:

Administration of Law and Justice

Automated Accounting Applications

Business Administration and Management

Computer Equipment/Electronics Repair

Emergency Medical Services

Global Business

Health Information Technology

Human Services

Information Technology:

- Computer Application Developer
- Network Administrator
- Network Hardware Support
- Web Developer

Medical Secretary

Multimedia Specialist

Museum/Gallery Operations

Nursing, Associate Degree

Office Professional

Paraeducator, Early Childhood Emphasis

Paralegal/Legal Assistant

Pharmacy Technician

Radiological Sciences

Respiratory Therapy

Supervision and Management

Associate in Applied Sciences Degree Requirements

The Associate in Applied Sciences degree is designed for students in TCC's professional/technical programs. To obtain the degree, a student must complete a minimum of 90 credits, meet the specific program requirements, meet the related instruction requirements described below, and earn a minimum cumulative grade point average of 2.0. Thirty of the last 45 applicable credits must be completed at Tacoma Community College.

The faculty of TCC, along with a program advisory committee, determines the curriculum for each professional-technical program. Each curriculum includes major program requirements, elective courses, and related instruction requirements. Each Applied Sciences degree program contains six related instruction areas: communication, quantitative skills, living and working cooperatively, responsibility/leadership, critical thinking and problem solving, and information and informatin technology. Related instruction content may be embedded (listed in course objectives) within a program course, may be taught as part of a course (e.g., English 101 for Communication), or may be a prerequisite to program admittance. Students also may challenge courses or utilize an assessment/testing process to satisfy some related instruction requirements. Specific program requirements are listed in the Professional/Technical Programs section.

Related Instruction Requirements

1. Communication

The Communication content must be satisfied in Professional/Technical programs by completing one of the courses listed below as determined by the program curriculum.

A. Written Communications

The student will take a minimum of five credits in one of the following:

ENGL 101 College Freshman Composition (5 credits)

ENGL 100 Business English (5 credits)

B. Oral Communication

The student will take five credits in one of the following:

SPCH 100 Fundamentals of Speech Communications (5 credits)

SPCH 101 Public Speaking (5 credits)

SPCH 110 Multicultural Communication (5 credits)

SPCH 120 Small Group Communication (5 credits)

SPCH 130 Interpersonal Communication (5 credits)

C. Reading

The student will be assessed as possessing college level skills as measured by TCC assessment evaluation or complete courses to reach that skill level.

2. Quantitative Skills

Students will take a minimum of five credits in one of the following courses:

BUS 110	Business Math
MATH 97	Intermediate Algebra for the Liberal Arts (5 credits)
MATH 99	Intermediate Algebra (5 credits)

Or any Math course 100 or above

3. Living and Working Cooperatively

The Living and Working Cooperatively content must be satisfied in Professional/Technical programs by completing one of the courses listed below as determined by the program curriculum or programs may choose to embed the content within program courses. The objectives for these courses must clearly identify the content.

BUS 164	Leadership & Human Relations (5 credits)
BUS 167	Organizational Behavior (5 credits)
BUS 255	Managing Diversity (5 credits)
HD 110	Human Relations
HSP 261	Understanding Diversity
PSYCH 100	General Psychology (5 credits)
SMG 264	Motivation and Productivity (3 credits)
SPCH 110	Multicultural Communication (5 credits)

4. Responsibility/Leadership

The Responsibility/Leadership content must be satisfied in Professional/Technical programs by completing one of the courses listed below as determined by the program curriculum or programs may choose to embed the content within program courses. The objectives for these courses must clearly identify the content.

BUS 164	Leadership & Human Relations (5 credits)*
BUS 167	Organizational Behavior (5 credits)
BUS 255	Managing Diversity (5 credits)
HSP 270	Introduction to Group Process and Leadership (3 credits)
PSYCH 100	General Psychology (5 credits)
SMG 264	Motivation and Productivity (3 credits)*
SPCH 110	Multicultural Communication (5 credits)*

*Courses also meet Living and Working Cooperatively Requirement

5. Critical Thinking and Problem Solving

The Critical Thinking and Problem Solving content must be satisfied in Professional/Technical programs by completing one of the courses listed below as determined by the program curriculum or programs may choose to embed the content within program courses. The objectives for these courses must clearly identify the content.

BUS 164	Leadership & Human Relations (5 credits)
COMSK 100	Introduction to Critical Thinking (5 credits)
ENGL 103	Arguments & Persuasion (5 credits)
PHIL 119	Introduction to Logic (5 credits)

6. Information and Information Technology

The Information and Information Technology competency content must be satisfied in Professional/Technical programs by completing one of the courses listed below as determined by the program curriculum or programs may choose to embed the content within program courses. The objectives for these courses must clearly identify the content.

CU 100	Introduction to Windows and WWW (1 credit)
CU 102	Word I (2 credits)
CU 103	Excel I (2 credits)
CU 105	Word I, Excel I, PowerPoint (5 credits)
IT 235	Introduction to Information Technology
LS 102	Research Methods

Professional/Technical Certificate Programs

Certificates of completion are granted to students meeting the requirements for programs of less than 90 credits. To receive a certificate, students must submit Tacoma Community College's "Application for Vocational Certificate." The application is forwarded to the Program Chair no later than the end of the second week of the quarter in which requirements are to be completed. Certificates are available in the following areas:

Bookkeeping Systems
Computer Equipment/Electronics Repair
Court Clerk
Diagnostic Medical Sonography
Emergency Medical Technician
Entrepreneur's Succeed
General Office Assistant
Health Information Coding Specialist
Human Services
Human Services Case Aide
Information Technology:
- Network Administrator
- Network Hardware Support
- Web Developer
- Network Hardware Support

Management
Medical Reimbursement Specialist
Medical Secretary
Medical Transcriptionist
Nursing Assistant
Office Computer User Specialist
Paraeducator, Early Childhood Emphasis
Paralegal/Legal Assistant
Paramedic
Pharmacy Technician
Receptionist/Clerk
Reserve Police Academy
Word Processing

Faculty of Tacoma Community College, along with a program advisory committee, determines the curriculum for each certificate program. Curriculum includes technical program requirements. Also, each certificate of more than 40 credits contains a minimum of three related instruction areas: Communication, Computation, and Living and Working Cooperatively.

Associate in Technical Arts: General

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

ATA Degree Requirements (General)

> Certification of completion of an approved occupational or vocational program.

> Ninety (90) quarter hours, including a minimum of 45 quarter hours or the equivalent (usually 900 hours of training) in the approved program. State approved apprenticeship programs may be accepted for credit with less than 900 hours of classroom instruction.

> At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

> Electives may be needed to meet the balance of the 90 credits required for the General Associate in Technical Arts degree. These electives must be 100-level courses or above.

> Courses taken at TCC should not repeat or duplicate course work completed in the approved occupational/vocational program.

> Each ATA degree program at TCC contains five related instruction areas: communication, quantitative skills, human relations, leadership, and information and information technology. A minimum of 20 credits must be earned in the related instruction categories:

ATA Related Instruction Requirements:

1. Communication (8-10 credits)

ENGL 101	College Freshman Composition (5 credits)
ENGL 100	Business English (5 credits)
SPCH 100	Fundamentals of Speech Communications (5 credits)
SPCH 101	Public Speaking (5 credits)
SPCH 110	Multicultural Communication (5 credits)
SPCH 120	Small Group Communication (5 credits)
SPCH 130	Interpersonal Communication (5 credits)

2. Quantitative Skills (5 credits)

BUS 110	Business Math
MATH 97	Intermediate Algebra for the Liberal Arts (5 credits)
MATH 99	Intermediate Algebra (5 credits)

Or any Math course 100 or above

3. Living and Working Cooperatively (3-5 credits)

BUS 164	Leadership & Human Relations (5 credits)
BUS 167	Organizational Behavior (5 credits)
BUS 255	Managing Diversity (5 credits)
HD 110	Human Relations
HSP 261	Understanding Diversity
PSYCH 100	General Psychology (5 credits)
SMG 264	Motivation and Productivity (3 credits)
SPCH 110	Multicultural Communication (5 credits)

4. Responsibility/Leadership (3-5 credits)

BUS 164	Leadership & Human Relations (5 credits)
BUS 167	Organizational Behavior (5 credits)
BUS 255	Managing Diversity (5 credits)
HSP 270	Introduction to Group Process and Leadership (3 credits)
SMG 101	Essentials of Supervision (3 credits)
SMG 131	Supervision and Group Behavior (3 credits)
SMG 261	Leadership Dynamics (3 credits)
SMG 264	Motivation and Productivity (3 credits)

5. Information and Information Technology(1-5 credits)

CU 100	Introduction to Windows and WWW (1 credit)
CU 102	Word I (2 credits)
CU 103	Excel I (2 credits)
CU 105	Word I, Excel I, PowerPoint (5 credits)
IT 235	Introduction to Information Technology
LS 102	Research Methods

Associate in General Studies

AGS Degree Requirements

> A cumulative college-level grade point average of 2.00 in course work completed at TCC.

> At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

> Ninety (90) quarter hours in courses numbered 100 or above, including the following requirements.

> A maximum of three physical education activity credits will apply toward the degree.

AGS Degree Distribution Requirements

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

1. Communications (10 credits)

English 101, and one of the following:

English 100, 102, 103

Speech 100, 101, 110, 120, 130

2. Humanities (10 credits)

Five credits in each of the following:

a) Performing and Fine Arts (Music, Art, Drama)

b) Literary Arts (Literature, Foreign Language, Journalism, Humanities, Philosophy)

3. Social Science (10 credits)

Five credits in two of the following:

a) Social Sciences (Economics, Geography, Political Science)

b) Behavioral Science (Anthropology, Psychology, Sociology)

c) History

4. Math/Science (10 credits)

Five credits in two of the following:

a) Natural Science (Astronomy, Biology, Botany, Environmental Science)

b) Physical Science (Chemistry, Geology, Oceanography, Physics, Physical Science)

c) Mathematics (100 or above), Anthropology 201, 270, Philosophy 120, Geography 205

5. Physical Education (3 credits)

Any three activity credits

6. Electives (47 credits)

Courses Applicable to AGS Degree

Students pursuing an Associate in General Studies degree must select courses from the list below to meet distribution requirements.

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

Humanities

Art 100, 101, 102, 103, 105, 106, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172, 201, 202, 203, 247, 249, 258, 260, 261

In addition to the above course list, any advanced art course for which these courses are prerequisite also apply to this distribution requirement.

Drama 101

English 232, 234, 240, 241, 242, 250, 257, 258, 259, 260, 264, 265, 267, 268, 269, 271, 276, 277, 278, 279, 280, 290

French 101, 102, 103, 201, 202, 203

Humanities 100, 101, 102, 110, 120, 130, 220, 285

Japanese 111, 112, 113, 201, 202, 203

Journalism 209, 101, 103

Library Science 100, 105

Music 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 121, 123, 124, 125, 126, 130, 160, 170, 180, 199, 260, 270, 280, 299

Philosophy 100, 119, 120, 190, 200, 215, 230, 260, 267, 270

Russian 101, 102, 103, 150, 201, 202, 203

Spanish 101, 102, 103, 201, 202, 203

Mathematics & Natural Sciences

Anthropology 201, 270, 280

Astronomy 105

Biology 100, 105, 107, 108, 118, 140, 161, 201, 210, 211, 212, 220, 221, 240, 241, 242

Botany 101

Business 256

Chemistry 100, 101, 102, 140, 150, 160, 231, 232, 233

Environmental Science 106, 145

Geography 205

Geology 101, 108, 125

Mathematics 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 220, 224, 238

Oceanography 101

Philosophy 120

Physics 114, 115, 116, 121, 122, 123

Physical Science 100

Social Sciences

Anthropology 100, 201, 202, 205, 210, 270, 280

Business 200

Economics 200, 201

Geography 110

Global Business 220

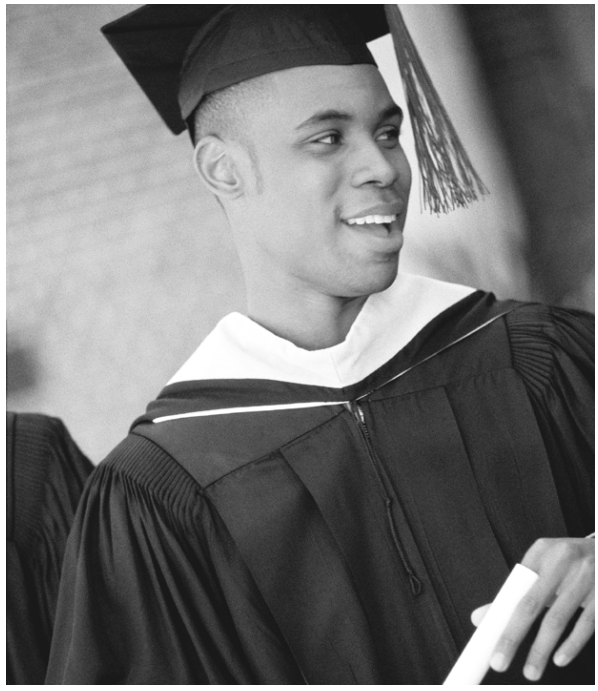
History 111, 112, 113, 120, 121, 147, 211, 221, 222, 223, 225, 230, 231, 241, 242, 243, 244, 248, 249, 250, 254, 255, 260, 267, 290

Library Science 101, 102

Political Science 201, 202, 203, 204, 205, 210, 220, 230, 231, 240, 290

Psychology 100, 204, 205, 206

Sociology 110, 240, 252, 262, 270, 271



Scholastic Honors and Awards

Honors

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

High Honors

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

Honor Societies

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

Academic excellence is the primary hallmark of Phi Theta Kappa, an honor society serving two-year colleges that offer associate degree programs. Members must maintain a 3.5 or better grade point average and be eligible for tuition scholarships. PTK members also can develop interpersonal communication and leadership skills and provide a variety of services to the college and community. For more information, contact the PTK advisor at 253.566.6007.

Psi Beta is a national honor society for psychology students. Members must maintain a 3.0 or better GPA, have completed at least 2 quarters of psychology, and have demonstrated a genuine interest in psychology and high standards of personal behavior and integrity. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research and community service. For more information contact the faculty advisor, Dr. Pamela Costa at 253.566.5389.

Alpha Delta Omega is a national honor society for students enrolled in Human Services programs. Chartered in 1990, the TCC chapter stresses academic excellence and promotes the ideals of the human services profession. Membership is open to students with a 3.0 or higher grade point average who are enrolled in Human Services or related programs. For more information, contact Barbara Peterson at 253.566.5388.

Graduation

Degrees are conferred at the end of each quarter. Commencement Ceremonies for degrees are held annually at the end of spring quarter. All students who have earned degrees in the current academic year are invited to participate in the June Commencement. Students within one course of completing their degree and who have enrolled in the required course for summer quarter may also apply to participate in Commencement. Contact the Credentials Evaluator in Bldg. 18 for degree and early Commencement application.

Graduation Awards

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

Graduation with Honors

Students with a graduation grade point average of 3.33 to 3.65 who have completed at least 60 graded college-level credits (numbered 100 and above) at Tacoma Community College and have met award criteria described below will be graduated with "Honors."

Graduation with High Honors

Students with a graduation grade point average of 3.66 or higher who have completed at least 60 grade college-level credits (numbered 100 and above) at Tacoma Community College and have met award criteria described below will be graduated with "High Honors".

Awards Criteria (Graduation with Honors and Graduation with High Honors)

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

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

President's Medal Awards

The three Associate in Applied Sciences degree candidates and the three Associate in Arts and Sciences degree and Associate of Science candidates who have completed at least 60 graded college-level credits (numbered 100 and above) at Tacoma Community College and who have earned the highest cumulative grade point average above 3.84 will automatically be eligible for consideration for the President's Medal.

A subcommittee of the Instructional Council shall select the President's Medal winner for each degree by a majority vote. In selecting the President's Medal winner in each degree category, the committee will give first consideration to a student's grade point average.

Where distinctions among students' grade point averages are not significant in the Council's view, the following additional criteria will be considered by examination: the number of courses in which the student has received an I, W (consideration will be given to students who completely withdraw from classes for substantiated medical reasons), and/or repeat grade; the breadth of the student's courses in humanities, social sciences, math and science; the rigor of the student's program of studies; and the number of credits completed at Tacoma Community College.

In cases where only breadth of course work separates an Option A, Arts and Sciences degree candidate and an Option B candidate, each student may be awarded a President's Medal.

If no clear distinction exists among the above criteria, more than one President's Medal may be awarded in each degree category.

Professional/Technical Programs

Tacoma Community College welcomes inquiries regarding its many professional/technical degree and certificate programs. In the following pages the course requirements for the programs are listed. Before enrolling, the student should contact the Program Chair listed with each program. The Program Chair may require a student to alter his or her individual plan of study to include courses which prepare the student for a course required by the program.

Automated Accounting Applications

Program Chair: Annalee Rothenberg 253.566.5181

The Automated Accounting Applications curriculum prepares the student for employment in a variety of accounting and related occupations. Program graduates are especially well prepared to work with integrated computerized accounting systems.

The beginning classes focus on the study of bookkeeping and accounting principles, along with necessary related office and communications skills. The advanced classes develop skills in the application of computers to bookkeeping and accounting systems.

Associate in Applied Sciences Degree: Awarded to students completing the full six-quarter program.

Certificate in Bookkeeping Systems: May be earned by students completing a three-quarter program.

Admissions Requirement

Admission to the Automated Accounting Applications program is open to all students with 12th grade reading and math skills. Students who, by their record or test results, cannot demonstrate competency at this level will be advised to enroll in, and successfully complete, the appropriate math and English courses prior to attempting the Automated Accounting Applications curriculum.

Automated Accounting Applications

Associate in Applied Sciences degree

Accounting Courses (35 Credits)

Course Title	*Course No.*	*Credits*
Practical Accounting I	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Practical Managerial Accounting	ACCNT 142*	5
Payroll and Business Taxes	ACCNT 145*	5
Computer Applications in Accounting I	ACCNT 240*	5
Computer Applications in Accounting II	ACCNT 241*	5
Work Internship	ACCNT 290*	5

Note: Students may substitute, with Program Chair's approval, ACCNT 210, 220, 230 for ACCNT 140, 141, 142.

Computer User Courses (10 Credits)

Word I, Excel I, PowerPoint	CU 105	5
Introduction to Access	CU 110*	2
Excel II	CU 203*	3

Business and Communication Courses (31 Credits)

Introduction to Business	BUS 101	5
Business English	BUS 100 or ENGL 101*	5
Business Mathematics	BUS 110 or MATH 111*	5
Leadership & Human Relations	BUS 164	5
Career Readiness Skills	BUS 280	1
Business Correspondence	BUS 225* or ENGL 102* or 103*	5
Fundamentals of Speech Communication	SPCH 100	5

Student may substitute SPCH 101, 110, 120, or 130.

Electives (15 Credits)

From ACCNT, BUS, COMSK, IT or ECON courses approved by Program Chair 15

Total Credits: 91

* Prerequisite required (see course description).

Note: Demonstration of keyboarding and 10-key proficiency are required for completion of this program.

Bookkeeping Systems

Certificate Program

Course Title	*Course No.*	*Credits*
Business English	BUS 100 or ENGL 101*	5
Business Mathematics	BUS 110	5
Leadership & Human Relations	BUS 164	5
Word I, Excel I, PowerPoint	CU 105	5
Introduction to Access	CU 110*	2
Excel II	CU 203*	3
Practical Accounting I	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Choose two of the following three courses:		10
Practical Managerial Accounting	ACCNT 142*	
Payroll and Business Taxes	ACCNT 145*	
Computer Applications in Accounting I	ACCNT 240*	

Total Credits: 45

* Prerequisite required (see course description).

Note: Student may substitute ACCNT 210, 220, 230 for ACCNT 140, 141, 142.

Administration of Law and Justice

Program Chair: Sam Holden 253.566.5076

The Administration of Law and Justice Program offers four areas of concentration: law enforcement, corrections, juvenile justice, and paralegal/legal assistant. Each concentration is specifically designed to prepare students for positions in each area. (A separate section is listed for the Paralegal/Legal Assistant Program below).

This degree program will prepare students to meet the challenges within criminal justice careers in: law enforcement, municipal police and federal agencies; correctional system, parole, probation and counseling; juvenile justice, diversion, counseling and probation; court system, court clerk, court security and administration; private security, loss prevention and private investigations; legal system, criminal research and trial preparation.

In this highly rewarding and expanding career field, students can select a concentration to enhance their own interests and career goals. Graduates are placed in highly responsible and exciting positions. Few careers offer such a diverse and gratifying experience, where each graduate can truly make a difference in society.

With an Associate in Applied Sciences degree from TCC in the Administration of Law and Justice Program, students can expect greater employment opportunities, greater assignment choices, faster promotions, educational salary stipends, and point advantages on test scores.

General education courses are usually "distribution courses" and will normally transfer to all major baccalaureate institutions in Washington. Students wishing to transfer to a four-year institution should contact that institution to determine their requirements when planning an academic schedule.

Assessed placement at college-level English and reading is required for most ADJ courses.

Certificate in Administration of Justice

The Administration of Justice Certificate is designed to enhance the career potential of those planning to enter the profession or who are already employed with an agency. Flexible course times offer students a wide variety of options to work around their schedules. The Certificate curriculum can be directly applied toward completion of an Associate in Applied Science Degree in Administration of Justice.

Requirements for the Certificate include a total of 43 credits from courses in the Administration of Law and Justice Program. The student may select a curriculum program to fit their own academic goals, but must take the seven core courses required for the AAS Degree.

Administration of Justice

Associate in Applied Sciences degree

Core Requirements (30 credits)

Course Title	*Course No.*	*Credits*
Intro to Administration of Justice	ADJ 100	5
Criminal Law	ADJ 101	5
Community Policing	ADJ 103	2
Ethical Issues in Law Enforcement	ADJ 105	3
Criminal Investigation	ADJ 200	5
Power, Multiculturalism and the Law	ADJ 104	5
Juvenile Justice system	ADJ 107	5

General Education Requirements (49 credits)

(These courses are generally transferable)

College Freshman Composition	ENGL 101	5
College Freshman Composition	ENGL 102*	5
MS Word (or other approved computer course)	CU 102	2
Survey of Sociology	SOC 110	5
General Psychology	PSYCH 100	5
Fundamentals of Speech Communication	SPCH 100	5
Public Speech Communication	SPCH 101	5
American National Government and Politics	POLSC 202	5
Science (select one) Natural Science -any course listed for the Associate of Arts and Science Degree		5
Total Fitness	PE 100	2
Math	MATH 107 or BUS 110	5

Program Electives

Select a minimum of 15 credits from the following courses:

Criminal Procedure and Evidence	ADJ 102	5
Introduction to Corrections	ADJ 140	5
Special Topics	ADJ 179	2
Criminal Investigations	ADJ 200	5
Forensics	ADJ 201	5
Police Leadership	ADJ 202	5
Juvenile Delinquency in America	ADJ 204	3
Crime and Justice in America	ADJ 205	3
Law Enforcement/Criminal Justice Internship I	ADJ 207*	5
Law Enforcement/Criminal Justice Internship II	ADJ 208*	5
De-escalation Techniques	ADJ 209	2
Law Enforcement Communication	ADJ 212	3
Prevention and Control of Delinquency	ADJ 213	5
Parole and Probation	ADJ 240	5

Total Credits: 94

* Instructor permission required.

Basic Law Enforcement Reserve Academy

The Administration of Justice Program offers a 220-hour, 11-week, Reserve Police Academy approved by the Washington State Criminal Justice Training Commission. Classes are normally held in the evenings and weekends. The academy is offered in the fall and/or spring terms and students must meet admission requirements by completing an application for admission obtained from the Administration of Law and Justice Secretary at 253.566.5076. This program prepares the recruit to function as a Reserve Police Officer in Washington State.

Students sponsored by law enforcement agencies may enroll in the Academy and receive certificates of completion from the Training Commission. Unsponsored or civilian students may also enroll, and upon successful completion, receive a letter noting that they passed Academy requirements. The letter is valid for two years and allows students to seek placement in a law enforcement agency. At the date of hire, the Training Commission will issue certificates.

Students enrolled in the Academy receive 18 credits for ADJ 290, 5 of which can apply to the Associate of Applied Science Degree in Administration of Justice as a concentration requirement.

Out-of-state residents must pay the prevailing enrollment fees applicable to their residency status.

Paralegal/Legal Assistant Program

Program Advisor: Janet Olejar 253.566.5053

The two-year, Paralegal/Legal Assistant Program is designed to prepare students to enter into the legal services field as a specialist by providing services under the supervision of an attorney. In this rapidly growing and exciting career field, graduates can obtain positions as a paralegal/legal assistant in a law office, legal department of a corporation, public agency, court system, private investigation firm, and paralegal services. The need for paralegals in Washington State continues to grow and the salaries and benefits are good.

Paralegals are trained to prepare legal documents, conduct research and investigations, interview clients and witnesses, prepare probate inventories, and organize and index documents. They draft correspondence and legal documents, prepare clients for court hearings and mediation, and help attorneys in litigation. They may also participate in administrative hearings.

This curriculum is also an excellent program to prepare students for law school. Students interested in attending law school are encouraged to take advantage of the varied law courses offered in this program.

The Paralegal/Legal Assistant Program consists of 92 credits of instruction and can be completed in a two-year period. Assessed placement at college-level English and reading is required for all Paralegal/Legal Assistant courses. Students must earn a minimum of a 2.0 GPA ("C") in each Paralegal/Legal Assistant program course. If the grade earned is lower than a 2.0, students must retake the course if it is required. If the course is an optional legal specialty, students may choose a different legal specialty course to fulfill the requirements.

Paralegal/Legal Assistant Program

Associate in Applied Sciences degree

Core Requirements (45 credits):

Course Title	*Course No.*	*Credits*
Fundamentals of Paralegalism (includes Ethics)	ADJ 150	5
Legal Research and Writing I	ADJ 151	5
Legal Research and Writing II	ADJ 251*	3
Introduction to Civil Law	ADJ 152	5
Civil Procedure	ADJ 153	5
Law Office Management	ADJ 154	5
Criminal Law	ADJ 101	5
Interviewing and Investigation	ADJ 232	3
Editing and Proofreading	OFFCE 105*	2
Internship I	ADJ 233*	5
Health/Dealing with Stress	ADJ 155	1
Transition Planning	ADJ 239	1

Legal Specialty Elective Courses: (12 credits)

Litigation (torts/case management)	ADJ 220	3
Family Law	ADJ 221	3
Probate/Estate Planning	ADJ 222	3
Alternative Dispute Resolution (ADR)	ADJ 223	3
Real Estate Law	ADJ 224	3
Bankruptcy Law	ADJ 225	3
Administrative Law	ADJ 226	3
Environmental Law/Land Use	ADJ 227	3
Employment Law	ADJ 228	3
Intellectual Property Law (includes e-commerce)	ADJ 229	3
Business Organizations/Corporations	ADJ 230	3
Commercial Transactions	ADJ 231	3
Criminal Procedure and Evidence	ADJ 102	5
Internship II	ADJ 234	5

General Education Requirements (35 credits)

College Freshman Composition	ENGL 101	5
Speech Communications	SPCH 100	5
Business Math (or other college-level Math course)	BUS 110	5
Social Science Elective	SOC/PSYCH	5
Political Science or History Elective		5
Natural Science Elective (any natural science course on A.A. distribution list)		5
Multicultural Course Elective (any Multicultural course on the A.A. distribution list)		5

Total Credits: 92

* Prerequisite required (see course description).

Prerequisites for entering Program: Assessment at college level English and reading.

Prerequisites for Internship: CU 105 (or other approved computer courses) or Business PC courses; Typing at 50 wpm with maximum 5 errors. Recommended course for entering program: BUS 100 (Business English).

Paralegal/Legal Assistant Program-Recommended Sequencing of Courses

FIRST YEAR

Fall

Fundamentals of Paralegalism	ADJ 150	5
Criminal Law	ADJ 101	5
Health/Dealing with Stress	ADJ 155	1
College Freshman Composition	ENGL 101	5
(or other required general education course)		

Winter

Legal Research and Writing	ADJ 151	5
Introduction to Civil Law	ADJ 152	5
Editing & Proofreading	OFFCE 105	2
Any required general education course		5

Spring

Civil Procedure	ADJ 153	5
Law Office Management	ADJ 154	5
Legal Research and Writing II	ADJ 251	3
Any required general education course or legal specialty elective course		3-5

SECOND YEAR

Fall

Interviewing and Investigation	ADJ 232	3
Choose from the following:		12-15

*Internship, legal specialty elective courses, general education requirements

Winter

Choose from the following:		15-19

*Internship, legal specialty elective courses, general education requirements

Spring

Transition Planning	ADJ 239	1
Choose from the following:		14-18

* Internship, legal specialty elective courses, general education requirements

* Prerequisites for Internship: CU 105; Typing at 50 wpm with maximum of five errors.

Paralegal/Legal Assistant Certificate

The Paralegal/Legal Assistant Certificate is designed for those who already possess an Associate of Arts & Sciences or a Bachelor of Arts degree and wish to enter the profession or if already employed in the legal field, to enhance their career potential.

This certificate is awarded to students who have completed an AAS or a BA degree and 45 credits of paralegal classes as listed below. To graduate from this program, students must show evidence of completion of an AAS or a BA degree, proficiency in computer skills, a minimum of 2.0 GPA (C) in each of the paralegal courses, as well as evidence of meeting related study requirements.

Students interested in this program should meet with an advisor who can explain the requirements. For information please call Janet Olejar at 253.566.5053.

Paralegal/Legal Assistant

Certificate Program

Required Courses (45 credits)

Course Title		*Credits*
Fundamentals of Paralegalism (includes Ethics)	ADJ 150	5
Legal Research and Writing I	ADJ 151	5
Legal Research and Writing II	ADJ 251*	3
Introduction to Civil Law	ADJ 152	5
Civil Procedure	ADJ 153	5
Law Office Management	ADJ 154	5
Criminal Law	ADJ 101	5
Interviewing and Investigation	ADJ 232	3
Internship I	ADJ 233*	5
Transition Planning	ADJ 239	1
Elective:		
Choose one legal specialty course	ADJ 220 - ADJ 231	3

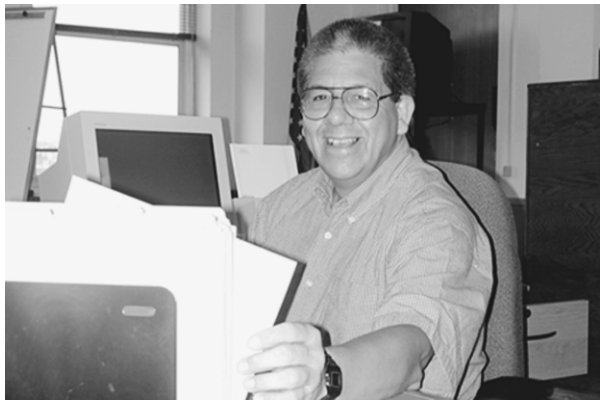
* Prerequisite required (see course description).

Court Clerk Certificate Program

Program Coordinator: Janet Olejar 253.566.5053

TCC offers a Court Clerk Certificate program that prepares students for positions as Court Clerks. Court Clerks work in the Washington court systems and process court documents, enter data into the JIS (Judicial Information System) database, write legal memos and letters, and interface with the general public. The program includes both coursework and internship in a court. Interested students should contact the coordinator about the details.

Prerequisites: Assessment at college level English and reading, typing speed of 35 wpm, and basic word processing skills. Recommended: CU 105 and BUS 100.



Computer Application Developer

See Information Technology, page 54.

Business Administration and Management

Program Chair: Christopher Gilbert 253.566.5321

The Business Administration and Management (BAM) program offers courses that help individuals prepare for advancement in business and managerial occupations. It provides a broad base of business instruction, concentrating on current management techniques and principles. The BAM Program is designed for individuals interested in a career in business that begins with entry into first-level positions in a variety of managerial areas. Coursework is designed to develop skills in marketing, business administration and management, human resources, supervision, and international business. Students will gain an understanding of diversity in the workplace, technology's role in businesses of the future, corporate ethics, and concepts of small business and entrepreneurship. An Associate in Applied Sciences degree will be awarded to students who successfully complete the 91-credit curriculum listed below.

Business Administration and Management

Associate in Applied Sciences degree

Business Administration and Human Resources Courses (31 credits)

Course Title	*Course No.*	*Credits*
Introduction to Business	BUS 101	5
Principles of Management	BUS 163	5
Leadership and Human Relations	BUS 164	5
Organizational Behavior	BUS 167	5
Principles of Marketing	BUS 240	5
Introduction to Global Business	GBUS 220	5
Career Readiness Skills	BUS 280	1

Student must take BUS 101 and/or BUS 163 during their first quarter and must complete both by their third quarter in the program.

Operations and Business Management Courses (Select 15 credits)

Personnel Management	BUS 165	5
Retailing and Professional Sales	BUS 245	5
Managing Diversity	BUS 255	5
Small Business Entrepreneurship	BUS 260	5
Business in a Changing World	BUS 270	5
Individual Internship Study	BUS 290*	5

*Offered every quarter to 2nd year BAM students with Instructor permission.

Communication Courses (15 credits)

Business English	BUS/ENGL 100	5
Business Correspondence	BUS 225*	5
Fundamentals of Speech Communication	SPCH 100 or 101 or 110	5

(ENGL 101* and 102* fulfill the requirements of ENGL 100 and BUS 225)

Computation Courses (15 credits)

Practical Accounting I	ACCNT 140	5
Accounting for Decision-makers	ACCNT 150*	5

* Prerequisite: ACCNT 140 or 210

ACCNT 140/142 or ACCNT 210/220/230 fulfill requirements for ACCNT 140/150)

Business Mathematics	BUS 110	5

Computer Course (5 credits)

Word I, Excel I, PowerPoint	CU 105	5

Elective Courses (10 credits)

Two or more college-level courses from the following disciplines may be selected to satisfy this requirement:

ACCNT, ANTH, BUS, COMSK, CU, ECON, ENGL, OFFCE, POLSC, PSYCH, SMG, SOC, SPCH, ESL, ASTRO, BIOL, ART, ENVSC, GEOG, GEOL, HT, HIST, JOUR, MATH, MUS, and OCEAN.

(Courses from other disciplines require approval of Program Chair.)

Total Credits: 91

Leadership/Management Certificate

In addition to our Business Administration and Management 2-year Professional Technical degree, a one-year (45-credit) Certificate in Leadership and Management is currently being developed. For more information, contact Chris Gilbert, BAM Program Chair at 253.566.5321.

Computer Equipment/ Electronics Repair

(formerly Computer Field Technology)

Program Chair: Raymond Kendall 253.566.5298

The Computer Equipment/Electronics Repair program prepares students to work in a variety of electronics-based fields, including installation, maintenance, repair, and testing of computers and digital equipment. A 53-credit certificate is awarded to students who successfully complete the first three quarters of the program. An Associate in Applied Sciences in Computer Equipment/Electronics Repair is awarded upon satisfactory completion of the remaining courses. A minimum of one year of high school algebra and good English language skills are required.

Computer Equipment/Electronics Repair

One Year Certificate Program

Course Title	*Course No.*	*Credits*
First Quarter		
Intermediate Algebra	MATH 99	5
Fundamentals of Electricity & Electronics	ELEC 104	5
Electronic Devices & Systems	ELEC 106	5
Introduction to Information Technology	IT 235	5
	Total Credits:	**20**
Second Quarter		
Business English	BUS 100	5
Digital Techniques	ELEC 204	5
Schematics	ELEC 206	5
	Total Credits:	**15**
Third Quarter		
Microprocessors	ELEC 207	6
Peripherals and Communications	ELEC 209	6
Troubleshooting Techniques	ELEC 210	6
	Total Credits:	**18**
	Total Certificate Credits:	**53**

*Prerequisite required (see course description).

Computer Equipment/Electronics Repair

Associate in Applied Sciences degree

Additional Courses for the Associate in Applied Sciences Degree		
Pre-Calculus I: College Algebra	MATH 115	5
Fundamentals of Speech Communication	SPCH 100	5
Introduction to Business	BUS 101	5
Leadership & Human Relations	BUS 164	5
Operating Systems I	IT 110*	5
Client/Server Technology I - LAN's	IT 260*	5
Microcumputer Fundamentals	IT 102*	5
Introduction to Programming	IT 201*	5
At least one course from the following		5
C++	IT 240*	
Database Systems	IT 244*	
Systems Design and Analysis	IT 247*	
	Additional credits for Associate degree:	**45**

* Prerequisite required (see course description).

Computer Information Management Systems

See Information Technology, page 54.

Computer Related Programs

Students at Tacoma Community College receive training in information technology and its application to many careers. TCC offers complete courses of study in several computer-related fields including: Information Technology, Computer Application Developer, Network Hardware Support, Computer Equipment/Electronics Repair, Automated Accounting Applications, Office Professional Program, Office Computer User Specialist, Engineering, and Health Information Management. In addition, students in the Arts and Sciences or other non-technical programs may learn computer skills through any of the Computer User courses designed for non-technical students. For more information, call 253.566.5072.

Diagnostic Medical Sonography

Contact Allied Health: 253.566.5113

The Diagnostic Medical Sonography program provides a specialty in ultrasound technology for graduates of an associate degree or two-year hospital-based program in radiological sciences, who hold a current registry credential as a radiologic technologist. This four-quarter certificate program is sequential and full time. Students complete classroom work and laboratory work on the campus and clinical education in an affiliated ultrasound department. Students acquire skills in reviewing and recording pertinent clinical patient history, performing the sonographic examination, providing for the comforts and needs of the patient during the examination and recording the anatomic, pathologic and physiologic data for interpretation by the supervising physician. Thoroughness, accuracy and empathy are traits needed by persons interested in this program. They should also be versatile and able to follow precise and detailed directions.

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

A separate application to the Diagnostic Medical Sonography program is required and may be obtained at the Allied Health Office, Bldg. 19, Room 70, or by calling 253.566.5113.

Prior to acceptance in the Diagnostic Medical Sonography program, students must complete the following courses (or equivalent) as prerequisite requirements with a grade of "C" or higher: ENGL 101, SPCH 100, BIOL 220/221, RS 170, PHYS 114 or RS 108/109, and MATH 115. The required prerequisite courses must have been taken in the last five years unless the applicant has been actively employed as a radiologic technologist at least 20 hours per week for the last two years. In addition, all applicants must hold a minimum cumulative GPA of at least 2.5 with a grade of "C" or higher in all radiologic science, communication, math and science courses. It is highly recommended that a refresher course in MATH 115 be taken if coursework is more than 2 years old.

Diagnostic Medical Sonography

One Year Certificate Program

Course Title		*Credits*
Fall Quarter		
Pathophysiology I	DMS 110	3
Ultrasound Cross-Sectional Anatomy	DMS 105	4
Abdominal Scanning & Techniques	DMS 120	4
Small Parts & Intraoperative Scanning	DMS 121	4
Ultrasound Physics & Instrumentation I	DMS 130	3
Ultrasound Clinical I	DMS 150	1
Winter Quarter		
Pathophysiology II	DMS 111	3
Obstetrics/Gynecology Scanning & Techniques	DMS 122	4
Ultrasound Physics & Instrumentation II	DMS 131	3
Instrumentation & Scanning Lab I	DMS 140	2
Ultrasound Clinical II	DMS 151	6
Spring Quarter		
Pathophysiology III	DMS 112	3
Instrumentation & Scanning Lab II	DMS 141	2
Ultrasound Seminar I	DMS 160	1
Ultrasound Clinical III	DMS 152	10
Summer Quarter		
Comprehensive Physics Review	DMS 170	2
Ultrasound Seminar II	DMS 161	1
Ultrasound Clinical IV	DMS 153	13

Total credits: 69

Educational Paraprofessional

See Paraeducator Program, page 62.

Emergency Medical and Health Services

Program Chair: Mike Smith 253.566.5220

Tacoma Community College offers emergency medical services education and training programs at several levels. They range from Basic-EMT to Paramedic programs and provide continuing education opportunities in the emergency medical care field.

Basic Emergency Medical Technician is the first certification level for students pursuing careers in the EMS field. After the 112-hour course, students may become nationally registered and/or State of Washington certified EMTs.

The Paramedic education program is designed for students who have completed Basic EMT training, have a minimum of one year of field experience, and wish to continue their education in the field. Paramedics serve as the eyes, ears and hands of an emergency physician while in the field, and are typically employed by fire services, hospitals or ambulance companies.

* All EMC courses require that an application process be completed prior to admission. See the descriptions of courses in which you are interested for details, or call for more information.

Paramedic Education Program

Certificate Program

First Quarter (Summer)

Course Title	*Course No.*	*Credits*
Human Anatomy & Physiology	BIOL 118	5
Medical Terminology	HT 130	3
Second Quarter (Fall)		
EMS Wellness & Prevention	EMC 118	4
Paramedic I (didactic)	EMC 120*	12
Paramedic Clinical I	EMC 130*	4
Total Fitness	PE 100	2
Third Quarter (Winter)		
Paramedic (didactic) II	EMC 121*	12
Paramedic Clinical II	EMC 131*	7
Advanced Total Fitness	PE 200	2
Fourth Quarter (Spring)		
Paramedic (didactic) III	EMC 122*	5
Paramedic Clinical III	EMC 132*	9

Total Credits: 65

Emergency Medical Services

Associate in Applied Sciences degree

Second Year Required Courses (37-40 credits):

Contemporary Issues in Pre-Hospital Care	EMC 200*	2
General Psychology	PSYCH 100	5
College Freshman Composition	ENGL 101	5
Business Math	BUS 110	5
OR Math: A Practical Art	MATH 107	5
Select one from each of the following areas:		
Survey of Sociology	SOC 110	5
OR Marriage & The Family	SOC 152	5
OR Social Psychology	SOC 240	5
Principles of Management	BUS 163	5
OR Leadership and Human Relations	BUS 164	
Computer Course See list of approved CU courses.	CU	1-5
Public Speech Communications	SPCH 101	5
OR Fundamentals of Speech Communication	SPCH 100	5

Total Associate Degree Credits: 103 - 107

*Prerequisite required (see course description). Additional or alternative courses subject to approval of Program Chair.

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

General Office Assistant

See Office Professional, page 60.

Global Business

Program Chair: Jim Wiek 253.566.5257

This Program offers professional/technical training to help individuals prepare for advancement in business and managerial occupations in which knowledge of global business concepts will be helpful to the individual and the employing organization.

The program is designed for people interested in a career that would benefit from an understanding of both (a) key business functions normally performed in business organizations, as well as (b) tools and concepts used by organizations that conduct business globally. Students will learn the fundamentals of marketing, management, accounting, financial decision making, and economics in a global business context. In addition, students will gain an understanding of a broad set of global business skills and cultural competencies.

Students interested in this Global Business Program should contact Jim Wiek at jwiek@tcc.ctc.edu or 253.566.5257. An Associate in Applied Sciences degree will be awarded to students who successfully complete the curriculum listed below.

Global Business Program

Associate in Applied Sciences degree

Functional Areas of Business (30 credits)

Course Title	*Course No.*	*Credits*
Introduction to Business	BUS 101	5
Principles of Management	BUS 163	5
Introduction to Marketing	BUS 240	5
Practical Accounting I	ACCNT 140	5
Accounting For Decision Makers	ACCNT 150	5
General Economics	ECON 211	5

Students must take Bus 101 and/or Bus 163 during their first quarter and must complete both by their third quarter in the program.

Global Business (26 credits)

Cultural Aspects of Global Business	GBUS 210	5
Introduction to Global Business	GBUS 220	5
Global Marketing	GBUS 230*	5
Global Trade & Transportation	GBUS 240*	5
Career Readiness Skills	BUS 280	1
Work Internship/or Individual Study in Business	BUS 290*/299*	5

Related Studies (26 - 33 credits)

Business English/or College Freshman Composition	ENGL 100*/101*	5
Business Correspondence	BUS 225/or ENGL 102*/103*	5
Fund of Speech Comm/or Public Speaking	SPCH 100/101	5
Student may substitute: SPCH 110, 120, or 130.		
Business Mathematics	BUS 110	5
Student may substitute: MATH 107, 108, or 111.		
Leadership & Human Relations	BUS 164	5-8
Student may substitute: one of these courses (BUS 167 or 255, PSYCH 100, SMG 264*, SPCH 110) AND one of these courses(HSP 270*, SMG 101,131,261*)		
Word I, Excel I, PowerPoint	CU 105	1-5
Student may substitute: CU 102, 103, or 104.		
Electives (5 to 8 credits)		5-8

Total Credits: 90-94

*Prerequisite required (see course description).

See also the International Business Program, (page 33) to earn an Associate in Arts & Sciences - Option B degree for transfer to UW Tacoma.

Health Information Technology

(formerly Medical Records Technology)

Program Chair: Ingrid Bentzen, RHIA, CCS 253.566.5179

The Health Information Technology Program provides a combination of medical knowledge and business applications to prepare graduates for employment in hospitals, ambulatory health care facilities, skilled nursing facilities, and state or federal health agencies. Skills taught include organizing and analyzing health records, compiling and utilizing health statistics, a working knowledge of computer systems in health care, performing quality assessment and utilization review functions, coding and indexing diseases and operations, maintaining record storage and retrieval systems; preparing health data consistent with the administrative, legal, accreditation and regulatory requirements. National Registration Exam for Health Information Management 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. The program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with AHIMA's Council on Accreditation.

The program requires a separate application process through the Allied Health Office in Bldg. 19, Room 70. First year classes are open to all qualified students, while the 200 level HIM courses are only open for accepted program students or by instructor's permission.

Graduates of the Health Information Technology Program must complete the following curriculum with a grade of "C" or higher in all classes:

Health Information Technology Program

Associate in Applied Sciences degree

First Year

First Quarter (Fall)

Course Title	*Course No.*	*Credits*
Anatomy and Physiology	BIOL 118	5
(BIOL 220, 221 fulfills requirement)		
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	4
English Composition	ENGL 101	5
(ENGLISH 100 fulfills requirement)		

Second Quarter (Winter)

Medical Terminology II	HT 131*	5
Word I, Excel I, PowerPoint	CU 105	5
Speech Communications	SPCH 100	5
Pharmacology for Health Professionals	HT 150*	2

Third Quarter (Spring)

Introduction to Health Record Management	HIM 180*	5
Clinical Applications I	HIM 190*	2
Principles of Disease	HT 210*	5
Database Systems	IT 244*	5

Second Year

Fourth Quarter (Fall)

ICD-9-CM Coding	HIM 220*	5
HIM Clinical Lab	HIM 230*	3
Legal Concepts for the Health Field	HT 225*	3
Behavioral Science Elective		5
Physical Education Elective	PE	2

Fifth Quarter (Winter)

Clinical Applications II	HIM 231*	5
Data Quality Standards and Statistics	HIM 241*	5
CPT Coding	HT 216*	5

Sixth Quarter (Spring)

Health Records in Alternate Care Settings	HIM 222*	3
Clinical Applications III	HIM 232*	6
Health Information Management	HIM 242*	3
Medical Reimbursement Management	HIM 252*	3

Total Credits: 101

Transfer Information:

Upon completion of the TCC Health Information Technology Program and successful writing of the national examination offered by the American Health Information Management Association, students may transfer and complete baccalaureate programs at:

University of Washington, Loma Linda University, Loma Linda, California; Stephens College, Columbia, Missouri (Extension Program); College of St. Scholastica, Duluth, Minnesota (Extension Program); Weber State University, Ogden, Utah; or other AHIMA accredited programs. See AHIMA's website at www.ahima.org.

Health Information Coding Specialist

One Year Certificate Program

Program Chair: Ingrid Bentzen, RHIA, CCS 253.566.5179

The Health Information Coding Specialist is a one-year certificate program that prepares students for employment as entry-level coders in a variety of health care settings (hospitals, ambulatory care, and other health care businesses). Graduates will possess professional skills in classifying medical data from patient records using various coding methodologies such as ICD-9-CM (International Classification of Diseases, 9th Edition, Clinical Modification), and CPT (Current Procedural Terminology).

Upon successful completion of the program graduates will receive a Certificate of Completion. After two years of full-time employment as a Coder, certificate holders are eligible to take the national exams to become a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician's Office (CCS-P) administered by the American Health Information Management Association (AHIMA). The American Health Information Management Association recommends three years of coding experience before taking these examinations.

Course Title	*Course No.*	*Credits*
Medical Terminology I	HT 130	3
Medical Terminology II	HT 131	5
Anatomy & Physiology	BIO 118	5
Principles of Disease	HT 210	5
Introduction to Health Record Management	HIM 180	5
Pharmacology for Health Professionals	HT 150	2
ICD-9-CM Coding	HIM 220	5
CPT Coding	HT 216	5
Advanced ICD-9-CM & CPT Coding	HT 215	2
Medical Reimbursement Management	HIM 252	3
Work Internship	HT 240	3

Total Certificate Credits: 43

Health Technology Courses

Health Technology courses are basic requirements for several of the Allied Health professional/technical programs. However, students interested in the health care field but undecided as to a specific program, may enroll for these courses. Enrollment in any of the following courses is recommended for a student wishing to gain knowledge related to health care. Admission to a specific program is not a requirement. For more information, call 253.566.5179.

Course Title	*Course No.*	*Credit*
Health Care Delivery Systems	HT 110	4
Medical/Dental Office management	HT 120*	5
Medical Terminology	HT 130/131*	3/5
Or online courses	HT 137/138	5/3
Medical Transcription	HT 140*/141*/142*	3/3/3
Pharmacology For Health Professionals	HT 150*	2
Introduction to Fundamentals of Patient Care	HT 170	5
Principles of Disease	HT 210	5
Legal Concepts for Health Field	HT 225*	3

Basic ICD-9-CM Coding	HT 214*	2
Advanced ICD-9-CM & CPT Coding	HT 215*	2
CPT Coding	HT 216*	5

Human Services Program

Program Chair: Jim Carroll 253.566.5076

The Human Services program is a competency-based program designed to train students for work as practitioners in social and health service agencies. The program offers a 3-tier certification process: a one-quarter (15 credits) Case Aide certificate; a three-quarter (44 credits) Human Services certificate; and a two-year Associate in Applied Sciences (AAS) degree in Human Services. Students in the AAS degree program are required to take 44 credits of core courses, 28 credits of general education courses, and 10 credits of related specialty course work in their area of interest. To enter the program, students must be assessed at the English 101 level by the college assessment instrument. All students must successfully complete internships (clinical practicum) in community agencies of their choice in order to qualify for either the Certificate in Human Services or the AAS degree. Acceptance to the program is based on participation in college assessment, orientation, and a program information session. Students must be ready for English 101 to enter the program.

The structure of the Human Services program is progressive; leading to three levels of achievement. For this reason, the courses outlined below should be taken in order.

Case Aide Certificate

First Quarter

Course Title	*Course No.*	*Credits*
Introduction to Human Services	HSP 100	5
Therapeutic Approaches & Techniques	HSP 103	5
Case Management & Systems	HSP 112	5

Congratulations! You have completed your Case Aide coursework at this point. You may choose to apply to the State for Counselor Registration and/or to TCC for your Case Aid Certificate.

Human Services Certificate

Second Quarter

Leadership, Ethics & Development	HSP 105	5
Advanced Helping Strategies	HSP 106	5
Behavioral Health & Wellness	HSP 207	5

Third Quarter

Clinical Practicum I	HSP 191	4
Introduction to Chemical Dependency	HSP 200	5
Understanding Diversity	HSP 261	5

After completing the nine courses outlined above, you may choose to apply for a Certificate in Human Services from TCC. You have also completed the academic competencies outlined by the State for Chemical Dependency Professionals. Congratulations!

Human Services

Associate in Applied Sciences degree

Fourth Quarter

Clinical Practicum II	HSP 192	5
MS Word (or other approved computer course)	CU 102	2
College Freshman Composition	ENGL 101	5
Specialty Course	HSP***	5

Fifth Quarter

Clinical Practicum III	HSP 193	5
College Freshman Composition	ENGL 102	5
Introduction to Psychology	PSYCH 100	5

Sixth Quarter

Specialty Course	HSP ***	5
Introduction to Sociology	SOC 110	5
Math	*BUS 110 OR MATH 107	5

* If you need remedial math courses, plan those into your last three quarters of study

Total Credits Required For Degree: 91

*** Specialty Courses: students are encouraged to select two that fit chosen career and academic goals.

Social Skills Training	HSP 203	5
Prevention Strategies for Youth	HSP 204	5
Worker Retraining & Development	HSP 208	5
Aging & Adult Services	HSP 209	5

Special Courses

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

Continued academic advising is provided to adjust the program to meet the needs of individual students. Contact the HSP office at 253.566.5076 or look us up on the Internet for further information at www.tacoma.ctc.edu/start.shtm. Check the quarterly class schedule for the current offering.

Chemical Dependency

The Human Services curriculum (44 credits) meets the educational competencies for Chemical Dependency Professional Certification. See your advisor for details.

Transferability

Students desiring to transfer to a 4-year institution should confer with their advisor in addition to the 4-year institution of their choice.

Information Technology

(formerly Computer Information Management Systems)

Program Chair: Erika Bowles 253.566.5253

The Information Technology programs prepare students for careers in several areas: Network Administration, Network Hardware Support, Computer Application Developer, and Web Development. A series of non-technical and technical core courses provide fundamental computer and system concepts along with related business, office, and communication skills. Advanced coursework prepares students for entry-level positions in each area of specialization. The Associate in Applied Sciences degree is awarded to students who successfully complete the two-year program. Nine-month certificate programs are also available in Network Administration, Network Hardware Support, and Web Development.

All IT programs require a separate application process. Application inquiries should be addressed to the Business Division Office (Bldg. 9, 253.566.5072), see our web site at: www.tacomacommunitycollege.com/inst_dept/it/

Prerequisites - To enter the AAS degree program or any of the certificate programs, students must meet the following requirements:

> Assessment at MATH 90 OR Completion of MATH 88 with a grade of "C" or higher AND

> Assessment at college level in English OR Completion of ENGL 91 with a grade of "C" or higher AND

> Assessment at college level in Reading OR Completion of Reading 93 with a grade of "C" or higher.

Academic performance requirement: All program coursework must be completed with a grade of "C" or higher to qualify for the Associate of Applied Sciences degree in Information Technology or any certificate.

Information Technology

Associate of Applied Sciences degree

Core Requirements

Non-Technical Courses (27 credits)

Introduction to Business		
OR Practical Accounting	BUS 101 or ACCNT 140	5
Leadership and Human Relations	BUS 164	5
Business English		
OR College Freshman Composition	ENGL 100 or 101	5
Math: A Practical Art	MATH 107	5
Fundamentals of Speech Communications		
OR Small Group Communication	SPCH 100 or 120	5
Career Readiness Skills	BUS 280	1
Employability Skills for the IT Industry	IT 291*	1
		27

Technical Core Courses (15 credits)

Introduction to Information Technology	IT 235	5
Operating Systems I (formerly IT 250)	IT 110*	5
System Analysis & Design	IT 247*	5
		15

Program Specialization Requirements

(select one of the following areas of specialization)

Network Administrator (48 credits)

Technical Writing	ENG 105	3
Microcomputer Fundamentals	IT 102*	5
Operating Systems II	IT 210*	5
Client/Server Technology I - LANs (formerly IT 253)	IT 260*	5
Administration of Windows Networks	IT 261*	5
Technical Support of Windows Networks	IT 262*	5
Client/Server Technology II - WANs	IT 267*	5
Advanced Network OS Technologies (formerly IT 264)	IT 269*	5
Service and Support Fundamentals (formerly IT 263)	IT 270*	5
Work Internship		
OR Administration of Novell Networks	IT 290* or 265*	5
		90

Network Hardware Support (48 credits)

Technical Writing	ENG 105	3
Microcomputer Fundamentals	IT 102*	5
Mobile Computing Fundamentals	IT 202*	5
Operating Systems II	IT 210*	5
Client/Server Technology I - LANs (formerly IT 253)	IT 260*	5
Administration of Windows Networks	IT 261*	5
Service and Support Fundamentals (formerly IT263)	IT 270*	5
Network Hardware Service and Support	IT 271*	5
Advanced Network Hardware Technologies	IT 279*	5
Work Internship OR		
Technical Support of Windows Networks	IT 290* or 262*	5
		90

Computer Application Developer (50 credits)

Introduction to Programming	IT 201*	5
Introduction to Visual Basic	IT 238*	5
Advanced Visual Basic	IT 239*	5
C++	IT 240*	5
Advanced C++	IT 241*	5
Java Programming	IT 242*	5
Database Systems	IT 244*	5
Advanced Database Systems	IT 245*	5
Electives: Choose 10 IT credits from the following:		
IT 102, IT 254, IT 255, IT 257, IT 290		10
		92

Web Developer (50 credits)

Introduction to Programming	IT 201*	5
Introduction to Visual Basic (or C++)	IT 238* or 240*	5
Advanced Visual Basic (or Advanced C++)	IT 239* or 241*	5
Java Programming	IT 242*	5
Web Graphics Applications	IT 251*	5
Web Development	IT 254*	5
Advanced Web Development	IT 255*	5
Server Data Access	IT 257*	5
Electives: Choose 10 IT credits from the following:		
IT 102, IT 244, IT 245, Art 102, Bus 240, IT 290		10
		92

Multimedia Specialist

This option is currently available, but is under revision. For more information, contact the Multimedia Program Chair, Rick Mahaffey at 253.566.5260.

Network Administrator Certificate

This 45-credit certificate program focuses on developing the technical and non-technical skills needed to be successful in a business environment as a network administrator. The program course sequence begins in Fall Quarter each year and lasts for three successive quarters. Students are trained to design, install, and manage IBM-compatible personal computers and network hardware and software, and to troubleshoot system and configuration problems. In addition to technical skills, the student learns to communicate with others, work in a team environment, and train others to use the resources of a network. The Microsoft suite of operating systems is used as a platform of instruction. The technology courses offer the opportunity to gain skills to sit for the exam to become a Microsoft Certified Professional for Windows 2000 Server and the CompTIA Network + technician. With further study and training, the student can sit for the remaining exams required for a Microsoft Certified Systems Engineer certification. Further training may be obtained through job experience, self-study and through other available programs at TCC.

Technical Prerequisites - In addition to the prerequisites to enter the Information Technology Program, students must meet the following technical requirements to enter the Network Administrator Certificate Program:

> Passing score on the A+ Core Hardware Exam OR Completion of IT 102 with a grade of "B" or higher, AND

> Passing score on the A+ OS Technologies Exam OR Completion of IT 110 with a grade of "B" or higher, AND

> Completion of IT 235 with a grade of "B" or higher.

First Quarter (15 credits)

Client/Server Technology I - LANs (formerly IT 253)	IT 260*	5
Administration of Windows Networks	IT 261*	5
Leadership and Human Relations	BUS 164	5
		15

Second Quarter (15 credits)

System Analysis and Design	IT 247*	5
Technical Support of Windows Networks	IT 262*	5
Employability Skills for the IT Industry	IT 291*	1
Career Readiness Skills	BUS 280	1
Technical Writing	ENGL 105	3
		15

Third Quarter (15 credits)

Client/Server Technology II - WANs	IT 267*	5
Service and Support Fundamentals (formerly IT263)	IT 270*	5
Work Internship (or elective credit)	IT 290*	5
		15

Network Hardware Support Certificate

This 45-credit certificate program focuses on developing the technical and non-technical skills needed to be successful in a business environment as a hardware technician for client, server, and internetworking hardware. The program course sequence begins in Spring Quarter each year and lasts for three successive quarters. Students are trained to install, configure and manage IBM-compatible personal computer network clients and internetworking hardware, and to troubleshoot system and configuration problems. In addition to technical skills, the student learns to communicate with others, work in a team environment, and train others to use the resources of a network. The technology courses in the program offer the opportunity to gain skills to sit for the exam to become a Cisco Certified Network Associate and the CompTIA Network + technician. With further study and training, the student can sit for the exams required for a Cisco Certified Network Professional certification or a Microsoft Certified Systems Engineer certification. Further training may be obtained through job experience, self-study and through other available programs at TCC.

Technical Prerequisites - In addition to the prerequisites to enter the Information Technology Program, students must meet the following technical requirements to enter the Network Hardware Support Certificate Program:

> Passing score on the A+ Core Hardware Exam OR Completion of IT 102 with a grade of "B" or higher, AND

> Passing score on the A+ OS Technologies Exam OR Completion of IT 110 with a grade of "B" or higher, AND

> Completion of IT 235 with a grade of "B" or higher.

First Quarter (15 credits)

Client/Server Technology I - LANs (formerly IT253)	IT 260*	5
Administration of Windows Networks	IT 261*	5
Leadership and Human Relations	BUS 164	5
		15

Second Quarter (15 credits)

System Analysis & Design	IT 247*	5
Service and Support Fundamentals (formerly IT 263)	IT 270*	5
Employability Skills for the IT Industry	IT 291*	1
Career Readiness Skills	BUS 280	1
Technical Writing	ENG 105	3
		15

Third Quarter (15 credits)

Mobile Computing Fundamentals	IT 202*	5
Network Hardware Service and Support	IT 271*	5
Work Internship (or elective credit)	IT 290*	5
		15

Web Developer Certificate

This 30-credit Certificate Program offers students the opportunity to gain specific skills in Web Programming to prepare them for employment for positions such as Web Programmers, Web Developers, and Webmasters. This program builds on basic computer/programming skills, so a student desiring to obtain the certificate must meet certain prerequisite skills as described below.

Technical Prerequisites: - In addition to the prerequisites to enter the Information Technology Program, students must meet the following technical requirements to enter the Web Developer Certificate Program:

> Completion of IT 235 with a grade of "B" or higher AND

> Completion of IT 110 with a grade of "B" or higher OR proven competency to install, configure and use DOS, WFW 3.11 and Windows 95.

> Completion of IT 201, Introduction to Programming or proven experience using one or more programming languages

1st Quarter (10 credits)

Web Development	IT 254*	5
Java Programming	IT 242*	5
		10

2nd Quarter (10 credits)

Advanced Web Development	IT 255*	5
Web Graphics Applications	IT 251*	5
		10

3rd Quarter (10 credits)

Server Data Access	IT 257*	5
System Analysis & Design	IT 247*	5
		10

Legal Assistant Program

See Administration of Law and Justice, page 45.

Medical Reimbursement Specialist

Program Chair:
Rich Weidman, RHIA, CCSP 253.566.5228

The Medical Reimbursement Specialist program prepares students for employment as ambulatory care coders (ICM-9-CM, CPT/HCPCS, and ADA), medical billers, patient account representatives, medical claims reviews, patient and surgery schedulers, and a variety of other medical/dental support positions. Training includes clinical applications as well as the business and administrative requirements of health care. Graduates will acquire a general knowledge of the healthcare field with a focus on being able to understand and code medical diagnoses and procedures and to bill accurately, ethically and assertively to optimize provider reimbursement. This program will give the graduate the tools to be a valuable resource to the physician office, large group practices, ambulatory surgery centers, dental offices, and insurance and managed care providers. Additionally, the specialist will be able to handle all components of claims processing including management of disputed, rejected, and delayed claims. This course work provides a solid and applicable foundation for students seeking to continue their education into Health Information Management as a Registered Health Information Technician (RHIA) as well as in pursuing an Associate in Applied Sciences degree. Upon completion of this program, students may elect to sit for national coder/biller/claims certification exams offered by the American Health Information Management Association (AHIMA) and the American Academy of Procedural Coders (AAPC). These credentials include the Certified Coding Specialist-Physicians (CCS-P) and the Certified Procedural Coder (CPC).

Open enrollment and applications are accepted on an ongoing basis. Students must complete a separate application process through the Allied Health Office in Bldg. 19, Room 70. Assessed placement at college level reading and English, as well as MATH 88 is required. Applicants must be fluent in the English language and possess the physical and emotional ability to complete the program. Graduates of the Medical Reimbursement Program must complete the following curriculum with a grade of "C" or higher in all classes.

Medical Reimbursement Specialist

One Year Certificate Program

Course Title	*Course No.*	*Credits*
Medical Terminology I	HT 130	3
Medical Terminology II	HT 131	5
Healthcare Delivery Systems	HT 110	4
Medical/Dental Office Management	HT 120	5
Business Math	BUS 110	5
ICD-9-CM Coding	HIM 220	5
CPT Coding	HT 216	5
Medical Reimbursement Management	HIM 252	3
MS Excel	CU 103	2
Anatomy & Physiology	BIO 118	5
Work Internship	HT 240	3
	Total Certificate Credits:	**45**

Additional Recommended Courses:

Advanced ICD-9-CM and CPT Coding	HT 215	2
Principles of Disease	HT 210	5
Pharmacology for Health Professionals	HT 250	5
Introduction to Health Records Management	HIM 180	5
MS Word	CU 102	2

HR Elective:

Behavioral Health & Wellness	HSP/PSYCH 207	5
Leadership & Human Relations	BUS 164	5

Medical Secretary

Contact Allied Health 253.566.5179

The Medical Secretary program prepares the student to perform general duties in a physician's office, hospital, clinic, or other health care agency. Duties may include receptionist, making patient appointments, managing financial details (billing, payments, etc.), interviewing and preparing patients prior to examination, keeping and transcribing medical records, preparing office documents using word processing and spreadsheet software.

Students will earn an Associate in Applied Sciences degree upon completion of all required courses. Assessed placement at college level English and reading, and MATH 88 is required. To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or higher, or accurately type 45 wpm. A separate application to the Medical Secretary program is required and may be obtained at the Allied Health Office in Bldg. 19, Room 70. In order to obtain the Medical Secretary degree, students must successfully complete all program courses with a grade of "C" or higher in all classes.

Medical Secretary

Associate in Applied Sciences degree

Technical Core Requirements (38 Credits)

Course Title	*Course No.*	*Credits*
Anatomy & Physiology	BIOL 118	5
Medical Terminology I	HT 130	3
Medical Terminology II	HT 131	5
Medical Transcription I	HT 140	3
Healthcare Delivery Systems	HT 110	4
Introduction to Health Information Management	HIM 180	5
Or Medical/Dental Office Management	HT 120	
Legal Concepts for the Health Field	HT 225	3
Principles of Disease	HT 210	5
Work Internship	HT 241	5

General Core Requirements (20 Credits)

Business English	ENGL 100	5
Leadership and Human Relations	BUS 164	5
Business Math	BUS 110	5
Speech Communication	SPCH 100	5

Office Professional Core Courses (22 credits)

General Office Procedures	OFFCE 100	2
Editing & Proofreading Business Documents	OFFCE 105*	2
Typing for Speed & Accuracy	OFFCE 106*	2
Word Processing II	OFFCE 234*	5
Introduction to Access	CU 110*	2
Excel I	CU 103	2
PowerPoint	CU 104	1
Business Correspondence	BUS 225*	5
Career Readiness	BUS 280	1

Elective Courses (10 credits)

Two or more college-level courses, one of which must be designated as a multicultural course.

Total Degree Credits: 90

Medical Secretary

One Year Certificate Program

This one year certificate program qualifies a student for employment in an entry-level position as a receptionist or clerical worker in a hospital, clinic or other health care agency. To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or higher, or accurately type 45 wpm. A separate application to the Medical Secretary program is required and may be obtained at the Allied Health Office, Bldg. 19, Room 70. In order to obtain the completion certificate, students must successfully complete all program courses with a grade of "C" or higher:

Technical Core Requirements (19 Credits)

Course Title	*Course No.*	*Credits*
Medical Terminology I	HT 130	3
Medical Terminology II	HT 131	5
Medical Transcription I	HT 140	3
Healthcare Delivery Systems	HT 110	4
General Office Procedures	OFFCE 100	2
Typing for Speed and Accuracy	OFFCE 106*	2

General Core Requirements (15 Credits)

Business English	ENGL 100	5
Leadership and Human Relations	BUS 164	5
Word, Excel, Powerpoint	CU 105	5

Electives (Choose at least 10 credits)

Introduction to Health Information Management	HIM 180	5
Medical/Dental Office Management	HT 120	5
Fundamentals of Patient Care	HT 170	5
Business Math	BUS 110	5
Work Internship (150 hours)	HT 241	5

Total Certificate Credits: 42

Medical Transcriptionist

Program Coordinator: Pat VonKnorring ... 253.851.2424

A medical transcriptionist works in the medical transcription department or special professional services department (radiology, pathology, etc.) of hospitals, medical practice clinics and other health care institutions, as well as in medical transcription services, or independently in their own home business. This one-year certificate program is held at TCC's Gig Harbor Center.

After completion of four quarters of study, the students will be able to understand and apply medical terminology, transcribe medical reports of all types with speed and accuracy using word processing software and transcription equipment, and calculate and monitor productivity within a medical transcription department.

To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or higher, or accurately type 45 wpm and have completed CU 100 and 102 or equivalent. A separate application to the Medical Transcription program is required. In order to obtain the completion certificate, students must successfully complete all program courses with a grade of "C" or higher:

Medical Transcriptionist

One Year Certificate Program

Technical Core Courses (42 Credits)

Course Title	*Course No.*	*Credits*
Anatomy and Physiology	BIOL 118	5
Medical Terminology I, II	HT 130/131*	3/5
Medical Transcription I, II, III	HT 140*/141*/142*	3/3/3
Medical Transcription Lab	HT 160/161/162	2/2/2
Introduction to Pharmacology	HT 150*	2
Principles of Disease	HT 210*	5
Medical Transcription Management Seminar	HT 143*	2
Work Internship (150 hours)	HT 241*	5

General Core Courses (5 Credits)

Business English or English Composition	ENGL 100 or 101	5
Business Math	BUS 110	5

Office Professional Core Courses (4 Credits)

Typing for Speed and Accuracy	OFFCE 106*	2
Word I	CU 102	2

Total Program Credits: 57

Recommended Courses:

Business Correspondence	BUS 225*	5
Word I, Excel I, PowerPoint	CU 105	5
Word II	CU 202*	2
Word Processing: Professional Skills	OFFCE 228	3

Museum/Gallery Operations

Program Chair: Rick Mahaffey 253.566.5260
or Marlene Bosanko 253.566.5280

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

Museum/Gallery Operations

Associate in Applied Sciences degree

NOTE: Students must complete: 35 credits of required program classes, including one Anthropology class, one History class, and one Studio Arts class, 20 credits of related class requirements, 20 credits of Business class requirements and 15 credits of Business class electives.

Program Requirement Courses (Select 35 credits)

Course Title	*Course No.*	*Credits*
Introduction to Anthropology	ANTHR 100	5
The Africans	ANTHR 115	5
Principles of Archaeology	ANTHR 205	5
Native American Cultures	ANTHR 210*	5
Appreciation of The Visual Arts	ART 100	5
Art Basics	ART 101	5
Two-dimensional Design	ART 102	5
Three-dimensional Design	ART 103	5
History of Western Art - Ancient	ART 201	5
History of Western Art: Medieval & Renaissance	ART 202	5
History of Western Art: Baroque - Modern	ART 203	5
Color and Design	ART 210*	5
Far East in Modern World	HIST 110	5
United States History: 17th, 18th Centuries	HIST 241	5
United States History: 19th Century	HIST 242	5
United States History: 20th Century	HIST 243	5
Russian History	HIST 260	5
History of Washington and The Pacific Northwest	HIST 264	5
Introduction to Historical Reasoning	HIST 290	5

Related Instruction Courses (20 credits)

Leadership and Human Relations	BUS 164	5
Word I, Excel I, PowerPoint	CU 105	5
College Freshman Composition	ENGL 101	5
Fundamentals of Speech Communication	SPCH 100	5

Business Requirement Courses (20 credits)

Practical Accounting	ACCNT 140	5
Introduction to Business	BUS 101	5
Principles of Management	BUS 163	5
Work Internship	BUS 290	5

Elective Requirements (Select 15 credits)

Business Law	BUS 200	5
Introduction to Marketing	BUS 240	5
Retail and Professional Selling	BUS 245	5
Small Business Entrepreneurship	BUS 260	5
Business in A Changing World	BUS 270	5
Desktop Publishing: Principles & Practice	JOUR 222*	3

Total Credits: 90

* Prerequisite required (see course descriptions).

Network Administrator

See Information Technology, page 55.

Network Hardware Support

See Information Technology, page 55.

Nursing

Program Chair: Sue Ford 253.566.5358

The Associate Degree Nursing program prepares students to perform nursing duties in a variety of health care settings. The Associate Degree Nursing program is accredited by the National League for Nursing (NLN) and the Washington State Department of Health Nursing Care Quality Assurance Commission recognized by the Council for Higher Education Accreditaion and/or the US Department of Education.

Graduates of the program will be eligible to take the examination for licensure as a registered nurse.

*Applicants who have chronic health conditions or disabilities which require alterations to the program of study as approved by the Washington State Nursing Commission, or which prevent the practice of nursing with reasonable skill and safety, should be aware of the possibility that they may not be eligible to sit for the NCLEX licensing examination or obtain a license to practice nursing.

Nursing program applications are accepted after completion of prerequisites. Admission and program information is available in the Allied Health Office, Bldg. 19, Room 70, or call 253.566.5163.

Nursing

Associate in Applied Sciences degree

First Year

Course Title	*Course No.*	*Credits*
Nursing I: Caring for the Well Client (Theory/Clinical)	NURS 150*	10
Nursing II: Caring for the Client with Minor Deviations from Wellness (Theory/Clinical)	NURS 151*	10
Nursing III: Caring for the Childbearing Family (Theory/Clinical)	NURS 152*	10
Nursing Interventions I: Assessment (Lab)	NURS 160*	1
Nursing Interventions II: Basic Skills (Lab)	NURS 161*	1
Nursing Interventions III: Advanced Skills (Lab)	NURS 162*	1
Nursing Focus I: Gerontological Nursing (Theory)	NURS 171*	1
Nursing Focus II: Pharmacology I (Theory)	NURS 172*	1
Nursing Focus III: Pharmacology II (Theory)	NURS 173*	1

Second Year

Nursing IV: Caring for the Client with Acute Problems (Theory/Clinical)	NURS 250*	10
Nursing V: Caring for the Client with Chronic Problems (Theory/Clinical)	NURS 251*	10
Nursing VI: Caring for the Client Adapting to Chronic Problems	NURS 252*	2
Nursing Focus IV: Trends and Issues (Theory)	NURS 271*	2
Nursing Focus V: Leadership and Management (Theory)	NURS 272*	2
Nursing Preceptorship: Manager of Care (Clinical)	NURS 280*	8
Nursing Seminar in Care Management (Theory)	NURS 281*	1
Nursing Prep for Licensure	NURS 282	1

Elective

Advanced IV Therapy Skills (Theory/Lab)	NURS 260	1

Other Required Courses:

The following courses, or their equivalent, are required prior to beginning the program or prior to graduation.

Inorganic Chemistry	CHEM 101*+	5
General Psychology	PSYCH 100*+	5
General Microbiology	BIOL 201*+	5
Survey of Sociology or Principles of Sociocultural Anthropology	SOC 110 or ANTHR 202	5
Developmental Psychology: Life Span	PSYCH 206#	5
Anatomy and Physiology	BIOL 220*+/221*+ or BIOL 240*+/241*+/242*#	10/15
College Freshman Composition	ENGL 101*+	5
Speech Communication or Public Speech Communication	SPCH 100 or 101	5
Computer Course (see list of approved courses)	CU1-	5

Non-Nursing Credits: 46-51
Nursing Credits: 72
Total Credits: 118

* Prerequisite required (see course description).
+Must be completed prior to submitting application to nursing program.
Must be completed prior to beginning the Nursing Program but not prior to submitting program application.

Students interested in four-year nursing programs can complete a number of courses at a community college. Students need to consult a nursing advisor at the university at which they expect to complete their education before consultation with TCC's Associate Degree Nursing Program Chair.

Nursing Assistant Program

Contact: Jeri Taylor 253.566.5358

The Nursing Assistant program is designed to prepare students to work as nursing assistants in convalescent centers and hospitals. The one-quarter, 5-credit program includes classroom training and clinical experience. Upon satisfactory completion of the program, students can apply for Washington Certification as Nursing Assistants by examination.

Nursing, LPN to RN Articulation

(Associate Degree Nurse Articulation Program)

This program is designed for students who are Licensed Practical Nurses in the State of Washington. Students who successfully complete the practical nurse transition course (NURS 104) may enter the third or fourth quarter of the basic nursing program. Graduates are eligible to take the examination for licensing as a registered nurse. Applications are accepted after completion of prerequisites. Admission and program information is available in the Allied Health Office, Bldg. 19, Room 70, or call 253.566.5358.

Nursing, Part-time Option

This program is designed for students who are unable to attend class as a full-time student. Courses are intended to parallel the full-time program. Students complete theory classes; then the following quarter attend clinical rotation for specific course content. Once admitted into the part-time option, students will attend quarterly without a summer quarter break, until completion of the program. Program completion is approximately twice as long as the full-time program of study.

Graduates are eligible to take the examination for licensing as a registered nurse. Applications are accepted after completion of prerequisites. Admission and program information is available in the Allied Health Office, Bldg. 19, Room 70, or call 253.566.5358. This program is being piloted with students eligible to enter at the third quarter level.

Office Computer User Specialist Program

Program Coordinator: Joyce Schultz 253.851.2424

The Office Computer User Specialist Program is designed to prepare students to work in a variety of office settings. This three-quarter, 45-credit certificate program is coordinated through TCC's Gig Harbor/Peninsula Center. The program teaches basic office skills and current computer software user skills. Many of the courses are available in a self-paced format. Students must complete college placement testing in reading, writing and math, and have program advisor's permission prior to enrollment in the program. Additional course work may be required based on placement test results. Students must also know the keyboard and have a minimum of 25 wpm (or be concurrently enrolled in a keyboarding class during the first quarter of the program).

Office Computer User Specialist Program

Certificate Program

Course Title	*Course No.*	*Credits*
Required Courses		
Business Math	BUS 110	5
Leadership and Human Relations	BUS 164	5
Word I, Excel I, PowerPoint	CU 105	5
Introduction to Access	CU 110*	2
Excel II	CU 203*	3
Word II	CU 202*	2
Business English OR College Freshman Composition	BUS 100/ENGL 101*	5
Database Systems	IT 244*	5
MOUS Prep I	CU 115*	1
MOUS Prep II	CU 215*	1
Elective Courses		
(11 credits from the following list, or as approved by advisor)		
Accounting I	ACCNT 140	5
Business Correspondence	BUS 225*	5
Keyboarding Basics	CU 091	2
Introduction to Windows & World Wide Web	CU 100	1
Accounting on Computers: Quickbooks	CU 130*	3
Typing: Speed and Accuracy Development	OFFCE 106*	2
Fundamentals of Speech Communication	SPCH 100	5

Total Program Credits: 45

* Requires prerequisite or instructor permission.

Office Professional Program

Program Chair: Dr. Karen Munson, C.P.S. 253.566.5333

The Office Professional Program prepares students for a variety of positions as an administrative assistant, secretary, or other administrative support staff. These positions require a person to be able to organize a variety of tasks, accept responsibility, and work effectively as a team member or individually. English skills, typing, computer applications, and general office procedures are emphasized.

This is a two-year program that leads to an Associate in Applied Sciences degree upon completion of all required courses. To enter the program students must complete OFFCE 103 with a grade of "C" or higher. Assessed placement at ENGL 90, READ 92, and MATH 86 or higher is required. Call the Program Chair for more information.

Office Professional

Associate in Applied Sciences degree

Course Title	*Course No.*	*Credits*
Technical Core Requirements		
General Office Procedures	OFFCE 100	2
Office Reference Resources	OFFCE 101	1
Editing and Proofreading Business Documents	OFFCE 105*	2
Typing Speed and Accuracy Development	OFFCE 106*	2
Introduction to Word Processing	OFFCE 127	5
Records and Database Management	OFFCE 116	3
Machine Transcription	OFFCE 117*	3
Work Internship	OFFCE 290*	5
Word Processing: Professional Skills I (WordPerfect)	OFFCE 228*	3
Word Processing: Professional Skills II (Word)	OFFCE 234*	5
Creating Business Publications Using Desk-top Publishing	OFFCE 231*	3
Word I, Excel I, PowerPoint	CU 105	5
Introduction to Access	CU 110*	2
Excel II	CU 203*	3
Practical Accounting	ACCNT 140	5
Research Methods	LS 102	2
Career Readiness Skills	BUS 280	1

Total Technical Core Credits: 54

General Core Requirements

Business Math	BUS 110	5
Business Law	BUS 200	5
Business Correspondence	BUS 225*	5
Leadership and Human Relations	BUS 164	5
Business English	ENGL 100	5
Fundamentals of Speech Communication OR Public Speaking	SPCH 100 or 101	5
Elective: Choose two of the following (one must be a multi-cultural designated course): BUS 101, GBUS 210, PSYCH 207, foreign language, or on-line course approved by Program Chair		10

Total General Core Credits: 40
Total Program Credits: 92

*Requires prerequisites or instructor permission. Not all courses are offered each quarter; students need to carefully plan schedules with advisor.

General Office Assistant

One Year Certificate Program
(Formerly the Receptionist-Clerk Program)

Program Chair: Dr. Karen Munson, C.P.S. 253-566-5333

This one-year (4-quarter) certificate qualifies a student for an entry-level position as an office assistant. Typical duties might include answering multi-line phones, greeting clients, inputting and editing Business documents, using databases, and creating spreadsheets.

Prerequisite: To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or higher. Assessed placement at ENGL 90 and MATH 86 levels (or better) is required for entry into the program.

Required Courses

Course Title	*Course No.*	*Credit*
Business English	ENGL 100	5
Word I, Excel I, PowerPoint	CU 105	5
PowerPoint	CU 104*	1
Records and Database Management	OFFCE 116	3
Introduction to Word Processing	OFFCE 127	5
Business Math	BUS 110	5
Editing and Proofreading Business Documents	OFFCE 105*	2
Machine Transcription	OFFCE 117*	3
Work Internship	OFFCE 290*	5
Word Processing: Professional Skills II (Word)	OFFCE 234*	5
Leadership and Human Relations	BUS 164	5
Practical Accounting	ACCNT 140	5

Total Program Credits: 48

*Requires prerequisites or instructor permission.

Word Processing

One Year Certificate Program

Program Chair: Dr. Karen Munson, C.P.S. 253.566.5333

This one-year (4-quarter) certificate program prepares students for a career in an office emphasizing information processing. The program provides training on microcomputers using current office software applications. Skills in document formatting, proofreading, and transcription are emphasized.

Prerequisite: To enter the program, students must have completed Typing I (OFFCE 103) with a grade of "B" or higher and Introduction to Word Processing (OFFCE 127) with a grade of "C" or higher. Assessed placement at ENGL 90, and MATH 86 or higher is required.

Required Courses

Course Title	*Course No.*	*Credits*
Business English	ENGL 100	5
Business Math	BUS 110	5
Leadership and Human Relations	BUS 164	5
Machine Transcription	OFFCE 117*	3
Word processing: Professional Skills I (WordPerfect)	OFFCE 228*	3
Word Processing: Professional Skills II (Word)	OFFCE 234*	5
Editing and Proofreading Business Documents	OFFCE 105*	2
Excel I	CU 103	2
PowerPoint	CU 104	1
Introduction to Access	CU 110*	5
Creating Business Publications Using Desk-top Publishing	OFFCE 231*	3
Business Correspondence	BUS 225*	5
Work Internship	OFFCE 290*	5

Total Program Credits: 46

*Requires prerequisites or instructor permission.

Receptionist-Clerk

One Quarter Certificate (Begins Winter Quarter 2002)

Program Chair: Dr. Karen Munson, C.P.S. 253.566.5333

This one-quarter program prepares students to be employable as an entry-level receptionist-clerk. Typical duties might include answering phones, greeting clients, typing, making appointments, and filing.

Students must have completed ENGL 100 with a grade of "C" or higher and must pass a typing test at 35 net words per minute without looking at the keyboard. This test will be administered by the Program Chair. Call 253.566.5333 for more information.

Course Title	*Course No.*	*Credits*
General Office Procedures	OFFCE 100	2
Typing Speed and Accuracy Development	OFFCE 106*	2
Records and Database Management	OFFCE 116	3
Word Processing: Professional Skills II (Word)	OFFCE 234*	5
Excel I	CU 103	2
Individual Study in Business: Applied Learning	BUS 299*	3

Total Credits: 17

Paraeducator, Early Childhood Emphasis

Contact: Mary Skinner 253.566.5010

This program is designed to train participants to be successfully employed in a variety of educational settings. Enrollment is open to currently employed paraeducators and individuals who wish to prepare for employment in the field. Students may earn a Certificate or a two-year Associate in Applied Sciences degree. Core classes are offered in the evenings.

Paraeducator Early Childhood Emphasis

One Year Certificate Program

Course Title	*Course No.*	*Credits*
Core Requirements (34 credits)		
Introduction to Early Childhood	EDP 100	3
Effective Instruction I	EDP 101	3
Effective Instruction II	EDP 102	3
Curriculum Development	EDP 112	3
Family Health, Nutrition & Safety	EDP 202	3
Individual and Cultural Diversity	EDP 130	2
Practicum	EDP 290	3
Family Systems and Support Services	EDP 203	3
Effective Communications with Families	EDP 204	3
Behavioral Management	PSYCH 140	3
Developmental Psychology: Life Span	PSYCH 206	5
General Education Requirement (5 credits)		
General Psychology	PSYCH 1005	
Total Credit required for Certificate:		**39**

Note: EDP 104, 105, & 106 may be substituted for EDP 100, 101, 202 after completion of nine Core Requirement classes.

Paraeducator Early Childhood Emphasis

Associate in Applied Sciences degree

51 additional credits to be taken from the distribution as listed below.

General Education Requirements (31 credits)		
Written Communication Skills (10 credits required)		
College Freshman Composition	ENGL 101	5
College Freshman Composition	ENGL 102	5
Oral Communication Skills (5 credits required)		
Speech Communication	SPCH 100	5
Quantitative (5 credits required)		
Mathematics: A Practical Art	MATH 107	5
Symbolic Logic (MATH 99 Prerequisite)	PHIL 120	5
Leadership (3-5 credits required)		
Essentials of Supervision	SMG 101	3
Leadership & Human Relations	BUS 164	5
Computer Literacy (3 - 5 credits required)		
Intro to Windows and WWW	CU 100	1
Word I	CU 102	2
Word I, Excel I, PowerPoint	CU 105	5
Elective Requirements (25 credits)		
Humanities (10 credits required)		
Introduction to Humanities	HUMAN 100	5
Appreciation of the Visual Arts	ART 100	5
Introduction to Music	MUS 107	5
Social Sciences (10 credits required)		
Survey of Sociology	SOC 110	5
Introduction to Anthropology	ANTHR 100	5
Sociology of the Family	SOC 252	5
U.S. History-20th Century	HIST 243	5
Natural Science (5 credits required)		
Human Anatomy and Physiology	BIOL 118	5
Introduction to Biology	BIOL 100	5
Total Associate Degree Credits:		**90**

Paralegal/Legal Assistant Program

See Administration of Law and Justice, page 45.

Paramedic Training

See Emergency Medical Services, page 50.

Pharmacy Technician

Program Chair: Marion Miller 253.566.5179

The Pharmacy Technician program prepares students for practice as Pharmacy Technicians, working under the supervision of a licensed pharmacist, performing a variety of tasks in both hospital and retail pharmacies. This program is a partnership between Tacoma Community College and St. Joseph Medical Center, and meets eligibility requirements for state certification as a Pharmacy Technician by the Pharmacy Technician Certification Board (PTCB). Students interested in the program should call the Allied Health Division at 253.566.5179, to meet with an advisor.

Two programs are available. Upon completing the first year requirements, the student is eligible to receive a certificate and is prepared for employment as a Pharmacy Technician. Completion of the two-year program qualifies students to receive the Associate in Applied Sciences degree. The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

Pharmacy Technician

One year certificate and/or Associate in Applied Sciences degree

The graduate of the Pharmacy Technician Certificate or Associate in Applied Sciences degree must successfully complete the following courses with a grade of "C" or higher.

Course Title	*Course No.*	*Credits*
First Quarter		
Medical Terminology I	HT 130	3
Business English or English Composition	ENGL 100 or ENGL 101	5
Leadership and Human Relations	BUS 164	5
Word I, Excel I, PowerPoint	CU 105	5
Second Quarter (Clinical Program at St. Joseph)**		
Pharmacy Technology and Practice I	PHARM 110*	8
Drug Orientation and Pharmacology I	PHARM 120*	8
Pharmacy Calculations	PHARM 130*	2
Third Quarter (Clinical Program at St. Joseph)**		
Pharmacy Technology and Practice II	PHARM 111*	7
Drug Orientation and Pharmacology II	PHARM 121*	3
Pharmacy Technician Practicum I	PHARM 140*	4
Fourth Quarter (Clinical Program at St. Joseph)**		
Pharmacy Technology and Practice III	PHARM 112*	1
Pharmacy Technician Practicum II	PHARM 141*	12
	Total Credits:	**63**

** Students must be formally accepted into the clinical program by St. Joseph faculty to enter these classes.

Pharmacy Technician

Associate in Applied Sciences degree

30 additional credits to be taken from the distribution as listed below.

Required Core Courses (20 Credits)		
Intro to Chemistry or Intro to Biology	CHEM 100**	
or BIOL 100**		5
Math: A Practical Art	MATH 107**	5
Business Correspondence	BUS 225*	5
Fundamentals of Speech or Public Speech Communication	SPCH 100 or SPCH 101	5
Elective courses (10 Credits)		
Survey of Sociology or General Psychology	SOC 110 or PSYCH 100	5
Intro to Humanities or other Humanities Distribution	HUMAN 100	5
Principles of Management	BUS 163	5
Health Care Delivery Systems	HT 110	5
Legal Concepts for the Health Field	HT 225	3
Medical Terminology II	HT 131	5
	Total Associate Degree Credits:	**93**

* Requires prerequisites or instructor permission.

** Students may substitute higher level chemistry, biology or math courses to meet requirements.

*** Students may choose 10 credits from any combination of courses listed as electives.

Radiologic Sciences

Program Chair: Michael A. Mixdorf 253.566.5113

The Radiologic Sciences program leads to an Associate in Applied Sciences degree and a certificate of completion. The program is twenty-four calendar months in duration. Upon successful completion of required courses in radiologic sciences, the associate degree requirements and clinical education courses, the student is eligible to apply to take the national certification examination administered by The American Registry of Radiologic Technologists. A separate application to the Radiologic Sciences program is required and may be obtained at the Allied Health Office in Bldg. 19, Room 70.

The Radiologic Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

Radiologic Sciences

Associate in Applied Sciences degree

Course Title	*Course No.*	*Credits*
First Quarter (Fall)		
Radiologic Sciences Orientation	RS 100	2
Introduction to Radiologic Sciences	RS 101*	5
Radiographic Positioning I	RS 140*	5
Radiographic Film Critique and Technique I	RS 150*	1
Intro to Fundamentals of Patient Care	RS 170*	5
Second Quarter (Winter)		
Radiation Physics I	RS 108*	5
Clinical Education I	RS 120*	5
Radiographic Positioning II	RS 141*	5
Radiographic Film Critique and Technique II	RS 151*	1
Third Quarter (Spring)		
Radiation Physics II	RS 109*	5
Clinical Education II	RS 121*	5
Radiographic Positioning III	RS 142*	5
Radiographic Film Critique and Technique III	RS 152*	1
Student Leadership Seminar	RS 175*	1
Fourth Quarter (Summer)		
Clinical Education III	RS 122*	12
Fifth Quarter (Fall)		
Pharmacology IV: Therapy	RS 216*	3
Clinical Education IV	RS 225*	7
Radiographic Positioning IV	RS 243*	3
Radiographic Quality Assurance	RS 253*	2

Sixth Quarter (Winter)

Radiographic Pathology	RS 214*	3
Clinical Education V	RS 226*	7
Leadership and Management	RS 233	1
Radiographic Positioning V	RS 244*	2

Seventh Quarter (Spring)

Radiographic Positioning VI	RS 245*	3
Clinical Education VI	RS 227*	7
Advanced Imaging Modalities	RS 255*	1
Student Leadership Seminar	RS 275*	1

Eighth Quarter (Summer)

Clinical Education VII	RS 228*	12

Total Credits: 117

* Prerequisite required (see course descriptions).

Prerequisites: The following courses must be completed before entering the Radiologic Sciences program.

Medical Terminology	HT 130	3
Anatomy and Physiology	BIOL 220/221	5/5
Introduction to Chemistry	CHEM 100	5
Intermediate Algebra	MATH 99	5
College Freshman Composition	ENGL 101	5
Fundamentals of Speech Communication or Public Speech Communications	SPCH 100, 101, 104 or 120	5
Word of other approved CU course	CU 102	2

Transfer information: upon completion of the TCC Radiologic Sciences program and successful writing of the national examination, students may apply to be accepted at the following baccalaureate programs: Boise State University, Idaho State University, Weber State University, Ogden, Utah, Midwestern State University, Wichita Falls, Texas. This list is not inclusive of all Bachelor degree programs in the radiologic sciences.

Receptionist Clerk

See Office Professional Program, page 60.

Respiratory Therapy

Program Chair: Jan Cribbs 253.566.5113

Respiratory Therapy is a medically directed, COARC accredited, Allied Health specialty, caring for patients with heart and lung pathologies. The sequential daytime program at Tacoma Community College prepares the student for a career as a Respiratory Therapy Technician or Therapist. Upon satisfactory completion of the eight quarters of instruction, the student is awarded an Associate in Applied Sciences degree and is eligible to take the entry level examination administered by the National Board for Respiratory Care. If the student passes this exam, he/she becomes a Certified Respiratory Therapy Technician. The graduate is then eligible to take the national exams to become a Registered Respiratory Therapist.

The program begins each summer quarter with applications due by April 1 of each year. MATH 90 or above is a prerequisite course to apply.

Courses marked with two asterisks ** may be taken before being accepted into the Respiratory Therapy Program. Students are encouraged to take as many of these as possible before applying to the program. They include: HT 170; HT 130; PSYCH 100; BIOL 118; MATH 99; CHEM 100 or above; SPCH 100; ENGL 101 or above.

Respiratory Therapy

Associate in Applied Sciences degree

First Year

Course Title	*Course No.*	*Credits*
First Quarter (Summer)		
College Freshman Composition	ENGL 101**	5
Fundamentals of Patient Care	HT 170**	5
Medical Terminology	HT 130**	3
Human Anatomy and Physiology	BIOL 118**	5
Second Quarter (Fall)		
Respiratory Therapy Theory I	RC 110*	3
Respiratory Therapy Equipment I	RC 120*	3
Clinical Training I	RC 140*	8
Psychology	PSYCH 100**	5
Third Quarter (Winter)		
Respiratory Therapy Equipment II	RC 121*	3
Respiratory Therapy Theory II	RC 111*	3
Clinical Training II	RC 141*	8
Respiratory Therapy Seminar I	RC 150*	2
Fourth Quarter (Spring)		
Respiratory Therapy Equipment III	RC 122*	3
Respiratory Therapy Seminar II	RC 151*	2
Special Topics	RC 130	4
Clinical Training III	RC 142*	8
Fifth Quarter (Summer)		
Clinical Training IV	RC 143*	6
Computer Course 9see list of approved courses)	CU xxx	1-5

Second Year

Sixth Quarter (Fall)		
Advanced Respiratory Pathophysiology I	RC 210*	2
Advanced Mechanical Ventilator	RC 220*	2
Adult Clinical Training I	RC 240*	7
Seventh Quarter (Winter)		
Advanced Respiratory Pharmacology	RC 221*	2
Pediatric Clinical Training	RC 241*	7
Chemistry	CHEM 100 or above**	5

Eighth Quarter (Spring)

Seminar in Application of Respiratory Care Theory/Practice	RC 222*	2
Neonatal Clinical Training	RC 242*	7
Speech	Speech 100**	5
Respiratory Therapy Seminar	RC 230	2

Total Applied Science Degree Credits: 120

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

Supervision and Management

Program Chair: Steven Ellis 253.396.9128

Great demands are being made on today's supervisors and managers. While those demands are growing in complexity, great changes are also underway in both our work force and work place. Information and technology, quality and productivity improvement, education and the utilization of teams represent trends that signal challenges and opportunities for new and/or experienced managers.

Tacoma Community College-Downtown's Supervision and Management degree program prepares individuals to meet those demands. Current or potential supervisors, with little or no prior supervisory training and/or experienced managers who desire to enhance the effectiveness of their management skills, will benefit from this course of study.

The Supervision and Management program offers an Associate in Applied Sciences degree, in addition to a certificate. It is designed for those who pursue studies on a part-time, evening schedule. An Associate in Applied Sciences degree is awarded to students who successfully complete the 90-credit hour program. While some academic requirements may be transferable, this program is not intended for transfer to a baccalaureate institution.

Supervision and Management

Associate in Applied Sciences degree

Management Requirement: Select 21 Credits

Course Title	*Course No.*	*Credits*
The New Supervisor	SMG 100	3
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee	SMG 120	3
Supervising Employee Training	SMG 125	3
Supervision and Group Behavior	SMG 131	3
Management Communications	SMG 201	3
Public Relations	SMG 210	3
Management and Labor Relations	SMG 222	3
Human Resource Management	SMG 250	3
Supervisor and the Law	SMG 255	3
Managerial Excellence	SMG 260	3
Leadership Dynamics	SMG 261	3
Motivation and Productivity	SMG 264	3
Organizational Behavior	SMG 265	3
Managing for High Performance	SMG 270	3
Valuing Cultural Diversity	SMG 275	3
Individual Study and Special Projects	SMG 299*	1-5

Supervision & Management Credits: 21

Business and General Requirements: Select 40 Credits

Practical Accounting	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Introduction to Business	BUS 101	5
Business Math	BUS 110	5
Intermediate Algebra	MATH 99	5
Introduction to Marketing	BUS 240	5
Word I, Excel I, PowerPoint	CU 105	5
Principles of Economics: Macro	ECON 200*	5
Business English (or BUS 100)	ENGL 100	5
College Freshman Composition	ENGL 101*	5
Speech Communication	SPCH 100	5
General Psychology	PSYCH 100	5

Business and General Credits: 40

Suggested Electives: Select 29 Credits

Acounting Principles - Financial	ACCNT 220*	5
Accounting Principles - Managerial	ACCNT 230*	5
Leadership & Human Relations	BUS 164	5
Business Law	BUS 200	5
Business Correspondence	BUS 225*	5
Managing Diversity	BUS 255	5
Introduction to Global Business	GBUS 220	5
Principles of Economics: Micro	ECON 201*	5
Statistical Analysis (or BUS 256*)	MATH 108*	5
Introduction to Philosophy (or COMSK 100)	PHIL 100*	5
Work Internship (See Program Chair)	BUS 290*	5

Total Credits for degree: 90

* Prerequisite required (see course description).

Certificate in Management

Program Chair: Steven Ellis 253.396.9128

The certificate program affords an individual the opportunity to develop and/or improve managerial skills. Individuals are assisted in their preparation for supervision and management roles. The program also provides an opportunity for experienced supervisors to enhance their supervisory techniques. To be eligible for a certificate, an individual is required to satisfactorily complete a minimum of 18 credit hours of management instruction offered by Tacoma Community College-Downtown.

To receive a certificate, after satisfying requirements, participants in the program must submit Tacoma Community College's "Application For Vocational Certificate." No later than the end of the second week of the quarter in which requirements are completed, the application is forwarded to the Program Chair.

Management Requirements (Select 18 credits)

Course Title	*Course No.*	*Credits*
The New Supervisor	SMG 100	3
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee	SMG 120	3
Supervising Employee Training	SMG 125	3
Supervision and Group Behavior	SMG 131	3
Management Communications	SMG 201	3
Public Relations	SMG 210	3
Management and Labor Relations	SMG 222	3
Human Resource Management	SMG 250	3
Supervisor and the Law	SMG 255	3
Managerial Excellence	SMG 260	3
Leadership Dynamics	SMG 261	3
Motivation and Productivity	SMG 264	3
Organizational Behavior	SMG 265	3
Managing for High Performance	SMG 270	3
SMG Valuing Cultural Diversity	275	3
Individual Study and Special Projects	SMG 299*	1-5

Total Required Credits: 18

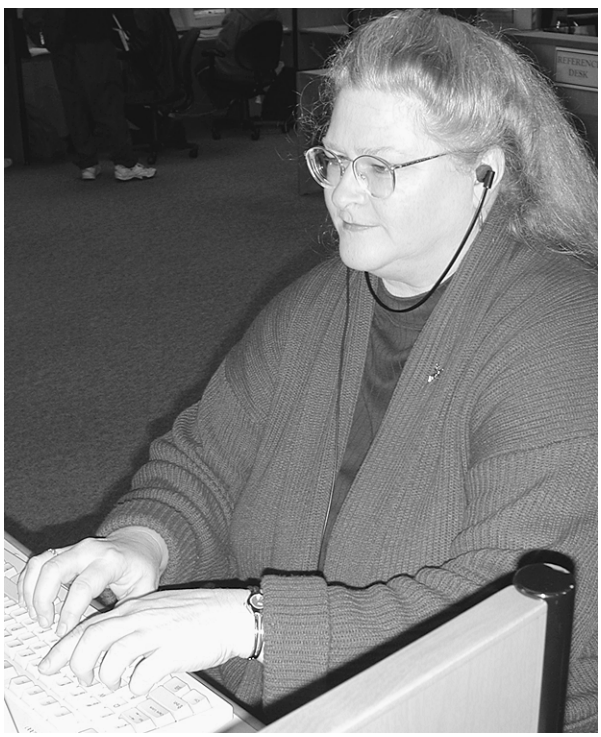
* Prerequisite: Instructor permission.

Web Developer

See Information Technology, page 54.

Word Processing

See Office Professional Program, page 60.



Worker Retraining Programs

The Worker Retraining Program at TCC is designed to assist the unemployed in training for new and interesting careers. Financial Aid and job search assistance are available for those who qualify. Eligible students can retrain in any one of TCC's professional-technical programs, including:

Allied Health

Emergency Medical Technician, Health Information Management, Health Information Coding, Medical Reimbursement Specialist, Medical Secretary, Medical Transcriptionist, Nursing, Paramedic, Pharmacy Technician, Radiological Sciences, and Respiratory Therapy.

Business

Automated Accounting Applications, Bookkeeping, Business Administration and Management, Entrepreneurs Succeed, Global Business, Museum/Gallery Specialist, and Supervision and Management.

Information Technology

Computer Application Developer, Computer Equipment/Electronics Repair, Multimedia Specialist, Network Administrator, Network Hardware Support, and Web Developer.

Administration of Law and Justice

Administration of Justice, Court Clerk, Legal Assistant (Paralegal), and Reserve Police Officer.

Office Occupations

Office Computer User Specialist, Office Professional, General Office Assistant, Receptionist/Clerk, and Word Processing.

Human Services Worker

Case Aide and Human Services.

Paraeducator, Early Childhood Specialist

Individualized Training Plans are available for students who wish to develop individualized education plans to achieve specific marketable skills. For more information please contact the Worker Retraining office at 253.566.5188.

WorkFirst Program

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

WorkFirst offers screening for learning disabilities, and training in basic skills as well as the pre-employment areas of the Travel and Call Center industries.

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

Continuing Professional Education Programs

Continuing Professional Education programs meet the ongoing educational needs of people in a range of occupations and businesses. College credits, clock hours, or continuing education units (CEU's) necessary for certification, licensing and renewals are offered in areas listed below. Many classes may be contracted for delivery on-site for individual businesses, agencies, and associations. In addition, customized courses can be developed.

ACLS (Advanced Cardiac Life Support)

A two-day, 16-hour course to certify or re-certify professionals in the practice of ACLS, as defined by the American Heart Association. RN, MD, Paramedic status, or instructor permission is required.

Adult Family Home Certification

Courses for Adult Family Home caregivers to meet the requirements of the State Department of Licensing. These include Fundamentals of Caregiving (22 hours), Modified Fundamentals of Caregiving (10 hours), and Nurse Delegation (9 hours).

Adult Family Home Continuing Education

AFH caregivers are required to complete ten hours of continuing education credits per calendar year. A wide variety of courses are offered to encourage the quality of care and foster professional excellence.

AIDS Education

AIDS education workshops meet the 7-hour State requirement for health care professionals. There is also a 7-hour self-instructional video with take-home exam available for check-out.

Alcohol Server and Mixologist Permits - Mandatory Training

Required for everyone who takes orders for liquor drinks, delivers drinks to customers or pours beer or wine at a table. In addition, persons who own or manage a premise licensed to sell alcoholic beverages, bartenders who sell or mix alcoholic drinks and persons who draw beer or wine from taps must receive training in responsible alcohol service. After successful completion and examination, students receive a Class 12 Mixologist Permit or Class 13 Alcohol Server Permit as required by law.

Aromatherapy Certificate

Professional training enabling health professionals to integrate aromatherapy into existing professions (massage therapists, estheticians, herbalists, and others). Program covers 54 hours of instruction held in three weekends.

Building Codes

This certificate program includes Introduction to The Building Code, Building Inspector I and II, Mechanical Codes, and Non-Structural Plan Review I and II. Classes prepare students to take the certification exams offered by the International Conference of Building Officials and to enhance knowledge of the industry for professional advancement.

Business Courses

Classes are offered on the following topics: Increased Business through Better Writing, Communication Skills, Marketing Holistic Health Practices, and starting profitable businesses in Bed and Breakfast, Desktop Publishing, Internet Retail, Webmaster Service, and more.

Certified Public Accountant

Continuing education seminars offered each fall cover current topics in management, ethics, accounting, and auditing.

Chemical Dependency Counselors

Courses in this series are designed for chemical dependency counselors working toward certification. All classes meet the 10-clock hour certification requirement.

Child Care Provider Continuing Education

Family child care providers, child care centers, school-age program directors, site coordinators, program supervisors and lead teachers are required to complete ten hours of continuing education each year. A wide variety of seminars are offered to encourage the quality of care to children and youth and foster professional excellence.

CME for Licensed Massage Practitioners

Courses in this program are offered to enhance the profession of massage and bodywork therapy and satisfy requirements for 16 continuing education credits every two years for massage practitioners. Topics include aromatherapy, aromatic hot stone, and Thai massage, hara shiatsu, nutrition, reflexology, trigger point palpation, as well as massage in the treatment of cancer, chronic back pain, multiple sclerosis, geriatric patients, stroke rehabilitation, and more.

Computer Classes

Hands-on computer classes concentrate on current software applications, such as Windows's applications for Word, Excel, and Access.

CPR/First Aid

This state-approved 8-hour course meets Labor and Industry requirements in both CPR and First Aid. TCC also offers CPR for Healthcare Providers, approved for 4.2 contact hours by the Washington State Nurses Association. Re-certification in CPR for Healthcare Providers is also available.

Flagger Training

One-day training seminars in flagging, safety and traffic control are offered monthly. Three-year certification cards valid in Washington, Oregon and Idaho are awarded upon successful completion.

Herbalist, Professional Certificate

This nine-month program is offered in three modules and includes clinical and practical applications of herbal preparations and materia medica for Chinese, Ayurvedic and Western herbs. Students receive a certificate of completion.

Hypnosis/Hypnotherapy

Beginning-level classes are designed for those interested in hypnosis/self-hypnosis for personal growth or those pursuing a professional interest in hypnosis. Intermediate and advanced courses meet the requirements for certification as a master hypnotist and hypnotherapist.

Kinesionics

A six-month course held over six weekends. This non-invasive natural healing system utilizes the body's own wisdom to analyze and determine deficiencies, allergies and dysfunctions long before the symptoms manifest. Techniques include nutritional analysis, realignment, allergy testing, reflexology, anatomy and physiology, dietary therapy, acupressure, body polarity, and yoga.

Nursing Home Administrators Continuing Education

Seminars are offered in administrative and health-care related skills for nursing home administrators required to attain 54 hours continuing education credits every three years.

Paraeducator

Designed to train participants to be successfully employed in a variety of educational settings. Enrollment is open to currently employed paraeducators and individuals who wish to prepare for employment in the field.

Payroll Professional

The Payroll Professional Learning Series covers critical skills as defined by the American Payroll Association. Courses are appropriate for those entering the payroll field, preparing for the Certified Payroll Professional (CPP) Certification Examination, for continuing professional development, and/or re-certification credit hours to maintain the CPP credential.

Physical Therapist Continuing Education

TCC offers hands-on bodywork and business management classes designed to enhance the profession of physical therapists and contribute to the educational requirement of 40 hours of continuing education credits every two years.

Real Estate

TCC offers courses for Realtors and Appraisers including salesperson pre-licensing, Real Estate Appraising, Finance, and Law. Classes are offered for college credit and are approved for license renewal, salesperson pre-exam requirements and courses required in appraising. Real Estate courses are approved by the Washington State Department of Licensing for clock hour credits toward certification in Real Estate.

Spa Treatments

TCC offers classes appropriate for spa technicians, massage therapists, cosmotologists, and estheticians in Acupressure Face Lift, Detoxification Body Wraps, Exfoliation, specialized Hand and Foot Treatments, and more.

Spanish for Professionals

TCC offers Introduction to Medical Spanish. Designed for those who do not speak Spanish to acquaint them with basic vocabulary, common phrases, pronunciation and basic understanding of how the language is used in work-related situations.

Survival Spanish

Courses in survival and emergency Spanish commands are available for Emergency Responders. A ground-breaking approach to occupational Spanish meets the real-world needs of professionals in many fields such as paramedics, EMTs, Firefighters, Law Enforcement and more.

Teacher Education

Designed for professional educators and trainers, classes cover instructional methods, planning and organization, learning disabilities, and other current trends in educational effectiveness. Approved for continuing education units and clock hour credits.

Writing for Professionals

Classes cover basic tools for technical writing, grant proposals for submission to public or private funding sources, honing writing skills to increase business, and more.

Course Descriptions

On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter of 2001-2002 and 2002-2003 will be announced in the class schedules, which are published quarterly.

Courses numbered 1-99 are sub-college-level courses designed to develop skills needed for college work and vocational courses. Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences 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 Tacoma Community College. These courses are normally accepted for transfer by four-year colleges and universities in Washington State when they are part of an Associate of Arts and Sciences 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 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.

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.

The divisions and subject groupings are as follows:

Health, Justice & Human Services

Marion Miller

- Administration of Law and Justice
- Diagnostic Medical Sonography
- Emergency Medical and Health Services
- Health Technology
- Health Information Management
- Health Information Coding Specialist
- Human Services
- Medical Reimbursement Specialist
- Medical Secretary
- Nursing, Associate Degree
- Nursing Assistant - Certified
- Nursing, Continuing Education
- Pharmacy Technician
- Physical Education
- Radiologic Sciences
- Respiratory Therapy

Arts, Humanities & Social Sciences

Marlene Bosanko

- American Sign Language
- Art
- Communication Skills/Critical Thinking
- Coordinated Studies
- Drama
- English Composition
- English Literature
- TCC Bridge Program
- French
- History
- Humanities
- Japanese
- Journalism
- Library Sciences
- Museum/Gallery Operations
- Music
- Pacific Rim Studies
- Philosophy
- Political Science
- Reading
- Russian
- Spanish
- Speech
- Study Skills

Business Division, Continuing Education

M. Wayne Williams

Business and Technology

Jeanette Lunceford

- Accounting (Academic and Occupational)
- Automated Accounting Applications (Occupational)
- Bookkeeping Systems
- Business (Academic and Occupational)
- Business Administration and Management
- Computer Based Equipment Repair
- Economics

- General Office Assistant
- Global Business
- Information Technology
  - Computer Application Developer
  - Network Administrator
  - Network Hardware Support
  - Web Developer
- Office Professional
- Word Processing
- Receptionist Clerk

Continuing Professional Education
Linda Finkas

- ACLS
- Adult Family Home (Certification & CE)
- Alcohol Server and Mixologist Permits
- AIDS Education
- Aromatherapy Certificate
- Building Codes
- Business & Industry
- Certified Public Accountant CE
- Chemical Dependency Counselors CE
- Child Care Provider CE
- CME for Licensed Massage Practitioners
- CPR/First Aid
- Flagger Training
- Herbalist, Professional Certificate
- Hypnosis/Hypnotherapy
- Kinesionics
- Mortgage Loan Processing
- Nursing Home Administrators CE
- Payroll Professional (CE & CPP Prep)
- Physical Therapists CE
- Professional Writing Classes
- Real Estate
- Spa Treatments
- Spanish for Professionals
- Teachers, Clock Hours
- Writing for Professionals

Contract Training
Staff

- Interpersonal Skill Training
- Customized Training
- Sexual Harassment
- Diversity
- Team Building
- Communication Skills
- Customized Computer Training
- Leadership

TCC Downtown
Steven Ellis

- Business and Industry Resource Center
- Business Lab
- Computer Lab
- Contract Training
- Credit Classes for Associate in Arts and Sciences Degree
- Entrepreneurs Succeed Program
- Small Business Development Center (SBDC)
- Small Business Management and Development
- Supervision and Management/Total Quality
- Teleconferencing

Information Technology Certification Center
Rich Costanzo
Tacoma Mall 253.475.2426

Gig Harbor/Peninsula College Center

Becky Morgan

- Academic Transfer Classes
- All Classes for Associate in Arts and Science Degree
- A+ Certification Program
- Business Lab
- Computer Lab
- Health Technology Lab
- Lifelong Education Program
- Adult Literacy Program
- Math Lab
- Medical Transcription Program
- Microsoft Certified Systems Engineer
- Office Computer User Specialist Program

Center for Personal Enrichment

Susan Cristao

- Computer Training
- Cultural Interest
- Home and Garden
- Language
- Physical Fitness
- Recreation
- Senior Citizen Programs
- Wellness
- Youth Academic Enhancement

Learning Resources, Adult Basic Education, English as a Second Language and Distance Learning

Dr. Teresita Hartwell

- Adult Basic Education
- ABE - English as a Second Language
- Citizenship
- College Preparatory Courses
- English as a Second Language
- General Education Development (GED)
- High School Completion Courses
- Distance Learning

Mathematics and Science

Mike Flodin

- Anthropology
- Astronomy
- Biology
- Botany
- Chemistry
- Computer Science
- Ecology
- Engineering
- Environmental Science
- Geography
- Geology
- Mathematics
- Oceanography
- Physical Science
- Physics
- Psychology
- Sociology

ParaEducator, Early Childhood Emphasis

Mary Skinner

Workforce Education

Staff

- Professional/Technical Programs
- Worker Retraining
- WorkFirst

Student Services

Trish Geringer

- Education
- Human Development

Please Note: A special notation is used in parentheses next to the course number. This notation specifies the quarter during the year in which this course is usually offered.

Example: ACCNT 145 (Sp)

F = Fall; W = Winter;
Sp = Spring; Su = Summer

For current course offerings, check the quarterly class schedule or consult the appropriate division administrator. Class availability is dependent on adequate enrollment and funding.

Accounting

ACCNT 140 (F, W, Sp, Su)
Practical Accounting I (5)
Introduces students to basic accounting concepts and procedures, emphasizing sole proprietor businesses. Topics include analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.
Recommended: Concurrent or prior enrollment in CU 105.

ACCNT 141 (W)
Practical Accounting II (5)
A continuation of financial accounting topics, including an introduction to accounting for partnerships and corporations. Students will be encouraged to complete assignments using the computer.
Prerequisite: ACCNT 140 or equivalent with a grade of "C" or higher.

ACCNT 142 (Sp)
Practical Managerial Accounting (5)
Covers accounting information required by management. Includes an introduction to job and process costing, budgeting, statement analysis and management decision-making. Students will be encouraged to complete assignments using the computer.
Prerequisite: ACCNT 140 and ACCNT 141 or equivalent with a grade of "C" or higher.

ACCNT 145 (Sp)
Payroll and Business Taxes (5)
Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.
Prerequisite: ACCNT 140, ACCNT 210 or Instructor permission.

ACCNT 150
Accounting for Decision Makers (5)
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: ACCNT 140 or ACCNT 210.

ACCNT 210 (F, W, Sp, Su)
Accounting Principles - Financial (5)
Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of owner's equity.

ACCNT 220 (F, W, Sp)
Accounting Principles - Financial (5)
Continuation of ACCNT 210. 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: ACCNT 210 with a "C" or higher.

ACCNT 230 (F, W, Sp, Su)
Accounting Principles: Managerial (5)
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: ACCNT 210 with a "C" or higher.

ACCNT 240 (F)
Computer Applications in Accounting I (5)
An introduction to automated accounting methods using microcomputers. Integrated software packages will be utilized to examine the complete accounting cycle. Includes analysis, demonstration and hands-on experience using general ledger, accounts payable and accounts receivable modules.
Prerequisite: CU 105, ACCNT 141 or ACCNT 220 with a grade of "C" or higher.

ACCNT 241 (W)
Computer Applications in Accounting II (5)
An examination of computer applications implemented on microcomputers. Includes analysis, demonstration and hands-on experience with at least one computerized accounting system using the college's computers. These systems will integrate general ledger, accounts payable and payroll applications.
Prerequisite: ACCNT 240 with a grade of "C" or higher

ACCNT 250 (W)
Federal Income Tax (5)
Federal income tax for the layman, accounting student, working accountant/bookkeeper and small business owner, with special emphasis on tax issues affecting individuals.

ACCNT 290 (F, W, Sp)
Work Internship (5)
During one quarter of the sophomore year, students may receive college credits for hands-on accounting work experience and training in a private or public sector organization.
Prerequisite: Program Chair permission.

Automated Accounting Applications

See page 44 for program requirements.

Administration of Law and Justice

ADJ 100 (F, W, Sp, Su)
Introduction to Administration of Justice (5)
History and evolution of the police profession; ethics and professionalization; the correlation between the police, the courts and corrections in the criminal justice system; court organization procedures and functions; survey of professional career opportunities and qualifications required; overview of current police practices.

ADJ 101 (F, W)
Criminal Law (5)
Introduction to statutory law covering crimes against persons and property. Washington State law is emphasized regarding history of laws, common, and statutory law. Laws of arrest, act and intent, parties to crime, divisions of crime, principles and accessories, and penalties are covered. Course specific scenarios will be analyzed.
Prerequisite: Assessment at college-level English and Reading.

ADJ 102 (Sp)
Criminal Procedure and Evidence (5)
Discover kinds and rules of evidence, conclusions, opinions, and expert witness testimony. Discussion of Exclusionary Rule as it pertains to rules of search and seizure, criminal procedure, due process and Constitutional guarantees. Specific scenarios will be analyzed to ensure understanding of procedural due process as well as judicial due process.
Prerequisite: Assessment at college-level English and Reading.

ADJ 103 (W)
Community Policing (2)
This course examines police/community relationships. Focus is on the most current models of community policing, including the community-oriented, strategic-oriented, neighborhood-oriented, and problem-oriented policing. Future trends of community-oriented policing will be presented and analyzed. This course is recommended to be taken in conjunction with ADJ 105 (Ethical Issues in Law Enforcement).
Prerequisite: Assessment at college-level English and Reading.

ADJ 104(F)
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.
Prerequisite: Assessment at college-level English and Reading.

ADJ 105
Ethical Issues in Law Enforcement (3)
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).

ADJ 107 (F)
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 140 (F)
Introduction to Corrections (5)
An overview of corrections in the United States with special emphasis on: prisons, jails, case law, changing philosophy of punishment and future developments in penology. A field trip will highlight the course.
Prerequisite: Assessment at college-level English and Reading.

ADJ 150 (F)
Fundamentals of Paralegalism (5)
Students will be introduced to the varied and rewarding responsibilities of a paralegal/legal assistant. 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.

ADJ 151 (W)
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. (writing intensive).
Prerequisite: Assessment at college-level English and Reading.

ADJ 152 (W)
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. (writing intensive)
Prerequisite: Assessment at college-level English and Reading.

ADJ 153 (Sp)
Civil Procedure (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: Assessment at college-level English and Reading.

ADJ 154 (Sp)
Law Office Management (5)
The organization and management of law offices is a critical function of the paralegal/legal assistant. The office environment as it pertains to support personnel, fee structure, standard operating procedures, office automation and computerization, communications and legal software, will be covered.
Prerequisite: Assessment at college-level English and Reading.

ADJ 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.

ADJ 179 (F, W, Sp)
Special Topics (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.
Prerequisites: Assessment at college-level English and Reading.

ADJ 200
Criminal Investigation (5)
This course is designed to introduce students to preliminary investigation techniques by patrol officers; collection preservation, identification, recording of evidence, crime scene recording, and interviewing and interrogation techniques. Special emphasis is placed on investigating crimes against persons; i.e. assault, homicide, and sex crimes.
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.
Prerequisites: Assessment at college-level English and Reading.

ADJ 202
Police Leadership (5)
Police leadership is a learned trait. Leadership skills will be presented via interacting and engaging with commissioned police officers. Ethnic-based leadership, "General X" perceptions of leadership, and examples of ineffective leadership traits will be covered. This course will also examine collaborative leadership and involve students in leadership crisis and solution.
Prerequisites: Assessment at college-level English and Reading.

ADJ 204
Juvenile Delinquency in America (3)
This course is designed to offer students an opportunity to grasp and understand definitions and perceptions applicable to the juvenile justice system in current America and study interesting and current themes in juvenile delinquency through a self-paced, independent study format. It is ideal for those students who wish to engage in a meaningful and challenging course with the added benefit of working outside the classroom setting at their own pace.

ADJ 205 (F, W, Sp, Su)
Crime and Justice in America (3)
An opportunity for students to study interesting and current issues in the criminal justice field through a self-paced, independent study format. Ideal for students who live considerable distances from campus or cannot visit the campus on a regular basis because of work, transportation, or conflicting schedules.
Prerequisite: Assessment at college-level English and Reading.

ADJ 207, 208 (F, W, Sp, Su)
Law Enforcement/Criminal Justice Internship I, II (5, 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.

ADJ 209
De-escalation Techniques (2)
This course focuses on the development of necessary verbal skills to de-escalate hostile encounters by working with an experienced negotiator. Scenarios used are based on typical law enforcement situations; however, the acquired skills would benefit anyone who needs to diffuse hostility. Recommended to be taken concurrently with ADJ 212 (Law Enforcement Communication Skills).
Prerequisites: Assessment at college-level English and Reading.

ADJ 212
Law Enforcement Communication Skills (3)
This is an advanced course in analyzing and properly documenting potentially useful confessional/verbal evidence. Students will practice observation, interviewing and report writing skills. Recommended to be taken concurrently with ADJ 203 (De-Escalation Techniques).
Prerequisite: Assessment at college-level English and Reading.

ADJ 213 (Sp)
Prevention and Control of Delinquency (5)
Survey of juvenile justice programs will include the history of juvenile delinquency, its social context, the youthful subculture, institutional responses and public policy. Emphasis will be on an analysis of delinquency programs - their successes and failures. Discussion of current police tactics also will be covered. Several exercises will be used in class.
Prerequisite: Assessment at college-level English and Reading.

ADJ 220
Litigation (3)
This class 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: Assessment at college-level English and Reading.

ADJ 221
Family Law (3)
The Family Law course provides a basic understanding of the procedures for dissolution (divorce), child custody, child support actions, third party custody, and paternity issues. Students will become familiar with Washington State statutes and state and local court rules concerning marriage and divorce procedures, child support, and related issues. Students will learn the proper pleadings and the court rules for each type of case, from the standpoint of representing both the petitioner and the respondent.
Prerequisite: Assessment at college-level English and Reading.

ADJ 222
Probate/Estate Planning (3)
Estate planning involves the financial and healthcare 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.

ADJ 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.

ADJ 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.

ADJ 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.

ADJ 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.

ADJ 227
Environmental Law/Land Use (3)
Environmental law covers all state and federal laws or regulations enacted to protect the environment and preserve environmental resources. Students will develop knowledge and skills for the coordination of corporate programs and policies to ensure compliance with environmental regulations, for obtaining permits from governmental agencies for land use issues, for preparation of forms and documents relating the hazardous waste disposal, and for assisting in litigation relating to violations of environmental laws.
Prerequisite: Assessment at college-level English and Reading.

ADJ 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.

ADJ 229
Intellectual Property Law (includes e-commerce) (3)
Intellectual property results from intellectual, creative processes. Copyrights, patents, trademarks, and trade secrets are examples. The ownership rights of today's high-tech products need protection. Students will develop knowledge and skill in conducting research on patent or trademark protection of an invention, drafting documents to apply for protection, drafting contracts or licensing agreements, and in assisting in litigation resulting from the infringement of a right.
Prerequisite: Assessment at college-level English and Reading.

ADJ 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.

ADJ 231
Commercial Transactions (3)
Sales contracts, or contracts for the sale of goods, are governed by state statutes that are based on Article 2 of the Uniform Commercial Code (UCC). Students will become familiar with the requirements of RCW 62A for the sale of goods. Also students will develop knowledge and skill in the general law of contracts by reviewing a contract to make sure that it has met all of the requirements for a valid contract, researching contract case decisions in the local jurisdiction, assisting in litigation of a breach of contract, and drafting a settlement letter to settle a contract dispute.
Prerequisite: Assessment at college-level English and Reading.

ADJ 232
Interviewing and Investigation (3)
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.
Prerequisites: Assessment and college-level English and Reading.

ADJ 233, 234 (F, W, Sp, Su)
Internship Paralegal/Legal Assistant Program I, II (5,5)
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.
Prerequisites: Assessment at college-level English and Reading; completion of CU 105 or approved Business PC course; and typing at 50 wpm with maximum 5 errors.

ADJ 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.
Prerequisites: Assessment at college-level English and Reading.

ADJ 240
Parole and Probation (5)
This course covers the history and legal foundations of probation, sentencing and the decision to grant probation, administration of probation services, supervision of probation and parole, and its revocation. The history of parole, parole board and selection, effectiveness of parole and probation will also be examined.
Prerequisite: Assessment at college-level English and Reading.

ADJ 251 (Sp)
Legal Research and Writing II (3)
Building on the research and writing skills acquired in ADJ 151, students prepare a case for trial and appeal. 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.
Prerequisites: ADJ 151.

ADJ 290 (F, Sp)
Reserve Police Academy (18)
This course allows students to obtain their Basic Law Enforcement Reserve Academy certification issued and approved by the Washington State Criminal Justice Training Commission. Agency-sponsored as well as civilian students may apply for admission to the Academy. Students engage in police training covering criminal law and procedures, traffic, patrol procedures, communication skills, firearms, emergency vehicle operation, and more. They must pass the state examination for certification in this 220-hour academy.
Prerequisite: Obtain application from secretary, 253.566.5076.

ADJ 299 (F, W, Sp, Su)
Special Topics (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.

Adult Basic Education

ABE 01/02/03/04/05/06
Adult Basic Education
This no-fee, no-credit program is designed for students who need to build skills in reading, mathematics, writing and life skills in order to progress to the GED, High School Completion and/or developmental level of study, as well as to be more effective in the workforce. The ABE course offering is competency-based and follows the mandated Washington State Basic Skills Competency Indicators. There are six levels in the skill areas of reading, mathematics, and writing. Workplace literacy and family literacy are an integral part of the curriculum. Workplace literacy curriculum fits the needs and requirements to serve WorkFirst and Families That Work participants. The program offers continuous enrollment with student assessment throughout the quarter.

ESL 11/12/13/14/15/16
English as a Second Language
This no-fee, no-credit program is designed for English as a Second Language students who are assessed to have pre-developmental level skills, who need training in workplace and family literacy, ABE skills in reading, mathematics, writing, life skills and/or citizenship. There are six ABE-ESL levels that correspond to the Washington State Basic Skills Competency Indicators. Workplace literacy curriculum fits the needs and requirements to serve WorkFirst and Families That Work participants. The program offers continuous enrollment with student assessment throughout the quarter.

American Sign Language

SIGNL 120 (F)
American Sign Language I (5)
A beginning course in American Sign Language (ASL) to introduce the student to the language and culture of the hearing impaired.

SIGNL 121 (W)
American Sign Language II (5)
A continuation of ASL I with greater emphasis on American Sign Language grammar with concentrated effort on expressive and receptive skills. Includes broadening of cultural awareness.
Prerequisite: SIGNL 120 or equivalent with a "C" or better.

SIGNL 122 (Sp)
American Sign Language III (5)
A continuation of ASL II, a study of American Sign Language (ASL), its use, and the culture of the people who use it.
Prerequisite: SIGNL 121 or equivalent with a "C" or better.

SIGNL 123 (Sp)
American Sign Language IV (5)
A continuation of SIGNL 122, American Sign Language III, with more advanced vocabulary and conversational dialogues. Students will be introduced to advanced grammatical uses of ASL; how sign movement can be modified to change meaning, how and when facial expressions ocur; and how body, head and eye movements are used in phrasing and agreements.

Anthropology

ANTHR 100 (F, W, Sp)
Introduction to Anthropology (5)
A survey of the subfields of physical anthropology, archaeology, and socio-cultural 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)

ANTHR 201 (F, W, Sp)
Principles of Physical Anthropology (5)
Study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes, and humans. (multicultural content)

ANTHR 202 (F, W, Sp)
Principles of Sociocultural Anthropology (5)
An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live. (multicultural content)

ANTHR 205
Principles of Archaeology (5)
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.

ANTHR 210
Native American Cultures (5)
An examination of the diversity of cultures among the Indians of North America. An ethnographic survey of native American societies before European contact. (multicultural content)
Prerequisite: ANTHR 100 or ANTHR 202 recommended.

ANTHR 270 (Sp)
Models for Human Evolution: The Living Primates (5)
Examines the origins and evolutionary trends of the order Primates, from modern taxonomic relationships to ontogeny, behavioral and morphological adaptation, socioecology and conservation. Uses lectures, slides, labs, and readings to compare and contrast the major groups of non-human primates, consider their relationships to humans, and provide perspective on the status of endangered species, with which we may share a future as well as a past. Field trip included.
Prerequisite: ANTHR 201.

ANTHR 280 (W)
Human Osteology and the Fossil Record
An introduction to the human skeleton and its place among other mammalian and vertebrate forms. This course covers the morphology of teeth and bones. It explores various methods of identifying a human skeleton, and of age and sex determination. Other topics include bone development, fossilization, and human evolution.

ANTHR 299
Independent Study (1-5)
Independent observation, analysis and reporting of a selected problem in anthropology.
Prerequisite: 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 AAS degree.

ART 101 Art Basics
ART 102 Two-Dimensional Design
ART 103 Three-Dimensional Design
ART 105 Beginning Drawing
ART 117A Basic Jewelry: Construction
ART 118A Basic Jewelry: Casting
ART 131 Beginning Ceramics
ART 146 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 Appreciation of the Visual Arts
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 (F, W, Sp)
Appreciation of the Visual Arts (5)
Designed to lead to an understanding and appreciation of the visual arts—painting, sculpture, architecture. Lecture. (For nonmajors, not a prerequisite for the art program.) Satisfies Humanities distribution requirement for AAS degree. (multicultural content)

ART 101 (F, W, Sp)
Art Basics (5)
Introduction to materials and techniques including drawing, painting, printmaking and three-dimensional media. 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 5 credits.

ART 102 (F, W, Sp)
Two-Dimensional Design (5)
The organization of visual elements (line, shape, texture, color) as applied in two-dimensional design media. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 103 (F, W)
Three-Dimensional Design (5)
Organization of visual-physical elements (contour, volume, space, light, and texture) as applied in three-dimensional materials. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 105 (F, W, Sp)
Beginning Drawing (5)
General exploration of various drawing techniques and media through the study of composition, perspective and form. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 106 (F, W, Sp)
Drawing (5)
Further development of drawing skills with emphasis on composition and communication concepts. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
Prerequisite: ART 105.

ART 117 (F, W, Sp)
Basic Jewelry:
Construction (2, max. 10)
117A: Jewelry Construction IA-Basic forming of jewelry through sheet and wire: techniques of piercing, filing, sawing, soldering and polishing. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117B: Jewelry Construction IB-Further experience in using sheet and wire: fabrication techniques and advanced soldering problems. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117C: Jewelry Construction IC-Forging techniques: creating more three-dimensional jewelry forms by hammering and annealing. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117D: Jewelry Construction ID-Filigree techniques: creating linear jewelry design through delicate wire manipulation and multiple soldering techniques. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum 5 credits.

117E: Jewelry Construction IE-Special surface techniques and finishes to accent and enhance jewelry (enamel highlights, granulation, etc.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum 5 credits.

Prerequisite: ART 117A is basic requirement for 117B, 117C, 117D and 117E. ART 102, 103, and 105 are recommended for all design programs.

ART 118 (F, W, Sp)
Basic Jewelry: Casting (2, max. 10)
118A: Jewelry Casting IA - Introduction to the lost-wax method for creating jewelry: includes instruction in techniques for making the wax model from various waxes and basic casting principles involved in the lost-wax method. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

118B: Jewelry Casting IB - Carving and wax build-up techniques to form three-dimensional jewelry forms (e.g., rings, bracelets.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

118C: Jewelry Casting IC - Carving and wax build-up techniques to create figurative forms and detail as applied to jewelry (e.g., charms, pendants, etc.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

118D: Jewelry Casting ID - Model building and casting techniques used to create precision fit and interlocking forms in jewelry design. Satisfies humanities distribution requirement for AAS degree under performance/skills category. 5 credits maximum.

118E: Jewelry Casting V - Techniques for joining and soldering pre-cast jewelry pieces. Satisfies humanities distribution requirement for AAS degree under performance/skills category. 5 credits maximum.

Prerequisite: ART 118A is the basic requirement for 118B, 118C, 118D, and 118E. ART 102, 103, and 105 are recommended for all studio concentrations.

ART 131 (F, W, Sp)
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 5 credits.

ART 132, 133 (F, W, Sp)
Intermediate Ceramics (5, 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 135 (F, Sp)
Innovative Ceramics (5)
A ceramics course designed to study primitive techniques and materials and their application to contemporary ceramics. Use of handmade, improvised, and found tools. Innovative firing techniques will be used to approximate the look of traditional firing methods. Experiments in combining old and modern techniques and materials will be encouraged.

Prerequisite: ART 131 or Instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 146 (F, W)
Beginning Photography (5)
Basic black-and-white still photography. Includes operating still cameras, developing film and making prints. Attention is also given to the aesthetics of photographic imagery, composition, lighting, etc. The student must have an adjustable camera and provide film, printing paper and incidental supplies. Satisfies humanities distribution requirement for AAS degree under performance/skills category. 5 credits maximum.

ART 150 (Sp)
Beginning Printmaking (5)
Studies in traditional print techniques and processes including stencil, relief, etching, and surface 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 5 credits. (multicultural content)

Prerequisite: None. ART 102, 103, and 105 recommended for all art studio concentrations.

ART 151 (Sp)
Intermediate Printmaking (5)
Refining of basic procedures learned in ART 150 with attention to experimentation with materials, color and design applications for poster, fabric and illustration products. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions.

Prerequisite: ART 150. ART 102, 103, and 105 recommended for all studio concentrations.

ART 152 (Sp)
Intermediate Printmaking (5)
Printmaking design for fabric, decorative paper products and poster. Students develop procedures in designing for particular products, taking into consideration the print method, economy of color, repeating design patterns, and selections of appropriate materials. Students are introduced to the historical and cultural development of printed fabric, poster design, and paper products.

Prerequisite: ART 151 and 102. ART 102, 103, and 105 recommended for all studio concentrations.

ART 156 (F, W)
Beginning Painting (5)
Introduction to basic principles and methods of representational painting. Painting materials, techniques, color, and drawing fundamentals provide the ground work for individual expression. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

Prerequisite: None. ART, 102, 103, and 105 are recommended for all studio concentrations.

ART 157, 158 (F, W)
Intermediate Painting (5, 5)
Further experiences in painting techniques, color and composition in representation painting.
Prerequisite: ART 156 for 157. ART 157 and ART 105 or 102 for 158.

ART 161 (F, Sp)
Life Studies: Figure Drawing (2, max. 10)
Drawing from the posed model (clothed and nude) including an introduction to surface anatomy, development of form consciousness, and exploration of figure composition.

ART 162 (W)
Life Studies: Figure Painting (2, max. 10)
Painting from the posed model (clothed and nude) with emphasis on color and its role in form development, expression, and figure composition. This course is repeatable up to 10 credit hours.

ART 163 (W)
Life Studies: Figure Sculpture (2, max. 10)
A three-dimensional approach to figure study, working from the posed model (clothed and nude) in clay or plaster. This course is repeatable up to 10 credits.

ART 164 (F)
Life Studies: Portrait Drawing (2, max. 10)
Portrait studies in drawing media. Attention is directed to anatomical structure, individual characterization, and expressive organization as related to line, shape, light and shadow.

ART 165 (W)
Life Studies: Portrait Painting (2, max. 10)
Portrait studies in painting media. Emphasis on the role of color in the development of structure, character, and organization. This course is repeatable up to 10 credits.

ART 172 (F, W, Sp)
Beginning Sculpture (5)
Sculpture design, materials, techniques and tools. Emphasis on diversity of materials and variety in approaches to sculptural form - modeling, carving, casting, and fabrication. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 173, 174 (F, W, Sp)
Intermediate Sculpture (5, 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 201 (F)
History of Western Art: Ancient (5)
The major artistic achievements in Europe, the near East, and North Africa from prehistoric times through the Roman and Byzantine eras. Satisfies humanities distribution requirement for AAS degree.

ART 202 (W)
History of Western Art: Medieval and Renaissance (5)
The major artistic achievements of Western Christendom from the Barbarian Invasions through the 16th Century. Satisfies humanities distribution requirement for AAS degree.

ART 203 (Sp)
History of Western Art: Baroque through Modern (5)
The development and expansion of the arts of Western culture from 1600 to the present. Satisfies humanities distribution requirement for AAS degree.

ART 210 (F, W, Sp)
Color and Design (5)
Exploration of color as a foundation for advanced studies in two-dimensional media.
Prerequisite: ART 102.

ART 215 (F, W)
Design and Materials: Wood (5, max. 10)
Woodworking techniques of carving, tooling, and fabrication applied to functional and decorative three-dimensional art forms in wood. Emphasis on design, craftsmanship, and the proper use of tools and materials. Maximum of 10 credit hours.
Prerequisite: ART 103.

ART 217 (F, W, Sp)
Jewelry Construction (2, max. 8)
217A: Jewelry Construction IIA - Bezel setting: setting a round-cut stone within an enclosed metal mounting.

217B: Jewelry Construction IIB - Facetted stone setting: setting facetted stones with a four-prong mounting.

217C: Jewelry Construction IIC - Basic principles for mounting irregular shaped stones.

217D: Jewelry Construction IID - Inlaying techniques: embedding stones, etc. into the metal surface.
Prerequisite: ART 117 series; or 117A and Instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 218 (F, W, Sp)
Jewelry Casting (2, max. 8)
218A: Jewelry Casting IIA - Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

218B: Jewelry Casting IIB - Bezel setting in cast jewelry forms.

218C: Jewelry Casting IIC - Facetted stone setting (prong mounting) in cast jewelry forms.

218D: Jewelry Casting IID - Design and processes for duplication: mold making, cutting, and wax injection techniques.
Prerequisite: ART 118 series; or 118A and Instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 231 (F)
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 non-traditional 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 (W)
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 102, 103, and 105 recommended for all studio concentrations.

ART 233 (Sp)
Ceramic Sculpture (5)
The course will concentrate on clay as a medium for expression through purely sculptural forms. 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 102, 103, and 105 recommended for all studio concentrations.

ART 246 (Sp)
Intermediate Photography (5)
Second quarter of black-and-white photography or introduction to color. The course emphasizes development of photographic vision and technical proficiency including composition and light, refinements of camera and light meter operation, development and printing techniques. Individual direction encouraged. Students must have an adjustable camera and provide film, paper and incidental supplies.
Prerequisite: ART 146 or Instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 247
Introduction to Animation (5)
An introductory course for traditional and computer animation history and techniques. Students will learn key points in history of American animation, animation techniques from historical to current periods, including use of computer animation software.

ART 248 (Sp)
Computer Graphics and Interactive Multimedia (5)
Centers on the creation of interactive multimedia publications. Students will learn to manipulate the various elements including imagery, print, and sound to create an interactive product. Students will learn to use Macromedia Freehand and Macromedia Director on the PC. ART 248 is part of a broader curriculum designed to aid students in achieving skills in computer graphics and multimedia.
Prerequisite: ART 102 and JOUR 205.

ART 249 (F, W, Sp)
Introduction to Web Animation (5)
This is an introductory course in using web animation techniques. Students will learn how to use traditional animation skills, with current technology to design, create, and produce animation on the World Wide Web.

ART 250
Printmaking-Silkscreen (5)
Traditional and contemporary stencil techniques, registration methods, properties of inks, and selection of printing surfaces. Introduces problems of layout and design of poster, textile, and fine art printing.
Prerequisite: ART 152 or Instructor permission. ART 102, 103 and 105 recommended for all studio concentrations.

ART 251 (Sp)
Printmaking-Etching (5)
Traditional and contemporary etching and related intaglio techniques applied to metal, plastic, and constructed plates. Selection and properties of paper and inking techniques are studied. Historical and contemporary developments serve as background material for technical application.
Prerequisite: ART 152 or Instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 256, 257 (F, W)
Painting (5, 5)
Individual interpretation and response to painting themes. Introduction to technical variations in the application of painting media (oil or acrylic) and to personal expression. Formulating and developing images and ideas in sketchbook activities as preparation to painting.
Prerequisite: ART 158 for 256; 256 for 257. ART 102, 103 and 105 recommended for all studio concentrations.

ART 258, 259 (Su)
Watercolor (5, 5)
Development and broadening of technical skills and knowledge regarding watercolor tools and materials and their application to illustration and self-expression. Watercolor media used for sketching studies, for visualization processes and for final expression. Forms, methods selection, and interpretation of subject matter is encouraged.

ART 260
Cartoon/Character Creation (3)
This is an introduction class on how to invent your own cartoon or fantasy characters, and how to create situations for them.

ART 261
Flash Intermediate: Interactive Design (3)
This is an intermediate class on web animation that focuses on interactive design. The student will use web animation tools while learning how to organize information and create navigational systems that help viewers navigate through content.

ART 272 (W)
Sculpture: Modeling and Casting (5, max. 10)
Basic experience in direct modeling, in the construction of molds and in the casting of various materials. Design, craftsmanship, and the proper use of tools and materials. Maximum of 10 credits.
Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.

ART 273 (F)
Sculpture: Carving (5, max. 10)
Introduction to tools, techniques, and materials used in the carving approach to sculpture, design and craftsmanship. Maximum of 10 credits.
Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.

ART 274 (F)
Sculpture: Fabrication Techniques (5, max. 10)
Introduction to building sculptural forms through the use of materials, techniques, and equipment of modern industry - woodworking tools and machinery, metal working techniques (welding, brazing, etc.), and other processes where materials are joined to build up forms. Good design and craftsmanship are stressed. Maximum of 10 credits.
Prerequisite: ART 174. ART 102, 103, and 105 are recommended for all studio concentrations.

ART 275 (Sp)
Sculpture: Bronze Casting (5, max. 10)
Concentration on wax manipulation techniques, model and mold making, and foundry procedures for casting metals through the lost-wax method. For additional experience and credit, this course may be repeated. Maximum 10 credits.
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.

ART 297 (F, W, Sp)
Folio Preparation (1)
Designed to help students select, develop, and prepare a portfolio of work for application to a transfer institution. Students will be advised regarding their selections of samples, revisions and skill areas needing attention. Students will learn to photograph samples, mat and frame appropriate samples, develop special projects, and put together an organized presentation.
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 (F, W, Sp)
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 lasses require permission of the instructor.
Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium.
Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART 105 and 106.

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

Astronomy

ASTRO 105
Astronomy (5)
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.

Biology

Students interested in majoring in biology or related disciplines have the option of pursuing either an Associate in Arts and Sciences, Option B degree or an Associate of Science degree with a Biology Specialization. Biology advisors are available for assistance in establishing a degree plan. Students seeking courses for generalinterest or natural sciences distribution requirements should consider the following non-major courses: BIOL 100, 105, 107, 108, 118, 140, 161, BOT 101 or ENVSC 106, 145.

BIOL 100 (F, W, Sp)
Introduction to Biology (5)
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: ENGL 91 or above.

BIOL 105 (W, Sp)
Fossils and the History of Life (5)
Introduces the student to the geological and biological processes that created the astounding record of life on this planet. Covers topics such as plate tectonics, rock identification, fossilization processes, principles of evolution, and a survey of the history of life. The laboratory focuses on studying rock and fossil specimens and includes local field trips. Laboratory included.
This course is the same as GEOL 108. Students may receive credit for either BIOL 105 or GEOL 108 but not both.

BIOL 107 (F)
Milestones in Biology (5)
Alternative to Biology 100. Principles of biology are introduced using an historical, experimental approach. Emphasis is on milestone experiments that have contributed to our understanding of processes fundamental to life on earth. Topics include: biodiversity, basic cellular anatomy, biochemical processes, evolution, genetics, and the biology of disease.
Laboratory included.
BIOL 107 is equivalent to BIOL 100 and satisfies the biology prerequisite for all 200 level biology courses.

BIOL 108
Natural History (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.

BIOL 118 (F, W, Sp)
Human Anatomy and Physiology (5)
A brief overview for the non-science major. A study of basic mechanisms and requirements for life at the cellular level. Basic anatomy of the major systems of the body and how the systems functionally unite to support and maintain the life of the organism. Laboratory included.

BIOL 140 (Sp)
Marine Biology (5)
For non-majors. Occurrence, distribution and identification of marine plants and animals with an emphasis on Puget Sound. Focus will be on the shore-dwelling forms and their ecological relationships. Laboratory and field trips to marine environments included.

BIOL 161
Human Nutrition (5)
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.

BIOL 201 (F, W, Sp)
General Microbiology (5)
Biological characteristics and metabolic activities or microorganisms, with an emphasis on bacteria and viruses. Includes consideration of microbial ecology as well as the relationship of microorganisms to disease. Laboratory included.
Prerequisite: BIOL 100 and CHEM 101 or equivalent; CHEM 102 recommended.

BIOL 210, 211, 212 (F, W, Sp)
College Biology (5, 5, 5)
An introductory general biology course designed for science majors intending to study more advanced biology and pre-professional disciplines. Emphasis is on phenomena common to all living things: molecular, sub-cellular and cellular structure and dynamics; genetics; evolutionary relationships between organisms; and basic plant and animal anatomy; physiology; and development. Laboratory included.
Prerequisite: For BIOL 210 and 211: BIOL 100 or equivalent and CHEM 140 (CHEM 140 may be taken concurrently with BIOL 210); For BIOL 212: BIOL 211 and CHEM 150 (CHEM 150 may be taken concurrently). This sequence may be taken either as BIOL 210, 211, and 212 or as BIOL 211, 212 and 210.

BIOL 220, 221 (F, W, Sp)
Anatomy and Physiology (5, 5)
Systemic Anatomy & Physiology. Begins with molecular biology of cells, proceeds to physiological specializations and gross anatomy of systems. Intended to prepare students for allied health careers and some registered nursing programs. Laboratory included.
Prerequisite: CHEM 100 for 220, BIOL 220 for 221. CHEM 102 recommended. BIOL 100 recommended.

BIOL 240, 241, 242 (F, W, Sp)
Anatomy and Physiology (5, 5, 5)
A systemic study of the structure and function of the human body. Designed for medical studies such as nursing, pre-medicine, pre-dentistry, chiropractics, physical therapy, occupational therapy. The laboratory also includes cadavers, histology and cross-sectional anatomy.
Prerequisite: Chemistry 101 or one year of high school chemistry, Biology 240 for 241 and 241 for 242. Organic chemistry recommended.

BIOL 294
Field Studies (1-5)
Study of selected topics in biology primarily through field study, discussions, and readings.

Botany

BOT 101 (W, Sp)
General Botany (5)
Alternative to Biology 100 (for non-majors). Basic biology is learned through exploration of the organisms traditionally studied by botanists (plants, bacteria, algae and fungi). Topics include: characteristics and taxonomy of living creatures, cell structures, basic chemistry, photosynthesis, genetics, anatomy, ecology and relevant "real-life" topics such as drugs, food, fibers and horticultural techniques. Hands-on activities are emphasized (observations, experiments, presentations and field trips). Laboratory included.
Prerequisite: ENGL 91 or above.

Business

See Office Education for Office Professional courses including word processing, typing, etc. For related courses, see Global Business, Small Business Management, and Supervision and Management sections.

BUS 100 (F, W, Sp)
(Previously BUS 104)
Business English (5)
An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. Students may take either ENGL 100 or BUS 100, but not both.
Prerequisite: Assessment at college level on English and reading placement tests or grade of "C" or higher in ENGL 91 and READ 93.

BUS 101 (F, W, Sp, Su)
Introduction to Business (5)
For both business and non-business majors. Dynamics and complexities of the competitive business world are explored through the study of topics including economic systems, forms of business ownership, social responsibility and ethics, entrepreneurship, marketing, management, organizational design, finance, banking, and securities markets.

BUS 110 (F, W, Sp)
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 86; MATH 88 recommended.

BUS 155
Continuous Quality Improvement (2)
This course presents TQM management and planning tools needed to achieve Continuous Quality Improvement. It is designed for organizations and/or individuals developing a strategic implementation plan. The class will cover the establishment of priorities, implementation requirements, the development of timelines and an outline of implementation processes.

BUS 163 (F, Sp)
Principles of Management (5)
Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

BUS 164 (F, W, Sp, Su)
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.

BUS 165 (Bi-Annually, Sp)
Personnel Management (5)
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 167 (Sp)
Organizational Behavior (5)
Examines the effects of the organizational setting on worker attitudes and their subsequent behaviors. Explores group influences on individual perceptions and work performance. Utilizes experiential exercises and group interaction to review the impact of employee attitudes and behavior on the organization, and the study of group dynamics.

BUS 200 (F, W, Sp, Su)
Business Law (5)
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 associations in the business community.

BUS 225 (F, W, Sp)
Business Correspondence (5)
Fundamentals of writing memorandums and business letters. Punctuation and grammar are reviewed. (writing intensive)
Prerequisite: BUS 100 or ENGL 100, OFFCE 103 or keyboarding skills by touch.

BUS 240 (W)
Introduction to Marketing (5)
Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.

BUS 245 (Bi-Annually, F)
Retailing and Professional Sales (5)
A study of the business activity of selling goods and services at the wholesale, retail, and consumer levels. Major topics covered include the traditional sales process, the "nuts & bolts" of personal selling and retailing, consumer behavior, buying and pricing products, retail promotion, and the future of selling and retail.

BUS 255 (Sp)
Managing Diversity (5)
This course will explore the opportunities available to business today, from the rich mix of perspectives, ideas and talent offered by a culturally diverse workforce. From the personal to the organizational level, it will examine issues related to performance, productivity, job enrichment and the added dimension of supervising an increasingly diverse work population. (multicultural content)

BUS 256 (F, Sp)
Statistical Analysis (5)
Statistical techniques to be used in guiding business decisions. Introduction to descriptive techniques, probability, estimation, hypothesis testing, chi-square, correlation and related concepts.
Prerequisite: MATH 99, or assessment above MATH 99.

BUS 260 (Bi-Annually F or W)
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 270 (Bi-Annually Sp)
Business in a Changing World (5)
Examines the strategies businesses use to operate in an increasingly dynamic and competitive environment. An historic overview of the economic and cultural impacts of business on society leads to the exploration of strategic planning, Total Quality Management systems, and innovation geared to 21st-century technologies, diversity, and global interdependence.

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: ACCNT 290, BUS 290, IT 290, OFFCE 290.
Prerequisite: Program Chair permission.

BUS 290 (F, W, Sp)
Work Internship (5)
During one quarter of the sophomore year, students can earn college credits for hands-on work experience and training in a private or public sector organization. Internships can cover any of the related business subjects introduced in the Business Administration Management Program.
Prerequisite: Program Chair permission one quarter prior to the internship.

BUS 299
Individual Study in Business (1-5)
Study on an individual basis.
Prerequisite: Instructor permission.

Business PCS

See Computer User courses, page 85.

Business Administration & Management

See page 48 for program requirements.

Center for Personal Enrichment

(formerly Lifelong Education)
Committed to fostering lifelong learning, Tacoma Community College offers a diverse, dynamic and comprehensive curriculum of non-credit classes, workshops, and special events that encompasses many areas of interest.

Discover how quickly the benefits of continuing your education can add up as you:

> Satisfy your intellectual curiosity
> Acquire new skills to enhance your proficiency on the job and at home
> Explore new venues and experiences
> Add dimension to your life by unlocking hidden potential
> Meet interesting people from various backgrounds

What Classes Are Offered?
Program areas include teens and youth arts & science courses, conversational languages, computer classes, financial management, personal enrichment and the Center for Creative Retirement. In addition, there are home improvement classes, various professional workshops, the Culinary Corner and art & design courses.

Whether you are hoping to learn a new skill, expand your horizons, seeking balance in your life, or wanting to take something just for fun, the Center for Creative Retirement has something for you!
For more information, call 253.566.6031.

Chemistry

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: CHEM 100, 101, and 102. 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 140, 150, 160, 231, 232, and 233. 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 100 (F, W, Sp, Su)
Introduction to Chemistry (5)
Survey of the fundamental principles of chemistry. Includes study of the metric system, atomic theory, bonding, properties of matter, reactions, nomenclature and applications of chemistry to everyday life. Laboratory included.
Prerequisite: MATH 99 (may be taken concurrently) and college-level Reading and Writing.

CHEM 101 (F, W, Sp, Su)
Survey of Inorganic Chemistry (5)
(For non-science and non-engineering majors.) Course includes study of the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Laboratory included.
Prerequisite: High school chemistry or CHEM 100 and MATH 99.

CHEM 102 (W, Sp)
Survey of Organic and Biochemistry (5)
(For non-science majors.) Study of organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins and carbohydrates. Laboratory included.
Prerequisite: CHEM 101.

CHEM 140 (F, W), 150 (W, Sp), 160 (Sp, Su)
General Chemistry (5, 5, 5)
(For science and engineering majors.) These courses include study of the structure of matter, atomic theory, quantitative relationships, solutions, solids, liquids and gases, thermochemistry, periodic properties, chemical bonding, kinetics, equilibria, acids and bases, electrochemistry and nuclear chemistry. Laboratory included. CHEM 160 lab includes qualitative analysis for common cations and anions.
Prerequisite: MATH 115 or MATH 111 (may be taken concurrently), and high school chemistry or CHEM 101. CHEM 140 for 150. CHEM 150 for 160.

CHEM 231(F), 232 (W), 233 (Sp)
Organic Chemistry (5, 5, 5)
This series of courses includes the study of the structure, properties, nomenclature, synthesis, reactions, and reaction mechanisms of the main classes of organic compounds. CHEM 233 includes the study of polyfunctional compounds, natural products and an introduction to biochemistry. The laboratory includes basic organic techniques including: synthesis, qualitative organic analysis, and instrumental analysis of organic compounds.
Prerequisite: CHEM 160; CHEM 231 for CHEM 232; CHEM 232 for CHEM 233.

Communication Skills

COMSK 100 (F W, Sp)
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.

Computer Equipment/ Electronic Repair

See page 48 for program requirements.

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 140
Visual Basic Programming for Engineers and Scientists (3)
Flowcharts, algorithms, and programming fundamentals such as data types, operators, decision structures, loops and arrays are used to create computer programs in Visual Basic. Course will prepare students for advanced computer programming topics. Same course as ENGR 140.
Prerequisite: MATH 115 (may be taken concurrently).

CS 142
Java Programming for Engineers and Scientists I (4)
Introduction to Java Programming as a computer tool in engineering and computer science. Included is writing, executing, and debugging programs, control statement, data types, arrays, strings, functions, dynamic data structures and file processing. Emphasis on algorithm development and object-oriented design. Programming assignments taken primarily from the fields of engineering and science. Same course as ENGR 142.
Prerequisites: ENGR 140 (CS 140) or structured computer programming course and MATH 115.

CS 143
Java Programming for Engineers and Scientists II (5)
Continuation of CS 142. The Java programming language will be used to further study object oriented design and other programming techniques including modularity, encapsulation, information hiding, stacks, queues, linked lists, binary trees, recursion, and basic searching and sorting algorithms. Also covered is simple analysis of complexity, including Big-O notation. Same course as ENGR 143.
Prerequisite: ENGR 142 or CS 142.

Computer User

CU 091
Keyboarding Basics (2)
Computer keyboard by touch. Includes development of speed and accuracy.
Prerequisite: READ 92 level recommended.

CU 092
10-Key Basics (1)
Computer 10-key pad by touch. Emphasis on speed and accuracy.

CU 100
Introduction to Windows and World Wide Web (1)
Introduction to the use of Windows to operate the computer and manage files. Introduction to the use of electronic mail and the internet.

CU 102
Word I (2)
Beginning Word Processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies.
Prerequisite: Knowledge of Windows required (25 wpm recommended).

CU 103
Excel I (2)
Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS "Core Level" competencies.
Prerequisite: Knowledge of Windows required (Math 86 level recommended).

CU 104
Power Point (1)
Introduction to electronic presentations using Microsoft Power Point. Emphasizes MOUS "Core Level" competencies.
Prerequisite: Knowledge of Windows required.

CU 105
Word I, Excel I, Power Point (5)
Introduction to using Microsoft Office Suite. Emphasizes MOUS "Core Level" competencies in Word, Excel and Power Point.
Prerequisite: Knowledge of Windows required. (MATH 86 and 25 wpm recommended).

CU 110
Introduction to Access (2)
Beginning database class using Microsoft Access. Emphasizes MOUS "Core Level" competencies.
Prerequisite: CU 100 or Equivalent and Read 92 (Math 86 recommended).

CU 115
MOUS Prep, Level I (1)
Provides practice applications for self-assessment in Word, Excel, Access and Power Point to the MOUS Core Level of proficiency.
Prerequisite: CU 102, CU 103, CU 104 or CU 105 and CU 110 (or equivalent).

CU 130
Quick Books (3)
Introduction to automated bookkeeping methods using Quick Books.
Prerequisite: ACCNT 140 or equivalent.

CU 202
Word II (2)
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 215
MOUS Prep, Level II (1)
Provides practice applications for self-assessment in Word, Excel, Access and Power Point to the Expert Level of proficiency.
Prerequisite: CU 202, CU 203, CU 110 (or equivalent).

Continuing Education

The Office of Continuing Education offers a variety of courses to meet the on-going educational needs of people in many occupations and businesses as well as personal interest.

Courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills. College credits, clock hours, or continuing education units (CEU's) necessary for special certification, licensing, and license/certification renewals also are offered. Special courses are available as workshops or short courses during regular quarter-length scheduling.

In addition, a wide variety of credit and non-credit classes are offered on and off-campus each quarter in Lifelong, Business, and Professional Education.

Coordinated Studies/Learning Communities

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

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

Data Processing Systems

See Information Technology, page 54.

Diagnostic Medical Sonography

A separate application to the Diagnostic Medical Sonography program is required and may be obtained at the Allied Health Office, Bldg. 19, Room 70, or by calling 253.566.5113.

Prior to acceptance in the Diagnostic Medical Sonography program, students must complete the following courses (or equivalent) as prerequisite requirements with a grade of "C" or higher: ENGL 101, SPCH 100, BIOL 220/221, RS 170, PHYS 114 or RS 108/109, and MATH 115. The required prerequisite courses must have been taken in the last five years unless the applicant has been actively employed as a radiologic technologist at least 20 hours per week for the last two years. In addition, all applicants must hold a minimum cumulative GPA of at least 2.5 with a grade of "C" or higher in all radiologic science, communication, math and science courses. It is highly recommended that a refresher course in MATH 115 be taken if coursework is more than 2 years old.

DMS 105
Ultrasound
Cross-Sectional Anatomy (4)
This course is designed to provide students with information on cross-sectional anatomy in the human body. Different scanning planes will be represented including longitudinal, transverse, coronal and oblique views. The students will gain an understanding of transducer positioning in relation to organs within the body, and correlate their studies with sonographic images.

DMS 110
Pathophysiology I (3)
Explores the pathogenesis of disease processes of organ systems that are relevant to sonography, introducing the clinical manifestations, diagnosis, treatment and surgical intervention pertaining to specific disease states. The course focuses on the abdomen, and includes a thorough review of normal physiology.

DMS 111
Pathophysiology II (3)
A continuation of Pathophysiology I. The course focuses on obstetrics, gynecology and neurology, reviewing the normal physiology, and exploring disease processes that can be visualized/detected by ultrasound.

DMS 112
Pathophysiology III (3)
A continuation of Pathophysiology II. The course focuses on the normal physiology and disease processes of the superficial structures visualized with sonography, specifically the neck, breast, and male reproductive organs. The cardiovascular and the peripheral vascular system will also be discussed.

DMS 120
Abdominal Scanning & Techniques (4)
Introduces ultrasound terminology and basic scanning techniques. Reviews intraperitoneal and retroperitoneal abdominal anatomy, physiology and pathology, discussing laboratory tests and clinical signs and symptoms pertinent to the organs studied. Prepares the student to image and identify sonographically normal and abnormal abdominal anatomy.

DMS 121
Small Parts & Intraoperative Scanning (4)
Focuses on the sonographic scanning techniques of superficial structures, including neck, chest, breast, male reproductive organs and extremities. Reviews the anatomy, physiology and pathology of these small parts, discussing laboratory tests, clinical signs and symptoms. Also explores the use of ultrasound in surgical procedures.

DMS 122
Obstetrics/Gynecology Scanning & Techniques (4)
This course is designed to provide students with information on the female reproductive system and fetal development. The course includes basic female anatomy and physiology, obstetrical states from first trimester through term, and associated pathological findings. Basic scanning techniques and protocols will also be included in this course.

DMS 130
Ultrasound Physics & Instrumentation I (3)
Provides a theoretical and practical understanding of acoustic physics and its application in diagnostic medical sonography. Explores wave concepts, interaction of sound waves and tissue, beam formation, transducer function and selection and acoustic artifacts.

DMS 131
Ultrasound Physics & Instrumentation II (3)
A continuation of Ultrasound Physics I. Topics covered include physics of Doppler and hemodynamics, basic system components of ultrasound equipment, modes of operation, image optimization, biologic effects, acoustic power measurements, safety and quality control.

DMS 140
Instrumentation & Scanning I (2)
This course is designed to provide a working knowledge of lecture material and clinical observation, into hands-on scanning of the abdomen, female pelvis and various small parts. Special emphasis will be placed on scanning techniques, protocols, optimizing images and proper transducer selection. Students will be exposed to a variety of ultrasound equipment in order to gain an understanding of basic machine set-up, annotation and knobology.

DMS 141
Instrumentation & Scanning II (2)
This course is a continuation from DMS 140 and is designed to provide a working knowledge of lecture material and clinical observation, into hands-on scanning of the abdomen, female pelvis and various small parts. Special emphasis will be placed on scanning techniques, protocols, optimizing images and proper transducer selection. Students will be exposed to a variety of ultrasound equipment in order to gain an understanding of basic machine set-up, annotation and knobology.

DMS 150, 151, 152
Ultrasound Clinical I, II, III, IV (1, 6, 10, 13)
This course is designed to provide students the opportunity to apply sonographic theory to observation and hands-on scanning in a clinical setting. The student will be required to perform various ultrasound examinations and obtain competencies in these areas, which will be observed and signed-off by a supervising sonographer. This course will also expose the student to the mechanics of an ultrasound department.

DMS 160
Ultrasound Seminar I (1)
This course is a seminar on current sonographic issues. A case study approach is used with classroom discussions and critiques.

DMS 161
Ultrasound Seminar II (1)
This course is a seminar on current sonographic issues. A case study approach is used with classroom discussions and critiques.

DMS 170
Comprehensive Physics Review (2)
This elective course is designed to provide a comprehensive ultrasound physics course to prepare the student for the national registry exam.

Distance Learning Courses

Students can earn college credits, complete their Associate in Arts degree, and take some Vocational/Technical courses through distance learning at Tacoma Community College. Credit courses include online courses, hybrid courses, telecourses, and videoconferencing courses. Online courses are web-based courses through the Internet. Access to a computer and a web browser is required. TCC computer labs and library can be used. In partnership with Washington Online (WAOL), TCC offers students the ability to complete their Associate in Arts degree by taking WAOL and TCC online courses. Hybrid courses are those that use a combination of web-based, video, and possibly on-site instruction. Telecourses are those with the main instructional content available via television or videotape. Videoconferencing courses are two-way, interactive, real-time video classes simultaneously accessible at two or more sites. Non-credit online courses are offered at the TCC Downtown Center. For a list of distance learning courses and additional information, visit us online at www.tacoma.ctc.edu and click on the distance learning button.

Drama

DRAMA 101
Introduction to Drama (5)
Basic introduction to drama and theatrical production. Students learn to analyze and summarize play texts, from the Greeks to contemporary playwrights, and to write reviews of play productions. The basic technical aspects of production (producing, directing, design, and acting) are explored. Some scene work and staged readings. (multicultural content)
Prerequisite: Completion of ENGL 101 with a grade of "C" or higher.

Economics

ECON 200 (F, W, Sp, Su)
Principles of Economics: Macro (5)
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 99, or assessment above MATH 99.

ECON 201 (F, W, Sp, Su)
Principles of Economics: Micro (5)
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 99, or assessment above MATH 99.

ECON 211
General Economics (5)
A one-quarter survey of economics designed specifically for non-majors. Includes such topics as effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects. Special emphasis on current issues in economics (survey of macro and micro).

Educational Paraprofessional

EDP 100
Introduction to Early Childhood Education (3)
An overview of the early childhood field from personal and historical perspectives. Also includes current issues, trends, and best practice.

EDP 101
Effective Instruction I (3)
Provides an introduction to the elements of learning in young children, including room arrangement, scheduling and materials.

EDP 102
Effective Instruction II (3)
An introduction to effective teaching strategies and curriculum planning for early childhood classrooms.

EDP 103
Basic Child Care Provider Training (3)
Provides basic introduction to child growth and development, child guidance, health and safety. Meets STARS (State Training and Registry System) requirements of 20 hours basic training for all child care providers.

EDP 104
Essentials I (3)
Exploration of the personal characteristics, responsibilities and rewards for individuals working with young children and examines the basic concepts of development and normal development characteristics of children from birth through age 5 to be used as a foundation for planning appropriate activities and establishing appropriate expectations of children at various ages.

EDP 105
Essentials II (3)
Development and planning of a safe, healthy environment that invites learning and provides positive ways to support children's social and emotional development.

EDP 106
Essentials III (3)
Explores ways of advancing physical and intellectual competence of children, establishing positive and productive relationships with families and ensuring a well-run and purposeful program responsive to participant needs.

EDP 112
Curriculum Development (3)
Development and planning of curriculum for early childhood programs; includes emergent curriculum and inclusion of family culture and ideas.

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 202
Family Health, Nutrition and Safety (3)
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 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.

Education

ED 101 (F, W, Sp)
College Success Seminar (2)
This course is designed to prepare students for a successful college experience by developing study, note-taking and test-taking skills. Students will discover the goals of higher education and the many campus resources and support services available. In a group-building environment, students will explore cultural diversity and other issues that are important to the development of the modern college student.

Other sections are occasionally designed to meet specific program needs. One special section of ED 101 is designed to help international/immigrant students understand American culture, the local community, and college resources. The course will also emphasize academic success and effective study skills.

Education
(Continuing Education)

EDU 102
Introduction to Learning Disabilities (2)
Provides educators and counselors with an awareness of learning disabilities, how learning disabled students approach language-based tasks, and resources to better serve students. Emphasis on determining what constitutes leaning disabilities, how to identify and refer at-risk individuals to diagnosticians, identify how learning disabilities impact academic success, and categorization and accommodation. (Clock-hour credits available.)

Electronics

ELEC 104 (F)
Fundamentals of Electricity and Electronics (5)
Basic knowledge and skills of DC and AC electrical circuits including circuit analysis, recognition, and use of electrical components and electrical measurement instruments. Covers voltage, resistance, current, power, Ohm's Law, inductors, capacitors, series and parallel circuits, phase resonance and circuit transients.
Prerequisite: One year of high school algebra.

ELEC 106 (F)
Electronic Devices and Systems (5)
Working knowledge of modern electronic devices and the circuits in which they are employed. Electronic trouble-shooting techniques. Rectifiers, transistors, SCRs and triacs, vacuum and gaseous tubes, filters, amplifier circuits, operational amplifiers, noise reduction, and cathode ray tubes.
Prerequisite: One year of high school algebra.

ELEC 204 (W)
Digital Techniques (5)
Fundamentals of digital techniques, logic circuits, Boolean algebra, flip-flops, registers, combinational logic circuitry, and digital design.

ELEC 206 (W)
Schematics (5)
A study of digital logic devices and circuits with an emphasis on learning how to read and analyze digital schematic diagrams.

ELEC 207 (Sp)
Microprocessors (6)
A comprehensive, microprocessor course covering microprocessor theory and operation, computer arithmetic and interfacing.

ELEC 209 (Sp)
Peripherals and Communications (6)
Acquaints students with the integral relationships between peripheral and communication devices and the computer.

ELEC 210 (Sp)
Troubleshooting Techniques (6)
Completes the series of courses designed for potential field service engineers whose primary function will be to identify problems in computers and related equipment.

Emergency Medical and Health Services

EMC 110 (F, W, Sp)
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 out-of-hospital care givers. 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.
Prerequisites: At least 18 years old, high school graduation or GED, CPR card, Standard First Aid Training and valid driver's license. Application and screening are necessary prior to course, due to limited enrollment and prerequisites.
NOTE: Active affiliation with an EMS provider agency is required for state certification. Class may be taken without affiliation; however, students will not obtain state certification without sponsor.

EMC 112 (F, W, Sp)
Emergency Medical Technician Recertification (4)
For the currently certified EMT-Basic who needs to fulfill state and/or National Registry requirements for re-certification.
Prerequisite: Current state 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.

EMC 118 (F)
EMS Wellness and Prevention (4)
This course will explore the various factors that impact the physical and mental wellbeing of the paramedic. A wide range of health and prevention concepts will be presented to enhance personal wellness. The students will learn the function of paramedics as role models, coaches, and educators in the community.

EMC 120 (F)
Paramedic I (12)
First of three courses of the Paramedic education program. Covers 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 (W)
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 P.E.P.P. course included.
Prerequisites: Successful completion of EMC 120, EMC 130 and PE 100.

EMC 122 (Sp)
Paramedic III (5)
Third in the three-quarter course. Reviews the entire didactic content utilizing case studies. Requires extensive application of the material covered in EMC 120 and EMC 121.
Prerequisites: Successful completion of EMC 121, EMC 131 and PE 200.

EMC 130 (F)
Paramedic Clinical I (4)
First-quarter clinical and in-field experience for paramedic students taken in conjunction with EMC 120; includes supervised clinical experience in hospital and in-field rotations.
Prerequisite: Enrollment in EMC 120.

EMC 131 (W)
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 in-field rotations.
Prerequisite: Completion of EMC 120, EMC 130 and current enrollment in EMC 121.

EMC 132 (Sp)
Paramedic Clinical III (9)
Continuation of EMC 131. Primary emphasis is on extensive field experience.
Prerequisites: Completion of EMC 121, EMC 131 and enrollment in EMC 122.

EMC 140, 150
Supplemental Education for EMC Programs (2-10, 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 seminar-style course that focuses on the various components of quality Emergency Medical Service. The course utilizes assorted current readings in conjunction with both large and small group work that promotes critical thinking and a global understanding of what comprises state of the art out-of-hospital care.
Prerequisites: 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. Students have the option of pursuing an Associate in Arts and Sciences degree Option B or an Associate of Science degree with an Engineering Specialization. Engineering advisors are available for assistance in establishing a degree plan. Students seeking courses for general interest, upgrading skills, or college level electives should consider ENGR 100, 124, 140, and 231. TCC supports a local chapter of the ASME (American Society of Mechanical Engineers) and encourages student involvement.

ENGR 100 (F, W)
Introduction to Engineering and Design (3)
Introduction to the engineering profession and its design process. Builds group skills. Produces strategies for stimulating innovation and fosters creativity in problem solving. Includes design projects, resume writing, journal keeping, professionalism and ethical issues, oral presentations, guest speakers and field trips. Acquaints students with fields and opportunities in engineering.

ENGR 124
Introduction to Computer Aided Drafting (5)
A practical course in the use of computer aided design and drafting (AutoCAD software) as well as basic drafting instruments to solve engineering graphics problems. Design and analysis team will operate workstations and become familiar with sheet layout, geometric construction, multiview, auxiliary views, dimensioning and pictorals.
Prerequisite: MATH 99 (may be taken concurrently).

ENGR 140
Computer Applications to Engineering Problems (3)
Flowcharts, algorithms, and programming fundamentals such as data types, operators, decision structures, loops, and arrays are used to create computer programs in Visual Basic. Course will prepare students for advanced computer programming topics. Same course as CS 140.
Prerequisite: MATH 115 (may be taken concurrently).

ENGR 142
Java Programming for Engineers and Scientists (4)
Introduction to Java programming as a computer tool in engineering. Included is writing, executing and debugging programs, control statements, data types, pointers and arrays, strings, functions, dynamic data structures and file processing. Emphasis on algorithm development and object-oriented design. Programming assignments taken primarily from the fields of engineering and science. Same course as CS 142.
Prerequisite: ENGR 140 (CS 140) or structured computer programming course and MATH 124.

ENGR 143
Java Programming for Engineers and Scientists II (5)
Continuation of ENGR 142. The Java programming language will be used to further study object-oriented design and other programming techniques, including modularity, encapsulation, information hiding, stacks, queues, linked lists, binary trees, recursion, and basic searching and sorting algorithms. Also covered is simple analysis of complexity, including Big-O notation. Same course as CS 143.
Prerequisite: ENGR 142 or CS 142.

ENGR 170
Fundamentals of Material 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 150 and MATH 124.

ENGR 210 (F)
Engineering Mechanics: Statics (4)
Problem-solution organization will aid in the study and analysis of the reactions on stationary or static objects. This course will begin the process of combining mathematics, and the physical sciences to develop engineering problem solving skills. Topics covered include: vector notation, equilibrium, moments, couples, resultants, trusses, frames, center of mass, beams, and friction.
Prerequisite: MATH 125 (may be taken concurrently) (PHYS 121 recommended).

ENGR 215
Fundamentals of Electrical Engineering (4)
Introduction to Electrical Engineering. Basic circuit and systems concepts. Resistors, sources, capacitors, inductors, and operational amplifiers. Solution of first and second order linear differential equations associated with basic circuit forms.
Prerequisite: MATH 238 (may be taken concurrently) and PHYS 122.

ENGR 220 (Sp)
Introduction to Mechanics of Materials (4)
Introduction to the concepts of stress, deformation and strain in solid materials. Development of elastic behavior of structural and machine elements in tension, bending and torsion.
Prerequisite: ENGR 210 and MATH 126, which may be taken concurrently.

ENGR 230 (W)
Engineering Mechanics: Dynamics (4)
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.
Prerequisite: ENGR 210 or PHYS 121, and MATH 126 (may be taken concurrently).

ENGR 231
Introduction to Technical Writing (3)
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. Same course as ENGL 105.
Prerequisite: ENGL 101 and READ 93 with a grade of "C" or higher.

ENGR 260 (Sp)
Thermodynamics (4)
Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic law of thermodynamics and its illustration by application to energy transformation and state changes in engineering problems.
Prerequisite: PHYS 121 and CHEM 150 or Instructor permission; and MATH 126 (may be taken concurrently).

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 ESL Program are strongly advised to complete the program before attempting the English program designed for native speakers.

ENGL 70 (F, W, Sp)
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 70.

ENGL 71 (F, W, Sp)
Basic English Skills (5)
Application and further development of principles covered in ENGL 70. Focuses on the writing process and introduces students to critical thinking skills via classroom and computer-assisted instruction.
Prerequisite: Assessment at or above ENGL 71 or completion of ENGL 70 with a grade of "C" or higher.
Note: An exit/placement exam is required of students who want to enter the developmental sequence (ENGL 90 or ENGL 91).

ENGL 75 (F, W, Sp)
Preparation for College Writing for Non-native Speakers (5)
Prepares students whose first language is not English for college-level writing. Develops sentence writing and combining skills and focuses on developing the expository essay. Reviews trouble spots of English punctuation, capitalization, spelling, and grammatical structures at the sentence and sub-sentence level. Students work toward a balanced development of both rhetorical (organization of data) and syntactical skills to achieve effective presentation. Addresses the linguistic and cultural instructional needs of non-English-language-background students. Intended primarily for students who hold a high school certificate or its equivalent and have previously studied English in the United States or their native countries. May be repeated twice.
Note: An exit/placement exam is required of students who want to enter the developmental sequence (ENGL 90 or ENGL 91).

English 80's

All English courses numbered in the 80s are laboratory courses. Each course includes one hour in class and one hour in laboratory. Students may take up to three of these courses, not necessarily in sequence, and may enroll as late as the third week of the quarter. These courses meet in the Writing Center, Bldg. 7, Room 4.

ENGL 80 (F, W, Sp)
Grammar Review (1)
A laboratory course to assist the student who lacks understanding in 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 upon an instructor's recommendation, during the first three weeks of the quarter.

ENGL 81 (F, W, Sp)
Sentence Structure Review (1)
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 upon an instructor's recommendation, during the first three weeks of the quarter.

ENGL 82 (F, W, Sp)
Punctuation Review (1)
A laboratory course designed to review punctuation and other English fundamentals. Workbook lessons provide rules, explanations and practice exercises. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.

ENGL 83 (F, W, Sp)
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 84 (F, W, Sp)
Spelling (2)
Course is designed to assist students lacking in 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 exercises accompanied by competency tests. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.

ENGL 85 (F, W, Sp)
Paragraph Writing (2)
A review of basic paragraph construction. This course provides extensive practice in writing unified, coherent, and well-developed paragraphs.

ENGL 90 (F, W, Sp)
Beginning Writing (5)
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 90 and READ 92.

ENGL 91 (F, W, Sp)
Composition (5)
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 91 and READ 93 or a grade of "C" or higher in ENGL 90 and READ 92.

ENGL 96 (F, W, Sp)
Writing Center Tutorials (1)
Laboratory course offers students one-on-one tutorial help with assignments for classes where writing is required, as well as help with independent writing projects. Course also includes computer-assisted tutorials and on-site drafting time. No outside work is assigned. Ten half-hour tutorial sessions per quarter must be completed for credit, but students are not limited to ten. Course can be added up to mid-term. May be taken a total of 4 times and is graded as "S/U" only.

ENGL 100 (F, W, Sp)
Business English (5)
An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. Students may take either ENGL 100 or BUS 100, but not both.
Prerequisite: Assessment at college level on English and reading placement tests or a grade of "C" or higher in ENGL 91 and READ 93.

ENGL 101 (F, W, Sp)
College Freshman Composition (5)
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. Literature is the focus in ENGL 102. 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 91 and READ 93.

ENGL 102 (F, W, Sp)
College Freshman Composition (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.

ENGL 103 (F, W, Sp)
Argument and Persuasion (5)
The application and further development of writing principles covered in ENGL 101. ENGL 103 is a composition course designed to develop the student's ability to write sound and cogent arguments in several academic disciplines. Coursework 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 105 (F, W)
Technical and Report Writing (3)
A practical course in organizing, developing, and writing technical information, including reports. Attention given to (1) organizational patterns and report formats common to scientific and technical disciplines and (2) technical writing conventions, including heading, illustrations, style and tone. Same course as ENGR 231.
Prerequisite: ENGL 101 and READ 93 with a grade of "C" or higher or ENGL 100.

ENGL 140 (F, W, Sp)
Writing Center Tutor Practicum I (2)
Provides qualified students with training and experience in tutoring students in one-on-one settings in the Writing Center. Topics of study include tutoring and learning styles, Writing Center theories and operations, ESL tutoring, tutoring students with learning disabilities, and discipline-specific and technical assignments. Students have the opportunity to apply training and skills in supervised sessions by end of the quarter.
Prerequisite: Instructor permission. First course in a series.

ENGL 141 (F, W, Sp)
Writing Center Tutor Practicum II (2)
Provides qualified students with training and experience in tutoring students in one-on-one settings in the Writing Center. Topics of study include tutoring and learning styles, Writing Center theories and operations, ESL tutoring, tutoring students with learning disabilities, and discipline-specific and technical assignments. Students have the opportunity to apply training and skills in supervised sessions by the end of the quarter.
Prerequisite: Instructor permission. Second course in a series. Satisfactory completion ("S") in ENGL 140.

ENGL 145 (F, W, Sp)
Writing Center Tutor Practicum III (2)
Provides qualified students continued training and experience as writing tutors. New topics of study include computer-assisted tutoring and e-mail tutoring. Students apply training by tutoring students in the Writing Center throughout quarter. May be taken a total of four times.
Prerequisite: Instructor permission, and a grade of "B" or higher in ENGL 101 and 102 or 103 and an "S" in ENGL 141.

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. (writing intensive)

ENGL 276, 277 (F, W, Sp)
Creative Writing - Fiction (3, 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, 279 (F, W, Sp)
Creative Writing - Poetry (2, 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.

English: Literature

Note: 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 232
Popular Fiction (5)
A survey of popular fiction as it has developed over the past century. Focus is on representative selections from various categories of popular fiction to better understand the nature and appeal of popular fiction. Representative categories include the western science fiction, fantasy, adventure, and romance. (multicultural content) (writing intensive)

ENGL 234
Introduction to Mythology and Folk Stories (5)
A comparative study of myth 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)

ENGL 241
World Literature: 1500 to Present (5)
The course examines a number of major literary works from various parts of the world. (multicultural content) (writing intensive)

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)

ENGL 250
Introduction to Shakespeare (5)
Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets. (writing intensive)

ENGL 257
Introduction to Poetry (5)
Study of poetry and poetic elements such as structure, diction, imagery, figurative language, and sound devices. (multicultural content) (writing intensive)

ENGL 258
Introduction to Fiction (5)
Study of short stories and novels and the various elements of fiction such as character, plot, theme, setting, and point of view. (multicultural content) (writing intensive)

ENGL 259
Introduction to Drama (5)
Study of drama and its various elements such as character, plot, theme, and other literary devices. (writing intensive) (multicultural content)

ENGL 260
Themes or Social Issues in Fiction/Drama/Poetry (5)
A survey of popular themes or social issues pertinent to present society. Various themes or issues will be studied from quarter to quarter. May be taken twice as themes and issues covered are different each offering. (multicultural content) (writing intensive)

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)

ENGL 265
English Literature: From Donne Through Blake (5)
Survey of English literature from the Donne (1630s) through Blake (early Romantics, 1780s). (writing intensive)

ENGL 267
American Literature: From the Beginnings to 1860 (5)
Survey of American literature from the beginnings through the Civil War. (multicultural content) (writing intensive)

ENGL 268
American Literature: From 1860 to 1910 (5)
Survey of American literature from the Civil War to the eve of World War I. (multicultural content) (writing intensive)

ENGL 269
American Literature: From 1910 to 1960 (5)
Survey of American literature from 1910-1960. (multicultural content) (writing intensive)

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)

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. (multi-cultural content) (writing intensive)
Note: Writers of the Pacific Rim offered Spring quarter.

ENGL 299
Independent Study (5)
Individual study, project-oriented. Instructor permission required and the successful completion of ENGL 101 and 102.

English as a Second Language

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the English or Reading programs designed for native speakers.

ESL 89
Conversation and Pronunciation I (3)
A beginning-level course in conversation and pronunciation for students of English as a Second Language. Students are introduced to the pronunciation of specific English sounds and basic intonation patterns, contexualized and practiced in conversation. Language laboratory lessons supplement classroom work.
Prerequisite: ESL Placement Exam.

ESL 90
Conversation and Pronunciation II (2)
A course in conversation and pronunciation for students of English as a Second Language at the advanced-beginning to low-intermediate level. While developing conversational fluency, students improve their pronunciation of both the specific sounds and the intonation patterns of English. Some practice in note-taking is also included. Supplementary work in the language laboratory provides additional listening and speaking practice.
Prerequisite: ESL 89 or placement exam.

ESL 91
Grammar I (5)
The first in a series of five grammar and speaking courses for non-native speakers of English at the beginning level. The course is designed to introduce students to basic English grammar and pronunciation.
Prerequisite: ESL placement exam.

ESL 92
Grammar 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: ESL 91 or ESL placement exam.

ESL 93
Grammar 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: ESL 92 or ESL placement exam.

ESL 94
Grammar IV (5)
The fourth in a series of five grammar and speaking classes for non-native speakers of English at the intermediate level. The class focuses on grammar plus classroom discussion and reports.
Prerequisite: ESL 93 or ESL placement exam.

ESL 95
Reading and Writing I (10)
The first in a series of five reading and writing courses for non-native speakers of English at the beginning level. Students learn the basics of writing English sentences and are also introduced to the basics of the writing process (planning, writing, editing, rewriting) as they progress from sentences to single paragraphs, written in narrative style. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to develop their reading comprehension and expand their vocabulary.
Prerequisite: ESL placement exam.

ESL 96
Reading and Writing II (10)
The second in a series of five reading and writing courses for non-native speakers of English at the high-beginning level. Students are introduced to the process of writing (planning, writing, editing, rewriting), as they progress from sentences to one-paragraph essays. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to improve their reading comprehension, speed, and vocabulary.
Prerequisite: ESL 95 or ESL placement exam.

ESL 97
Reading and Writing III (10)
The third in a series of reading and writing courses for non-native speakers of English at the low-intermediate level. Students practice the process of writing (planning, writing, editing, rewriting) in the context of short compositions. Types of compositions include narrative, descriptive, and summary. Grammatical structures and mechanics will be practiced in the context of the writing assignments. Reading lessons support writing activities and additionally build reading comprehension, retention, and vocabulary. Outside-of-class readings with oral and written reports required.
Prerequisite: ESL 96 or ESL placement exam.

ESL 98
Reading and Writing IV (8)
The fourth in a series of five courses in reading and writing for non-native speakers of English at the high-intermediate level. Students progress from one-paragraph to multiple-paragraph compositions while continuing work on the process of writing (generating ideas, organizing, writing, and revising) with a focus on these types of paragraphs: persuasive, descriptive, narrative, and expository. Readings provide the necessary background for compositions while enabling students to build vocabulary and develop reading comprehension and retention.
Prerequisite: ESL 97 or ESL placement exam.

ESL 155
Grammar V (3)
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: ESL 94 or ESL placement exam.

ESL 159
Reading and Writing V (7)
Last in a series of five courses in reading and writing for non-native speakers of English, designed to prepare advanced students for composition classes with native speakers. Focuses on a variety of 5-paragraph essays with introductions, transitions, and conclusions. The writing process is stressed, with particular emphasis on editing and polishing skills. Readings provide background for the writing component of the course, with emphasis placed on comprehension, speed, retention, and vocabulary building.
Prerequisite: ESL 98 or ESL placement exam.

ESL 160
Advanced Writing (5)
An advanced course in writing for non-native speakers of English. The course focuses on assessment and improvement of sentence and paragraph structure, allowing students to critique their own work in order to increase the accurateness, variety, and sophistication of sentences and paragraphs.
Prerequisite: Successful completion of ESL 159 or Instructor permission.

ESL 161
Content Study Skills (2)
A course designed for non-native speakers of English to increase students' comprehension and retention of material presented in a college-level content class by providing practice with vocabulary, listening and speaking skills, study skills, and cultural information necessary for success in an American college setting. May be taken three times for credit.
Prerequisite: Placement into ESL 159 or higher.

ESL 190
American Culture and Conversation (3)
A course in conversational English focusing on contemporary American at the high-intermediate or advanced level. The class is also appropriate for native speakers of English. Students explore current issues in American life through readings, videos, and conversation. May be taken twice for credit. (multicultural content)

ESL 191
Conversation and Pronunciation 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: ESL 94 or placement exam.

Environmental Science

Students intending to major in environmental science or environmental studies at a baccalaureate institution should work towards an Associate of Science degree with an Environmental Science specialization and consult with an advisor in the biology department. Students seeking courses for general interest or natural sciences distribution requirements for the Associate in Arts and Sciences, General Studies, should consider the following non-major courses: ENVSC 106, ENVSC 146.

ENVSC 106 (F, W, Sp)
Environmental Science (5)
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: ENGL 91 or higher.

ENVSC 145
Introductory Ecology (5)
Study of the factors affecting organisms and their environments (eg. symbioses, nutrient cycles, population dynamics, habitat alterations). Strong emphasis on local ecosystems, field work, and lab experiments. Will involve some computer analysis, library research, and writing. May involve weekend and possible overnight field-trip.
Prerequisite: CHEM 100.

French

Placement of students with previous foreign language training will be made by the course instructor. Foreign language challenge credit will not be awarded for native languages.

FREN 101, 102, 103 (F) (W) (Sp)
Beginning French (5, 5, 5)
An introduction to the basic elements of contemporary French language and culture with emphasis on developing students' listening, speaking, reading and writing skills. (FREN 103 multicultural content)
Prerequisite: FREN 101 or equivalent with a grade of "C" or higher for 102; FREN 102 or equivalent with a "C" or higher for 103.

FREN 201, 202, 203 (F) (W) (Sp)
Intermediate French (5, 5, 5)
Systematic review of grammar, more in depth than in the 100 series. Intensive practice in conversation and comprehension. Readings with cultural and/or literary merit and compositions on related topics. (multicultural content)
Prerequisite: 3 years of high school French, FREN 103 with a grade of "C" or higher, or Instructor permission.

General Education Development (GED)

ABE 05/06

General Education Development

For the student who wishes to prepare for the high school equivalency test (GED). Emphasis is on the five subject and skill areas of the GED test, which include: Test I - writing skills; Test II - social studies; Test III - science; Test IV - reading skills; Test V - mathematics. Students may enroll any time during the quarter.

Prerequisite: 8th grade level basic skills recommended.

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. (multicultural content)

GEOG 200

Introduction to ArcView GIS

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.

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.

Geology

Students seeking courses for general interest or degree distribution requirements may consider GEOL 101, GEOL 108, and GEOL 125 (and GEOL 105 for general elective categories) for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts degrees. 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 (F, W)

Physical Geology (5)

Provides students with an introduction 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 diverse activities, including examination of rocks and minerals. Includes local fieldtrips.

GEOL 105 (F, W, Sp)

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 via the Internet.

GEOL 108 (W, Sp)

Fossils and the History of Life (5)

Introduces the student to the geological and biological processes that created the astounding record of life on this planet. Covers topics such as plate tectonics, rock identification, fossilization processes, principles of evolution, and a survey of the history of life. The laboratory focuses on studying rock and fossil specimens and includes local fieldtrips.

This course is the same as BIOL 105. Students may receive credit for BIOL 105 or GEOL 108 but not both.

GEOL 125 (Su)

Geology in the Field (5-12)

Geology in the Field is an intensive course in introductory geology. Includes an initial segment in which the fundamental principles of geology are covered, followed by an extended field trip portion in which students travel to spectacular geologic localities to study the geology first hand. The exact itinerary for the trip varies quarterly.

GEOL 170-179

Special Topic Seminars (2)

Seminars designed to provide geology students with an opportunity for advanced study of selected geologic topics. Topics will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program. Field trips will be an important component of the seminars.

Prerequisite: Instructor permission.

GEOL 299

Individual Study in Geology (1-5)

Study of selected geologic topics on an individual basis.

Prerequisite: GEOL 101 and Instructor permission.

Global Business

GBUS 210

Cultural Aspects of Global Business (5)

(Formerly BUS 250, International Business)

Study of cultural factors and their impact on global business operations. Examines political, social, economic and legal systems; customs, historical, religious, and communication differences across cultures, countries, and regions. Identifies suggested guidelines for effective interpersonal behavior in global business settings, including protocol and etiquette, and negotiation strategies and practices. (multicultural content)

GBUS 220
Introduction to Global Business (5)
This course provides an overview of the international world of business: multinational corporations, international business management, marketing, finance and production. Emphasis will be placed on international cultures, the Pacific Rim, and issues of the 21st century. (writing intensive, multicultural content)

GBUS 230
Global Marketing (5)
A comparative analysis of the similarities and differences between domestic and global marketing theories and trends; as well as processes, issues, and opportunities for marketing products and services globally. Emphasis on cases typical of various-sized companies. (multicultural content)
Prerequisite: GBUS 220 or permission of the instructor.

GBUS 240
Global Trade and Transportation (5)
Presentation of the logistics and management of global transportation and the distribution and trading characteristics of nations as they relate to the American economy. Covers global air and water carriage, and reviews customs practices, documentation, insurance, and licensing requirements. (multicultural content.)
Prerequisite: GBUS 220 or Instructor permission.

GBUS 250
Global Finance (5)
An examination of the issues, problems, techniques, and policies of financial decision making in a multinational enterprise. Other topics include differences in tax laws, budgeting, capital requirements and markets, the global financial environment, foreign-exchange exposure, and management of foreign-exchange risk.
Prerequisite: GBUS 220 or Instructor permission.

Health Information Technology

HIM 180 (F, Sp)
Introduction to Health Record Management (5)
Survey of development and content of health records; a study of the objectives and codes of ethics of the professional organization for health information practitioners; functions and use of computers in health information departments; development, content and format of the record, including in-depth study of physicians record completion systems and requirements, methods of record storage and retrieval procedures; functions of the admitting department, other ancillary service departments, patient confidentiality and release of health information. (4 hours lecture, 2 hours lab per week).
Prerequisite: HT 130 and IT 235 or CU 105, or Instructor permission.

HIM 190 (F, Sp)
Clinical Applications I (2)
Students spend one hour in seminar on campus per week, plus a total of 30 hours of practical experience performing health information clerical duties in local health care facilities to introduce health information management students to practitioners and the health care environment.
Prerequisite: Concurrent enrollment in HIM 180 or Instructor permission.

HIM 220 (F)
ICD-9-CM Coding (5)
Coding of diseases and operations according to the International Classification of Diseases, Clinical Modification. Course covers coding of all major body systems with an emphasis on Diagnosis Related Groups (DRGs), including computerized encoders.
Prerequisite: HIM 180, HIM 190, HT 210 (or concurrent enrollment) or Instructor permission.

HIM 222 (Sp)
Health Records in Alternate Care Settings (3)
Continued study of health record systems for ambulatory care, psychiatric, long-term care, home health care and mental retardation facilities, including licensure and accreditation standards. (2 hours lecture, 2 hours lab per week.)
Prerequisite: HIM 241, HT 216

HIM 230 (F)
HIM Clinical Lab (3)
Practical experience performing health information duties in the campus laboratory including physicians' incomplete chart system, organizing and maintaining automated disease and operations indices, tumor registry, vital records, writing of policies, procedures, flow charts, and job descriptions in preparation for acute care hospital clinical experience (HIM 231). Special emphasis is placed on computer applications of these functions.
Prerequisite: HIM 180, HIM 190, or Instructor permission.

HIM 231 (W)
Clinical Applications II (5)
Practical experience performing health information duties in seminar and in local health facilities to provide the opportunity to actively perform technical duties. 120 hours total per quarter on-site in hospitals.
Prerequisite: Instructor permission.

HIM 232 (Sp)
Clinical Applications III (6)
Practical experience performing health information management duties in seminar and in local health facilities to give the student the opportunity to actively perform technical duties. Fifteen hours per week on-site in specialized care facilities for a total of 150 hours per quarter.
Prerequisite: HIM 222 (or concurrent enrollment), HIM 231, or Instructor permission.

HIM 241 (W)
Data Quality and Statistics for Health Care (5)
Study and practical application of the purpose, organization, and function of continuous quality improvement, utilization management, standards for hospital accreditation and licensure, and calculation and presentation of statistical data. This course addresses the role of the Joint Commission, Government agencies, and the United States Vital and Public Health Statistic.
Prerequisite: BUS 110, HIM 180, IT 244, HIM 220, HIM 221 and HIM 230.

HIM 242 (Sp)
Health Information Management (3)
Development of management and supervisory skills, including planning, organizing, directing and controlling. Special emphasis in systems management.
Prerequisite: HIM 221, HIM 231, HIM 241, IT 244, or Instructor permission.

HIM 252
Medical Reimbursement Management (3)
Course is designed to provide students with skills in medical reimbursement management for use in a variety of health care settings with emphasis on outpatient settings. Includes advanced applications of ICD-9-CM and CPT Coding practice and principles in case mix analysis, DRGs, RBRVS, and APGs, as these impact the financial reimbursement and marketing issues for health care facilities. Emphasis is on the advantages of computerized systems in the tracking and statistical analysis of these functions.
Prerequisite: HIM 220, HT 216, or Instructor permission.

HIM 299
Individual Study in HIM (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 110 (F)
Health Care Delivery Systems (4)
Interdisciplinary course: concepts of health care organization, finance, and delivery in the United States; interrelationships among facilities, agencies and health organizations; interrelationships between health personnel and the medical staff in the delivery of health care; professional ethics; accreditation, licensing and certification standards. Classroom instruction and field visit.
Prerequisite: Assessment at college-level Reading and English.

HT 120 (W)
Medical/Dental Office Management (5)
This course is designed to instruct the student in basic business practices and procedures as they relate to the medical practice and dental office; including professional intra-relationships, basic medical practice issues, patient management, professional referral, legal issues, scheduling, coding, billing, correspondence and forms, insurance billing, collecting and posting of accounts receivable and accounts payable, financial issues and budgeting, and internal practice marketing. The student will also become familiar with various functions of the "back office," to include patient interactions and common clinical procedures, and equipment and supplies used in a medical practice.
Prerequisites: HT 130, HT 110, IT 235 or CU 105 (or concurrent enrollment) or Instructor permission.

HT 130 (F, W, Sp, Su)
Medical Terminology I (3)
Study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology.
Prerequisite: Assessment at college-level Reading and English.

HT 131 (F, W, Sp, Su)
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. Identifying, defining and spelling terms related to systemic disorders, oncology, anesthesiology, pharmacology, pathology, therapeutic radiology, nuclear medicine, and mental health.
Prerequisite: HT 130 or Instructor permission.

HT 134
Medical Spanish, Introduction - Level I (2)
Designed for students who do not speak Spanish. Class will acquaint students with basic vocabulary, common phrases, pronunciation and a basic understanding of how to use Spanish in basic medically related situations.

HT 135
Medical Spanish, Introduction - Level II (2)
As a continuation of Medical Spanish Level I, the course will provide students in health-related professions a solid foundation in speaking, listening, comprehending and writing in Spanish. Special emphasis will be placed on understanding cultural differences and issues.

HT 137 (F, W, Sp, S)
Comprehensive Medical Terminology (5)
A study of selected roots, prefixes and suffixes, principles of word building, and study of diagnostic, operative and symptomatic terms of the various systems of the body. Emphasis on accurate spelling and pronunciation of all medical terms. A strong component of the course is related to common medical abbreviations, selected eponyms, clinical laboratory procedures and radiology procedures with associated terminology for each body system. On-line course.

HT 138 (F, W, Sp, S)
Advanced Medical Terminology (3)
This course builds on the prerequisite course - Comprehensive Medical Terminology (HT 137). The class is designed to expand and enhance the student's knowledge base through continued medical terminology studies in the systems of the body with an emphasis on specialized clinical applications. Studies will include diagnostic and therapeutic procedures, advanced abbreviations and symbology, systemic diseases, and treatment modalities. The ability to read, understand, and interpret various types of medical reports and physician generated documentation will be stressed and required. The chapters of Pharmacology and Psychiatry will also be covered which will complete the text book content. On-line course.

HT 140, 141, 142 (F, W, Sp, S)
Medical Transcription I/II/III (3, 3, 3)
A sequential course involving skills in word processing and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of actual physician dictation in history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references.
Prerequisites: ENGL 100, HT 130 and typing speed of 45 wpm (or word processing skills); and IT 235 or CU 105 (or concurrent enrollment); or Instructor permission.

HT 143
Medical Transcription Professional Development (2)
This course provides students with an overview of issues and trends in medical transcription and health information, including productivity requirements, quality assurance practices, equipment and software technology, stress management, privacy, confidentiality and documentation.
Prerequisite: HT 140, HT 160, or Instructor permission.

HT 150 (F, W, Sp)
Pharmacology for Health Professionals (2)
This is an introductory course in Pharmacology to include terminology, drug classification, and usage, emphasizing clinical applications of pharmacology in treatment of diseases. This course will include lecture and computer-assisted instructional techniques.
Prerequisites: BIO 118, HT 130, or Instructor permission.

HT 160 (F,W, Sp, S)
Medical Transcription Lab I (2)
A beginning course developing machine transcription skills in transcribing medical reports for hospitals, clinics, and physician offices using a word processor (4 hours lab per week).
Prerequisites: ENGL 100, HT 130, concurrent enrollment in HT 140, typing speed of 45 wpm (or word processing skills); or Instructor permission

HT 161 (F, W, Sp, S)
Medical Transcription Lab II (2)
An intermediate lab course developing word processing and machine transcription skills in transcribing medical reports for hospitals, clinics, and physician offices. Transcription of actual physician dictation in clinic notes, procedure notes, history/physical examinations, consultations, radiology reports, pathology reports, and discharge summaries with continuing study of selected terminology, medical report format, and use of medical references. (4 hours lab per week).
Prerequisites: HT 140, HT 160, concurrent enrollment in HT 141; or Instructor permission

HT 162 (F, W, Sp, S)
Medical Transcription Lab III (2)
An advanced lab course using word processing and machine transcription of medical reports for hospitals, clinics, and physician offices including transcription of actual physician dictation in history and physical examinations, consultations, radiology reports, operative reports, and discharge summaries with academic study of selected terminology, medical report format and technological advances. (4 hours lab per week).
Prerequisites: HT 141, HT 161, concurrent enrollment in HT 142; or Instructor permission

HT 170 (W)
Introduction to Fundamentals of Patient Care (5)
Introduces common knowledge of patient care including venipuncture and EKG placement. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Provides basic knowledge regarding the initiation and maintenance of intravenous access, as well as basic introduction to EKG's, including placement of leads. Recognition that the patient's health problems, including evaluation of patient responses during procedures, are the foci of activities for the health care team will be emphasized. Lecture and lab course. Same course as RS 170.
Prerequisite: HT 130 or concurrent enrollment.

HT 210 (Sp)
Principles of Disease (5)
Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Lecture course.
Prerequisite: BIOL 118, HT 130, HT 131.

HT 214 (F, Sp)
Basic Principles of ICD-9-CM Coding (2)
Instruction on the basic principles of coding of diseases and operative procedures. Designed as an introductory course for beginners, as well as a review course for practitioners.
Prerequisite: HT 130 and 131; or Instructor permission.

HT 215 (Sp)
Advanced ICD-9-CM and CPT Coding for Health Personnel (2)
An advanced course for experienced coders. Instruction on the more difficult sections of the coding system, coding exercises, and advanced practice using abstracted medical records.
Prerequisite: HT 214 (or HIM 220), HT 216; or Instructor permission.

HT 216 (W, Sp)
CPT Coding (5)
Instruction in basic, comprehensive, and more advanced aspects of coding with Current Procedural Terminology (CPT-4) for use in various health care settings. Designed to provide the student with a comprehensive understanding of CPT coding guidelines, rules, and regulations; a basic understanding of HCPCS Level II Coding; a basic working knowledge of E/M coding methods; and a thorough working knowledge of CPT-4.
Prerequisite: HT 130, HT 131, BIOL 118; or Instructor permission.

HT 225 (F)
Legal Concepts for the Health Field (3)
Principles of law including case studies as applied to health care professionals. The course surveys the U.S. Court System, legal proceedings and terminology, conduct of witnesses and rights and responsibilities of patients and health care professionals. The course gives particular reference to all phases of medical documentation, including release of medical information and professional ethics.
Prerequisite: HIM 180 or Instructor permission.

HT 240/241 (F, W, Sp)
Work Internship for Medical Office Personnel I/II (3, 5)
Work internships for Health Information Coding Specialist, Medical Reimbursement Specialist, Medical Secretary, and Medical Transcription programs that provide students the opportunity to apply their training and skills. Students spend one hour in seminar on campus per week, plus a total of 90 hours for HT 240 and 150 hours for HT 241 in supervised practical experience in health facilities. Internship should be the culmination of course work. Students must provide their own transportation.
Prerequisite: Instructor permission required.

HT 299 (F, W, Sp)
Individual Study in Medical Secretary/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 secretary or transcription student.
Prerequisite: Instructor permission.

High School Completion

HSC 90 (F, W, Sp)
Contemporary Problems (5)
Areas of social problems which include youth and the family, the economy, health, minorities, criminal justice and dissent, metropolitan areas, the environment, world affairs, and terrorism. Self-paced, lab-style modular format.

HSC 91 (F, W, Sp)
U. S. Civilization I (Pre-Colonial-1900) (5)
America before the Europeans, colonial beginnings, Revolutionary War, the birth of the United States, the Articles of Confederation, the Constitution, westward expansion, the War of 1812, the Industrial Revolution, democratic and social reforms between the 1820s and the 1860s, the development of slavery from Colonial days to about 1830, the Civil War, and Reconstruction. Self-paced lab-style modular format.

HSC 92 (F, W, Sp)
U.S. Civilization II (1865 to Present) (5)
Major areas and basic events in United States History from 1865 to the present. Self-paced, lab-style modular format.

HSC 93 (F, W, Sp)
Introduction to American Government (5)
Fundamental concepts of federal and state government structure, government service, the tax system, the two-party system, lobby and pressure groups, voting and citizen responsibility. Self-paced, lab-style modular format.

HSC 94 (F, W, Sp)
Pacific Northwest History (5)
History of the Pacific Northwest from prehistory to the present Self-paced, lab-style modular format.

History

HIST 111 (F)
World Civilization (5)
Development of man from prehistoric days to the 14th Century, including social, political, cultural and economic aspects.

HIST 112 (W)
World Civilization (5)
Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture and science; expansion of European influence throughout the world.

HIST 113 (Sp)
World Civilization (5)
Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

HIST 120
East Asian Civilization I (5)
This course is designed to introduce students to the East Asian civilization from the pre-historical era to 1800. The focus of the course will be on evolution of the political systems and the intellectual world. (multicultural content)

HIST 121
East Asian Civilization II (5)
This course is designed to introduce students to the East Asian civilization from 1800 to present. The focus will be on the dramatic changes that occurred to the East Asian countries during this period of time. (multicultural content)

HIST 147
The Japanese American Experience (3)
An historic overview of the contributions of the Japanese Americans from the 1880s to the present. (multicultural content)

HIST 211
Chinese Civilization (5)
Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B. C.) to the present. (multicultural content)

HIST 221
History of the British Isles I: 1485-1785 (5)
This course examines the development of the British nation between 1485 and 1785, emphasizing Irish, Welsh, Scots, and English relations, the establishment of the Tudor dynasty, the intertwining of religion and politics during the Tudor/Stuart era, the causes and consequences of the English Civil War and the Glorious Revolution, the establishment of the First British Empire, and the causes and effects of the American Revolution. (writing intensive)

HIST 222
History of the British Isles II: Nineteenth Century (5)
This course examines the development of the British nation between 1785 and 1914, emphasizing Irish, Welsh, Scots, and English relations, the causes and effects of the Industrial Revolution, the development of the British Empire, and Great Britain's rise to prominence in European and world affairs. (writing intensive)

HIST 223
History of the British Isles, III (5)
This course examines the development of the British nation between 1901 and the present day, emphasizing multicultural relations, World War I and World War II, and the change in Great Britain's status as a world or European power via the transformation of the British Empire into the British Commonwealth of Nations and the development of the EEC. (multicultural content) (writing intensive)

HIST 225
History of Canada (5)
Examines the political, economic, and social aspects of Canadian history from the foundation of New France to the present. Topics include: European imperialism, intercultural relations, U.S.-Canadian relations, nationalism and Quebec separatism, and Canada's role as a twentieth-century world leader. (multicultural content) (writing intensive)

HIST 230
Japanese Civilization (5)
Historical study of Japan, with emphasis on social, religious and philosophical influences in the formation of Japanese civilization. (multicultural content) (writing intensive)

HIST 231
American History, American Film (5)
Examines 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) (writing intensive)

HIST 241
United States History: 17th, 18th Centuries (5)
The development of America in the 17th and 18th Centuries: European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation. (multicultural content) (writing intensive)

HIST 242
United States History: 19th Century (5)
The United States during the time of the early Republic: 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. (multicultural content) (writing intensive)

HIST 243
United States History: 20th Century (5)
The United States during the time of the Populist-Progressive movement, the prosperous Twenties, the Depression Thirties, World War II and the Cold War. (multicultural content) (writing intensive)

HIST 248
The Diplomacy of the United States to 1898 (5)
A survey of the American diplomatic history from the American revolution to the war with Spain. It will examine the issues and events, which shaped the foreign relations of America's first century of independence. Particular attention will be paid to the development of traditions, such as a tradition of violence, a belief in American exceptionalism, a moral imperative, a heritage of success. (writing intensive)

HIST 249
20th Century American Diplomatic History (5)
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. (writing intensive)

HIST 250
The War in Vietnam (5)
Study of the origin and development of the war in Vietnam from 1940 to 1975. Special emphasis will be devoted to Vietnamese nationalism, French imperialism and its defeat, American involvement from Presidents Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, and Ford. The course will conclude with an examination of the impact of the Vietnam War on America and on the world.

HIST 254
Introduction to African-American History
This course is an integral component of U.S. history that focuses on African Americans. It traces their roots in the Old World and their experiences in the new one. Although the course focuses on African Americans, it examines how they shaped the people around them and how the people, in turn, shaped them. In this way, it is also a study in intellectual relationship. (multicultural content)

HIST 255
Civil Rights Movement (5)
This course traces the struggle by African-Americans to acquire the basic rights of humanity, freedom, and equal rights. By focusing on the men and women central to the movement, the course touches on the methods used, gains achieved, and areas left to be accomplished.

HIST 260
Russian History (5)
Russia's material civilization as revealed in the arts, literature and history; political, economic, social and legal institutions and thoughts are studied in relation to the development of 20th Century Russian society. (multicultural content)

HIST 264
History of Washington and the Pacific Northwest (5)
Exploration, settlement and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

HIST 290
Introduction to Historical Reasoning (5)
The nature of historical reasoning for first-year college students. "What is history?" and "Why is history an important first step in understanding the humanities?" Course presents historical-mindedness as a necessary check against anti-intellectualism, pre-sentism, narcissism, and radical doctrines of discontinuity.

Home and Family Life Education

HFL 91
Nutrition for the Family (3)
Covers nutritional needs of adults and children, the effects of good nutrition and planning meals to meet needs of all ages and stages of development.

HFL 95
The Consumer and the Market Place (5)
Selecting goods and services, comparing costs, availability and quality of goods; using credit, consumer agencies, and consumer information.

HFL 96
Parenting Skills (1)
Methods of communicating with children and managing behavior. Examines the relationship of child development principles to parenting practices.

HFL 97 (Sp)
Parenting Skills: Learning Development (1)
An introduction to parenting skills series focusing on learning development. Provides students with skills to help foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on techniques, activities, books and materials that develop the talents of every child. Students participating in this course should meet high school-level expectations.

HFL 98 (F)
Parenting Skills and Resources (1)
An introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and physical safety needs, and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet high school level expectations.

HFL 99 (W)
Parenting Skills: Child Development (1)
An introduction to the parenting skills series with emphasis on the 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 115
Consumer and Family Economics (3)
Planning and budgeting money, time and energy; purchasing goods and services; savings; credit and installment buying; insurance; and taxes.

HFL 132
Positive Parenting (3-4)
Developing and refining parenting skills to include methods of communication, behavior management, individual and family problem solving and goal setting. Leading theories on parent-child interaction will be explored. Parents whose children are enrolled at the TCC Children's Center may receive one extra credit for participating in their child's classroom on a regular basis.

HFL 135
Child Development (5)
Growth and guidance of young children, their mental, emotional, physical and social development; meeting the needs of children in the family; observation of young children.

HFL 140 (F)
Parent Education and Resources (1)
Introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and physical safety needs and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet college-level expectations.

HFL 141 (W)
Parent Education and Child Development (1)
An introduction to parenting skills series with emphasis on the 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 college-level expectations.

HFL 142 (Sp)
Parenting Education and Learning Development (1)
An introduction to parenting skills series focusing on learning development. Provides students with skills to help 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 98 (F, Sp)
Overcoming Math Anxiety (1)
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: Concurrent registration in the linked Math 88 (4 credits) class is required.

HD 105 (F, W, Sp, Su)
Career and Life Planning (3)
Provides students with help selecting a career. Opportunities for students to explore and establish their individual goals as related to their interests, abilities and lifestyles. Vocational testing, career research, self-assessment, career decision-making, and job search skills are included.

HD 110 (F, W, Sp)
Human Relations (3)
Introductory course in personal growth through interpersonal communication. Primarily an experiential course, designed to facilitate learning and growth in self-awareness, self-esteem, and self- expression, with the goal of promoting positive relationships with others. (multicultural content)

HD 112 (F, W, Sp)
Assertive Skills (3)
Increasing assertiveness in everyday actions, expressing oneself honestly without undue anxiety, and exercising one's own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem. (multicultural content)

HD 114
Exploring Human Potential (3)
Helps participants become familiar with and focus on unrecognized personal potential which can be used for self-fulfillment.

HD 116 (Sp)
Life Choices (3)
Students will increase their self-awareness and learn skills in decision making and handling the process of transition. Adult development and the impact of societal and family values will also be explored.

HD 150 (F, W, Sp)
Access Technology (1 - 5)
This class is tailored to individual student needs, and trains people to use adaptive equipment. It is a contract course with specific equipment and learning objectives taught on a credit/no credit basis. Recommended for persons with disabilities requiring accommodation, or persons who are interested in working with adaptive equipment.
Prerequisite: Permission of department chairperson.

HD 170 - 179
Special Topic Seminars and/or Workshops (1 - 2)
Seminars or workshops designed to provide students and interested members of the community with specific information and/or development of specific skills. Topics and skills are based on the needs of the campus community (examples are: diversity, difference, dialogue, community empowerment).

HD 250
Assistive Technology in Education and Life (3)
The course presents an overview of both existing and emerging assistive technologies that may be adapted to the unique needs of persons with physical, sensory and cognitive disabilities. The interaction between assistive technologies and the educational and everyday environment of people with special needs will be examined. (multicultural content)

HD 299
Independent Study (1 - 5)
Independent observation, analysis and reporting of a selected problem in career and life planning.
Prerequisite: Permission of department chairperson.

Human Services

HSP 100 (F, W, Sp)
Introduction to Human Services (5)
Overview of the history, philosophy and present status of the major human service delivery systems. Examines the roles of practitioners as well as occupational and educational alternatives for graduates. Also explores services provided by local human service agencies.
Prerequisite: ENGL 101 ready and complete program admission.

HSP 103 (F, W, Sp)
Therapeutic Approaches and Techniques (5)
Principles, concepts and processes related to counseling are presented. Role and function of the helping person is examined. Counseling skills are demonstrated and practiced in class.
Prerequisite: HSP 100.

HSP 105 (F, W, Sp)
Leadership, Ethics, and Development (5)
Students will examine personal belief systems, ethical dimensions, and laws in the human service field. Uses critical thinking skills to explore central work-related issues and for developing leadership skills while preparing for entry into the field training portion of the human service program. The course prepares students for Human Services, internships, and careers.
Prerequisite: HSP 100 and HSP 103.

HSP 106
Advanced Helping Strategies (5)
This course explores the role of group, family, and treatment systems. Course will present strategies for helping in these areas and examine relevant issues in the Human Service field.
Prerequisites: HSP 103

HSP 112
Case Management and Services (5)
Examines the roles and functions of case aids in a variety of systems. Will explore methods of acquiring client data, documentation, and file management using both manual and computerized technology. ASAM criteria and HIV/AIDS information required for counselor and CDP registration will also be covered.
Prerequisites: ENGL 101 ready and complete program admission.

HSP 170-179
Special Topic Seminars and/or Workshops (1 - 2)
Seminars or workshops designed to provide HSP students and interested members of the community with specific information and/or development of specific skills. Topic and skills to be determined by expressed need of students in HSP program, former HSP students, faculty and/or people working in the community in the human services field.

HSP 191, 192, 193 (F, W, Sp, Su)
Supervised Clinical Practicum I, II, III (4, 5, 5)
These practicum courses provide the student with supervised experience in the Human Services field. Students develop a learning contract with specific objectives to guide their progress in the workplace. A weekly seminar is also required to receive supervision and Assessment of their progress.
Prerequisite for HSP 191: HSP 100, 103, 112, completion of HSP 191 learning contract, and Program Coordinator/Instructor permission.
Prerequisite for HSP 192: successful completion of HSP 191 and completion of HSP 192 learning contract.
Prerequisite for HSP 193: successful completion of HSP 192 and completion of HSP 193 learning contract.

HSP 200 (F, W, Sp)
Pharmacology and Survey of Chemical Dependency (5)
Introduction to the physiological, psychological, and socio-cultural aspects of alcohol and drug related problems. The course also provides an overview of the pharmacology of alcohol and other psychoactive drugs including an explanation of how brain chemistry changes result in compulsive use. The impact of historical developments such as the "war on drugs" will also be discussed.

HSP 203
Teaching Social Skills to Youth (5)
This course trains students how to teach social skills. This learning occurs through an actual teaching experience working with children and youth. The course also explores the theory of social learning and its application to the development of appropriate social skills.

HSP 204
Prevention Strategies for Youth (5)
Introduces students to the theory and practice of prevention. Explores prevention of high risk behavior among young people. Students will learn how to foster resiliency in young people and encourage them to be responsible for their actions. Students will learn the advantages of working with the resiliency model of wellness.

HSP 207 (F, W, Sp, Su)
Behavioral Health and Wellness (5)
This course explores theories and strategies for wellness and self care. A life long learning approach is used to learn relaxation technique and coping strategies to reduce stress. Therapeutic use of pharmacology and illicit use of drugs and their impact on the community is also examined.
Note: Same course as PSYCH 207; credit for degree will be granted for either PSYCH 207 or HSP 207 but not for both.

HSP 208
Worker Retraining & Development (5)
Students will learn how to assist clients who are seeking employment both in direct job placement or in obtaining the training necessary for employment. The student will also learn how to assist clients in retaining employment and in receiving the education essential for job promotion and career development.

HSP 209 (Sp)
Aging & Adult Services (5)
This course examines the developmental issues of aging and related social services. Housing, health care, and support services network are presented and discussed. Students will learn to Assessment and access appropriate levels of care for the aging client.

HSP 261
Understanding Diversity (5)
This on-line course through Washington-On-Line will examine the elements that create differences within society. This course will expose learners to a variety of cultural ideas that will lead to a better understanding of people who are "different," despite what creates the difference. Culture, ethnicity, lifestyles, religion, disabilities, age, and gender issues will be examined as potential dividers of people.
Prerequisites: ENGL 101 ready and complete program admission.

Humanities

HUMAN 100
Introduction to Humanities I (5)
An introduction to the humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture and architecture from the ancient world to 1400. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content)

HUMAN 101
Introduction to Humanities II (5)
An introduction to the humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture and architecture from 1400 to the present. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content)

HUMAN 102
Introduction to Humanities III (5)
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 performances/demonstrations of these same arts. (multicultural content)

HUMAN 110 (Sp)
Introduction to Pacific Rim Cultures (5)
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)

HUMAN 120 (F, W, Sp)
The American Multicultural Arts Experience (5)
An introduction to the special and unique contribution to American art, theater, dance and music by American ethnic cultures; specifically, African-American, Asian-American, Hispanic and Native-Americans. (multicultural content)

HUMAN 130 (F, W, Sp)
Introduction to Film (5)
Study in motion picture techniques and the development of cinema as an art form. (multicultural content)
Prerequisite: Assessment at college-level reading and English. (multicultural content)

HUMAN 285
The City (5)
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. May be repeated. (multicultural content)
Prerequisite: ENGL 101.

Information Technology

(formerly Data Processing Systems)

IT 102 (W, Su)
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, its operating system, and an application. The objectives of the course are based on those of the A+ Hardware Core Certification Exam. Students are encouraged to sit for the exam upon completion of the class.
Prerequisite: IT 235 with a grade of "B" or higher and Instructor permission.

IT 110 (F, W, Sp, Su)
Operating Systems I (5)
(formerly IT 250, Operating Systems)
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 operating systems in the Windows family. The objectives of the course are based on those of the A+ Operating System (OS) Technologies Certification Exam. Students are encouraged to sit for the exam upon completion of the class.
Prerequisite: IT 235 with a grade of "B" or higher and Instructor permission.

IT 201 (F, W, Sp, Su)
Introduction to Programming (5)
An introduction to programming and programming concepts. Students will analyze various types of problems, use flowcharting and pseudocode as preliminary design tools, and then will design, code, test, and debug programs using the Visual Basic programming language.
Prerequisite: IT 235 with a grade of "B" or higher or Instructor permission.

IT 202 (F, beginning Fall 2002)
Mobile Computing Fundamentals (5)
Using the skills gained in IT 102, this course extends those skills to various mobile computing platforms. Notebook, laptop, and handheld computers and information devices are studied. System requirements of mobile users and the hardware and software available to meet those requirements are identified. Networking of these devices from remote locations is a major element of the course.
Prerequisite: IT 102 with a grade of "C" or higher.

IT 210 (W, Su)
Operating Systems II (5)
This course extends the skills learned in IT 110 to more advanced desktop operating systems. Microsoft Windows NT Workstation, Microsoft Windows 2000 Professional, and Linux are installed, configured and maintained.
Prerequisite: IT 110 with a grade of "C" or higher.

IT 235 (F, W, Sp, Su)
Introduction to Information Technology (5)
Introduction to the business use of computers. Covers theory, terminology, and business application of computer systems. Students learn how to use a word processor, spreadsheet, presentation and database software. Includes modules on the use of personal computers, Internet essentials and Windows.

IT 238 (F, W)
Introduction to Visual Basic (5)
Building on the concepts learned in IT 201, Introduction to Programming, students will develop more advanced Visual Basic Programs. Emphasis will be on advanced controls, file access, data validation, the use of arrays, and error handling.
Prerequisite: IT 201 with a grade of "C" or higher or Instructor permission.

IT 239 (W, Sp)
Advanced Visual Basic (5)
Advanced Visual Basic application development with emphasis on database access, class modules, active-x controls, and the use of Visual Basic in a client-server environment.
Prerequisite: IT 238 and IT 244 both with a grade of "C" or higher or Instructor permission.

IT 240 (W, Sp)
C++ (5)
Introduction to the structure and use of "C++". Students use C++ to create object-oriented programs.
Prerequisite: IT 201 with a grade of "C" or higher.

IT 241 (Sp)
Advanced C++ (5)
Visual concepts of C++. Other topics include Microsoft Foundation Classes and Active-X controls.
Prerequisite: IT 240 with a grade of "C" or higher or Instructor permission.

IT 242 (F, Sp)
Java Programming (5)
Introduction to the syntax and semantics of Java. Students will use loops, selections, nested structures and arrays of basic data types, and will identify and apply basic debugging techniques. Object-oriented design will be stressed.
Prerequisite: IT 201 with a grade of "C" or higher or Instructor permission.

IT 244 (F, W)
Database Systems (5)
Covers basic database concepts including designing a database, structured queries, input forms, and reports. Includes analysis, demonstration, and hands on experience with a microcomputer DBMS application.
Prerequisite: IT 235 with a grade of "B" or higher.

IT 245 (Sp)
Advanced Database Systems (5)
Builds on the concepts learned in Database Systems. Data modeling and the use of a server-based DBMS are stressed. Focuses also on database administration and security issues.
Prerequisite: IT 244 with a grade of "C" or higher.

IT 247 (F, W, Sp, Su)
System Analysis and Design (5)
(formerly Computer Information Systems Selection and Design)
Examines the system-development cycle in depth. Topics include problem identification, problem solving, information gathering techniques, process and data modeling, and project management. Creative problem solving and working in a team environment are stressed.
Prerequisite: BUS 101 or ACCT 140, IT 235 with a grade of "B" or higher, BUS 164, ENG 100/101/105.

IT 251 (F, Sp)
Web Graphics Applications (5)
Development of multimedia applications and their incorporation into web sites are the focus of this class. A variety of multimedia software will be presented.
Prerequisite: IT 235 with a grade of "B" or higher or Instructor permission.

IT 254 (F)
Web Development (5)
An introduction to client-side web page development using HTML, dynamic HTML, and an introduction to scripting. Web page composition and the use of multimedia in web pages will also be discussed.
Prerequisite: IT 201 with a grade of "C" or higher or Instructor permission.

IT 255 (W)
Advanced Web Development (5)
Advanced web development including client and server-side scripting. Students will build an advanced web application that incorporates graphics and accesses static data sources.
Prerequisite: IT 254 with a grade of "C" or higher or Instructor permission.

IT 257 (Sp)
Server Data Access (5)
Students will develop advanced skills in web page development including accessing and updating server data. Active-server page technology and relational database access are the primary concepts of the course.
Prerequisite: IT 255 and IT 244 both with a grade of "C" or higher or Instructor permission.

IT 260 (F, Sp)
Client/Server Technology I - LANs (5)
(formerly IT 253, Data Communication and Distributed Processing)
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 the objectives of the Network + and the retired Microsoft Network Essentials certification exams.
Prerequisite: IT 235 with a grade of "B" or higher.

IT 261 (F, Sp)
Administration of Windows Networks (5)
(formerly named Network Administration)
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 2000 Server is used as the platform for this course.
Prerequisite: IT 102 and IT 110 both with a grade of "C" or higher, BUS 164.

IT 262 (W)
Technical Support of Windows Networks (5)
(formerly named Network Engineering)
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 2000 Server is installed and configured for secure and efficient file, print and application services. The architecture and functionality of the Windows 2000 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 265
Administration of Novell Networks (5)
The student focuses on configuration of file and print services in a Novell environment. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network (LAN) environments using Novell products are studied. The comparison of network administration using products by Novell and Microsoft is an objective of the course.
Prerequisite: IT 260 and IT 261 both with a grade of "C" or higher.

IT 267 (Sp)
Client/Server Technology II - WANs (5)
This course introduces the student to the concepts of data communication within a Wide Area Network (WAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in relatively distant environments using technologies available through common carriers. Topics include a review of the OSI Communication Model, transmission media, available protocol stacks, carrier rate structures, connecting to the Internet, and internetworking hardware and services.
Prerequisite: IT 260 and IT 261 both with a grade of "C" or higher.

IT 269 (Su)
Advanced Networking OS Technologies (5)
(formerly IT 264, Advanced Network Services)
This is the capstone course for the AAS - Network Administrator degree track. It focuses on the concepts for understanding and supporting today's and future Network Operating Systems (NOSs). Topics include a comparison of network operating systems including UNIX and Linux, the configuration and management of Novell/Microsoft/UNIX hybrid networks, advanced network services, and life-long learning. Students will access on-line resources needed to discuss emerging network technologies, products, and management issues in a seminar environment and in writing.
Prerequisite: IT 262 and IT 267 both with a grade of "C" or higher, SPCH 100, ENGL 105.

IT 270 (Sp, Su)
Service and Support Fundamentals (5)
(formerly IT 263, Network Fault Isolation Techniques)
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, ENGL 105.

IT 271 (F, starting Fall 2002)
Network Hardware Service and Support (5)
The skills learned in IT 270 are extended to networking hardware. 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 279 (W, starting Winter 2003)
Advanced Network Hardware Technologies (5)
This is the capstone course for the AAS - Network Hardware Support track. It focuses on the concepts for understanding and supporting today's and future networking and internetworking devices. Topics include a comparison of vendors, configuration of a simulated LAN/WAN project, new near- and far-term technologies, and life-long education. Students will access on-line resources needed to discuss emerging technologies, products, and management issues in a seminar environment and in writing.
Prerequisite: IT 271 with a grade of "C" or higher, SPCH 100, ENGL 105.

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 291
Employability Skills for the IT Industry (1)
This course is taken in the second year of the program. Stresses job search and interviewing skills, job retention the need for continuing education, and IT certifications. Industry representatives will share valuable insights.
Prerequisite: Program Chair permission.

Japanese

Foreign language challenge credit will not be awardedfor native languages.

JAPAN 111, 112, 113 (F) (W) (Sp)
Elementary Japanese (5, 5, 5)
Elementary sequential course that enables students to learn Japanese characters (Kanji) grammar and sentence structure. The correct pronunciation of Japanese will be equally emphasized with lab work. (JAPAN 113 multicultural content)
Prerequisite: JAPAN 111 with a grade of "C" or higher for JAPAN 112; JAPAN 112 with a "C" or higher for JAPAN 113; or equivalents.

JAPAN 201, 202, 203 (F) (W) (Sp)
Intermediate Japanese (5, 5, 5)
An intermediate class in Japanese grammar: listening, speaking, reading, writing and culture. 400 Kanji and Kanji dictionary use will be introduced. (multicultural content)
Prerequisite: JAPAN 103 with a grade of "C" or higher for JAPAN 201; JAPAN 201 with a "C" or higher for JAPAN 202; JAPAN 202 with a "C" or higher for JAPAN 203; or equivalents.

Journalism

JOUR 101 (F, Sp)
Introduction to News Writing and Reporting (5)
An introduction to news reporting and writing. Topics include the role of journalism in American society, news reporting and writing skills, research methods, ethics and libel law. Students write at least four stories suitable for publication in *The Challenge*, TCC's student newspaper. (writing intensive)
Prerequisite: ENGL 101.

JOUR 102 (W)
News Editing (3)
This course involves training in English grammar, news editing using AP style, headline writing, copy editing and rewriting for conciseness and clarity.
Prerequisite: JOUR 101 or Instructor permission. Word processing skills helpful.

JOUR 103 (W)
Introduction to Photojournalism (3)
Photojournalism for non-photographers. An introduction to the history, principles and ethics of photojournalism. Explores the concept of visual literacy and the intelligent use of photos in publications.

JOUR 106 (Su)
News Feature Writing (3)
In this hands-on course, students will explore the basics of news feature writing, with emphasis on developing story ideas, gathering materials, and writing in clear, compelling fashion. Intended for novice journalists who wish to contribute articles to The Challenge, TCC's student newspaper, community newspapers or specialty publications, this course also will cover writing for the freelance market. (writing intensive)
Prerequisite: ENGL 101

JOUR 150 (F, W, Sp)
Newspaper Workshop (2)
(6 credits maximum) Students who have taken Journalism 101 or have had other experience approved by the instructor get a chance to produce the campus newspaper for credit. Covers developing and completing stories or photo assignments, meeting deadlines, improving writing and news judgment skills, and practicing news decisions as part of the campus newspaper team.
Prerequisite: JOUR 101 or Instructor permission.

JOUR 203 (Sp)
Advanced Photojournalism (5)
Training in news photography techniques, meeting deadlines, picture editing and caption writing. Students do graded single-picture assignments and one picture story or essay, and contribute at least one photo to each issue of The Challenge, TCC's student newspaper, during the quarter. Students use their own 35mm camera equipment.
Prerequisite: ART 146 or portfolio and Instructor permission.

JOUR 205 (F)
Introduction to Multimedia Graphics (5)
Introduction to basic publication design principles. Students become familiar with PageMaker, Illustrator and Photoshop software. They use the software with scanners, digital cameras and other input devices to create personal projects incorporating digital images and type into simple publications that communicate effectively.
Prerequisite: Familiarity with Windows '95.

JOUR 209 (W, Sp)
Mass Media and Society (5)
Survey of mass media, including television, radio and newspapers, and the role they play in our lives. Tours, films, and guest speakers are an integral part of this course. (reading and writing intensive)

JOUR 222
Desktop Publishing: Principles and Practice (3)
Students learn principles of typography and publication design using Page Maker software to create publications for print and onlne distribution.
Prerequisite: IT 100 or equivalent experience with personal computers.

JOUR 299 (F, W, Sp)
Independent Study (1 - 5)
Independent observation, analysis and reporting on selected topics or problems. Final product may be either news reportage or a scholarly research paper.

Library Science

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.

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.

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. Most pre-college level classes are available in either of two modes: classroom lecture/discussion or independent tutorial.

Students planning to earn an Associate in Arts and Sciences degree will need to complete a quantitative skills course from the list shown earlier in this catalog under Degrees and Graduation. 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.

A calculator is required in all math classes. Students should consult with a math instructor before purchasing a new calculator. 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.

Prerequisite: A student has met a prerequisite if he or she has completed the required course earning a grade of "C-" or higher within the last two years.

MATH 70
Fundamentals of Arithmetic (5)
Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages.
Prerequisite: College math assessment below MATH 86 and assessed into READ 92 or completed READ 71 with a grade of "C" or higher.

MATH 86
Review Arithmetic (5)
Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percentages, ratios, proportions and plane geometry. 4-function basic calculator required.
Prerequisite: READ 92 and assessment/placement above MATH 70.

MATH 88
Introduction to Elementary Algebra (4)
Beginning algebra specifically designed for students with no algebra background. Topics include: introduction to variables; signed numbers; solutions to linear equations and inequalities; work with positive integer exponents; evaluation and manipulation of formulas; and emphasis on word problems. Scientific calculator required, TI-30xIIs recommended.
Prerequisite: READ 92 and MATH 86 or equivalent.

MATH 90
Elementary Algebra (5)
Topics include linear equations, polynomials, factoring, rational expressions, graphing, and systems of equations. Scientific calculator required, TI-30xIIs recommended.
Prerequisite: READ 92 and MATH 88 or assessment above MATH 88.

MATH 97
Intermediate Algebra for the Liberal Arts (5)
An alternative to MATH 99 for students going on to MATH 107 or MATH 108. Topics include linear, quadratic and exponential functions, systems of equations, radical expressions, scientific notation, variation and quadratic equations. Applications from the real world will be used with the above concepts. Scientific calculator required, TI-30xIIs recommended.
Prerequisite: READ 92 and MATH 90 or assessment above MATH 90.

MATH 99
Intermediate Algebra (5)
Algebraic operations and concepts, solving equations and inequalities including quadratic equations, algebraic fractions, exponents, roots and radicals, graphing of linear and quadratic functions, and introduction to logarithms. Scientific calculator required, TI-30xIIs recommended.
Prerequisite: READ 92 and MATH 90 or assessment above MATH 90.

MATH 107
Math: A Practical Art (5)
A general education course demonstrating the use of mathematics in management science, statistics, social choice and other fields. Mathematical theory combined with quantitative skills will be used in practical applications to problems encountered in modern society. Problem solving within an interdisciplinary framework will be stressed.
Prerequisite: READ 93 and MATH 97 or MATH 99 or assessment above MATH 99.

MATH 108 (F, W, Sp)
Introduction to Statistics (5)
Topics include descriptive statistics of central tendency, frequency and distribution of events, sample spaces, dispersion, graphing and organization of data, inferential statistics, hypothesis testing, and linear regression. TI-83 Graphing calculator required.
Prerequisite: READ 93, MATH 97 or MATH 99 or assessment above MATH 99.

MATH 111 (F, W, Sp)
College Algebra for Business and Economics (5)
Pre-calculus course for business majors. Topics include: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, linear regression, and the time value of money. Graphing calculator required; TI-83 highly recommended.
Prerequisite: READ 93 and MATH 99 and knowledge of an advanced spreadsheet including graphing (Excel recommended) or CU 103 or CU 203, previously or concurrently.

MATH 112 (W, Sp)
Elements of Calculus (5)
(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus.) Topics include the derivative, rates of change, maxima and minima, the integral and area under curves. Graphing calculator required; TI-83 highly recommended.
Prerequisite: READ 93 and MATH 111 or Instructor permission and knowledge of a spreadsheet including graphing (Excel recommended); or CU 103 or CU 203, previously or concurrently.

MATH 115 (F, W, Sp)
Pre-Calculus I: College Algebra (5)
An emphasis on functions expressed in words, equations, graphs, and tables of values, especially logarithm, 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; TI-86 highly recommended.
Prerequisite: READ 93 and MATH 99 or assessment above MATH 99.

MATH 116 (F, W, Sp)
Pre-Calculus II: Trigonometry (5)
A continuation of Pre-calculus I. Topics include trigonometric functions, graphs, identities, equations and inverse trigonometric functions along with solutions of triangles, complex numbers and polar coordinates. Graphing calculator required; TI-86 highly recommended.
Prerequisite: READ 93 and MATH 115.

MATH 117 (F, W, Sp)
Math for Non-Science Majors (5)
A general education college math course for students in programs that do not have specific mathematics requirement. Emphasizes application of the topics to problems encountered in modern society. Topics include: probability and statistics, exponential and logarithmic functions and the time value of money including amortization and annuities. This course is typically taught online via the Internet. Graphing calculator required.
Prerequisite: READ 93 and MATH 99.

MATH 124, 125, 126 (F, W, Sp)
Calculus I, II, III (5, 5, 5)
(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 124 includes limits; introduction to differentiation including derivatives of exponential and logarithmic functions; applications of the derivative. MATH 125 includes topics from applications of integration, differentiation and methods of integration including improper integrals; MATH 126 includes topics from polar coordinates, parametric equations, infinite series, conic sections and vectors. Graphing calculator required; TI-86 highly recommended.
Prerequisite: READ 93 and MATH 115 and MATH 116 for MATH 124, MATH 124 for MATH 125, and MATH 125 for MATH 126.

MATH 220 (F)
Linear Algebra (5)
Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications. Graphing calculator may be required; TI-86 highly recommended.
Prerequisite: READ 93 and MATH 126.

MATH 224 (Sp)
Multivariable Calculus (3)
Functions of several variables, partial differentiation, gradients, multiple integration, cylindrical and spherical coordinates. Graphing calculator required; TI-86 highly recommended.
Prerequisite: READ 93 and MATH 126.

MATH 238 (W)
Elements of Differential Equations (5)
A course teaching methods of solving linear, non-linear and systems of first-order differential equations and higher-order linear differential equations including numerical approximations and Laplace transforms. Initial value problems are included. Graphing calculator may be required; TI-86 highly recommended.
Prerequisite: READ 93 and MATH 126.

Medical Records Technology

See Health Information Technology, page 98.

Music

MUS 101 (F)
Music Theory I (5)
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.

MUS 102 (W)
Music Theory II (5)
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: MUS 101 or Instructor permission.

MUS 103 (Sp)
Music Theory III (5)
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: MUS 102 or Instructor permission.

MUS 106 (F, W, Sp)
World Music (5)
Introduction to music of various cultures of the world. Music as an expression of human values, identity, and way of life. (multicultural content)

MUS 107 (F, W, Sp)
Introduction to Music (5)
(For the general college student; recommended for education majors.) A non-technical 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.

MUS 108 (W)
Style Periods I: The Baroque-Bach and Handel (3)
Aspects of the Baroque style in music history with attention given to music literature and composition between 1600-1750, particularly Bach and Handel.

MUS 109
Style Periods II: Classical-Haydn and Mozart (3)
Aspects of the Classical style in music history with attention given to music literature and composition between 1750-1820, particularly Haydn and Mozart.

MUS 110
19th Century Music: The Romantic Century (3)
Aspects of the Romantic period in music history with attention given to music literature and composition between 1800 and 1900.

MUS 111
20th Century Music (3)
Aspects of 20th Century musical styles in music history with attention given to music literature and composition between 1900 and the present.

MUS 112 (Sp)
Opera Literature (3)
Opera through the ages, starting with Monteverdi in the Baroque ending with Adams in the 20th Century. Major opera composers of four musical periods (Baroque, Classicism, Romanticism, and 20th Century) will be discussed.

MUS 121 (F, W, Sp)
Class Applied Music: Voice (1)
Fundamentals in voice production, breathing, resonance, diction, etc. for beginning singers, or those who wish to learn to sing or improve their techniques.

MUS 123 (F, W, Sp)
Class Applied Music: Guitar (1)
Class instruction in performance.

MUS 124 (F, W, Sp)
Class Applied Music: Piano I (1)
Class instruction in beginning piano; the first course in a series of three.

MUS 125 (F, W, Sp)
Class Applied Music: Piano II (1)
Class instruction in beginning piano; the second course in a series of three.
Prerequisite: MUS 124 or Instructor permission.

MUS 126 (F, W, Sp)
Class Applied Music: Piano III (1)
Class instruction in beginning piano; the third course in a series of three.
Prerequisite: MUS 125 or Instructor permission.

MUS 130 (F, W, Sp)
Private Vocal or Instrumental Instruction (1)
Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. (Additional variable fee: $120-$150 per quarter). Maximum: 6 credits. 1 credit per quarter.
Prerequisite: Music Department Head or Instructor permission..

MUS 160, 260 (F, W, Sp)
Chamber Orchestra (2)
Preparation and performance of chamber orchestral literature. This group plays four concerts annually on campus.
Prerequisite: Audition or Instructor permission. Three quarters of MUS 160 for 260.

MUS 170, 270 (F, W, Sp)
TCC Singers (1-3)
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 MUS 170 for 270.

MUS 180, 280 (F, W, Sp)
TCC Voices (1-3)
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 MUS 170/270, three quarters of MUS 180 for 280.

MUS 199 (F, W, Sp)
Ensembles (1)
Supervised preparation and performance of chamber music in all mediums.
Prerequisite: Instructor permission.

MUS 299 (F, W, Sp)
Independent Study (1-5)
Individual study, project-oriented for advanced music students.
Prerequisite: Instructor permission.

Nursing Assistant

CNA 100
Nursing Assistant (5)
A one-quarter certificate program which includes classroom and clinical training. Taught by a registered nurse, course work includes patient environment, patient psychological needs, basic nursing procedures, nutrition, body mechanics, safety, CPR, communication, terminology and AIDS training. Upon successful completion of this course, students are qualified to take the Washington State Nursing Assistant Certification exam.

Nursing, Associate Degree

NURS 104 (F, W)
LPN - ADN Articulation (Bridge) (3)
Articulation (bridge) course for LPN's entering the ADN program. 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 on NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.
Prerequisite: LPN License and acceptance into the nursing program.

NURS 150 (F, W)
Nursing I: Caring for the Well Client (10)
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 151 (W, Sp)
Nursing II: Caring for the Client with Minor Deviations from Wellness (10)
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.
Prerequisites: NURS 150, NURS 160, NURS 171 or Instructor permission.

NURS 152 (F, Sp)
Nursing III: Caring for the Childbearing Family (10)
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.
Prerequisites: NURS 151, NURS 172, NURS 161, or Instructor permission.

NURS 160 (F, W)
Nursing Interventions I: Assessment (1)
Consists of supervised practice and check-offs 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 161 (W, Sp)
Nursing Interventions II: Basic Skills (1)
Supervised practice and check-offs under simulated conditions for nursing skills and procedures commonly encountered in ambulatory and hospital settings such as: sterile technique, dressing change, administration of medications.
Prerequisites: NURS 150, NURS 160, NURS 171 or Instructor permission.

NURS 162 (F, Sp)
Nursing Interventions III: Advanced Skills (1)
Supervised practice and check-off under simulated conditions for nursing skills commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tracheostomy care and blood administration.
Prerequisites: NURS 151, NURS 161, NURS 172, or Instructor permission.

NURS 171 (F, W)
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 into the nursing program.

NURS 172 (W, Sp)
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, GI, neurosensory, pain/comfort, and food/fluid drugs.
Prerequisites: NURS 150, NURS 160, NURS 171 or Instructor permission.

NURS 173 (F, Sp)
Nursing Focus III: Pharmacology II (1)
This course is a continuation of NURS 172, Pharmacology I. The basics of clinical pharmacology are expanded. Drug information will be presented in the following categories: respiration, circulation, neurosensory and food/fluid.
Prerequisites: NURS 161, NURS 151, NURS 172, or Instructor permission.

NURS 250 (F, W)
Nursing IV: Caring for the Client With Acute Problems (10)
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.
Prerequisites: NURS 152, NURS 162, NURS 173, or Instructor permission.

NURS 251 (W, Sp)
Nursing V: Caring for the Client With Chronic Problems (10)
Provides learning 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.
Prerequisites: NURS 250, NURS 271 or Instructor permission.

NURS 252 (F, Sp)
Nursing VI: Caring for the Client Adapting to Chronic Problems (2)
Provides learning experiences with clients adapting to chronic problems across the lifespan. Course will include both "High Tech" and "High Touch" tracks and the ethical dilemmas associated with each. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring, and communication are integrated.
Prerequisites: NURS 251, NURS 272, or Instructor permission.

NURS 260 (F, Sp)
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.
Prerequisites: NURS 252 or Instructor permission.

NURS 271 (F, W)
Nursing Focus IV: Trends and Issues (2)
This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethico-legal issues, health care trends and policy, collective bargaining and collaboration with health care team members will be the primary topics.
Prerequisites: NURS 152, NURS 162, NURS 173, or Instructor permission.

NURS 272 (W, Sp)
Nursing Focus V: 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.
Prerequisites: NURS 250, NURS 271, or Instructor permission.

NURS 280 (F, Sp)
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.
Prerequisites: NURS 272, NURS 252, or Instructor permission.

NURS 281 (F, Sp)
Nursing Seminar in Care Management (1)
A seminar for students taking Nursing 280, 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.
Prerequisites: NURS 252, NURS 272, or Instructor permission.

NURS 282 (F, Sp)
Preparation for RN Licensure (1)
A seminar to prepare students for National Council Licensing Exam-RN (NCLEX-RN). The course includes Assessment of both nursing knowledge and critical thinking skills.

NURS 299 (F, W, Sp)
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.

Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEAN 101 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.

OCEAN 101 (F, Sp)
Survey of Oceanography (5)
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 fieldtrips.

OCEAN 170-179
Special Topic Seminars (2)
Seminars designed to provide oceanography students with an opportunity for advanced study of selected oceanographic topics. Topics will generally be determined by the instructor but may also reflect the expressed need or interest of students in the oceanography and earth science programs. Field trips will be an important component to the seminars.
Prerequisite: Instructor permission.

OCEAN 299
Individual Study in Oceanography (1-5)
Study of selected oceanographic topics on an individual basis.
Prerequisite: OCEAN 101 and Instructor permission.

Office Computer User Specialist

See page 60 for program requirements.

Office Education

OFFCE 100 (F, W, Sp)
General Office Procedures (2)
A basic course for the prospective office worker. Topics included are telephone etiquette, work ethic, operation of copy machines and fax machines, suggestions on how to make your work experience effective.

OFFCE 101 (F)
Office Reference Resources (1)
Learn to locate valuable office-related information by using web sites, The Gregg Reference Manual, phone book, and dictionary.
Prerequisite: Assessment at or above READ 92.

OFFCE 103 (F, W, Sp, Su)
Typing I (4)
Typing fundamentals on the computer including mastery of the keyboard by touch, memos, letters, reports, and tables.
Prerequisite: READ 92 or equivalent and ENGL 90 or equivalent.

OFFCE 105 (F, W, Sp)
Editing and Proofreading Business Documents (2)
Course presents the following skills needed to produce mailable, realistic business correspondence: editing, formatting, and proofreading. Basic knowledge of current campus software used is necessary.
Prerequisite: ENGL 100, OFFCE 103 or CU 91 or CU 102 or equivalent.

OFFCE 106 (F, W, Sp)
Typing-Speed and Accuracy Development (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.
Prerequisite: Minimum typing speed of 25 wpm by touch.

OFFCE 116
Records and Database Management (3)
Principles of alphabetic, geographic, numeric, and subject filing systems using manual and electronic records storage.
Prerequisite: READ 92 and knowledge of Windows.

OFFCE 117
Machine Transcription (3)
Transcribing mailable business-related correspondence from prepared materials.
Prerequisite: OFFCE 234, OFFCE 105 and ENGL 100.

OFFCE 127 (F)
Introduction to Word Processing (5)
Word processing terminology and concepts. Covers an in-depth review of language arts within a word processing context and a review of proper document formatting. Presents a brief introduction to WordPerfect and Microsoft Word.
Prerequisite: Keyboarding skills, assessment at READ 92 level.

OFFCE 228 (F)
Word Processing: Professional Skills I (3)
Learn the use of a current word processing package to create and edit business documents. In-depth topics emphasize editing, mail merge, sorting, and tables. Part of a two-course series designed to compare and contrast different word processing software. OFFCE 228 and OFFCE 234 may be taken in any sequence.
Prerequisite: BUS/ENGL 100 and OFFCE 106 or Instructor permission.

OFFCE 231
Creating Business Publications Using Desktop Publishing (3)
Design and produce professional-quality publications including newsletters, flyers, brochures, bulletins, and certificates.
Prerequisite: BUS 225 or equivalent, OFFCE 234.

OFFCE 234 (W, Sp)
Word Processing: Professional Skills II (5)
Learn the use and capabilities of word processing software, and apply these skills to create, proofread and edit business documents. Particular emphasis on editing skills, mail merge, sorting, and tables.
Prerequisite: ENGL 100 and OFFCE 106 or Instructor permission.

OFFCE 290 (F, W, Sp)
Work Internship (5)
Supervised experience in office-related positions.
Prerequisite: Program Chair permission.

Paraeducator

See Educational Paraprofessional, page 88.

Paramedic Training

See Emergency Medical and Health Services, page 89.

Pharmacy Technician

PHARM 110, 111, 112
Pharmacy Technology and Practice I, II, III (8, 7, 1)
Provides students with the knowledge and skills needed to perform both inpatient and outpatient technical pharmacy tasks. Sterile products and aseptic techniques are taught. Work safety and security as it pertains to the Pharmacy Department is also included. Introduces the student to pharmacy technology as a career, including history, ethics, pharmacy law and regulations pertaining to Pharmacy Technicians.
Prerequisite: Admittance into Pharmacy Technician Program.

PHARM 121, 122
Drug Orientation and Pharmacology I, II (8, 3)
Orients the student to therapeutic classes of drugs, glossary of terms, brand names and generic drugs. Pharmacological information for all prescription drug classifications is provided. Over-the-counter drugs are also described.
Prerequisite: Admittance into Pharmacy Technician Program.

PHARM 130
Pharmacy Calculations (2)
Reviews mathematical calculations and introduces students to application in performance of Pharmacy Assistant tasks. Common conversions, proportions, millequivalents, ratios and percentages are included.
Prerequisite: Admittance into Pharmacy Technician Program.

PHARM 140, 141
Pharmacy Technician Practicum I, II (4, 12)
Provides the student with supervised clinical practice experience, performing the tasks of a pharmacy assistant in the inpatient setting and outpatient pharmacy.
Prerequisite: Admittance into Pharmacy Technician Program.

Philosophy

PHIL 100 (F, W, Sp)
Introduction to Philosophy (5)
The human quest for greater understanding; connections among efforts to understand the universe; the nature of knowledge; perennial questions concerning human nature and values.

PHIL 119 (F)
Introduction to Logic (5)
Emphasizes inductive argument; enables students to perceive and evaluate complex lines of reasoning; develops skills in detecting weak and faulty reasoning through exercises in natural language.

PHIL 120 (Sp)
Symbolic Logic (5)
Focuses on deductive symbolic reasoning; includes propositional and predicate logic; emphasizes natural deduction and translation into propositional and predicate symbolism.
Prerequisite: MATH 99 or MATH 97.

PHIL 190
World Philosophy (5)
This course will introduce students to the major philosophical traditions of the world. The course will explore different views on ethics, political philosophy, philosophy of education and other areas of inquiry, comparing and contrasting them with one another. (multicultural content)

PHIL 200
Oriental Philosophy (5)
Examination of major philosophies and philosophers that have shaped the mind of the Oriental. Special attention is given to Confucianism, Legalism, Taoism, and Buddhism. (multicultural content)

PHIL 215 (F)
Introduction to Ethics (5)
Explores efforts of the humanities to discover moral principles to guide conduct; covers systematic ethical theories; examines the relationship between religion and morals; and includes contemporary ethical issues.

PHIL 230 (W)
Contemporary Philosophy (5)
Focuses on Western philosophy in the 20th Century, examining the dominant schools of philosophy. Covers the intellectual and social forces affecting and being affected by philosophy. Representative figures covered will include Russell, Sartre, Camus, Dewey, A. J. Ayer and W. V. O. Quine.

PHIL 260
Philosophy of Science (5)
A conceptual and historical introduction to the nature of scientific progress and other issues current in the philosophy of science. Among these are the validation and falsification of scientific hypotheses, the debate over realism and anti-realism, the theoretic reduction of theories, the status of laws of natures, and the role of rationality, objectivity, and values of science. The course will focus on developing a critical awareness of philosophical issues in science.

PHIL 267 (W, Sp)
Problems in Philosophy of Religion (5)
Analysis of problems in religious thought such as existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

PHIL 270
Great Thinkers of the Western World (5)
Survey of Western philosophy. Starts with pre-Socratic Greek philosophy and ends in the present century. Examines the impact which historical forces such as religion and science have had on philosophy. Representative figures such as Plato, Aristotle, Hume and Russell will be studied.

Physical Education

In order to receive the Associate in General Studies or Associate in Arts and Sciences 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 requirement 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.

Fitness Activities: 1 - 2 Credits each

100 (F, W, Sp)	Total Fitness (2)
105 (W, Sp)	Aerobic Fitness (1)
103 (F)	Self Defense for Women (1)
108 (F, W, Sp)	Beginning Weight Training (1)
140 (W, Sp)	Cardio Fitness (1)
155 (F, W, Sp)	Fast Fitness (1)
170 (F, W, Sp)	Independent Fitness Lab I (1)
171 (F, W, Sp)	Independent Fitness Lab II (1)
200 (F, W, Sp)	Advanced Total Fitness (2)
208 (F, W, Sp)	Intermediate Weight Training (1)

Lifetime Recreational Activities 1 - 5 Credits each

175	Hiking (1)
288	Backpacking (1 - 5)

Aquatics: 1 Credit each

112 (F, W, Sp)	Beginning Swimming
113 (F, W, Sp)	Intermediate Swimming
114 (F, W, Sp)	Advanced Swimming
115 (Sp)	Life Guarding (2 credits)

Dance: 1 Credit each

118 (F, W, Sp)	Modern Jazz Dance

Individual Sports: 1 Credit each

120	Beginning Archery
220	Intermediate Archery
122 (F, W)	Beginning Bowling
222 (F, W)	Intermediate Bowling
123	Beginning Golf
223	Intermediate Golf
127 (W, Sp)	Beginning Fencing
128 (F, Sp)	Beginning Tennis (Student furnishes racquet)
227 (W, Sp)	Intermediate Fencing
131 (F, W, Sp)	Beginning Racquetball
231 (F, W, Sp)	Intermediate Racquetball (Student furnishes racquet)
125 (W)	Beginning Skiing
225 (W)	Intermediate Skiing

Dual Sports: 1 Credit each

126 (F, W, Sp)	Beginning Badminton and Pickleball
129 (F, Sp)	Beginning Tennis and Pickleball

Team Sports: 1 Credit each

241 (F)	Baseball Techniques
133 (F, W)	Beginning Basketball
233 (F)	Advanced Basketball
134 (Sp)	Softball
135	Beginning Soccer
235	Advanced Soccer Techniques
136 (F, W, Sp)	Volleyball
236 (F, W, Sp)	Intermediate Volleyball

Varsity Sports

Varsity Basketball (men)
Varsity Basketball (women)
Varsity Baseball (men)
Varsity Golf (men)
Varsity Golf (women)
Varsity Soccer (men)
Varsity Soccer (women)
Varsity Volleyball (women)

Tacoma Community College varsity teams compete in leagues set by the Northwest Athletic Association of Community Colleges [NWAACC]. To be eligible for athletic competition, a student must be enrolled in at least 12 credit hours during the quarter of participation and must pass 12 credit hours to remain eligible in sports which overlap into a 2nd quarter. Returning students must have completed 36 credit hours to compete a 2nd year in any sport.

Physical Education Professional Courses

PE 241 (F)
Baseball Techniques (1)
The fundamentals of baseball. Includes conditioning, basic skills, strategies, teamplay concepts and rules of the game.
Prerequisite: Experience in organized baseball- either high school or college.

PE 285 (Sp)
Baseball Coaching Skills (2)
Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for baseball. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

PE 290 (F)
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.

Physical Education Non-Activity Courses

PE 190 (F, W, Sp)
Health and Wellness (3)
A course for students to learn how to take control of their personal health and lifestyle habits so they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-being. Encompasses a total wellness concept of one's physical, mental, emotional and social well being. Students will examine major health issues of contemporary society, with emphasis on identifying risk factors.

PE 191
Contemporary Health and Wellness (5)
Emphasis is placed on the relationship between course content and lifestyle choices to foster a better understanding of health issues today. Current issues include, but are not limited to, physical fitness and nutrition; weight management; stress and emotional health; chemical use and abuse; issues in contemporary human sexuality; communicable and non-communicable disease; health-smart consumerism; the contemporary healthcare system; aging and dying; and environmental health issues.

PE 292 (F, W, Sp)
Advanced First Aid (5)
The student will satisfy the requirements for responding to emergencies American Red Cross first aid and CPR (Cardiopulmonary Resuscitation) certification.

Physical Science

PHYSN 100 (F, W)
Physical Science and Technology
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 approach is used to develop conceptual reasoning, interrelationships between concept and applications, and effective communication skills. Laboratory included.

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 (F), 115 (W), 116 (Sp)
General Physics (5, 5, 5)
Algebra-based physics for liberal arts students and certain professions. 114 - Study of basic mechanics including position, velocity, acceleration, forces, momentum, and energy. 115 - Study of thermodynamics, oscillations, waves, capacitance, and electric forces/fields/potential/potential energy. 116 - Study of DC circuits, magnetism, geometrical optics, wave optics, and modern physics. Laboratory included.
Prerequisite: MATH 99; MATH 115 recommended.

PHYS 121 (F, Sp), 122 (W), 123 (F, Sp)
Engineering Physics (5, 5, 5)
Calculus based physics for engineering or those majoring in certain sciences. 121 - Study of mechanics: motions and causes of motion, theories and applications for problem solving. 122 - Electricity and magnetism. 123 - Waves, sound, light and thermodynamics. Laboratory included.
Prerequisite: MATH 124 for PHYS 121; PHYS 121 for 122; PHYS 121 for 123.

PHYS 299
Independent Study (1-5)
Independent observation, analysis, and reporting of a physics-related topic.
Prerequisite: Instructor permission.

Political Science

POLSC 201 (F, W, Sp)
Introduction to Government and Politics (5)
Ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior and processes.

POLSC 202 (F, W, Sp)
American National Government and Politics (5)
Survey of the Constitution, the three branches of government, and processes through which public policy is formulated, enacted into law and executed.

POLSC 203 (W, Sp)
International Relations (5)
Study of interrelationships among nations: power, structure, decision-making; conflicts and compromise.

POLSC 205 (Sp)
State and Local Government and Politics (5)
Study of the nature, function and problems of state, county and city governments, including an examination of the problems confronting these local political units.

POLSC 210
Contemporary Issues in American Politics (3)
This course will examine a variety of current controversial public policy issues on a weekly basis. Students will read arguments on both sides of the policy debate and write a series of short papers analyzing the respective positions. (multicultural content)

POLSC 220
Introduction to Constitutional Law (5)
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: POLSC 202 or Instructor permission.

POLSC 230
Advanced International Relations Seminar (5)
The course will focus on how various international conflicts get started and how they are resolved. We will examine conflicts such as the war in Yugoslavia, the continuing difficult relations between Israelis and Palestinians, and past wars which still smolder in Congo and Somalia.
Prerequisite: Completion of POLSC 203 or HIST 113 recommended.

POLSC 231
Politics and Film (5)
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 courts, racial politics and military interventions. (can be repeated.)
Prerequisite: A "C" or better in ENGL 091 and READ 093 or equivalent assessment.

POLSC 240
Women in Politics (5)
This course will explore the role of gender in American politics. Students will learn about women's political activism and the impact of various policy decisions upon the lives of women. The role of race, class, sexuality and ethnicity in uniting and dividing women will also be addressed. (multicultural content) (writing intensive)

POLSC 290 (Sp)
Political Philosophy and Ideology (5)
A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, Marx, Machiavelli, Hobbes, Benthan, Jefferson, Montesquieu and Sumner.

POLSC 298 (F, W, Sp)
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

PSYCH 100 (F, W, Sp)
General Psychology (5)
Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality will be examined.

PSYCH 140
Behavioral Management (3)
An exploration of preventive and effective behavior management techniques with emphasis on positive self-image and communication. (this class is used for the Paraeducator Program only.)

PSYCH 170
Psychology of Adjustment (5)
(For non-majors.) Study of adjustment and maladjustment used by humans in coping with personal and interpersonal environments.

PSYCH 204
Abnormal Psychology (5)
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 an their role in mental health.
Prerequisite: PSYCH 100.

PSYCH 205
Introduction to Personality (5)
Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality will be studied.

PSYCH 206 (F, W, Sp)
Developmental Psychology: Life Span (5)
An examination of the physical, social, emotional, and intellectual development of the human from conception to death. (multicultural content)
Prerequisite: PSYCH 100.

PSYCH 207 (F, W, Sp)
Behavioral Health & Wellness (5)
(For non-majors)
Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which can manifest itself in various ways such as chronic tension, illness and chemical abuse (alcohol-drug). Same course as HSP 207; credit for degree will be granted for either PSYCH 207 or HSP 207 but not for both.

PSYCH 299
Individual Study in Psychology (1-5)
Independent observation, analysis and reporting of a selected problem.
Prerequisite: Instructor permission.

Radiologic Sciences

RS 100 (F)
Radiologic Science Orientation (2)
This course is designed to help prepare students, accepted into the Radiologic Sciences program, for a successful educational experience. Appropriate study, note taking and test taking skills will be emphasized. Students will learn of the program's mission and goals, professional requirements, and commitment necessary for success. The students will also learn of the various campus resources and support services available to them.
Prerequisite: Acceptance into the Radiologic Sciences Program

RS 101 (F)
Introduction to Radiologic Sciences (5)
Introduction to the history of radiology, medical ethics, types and operation of radiology departments in hospitals. Orientation to X-ray equipment and basic principles of exposure: density, contrast, and detail. Radiation protection of patient, technologists, and public. Includes physical principles of radiographic imaging, the X-ray tube and generator, chemistry and methods of film processing, and construction of film.
Prerequisite: MATH 99, official acceptance into the RS program, or Instructor permission.

RS 108 (W)
Radiation Physics I (5)
Introduces concepts of electromagnetic radiation from the aspect of developing a basic understanding of the production and control of X-radiation. Deals with components of X-ray circuits, tubes, X-ray equipment, design and application.
Prerequisite: MATH 99, RS 101, and Instructor permission.

RS 109 (Sp)
Radiation Physics II (5)
A continuation of Radiation Physics I. Emphasis will be placed on radiographic film and its response to exposure, fluoroscopic and digital imaging, CR, tomography, mammography, imaging equipment and accessory imaging equipment used in radiography. Radiation biology and protection considerations for patients and staff relative to radiation interactions with living tissue is also presented.
Prerequisites: Math 99, RS 108, or Instructor permission

RS 120 (W)
Clinical Education I (5)
Initial course in clinical education. The beginning student is assigned to one of the clinical education centers affiliated with the TCC RS Program. The student receives an orientation to hospital and department procedures, participates in ancillary radiology activities, and observes and performs diagnostic radiologic procedures.
Prerequisites: RS 101, RS 140, medical health clearance WSP background check, proof of medical insurance, current CPR card, and Instructor permission.

RS 121 (Sp)
Clinical Education II (5)
Provides the second in a series of clinical education courses. The student is assigned 16 hours per week at a clinical education center. During this supervised experience, the student observes and performs diagnostic radiologic procedures. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.
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)
Provides the third in the series of clinical education courses which demands 40 hours per week at a clinical education center. Students are assigned to clinical experience in hospital radiology departments and imaging centers to increase their basic skills in positioning, setting technique, human relations, and functions of the radiology department as a whole. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.
Prerequisites: RS 121, Instructor permission, and medical health clearance, WSP background check, proof of medical insurance, current CPR card.

RS 140 (F)
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 (W)
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 (Sp)
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. 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 (F)
Radiographic Film Critique and Technique I (1)
Prime factors (detail, density, contrast and distortion) and other factors influencing radiographic technique for production of quality radiographs.
Prerequisite: Official acceptance into RS program or Instructor permission.

RS 151 (W)
Radiographic Film Critique and Technique II (1)
A review and evaluation of radiographs is conducted to determine their quality as diagnostic images. Emphasis is placed on developing the critique method and successfully evaluating radiographs for proper positioning, correct density and contrast, lack of motion, lack of distortion, and optimum recorded detail.
Prerequisite: RS 150 or Instructor permission.

RS 152 (Sp)
Radiographic Film Critique and Technique III (1)
A review and evaluation of radiographs is conducted to determine their quality as diagnostic images. Emphasis is placed on determining what adjustments in technical factors are necessary to correct non-diagnostic radiographs due to incorrect exposure factors. Radiographs will also be evaluated to insure proper positioning, lack of motion, lack of distortion and optimum recorded detail.
Prerequisite: RS 151 or Instructor permission.

RS 170
Introduction to Fundamentals of Patient Care (5)
Introduces common knowledge of patient care including venipuncture and EKG placement. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Provides basic knowledge regarding the initiation and maintenance of intravenous access, as well as basic introduction to EKG's, including placement of leads. Recognition that the patient's health problems, including evaluation of patient responses during procedures, are the foci of activities for the health care team will be emphasized. Lecture and lab course. Same course as HT 170.
Prerequisite: HT 130 or concurrent enrollment.

RS 175 (Sp)
Student Leadership Seminar (1)
First-year students will participate in the organization of a two-day leadership conference and attend educational sessions presented at the conference.
Prerequisite: Instructor permission.

RS 214 (W)
Radiographic Pathology (3)
Acquaints the student with certain changes occurring in disease and injury, and their application to radiologic technology. Systems covered include respiratory, skeletal, gastrointestinal and urinary. Emphasis on how pathology is demonstrated on radiographs and its effect on radiographic quality.
Prerequisite: RS 243, BIOL 220/221, or Instructor permission.

RS 216 (F)
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.
Prerequisites: RS 170 or Instructor permission.

RS 225 (F)
Clinical Education IV (7)
Provides the fourth in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.
Prerequisite: RS 122, medical health clearance WSP background check, proof of medical insurance, current CPR card, or Instructor permission.

RS 226 (W)
Clinical Education V (7)
Provides the fifth in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.
Prerequisite: RS 225, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or Instructor permission.

RS 227 (Sp)
Clinical Education VI (7)
Provides the sixth in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.
Prerequisite: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or Instructor permission.

RS 228
Clinical Education VII (12)
Provides the seventh in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.
Prerequisites: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or Instructor permission.

RS 233 (W)
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 (F)
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. A review of radiographic imaging with emphasis on basic radiographic quality assurance. Information will be included for performing pediatric and trauma projections.
Prerequisite: RS 142 or Instructor permission.

RS 244 (W)
Radiographic Positioning V (3)
Demonstration and lab experience of alternate and special positioning of the skull, orbit, mastoid process, petrous portion of the temporal bone, and the temporomandibular joints. A review of radiographic imaging with emphasis on basic quality assurance. Information will be included for performing pediatric and trauma projections.
Prerequisite: RS 243 or Instructor permission.

RS 245 (Sp)
Radiographic Positioning VI (3)
Advanced patient care skills with special emphasis on procedures involving the pediatric and/or severe trauma patient.
Prerequisite: RS 244 or Instructor permission.

RS 253 (F)
Radiographic Quality Assurance (2)
Introduction to the evaluation of radiographic systems including lab experience, components involved, and the tests and procedures to evaluate these components. Presents the student with theory and practical experience to develop proficiency for operating a successful quality assurance program. The student should become aware of the importance of such a program with respect to rising costs of health care, radiation exposure to patients, and improvement of the diagnostic quality of films.
Prerequisite: RS 142 or Instructor permission.

RS 255 (Sp)
Advanced Imaging Modalities (1)
An overview of CT, MRI, U/S, and other advanced imaging modalities. The emphasis will be on the various energies usedto generate images, the equipment and other dynamics of the imaging environment.
Prerequisite: RS 254 or Instructor permission.

RS 265 (F)
Cross-Sectional Anatomy (3)
Basic introduction to cross-sectional anatomy. With the advent of computerized axial tomography (CAT), magnetic resonance imaging (MRI), and ultra-sonography as accepted imaging modalities in the radiology field, the knowledge of sagittal, transverse, and coronal plane anatomy assumes great clinical importance to the imaging technologist practicing these modalities or wishing to work in these areas.
Prerequisite: Second year RS student or imaging practitioners.

RS 270 (Sp)
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 ART Certified Practitioner

RS 275 (Sp)
Student Leadership Seminar (1)
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 (F, W, Sp)
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 ESL Program are strongly advised to complete the program before attempting the Reading program designed for native speakers.

READ 70 (F, W, Sp)
Textbook Comprehension (5)
For the student lacking basic reading skills necessary for developmental education courses. Includes diagnostic testing followed by individual and group reading and instruction.
Prerequisite: Assessment at or above READ 70.

READ 71 (F, W, Sp)
Basic Textbook Comprehension (5)
This course provides word and sentence skills necessary for studying college textbooks. Includes introduction to location skills for main ideas, details, transitions and patterns of organization. Vocabulary development and mastery tests also prepare students for higher level reading.
Note: Requires an exit/placement exam of students who want to enter the developmental sequence (READ 92 or READ 93).
Prerequisite: Assessment into READ 71 or a grade of "C" or higher in READ 70.

READ 80, 81, 82 (F, W, Sp) (F, W, Sp) (F, W, Sp)
Vocabulary Textbook Comprehension (1, 1, 1)
Self-paced courses help students improve basic reading skills for college text. Student furthers vocabulary growth and learns to read textbooks with greater understanding and efficiency. Student works with lab instructor, text, and/or computer software; no prior computer experience is necessary.

READ 89 (F, W, Sp)
Tutor (1)
Self-paced course helps student develop tutoring skills with confidence and effectiveness. Student works with students, lab instructor, text and videotapes.

READ 92 (F, W, Sp)
Textbook Mastery (5)
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 into READ 92.

READ 93 (F, W, Sp)
College Textbook Mastery
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 93 or a grade of "C" or higher in READ 92.

READ 94 (F, W, Sp)
College Vocabulary (3)
Designed to provide students with information, strategies, and skills to build the necessary vocabulary that the college environment demands. Strategies include: increase of vocabulary through study and use of own context, dictionary, and knowledge of Greek and Latin Roots and affixes.

READ 100 (F, W, Sp)
Advanced Vocabulary Development (2)
Self-paced course provides student with skills to develop vocabulary necessary for college success. Course uses strategies in identification and use of context clues, pronunciation, word parts, word meaning and dictionary/thesaurus usage.
Prerequisite: Assessment at college-level reading or a grade of "C" or higher in READ 93.

READ 115 (F, W, Sp)
Advanced Textbook Analysis (5)
Advanced strategies for reading texts for scholastic vocabulary, extracting implied points, following complex arguments or speculations and recognizing subtle shifts of tone and organization.
Prerequisite: Assessment into college-level reading or a grade of "C" or higher in READ 93.

Real Estate

REAL 160
Real Estate Law (3)
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; duties and liabilities of licensees. Approved by the Washington State Licensing Division for 30 clock hour credits. Satisfies law requirements for the Real Estate Certificate Program.

REAL 170
Principles of Real Estate Appraising (3)
Principles and procedures used in determining the value of single-family residences. Students will apply cost, economic and market data approaches to determine value. Students will be required to successfully complete a Uniform Residential Appraisal Report (URAR). This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

REAL 175
Real Estate Appraising: Market Data Analysis (3)
Analysis of income-producing properties utilizing cost, market data, and income correlative approach to value. Gross income estimates, expense analysis and capitalization techniques are also incorporated into the analysis. This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

REAL 182
Report Writing of Residential Real Estate Appraising (3)
Shows the students how to complete real estate appraisal reports. Students learn the steps for completing all written reports, as well as the steps for review appraising. This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

REAL 200
Fundamentals of Real Estate Salesman Pre-license (6)
An in-depth study of real estate fundamentals as they relate to Washington State. Designed to prepare students to pass the salesman/broker real estate licensing examination. Approved by the Washington State Licensing Division for 60 clock hours to meet pre-licensing requirement in real estate fundamentals.

REAL 250
Real Estate Investment Strategy (3)
Course designed to establish a basic understanding of investment principles, value-added concepts, market trends and cycles, feasibility studies, and various real estate analyses. This is an applied education course whereby students will work with and develop investment returns by capitalization, discounted cash flows, analyses of different property types, gross rent multipliers, CAP rates, net operating income, and subjective and objective values. Approved by the Washington State Licensing Division for 30 clock-hour credits.

Respiratory Therapy

RC 110, 111 (F, W)
Respiratory Therapy Theory I, II (3, 3)
Basic theory and principles of respiratory care science.
Prerequisite: Admission to Respiratory Care program; RC 110 for RC 111.

RC 120, 121, 122 (F, W, Sp)
Respiratory Therapy Equipment I, II, III (3, 3, 3)
Rationale, indications and procedures of the equipment used in respiratory therapy.
Prerequisite: Admission to program; RC 120 for RC 121; RC 121 for RC 122.

RC 130 (Sp)
Special Topics (4)
Basic principles of pulmonary function testing plus microbiology.
Prerequisites: RC 111 and RC 121 and RC 141.

RC 140, 141, 142, 143 (F, W, Sp, S)
Respiratory Therapy Clinical/Lab I/ II/III/IV (8, 8, 8, 6)
Application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes five weeks of laboratory experience followed by a rotation to area respiratory care centers doing direct patient care.
Prerequisite: Admission to RC program. RC 140 for RC 141; RC 141 for RC 142; RC 142 for RC 143.

RC 150, 151 (W, Sp)
Respiratory Therapy Seminar I/II (2, 2)
Weekly discussions on specific topics in respiratory therapy.
Prerequisite: Admission to RC program.

RC 210 (F)
Advanced Respiratory Pathophysiology I (2)
Lecture course. Covers the recognition and treatment of clinical pathologies commonly encountered in the critical care patient. Patient monitoring and therapy is emphasized. Pathologies covered include the adult respiratory distress syndrome, sleep apnea, post-surgery patients, and the treatment of toxic inhalation and neuromuscular diseases.
Prerequisite: RC 143.

RC 220 (F)
Advanced Mechanical Ventilation (2)
Lecture course covering the principles of mechanical ventilation. Examines various ventilators, ventilator adjustments to meet changes in the patients' clinical condition, and the various modes of ventilatory support.
Prerequisite: RC 143.

RC 221 (W)
Advanced Respiratory Pharmacology (2)
Subjects include the actions of various bron-chodilators and cardioactive drugs commonly used in respiratory care.
Prerequisite: RC 220.

RC 222 (Sp)
Seminar in Application of Respiratory Care Theory and Practice (2)
Synthesis of didactic and clinical information to assist students in preparing for national credentialing exams. Emphasis on problem solving and decision-making skills. Clinical simulations and mock written exams will be presented and reviewed.
Prerequisite: RC 221.

RC 230 (Sp)
Respiratory Therapy Seminar (2)
Seminar class for second-year respiratory therapy students. Emphasis on research and class presentation dealing with a patient case study, current technologic advancement or treatment modality in the field. The use of available computer and information technology is also emphasized. Development of critical thinking skills will be encouraged by class discussion of the case histories and/or current case studies. Emphasis is placed on the extension and enhancement of patient Assessment skills by reviewing and applying Assessment techniques and discussing how these techniques can be integrated into the development and application of Therapist Driven Protocols.
Prerequisite: RC 221.

RC 240 (F)
Adult Critical Care (7)
Clinical experience in the care of the adult patient in the hospital environment. Clinical time is 12 hours per week with 3 hours of lecture.

RC 241 (W)
Pediatric Clinical Training (7)
A combination of clinical experience and lecture in the care of pediatric patients in the hospital environment. Additional clinical experience in home care and pulmonary function testing is included. A total of 120 hours of clinical experience is achieved during the quarter with 3 hours of lecture per week.
Prerequisite: RC 240.

RC 242 (Sp)
Neonatal Clinical Training (7)
Clinical experience and lecture in the care of neonatal patients in the critical care environment. Clinical time is 12 hours with 3 hours of lecture per week.
Prerequisite: RC 240 and RC 241.

RC 299 (F, W, Sp)
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.

Russian

Foreign language challenge credit will not be awarded for native languages.

RUSS 101, 102, 103 (F) (W) (Sp)
Elementary Russian (5, 5, 5)
Fundamentals of the Russian language: pronunciation, grammar, reading and speaking. Investigates Russian culture and its relationship to the language.
102 - Continued learning and practice in Russian emphasizing writing, reading, speaking and understanding. Continues to investigate Russian culture.

103 - Continued development of Russian language skills emphasizing communication of information through listening, reading, speaking and writing. Continues to investigate Russian culture.
Prerequisite: RUSS 101 with a grade of "C" or higher for RUSS 102; RUSS 102 with a "C" or higher for RUSS 103; or Instructor permission.

RUSS 201, 202, 203
Intermediate Russian (5, 5, 5)
Systematic review of grammar, more in depth than in the 100 series. Intensive practice in conversation and comprehension. Readings with cultural and/or literary merit and compositions on related topics. (multicultural content)
Prerequisite: RUSS 103 with a grade of "C" or higher for RUSS 201; RUSS 201 with a "C" or higher for RUSS 202; RUSS 202 with a "C" or higher for RUSS 203.

Self-Paced Classes

The following courses are designed for students who desire flexibility in an adult learning environment. Courses cover the same material as equivalent lecture courses. Consistent lab attendance is necessary. Students need to call the TCC Gig Harbor/Peninsula College Center or TCC-Downtown to schedule an orientation before beginning a self-paced course. Books should be purchased at one of the centers.

ACCNT 140 (F, W, Sp)
Practical Accounting I (5)
Introduces students to basic accounting concepts and procedures, emphasizing sole proprietor businesses. Topics include the analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.

ACCNT 141 (F, W, Sp)
Practical Accounting II (5)
A continuation of financial accounting topics, including an introduction to accounting for partnerships and corporations. Students will be encouraged to complete assignments using the computer.
Prerequisite: ACCNT 140 or equivalent with a grade of "C" or higher.

ACCNT 142 (F, W, Sp)
Practical Managerial Accounting (5)
Covers accounting information required by management. Includes an introduction to job and process costing, budgeting, statement analysis and management decision-making. Students will be encouraged to complete assignments using the computer.
Prerequisite: ACCNT 140 and ACCNT 141 or equivalent with a grade of "C" or higher.

BUSPC 130
Accounting on PCs (3)
Introduction to automated bookkeeping methods using personal computers. Students will work through the accounting cycle using a case study.
Prerequisite: ACCNT 140 or equivalent.

CU 091
Keyboarding Basics (2)
Computer keyboard by touch. Includes development of speed and accuracy.
Prerequisite: READ 92 level recommended.

CU 092
10-Key Basics (1)
Computer 10-key pad by touch. Emphasis on speed and accuracy.

CU 100
Introduction to Windows & World Wide Web (1)
Introduction to the use of Windows to operate the computer and manage files. Introduction to the use of electronic mail and the internet.

CU 102
Word I (2)
Beginning Word Processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies.
Prerequisite: Knowledge of Windows required (25 wpm recommended).

CU 103
Excel I (2)
Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS "Core Level" competencies.
Prerequisite: Knowledge of Windows required (MATH 86 level recommended).

CU 104
Power Point (1)
Introduction to electronic presentations using Microsoft Power Point. Emphasizes MOUS "Core Level" competencies.
Prerequisite: Knowledge of Windows required.

CU 110
Introduction to Access (2)
Beginning database class using Microsoft Access. Emphasizes MOUS "Core Level" competencies.
Prerequisite: CU 100 or Equivalent and READ 92 (Math 86 recommended).

CU 115
MOUS Prep, Level I (1)
Provides practice applications for self-assessment in Word, Excel, Access and Power Point to the MOUS Core Level of proficiency.
Prerequisite: CU 102, CU 103, CU 104 or CU 105 and CU 110 (or equivalent).

CU 130
Quick Books (3)
Introduction to automated bookkeeping methods using Quick Books.
Prerequisite: ACCNT 140 or equivalent.

CU 202
Word II (2)
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 215
MOUS Prep, Level II (1)
Provides practice applications for self-assessment in Word, Excel, Access and Power Point to the Expert Level of proficiency.
Prerequisite: CU 202, CU 203, CU 110 (or equivalent).

OFFCE 103
Typing I (4)
Typing fundamentals on the computer including mastery of the keyboard by touch, memos, letters, reports, and tables.
Prerequisite: READ 92 or equivalent and ENGL 90 or equivalent.

OFFCE 106
Typing: Speed and Accuracy Development (2)
Designed for students who already know the keyboard by touch. Students complete self-diagnostic tests and then take corrective steps to improve accuracy and speed.
Prerequisite: Minimum typing speed of 25 wpm by touch.

OFFCE 116
Records and Database Management (3)
Principles of alphabetic, geographic, numeric, and subject systems using manual and electronic records storage.
Prerequisite: READ 92 and knowledge of Windows.

Small Business Management

SBM 147
Marketing Your Small Business (3)
Details how to identify and know your customers, and presents key marketing concepts that can be inexpensively applied to increase both product and service sales. Advertising, sales promotion, pricing, packaging, and personal sales are covered and related to your overall marketing plan.
Prerequisite: Entrepreneur Succeed Program (ESP) Coordinator permission.

SBM 148
Financial Management and Planning for Small Business (3)
Covers basic financial planning and control. Inventory management and working capital conservation are explained, as well as capital and risk assessment. Specific exercises familiarize students with accounting practices, basic financial statement analysis and corrective action.
Prerequisite: Entrepreneur Succeed Program (ESP) Coordinator permission.

SBM 149
Entrepreneurship (5)
Introduces students to successful entrepreneurial thinking and key business concepts required for selecting, establishing and operating a small business (or re-invigorating an existing business.) Course includes an extensive self-assessment process identifying and addressing needed management skills and training.
Prerequisite: Entrepreneur Succeed Program (ESP) Coordinator permission.

SBM 150
Import/Export for Small Businesses (3)
A basic course on the day-to-day business of importing/exporting for small business, and the principles behind the procedures. Covers capital, customs, duties, use of brokers and establishment of overseas contracts.

SBM 299
Formal Business Plan (5)
Extensive one-on-one consulting to assist in the development of your specific business plan. Students follow Federal Small Business Administration guidelines in developing your executive summary, business structure, marketing plan, financial proposal, operating plan, break-even analysis and operating forecast. This comprehensive plan will address relevant business issues such as customers, markets and profitability. The printed plan and related graphs form the basic outlines leading to business success.
Prerequisite: Completion of SBM 147, SBM 148, SBM 149. Entrepreneur Succeed Program (ESP) Coordinator permission.

BUS 155
Continuous Quality Improvement (2)
Presents TQM management and planning tools needed to achieve Continuous Quality Improvement. Designed for organizations and/or individuals developing a strategic implementation plan. Class will cover the establishment of priorities, implementation requirements, the development of timelines and an outline of implementation processes.

Sociology

SOC 110 (F, W, Sp)
Survey of Sociology (5)
Introduction to sociological concepts, theories and methods; application of the sociological perspective. (multicultural content)

SOC 240
Social Psychology (5)
An introduction to the study of individual behavior as a function of social stimuli. Focuses on cognition and perception, attitude formation and change, attribution, attraction and aggression.
Prerequisite: SOC 110 or PSYCH 100.

SOC 252 (F, W, Sp)
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, martial stability and satisfaction, child rearing, divorce, remarriage, and blended families. (multicultural content)

SOC 262
Multicultural Relations (5)
The problems of race relations facing the American people. Primarily focuses on racial and ethnic minorities. (multicultural content)

SOC 270
Social Problems (5)
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 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 PSYCH 100.

SOC 299
Individual Study (1-5)
Independent observation, analysis and reporting of a selected problem in sociology.
Prerequisite: Completed 15 credit hours of course work in sociology and Instructor permission.

Spanish

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Credit may be granted to students placed at the intermediate level. Consult with the course instructor for information concerning placement.

Foreign language challenge credit will not be awarded for native languages.

SPAN 100
Basic Conversational Spanish (5)
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. Recommended for the student who has little grammar background and would like to acquire useful study habits for studying Spanish.

SPAN 101 (F, W, Sp), 102 (F, W, Sp), 103 (Sp)
Elementary Spanish (5, 5, 5)
The foundations of acceptable pronunciation, correct grammar, and syntax are covered in the sequence 101, 102, 103. Drilling in pronunciation and language usage takes place in the language laboratory. Grammar drills are presented through computer-generated exercises. Conversation in Spanish is stressed from the beginning, as students take part in presentations and discussions in small groups within the classroom. Students without previous Spanish register for 101. Others will be placed by instructor.

SPAN 201 (F), 202 (W), 203 (Sp)
Intermediate Spanish (5, 5, 5)

201: Grammar review, reading, and intensive practice in conversation through games and student presentations for class discussion. (multicultural content)

202: Grammar review, reading, composition imitating models from literary selections. Conversation on contemporary issues. (multicultural content)

203: Reading, composition, conversation to discuss current events as well as reading assignments. (multicultural content)
Prerequisite: SPAN 103 with a grade of "C" or higher. Though it is desirable to take these courses in sequence, they may be taken in any order with Instructor permission.

SPAN 299 (F, W, Sp)
Directed Readings in Spanish (1-5)
Readings in Spanish and Latin-American literature. Topics will be selected by students, with instructor's approval. Variable credit.
Prerequisite: SPAN 203 or equivalent class. Instructor permission.

Speech

SPCH 90 (W)
Basic Communication Skills (5)
A communication skills-oriented course emphasizing hands-on skill development in interpersonal, small group and public communication.

SPCH 100 (F, W, Sp)
Fundamentals of Speech Communication (5)
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.

SPCH 101 (F, W, Sp)
Public Speaking (5)
An introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, logical analysis, organization of informative presentations and critical analysis. Four to six speaking assignments, plus written examination.

SPCH 110 (Sp)
Multicultural Communication (5)
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 and high and low context communication styles. (multicultural content)

SPCH 120 (W)
Small Groups Communication (5)
An introduction to the group process. Learn how to manage the different stages of a group's development. Acquire effective leadership and followership skills. Learn techniques for quality problem solving and conflict management.

SPCH 130
Interpersonal Communication (5)
An introduction to understanding the practical and theoretical aspects of interpersonal relationships through the application of intra personal information in interpersonal settings. Emphasized areas include gender, family and workplace relationship management. Information focuses on communication climates, resolving conflicts, intimacy and language. (multicultural content) (writing intensive)

SPCH 150 (Sp)
Job Communication Skills (3)
Prepares students to interact effectively in a workplace environment. Emphasis is on building skills in intercultural/gender communication, small group management, business presentation and interviewing. Written and oral assignments plus written examination.

SPCH 151
Employment Interview Skills (2)
Prepares students for an employment interview. Learn how to assess marketable skills and work experience, develop an effective resume and cover letter, prepare for the interview and employ effective communication before, after, and during the interview. Learning activities include a practice job interview with video critique. Not intended for students having completed Speech 150.

SPCH 201
Persuasive Argument and Public Address (5)
Course offers high powered, effective debate skills. Learn to critically analyze modern public address. Course focuses on applying public speaking skills to the persuasive forum. Students will learn how to construct arguments, use ethical rhetorical strategies through analyzing famous American speeches and constructing their own. Assignments (oral and written) will include argument analysis, classroom debates and persuasive speaking. (writing intensive)

SPCH 299
Individual Study in Speech (1-5)
Independent observation, analysis and reporting of a selected problem for advanced students in speech.
Prerequisite: Instructor permission.

Study Skills

STDSK 80 (F, W, Sp)
Library Orientation (1)
Self-paced course helps student develop basic library skills. Student learns how to approach the library and use its resources effectively for research purposes, and work with text, lab instructor and librarian.

STDSK 81 (F, W, Sp)
Time Management (1)
Self-paced course helps student manage time effectively. Student develops and implements efficient time management plans. Student works with text, videotapes and lab instructor.

STDSK 82 (F, W, Sp)
Test-taking Strategies (1)
Student learns successful test-taking strategies. Student works with text, audiotapes, videotapes and lab instructor.

STDSK 95
Survival Study Skills (2)
Skill building in study habits, time management, textbook reading, notetaking for students in developmental English, Math, Reading.

STDSK 96
Math Survival Study Skills (3)
This is a coordinated studies/linked class with MATH 090. Skill building in study habits, time management, text book reading, and note taking with a Math emphasis.

STDSK 98 (F, W, Sp)
Essential Study Skills (5)
Course offers skills building in time management, study organization, test preparation, textbook mastery and notetaking for students enrolled in 90 level English, Reading, or Math courses.
Prerequisite: Assessment at or above READ 92.

STDSK 110 (F, W, Sp)
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 93.

Supervision and Management

SMG 100
The New Supervisor (3)
Explores the transition into supervision, attitudes toward the job and boss, supervisor-employee relationship, productivity, human relations, problem solving and delegation, keys to successful supervision, common mistakes to avoid, and self-development.

SMG 101
Essentials of Supervision (3)
A study of fundamental practices, roles, functions, and skills required of all supervisors. Topics include: motivation, group dynamics, leadership styles, appraisal process, counseling and discipline.

SMG 120
Supervising the Problem Employee (3)
Examines supervisory approaches to improving unacceptable employee performance and behavior. Explores techniques for gaining cooperation, overcoming attitude problems and improving work-group proficiency; and dealing with troublemakers, emotional outbursts, grievances and complaints.

SMG 125
Supervising Employee Training (3)
Principles and techniques that facilitate training and learning inc work environments. Topics include: needs assessment, evaluating on-the-job training, new employee orientation, and individual development.

SMG 131
Supervision and Group Behavior (3)
Examines elements needed to understand, predict and influence human behavior in organizations. Explores how people at work can be motivated to work together, harmoniously and productively.

SMG 201
Management Communications (3)
Explores ways to use verbal and non-verbal language effectively, overcome communication barriers, increase listening efficiency, deliver better oral communications, conduct effective interviews and lead productive meetings.

SMG 210
Public Relations (3)
A practical approach to theory and application of public relations for managers. Topics include communication theory, public opinion, persuasion, print/broadcast media, crisis communications and public relations strategies.

SMG 222
Management and Labor Relations (3)
Survey of the collective bargaining process, current labor law and recent NLRB rulings. Examines contract administration for managers, grievances, mediation and arbitration, disciplinary procedures, and selected case studies.

SMG 250
Human Resource Management (3)
Examines typical personnel management functions and the relationship between supervisors and the personnel staff. Topics include: job analysis, recruiting, performance appraisal, and federal employment laws and guidelines.

SMG 255
Supervisor and the Law (3)
Introduction to the nature and sources of business law. Examines legislative, judicial and executive powers of regulatory agencies. Includes a survey of contract law, the principles of agency and employment, and a study of the employee grievance process.

SMG 260
Managerial Excellence (3)
Examines techniques of managing more effectively to increase employee productivity and job satisfaction. Reviews current behavioral science and management methods designed to improve individual effectiveness, interpersonal relationships, work-group functions and organizational quality awareness.

SMG 261
Leadership Dynamics (3)
A study of techniques, skills, and qualities of managers who lead subordinates to higher levels of morale, self-esteem, productivity and quality performance. Examines how these leaders create a work environment in which employee motivation is high and a spirit of teamwork prevails.

SMG 264
Motivation and Productivity (3)
A study of human relations skills necessary for managers who want to help employees unlock internal forces of motivation, satisfy personal growth needs, increase productivity and achieve organizational goals. Explores ways to develop greater self-awareness, improve interpersonal communications, and understand attitudes and values affecting human behavior.

SMG 265
Organizational Behavior (3)
A study of social and psychological processes that affect individual and group behavior in the organizational environment. Topics include: perceptions, managing change, behavior modification, group dynamics, power, politics and stress management.

SMG 270
Managing for High Performance (3)
This course emphasizes how to motivate high performance from subordinates, as well as how to maintain that level once it is achieved. Topics include the inseparable relationship between managers and the organizations and people they manage, the organization and its external environment, the interactions among management skills and functions and the responsibilities of managers to subordinates, customers and society. Developed for experienced managers and individuals with a minimum of formal management training.

SMG 275
Valuing Cultural Diversity (3)
This course explores how supervisors can learn to better appreciate and benefit from the diversity of ages, languages, cultures, traditions and values in American society and the workplace. Course also examines supervisory issues, laws, policies and practices involved in making a diverse workforce a more productive one.

SMG 299
Individual Study and Special Projects (1-5)
For advanced students interested in further study under the direction of an appropriate faculty member. May also be used in employee training programs and other circumstances calling for programs tailored to the specialized needs of a particular audience.

Typing

See OFFCE 103, 106, page 115.

Word Processing

See Office Education, page 115.

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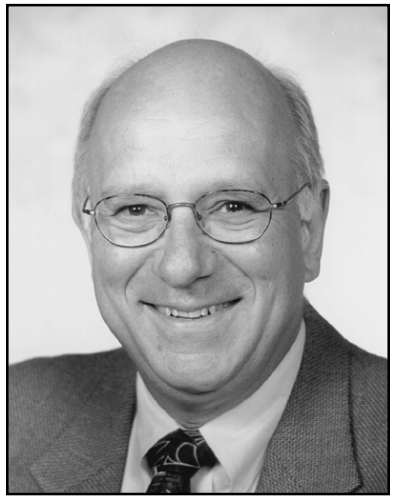
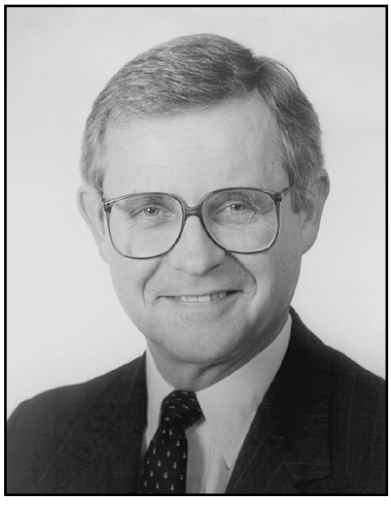


David Edwards

TACOMA COMMUNITY COLLEGE



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Marilyn Walton

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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 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.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or Curriculums): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

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 attempted 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 attempted.

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 remain on the student's permanent record.

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 115 and MATH 116 are prerequisites for MATH 124.

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 30th calendar day of the quarter. This must be done with an Add/Drop form.

TACOMA COMMUNITY COLLEGE

(Please type or print using a ball point pen.)

APPLICATION FOR ADMISSION

SHADED AREAS FOR OFFICE USE ONLY

TACOMA COMMUNITY COLLEGE
Admissions Office, Building 18
6501 South 19th Street • Tacoma, WA 98466
253.566.5001 www.tacoma.ctc.edu
TDD (253) 566-5319

Quarter you plan to start
☐ Summer ☐ Winter
☐ Fall ☐ Spring Year_____

Will you Attend
☐ Days ☐ Evenings
☐ Both ☐ Summer only

Quarter Code

Have you ever attended credit-bearing classes offered by this College?
☐ Yes ☐ No If yes, when?

Do you plan to transfer to a four-year college?
☐ Yes ☐ No

Social Security Number*
___ ___

*Pursuant to Public Law 93-579, Section 7(b), disclosure of your social security number is voluntary. Your social security number will be used to identify your records at this college. Upon your request, a college ID number will be assigned for use in all future transactions (financial aid students should contact the financial aid office before requesting a college-assigned number).

Sex
☐ Female ☐ Male

Your Intended Major Area of Study

Date of Birth
Mo._____ Day_____ Yr._____

Last Name **First Name** **Initial**

Previous last names
1._____
2._____

Address: Number and street **Apt. No.**

City, State and Zip Code **E-mail Address**

Day Telephone ( )

Evening Telephone ( )

Which race do you consider yourself to be?
☐ Alaskan Native/Native American Indian (597)
☐ Black/African-American (870)
☐ Chinese (605)
☐ Filipino (608)
☐ Korean (612)
☐ Vietnamese (619)
☐ Japanese (611)
☐ White/Caucasian (800)
☐ Other Asian or Pacific Islander (621)
☐ Other Race (799) (Specify)_____

Are you of Spanish or Hispanic origin?
☐ Yes (717) ☐ No (999)

U.S. Citizen? ☐ Yes ☐ No
If not U.S. Citizen, country of citizenship
_____

If not U.S. Citizen, what is your Visa Status?
☐ International Student (with F or M Visa)
☐ Visitor
☐ Temporary Resident
Alien #_____
☐ Immigrant/Permanent Resident
Alien #_____
☐ Refugee/Parolee or Conditional Entrant
Alien #_____
☐ Other (Explain)
_____

Residency for tuition purposes
1. Have you lived **continuously** in the state of Washington for the past twelve months? ☐ Yes ☐ No
2. Were you claimed for federal income tax purposes by your mother, your father, or your legal guardian in the current calendar year? ☐ Yes ☐ No In the past calendar year? ☐ Yes ☐ No
   If YES, has your mother, father, or legal guardian lived continuously in the state of Washington for the past 12 months? ☐ Yes ☐ No
3. Will you be attending college with financial aid provided by a public or private non-federal agency or institution outside of Washington where state residency is a requirement for receiving that aid? ☐ Yes ☐ No
4. Are you active duty military stationed in Washington? ☐ Yes ☐ No Are you the spouse or dependent of an active duty military person stationed in Washington? ☐ Yes ☐ No

GED test taken? ☐ Yes ☐ No If yes, date earned_____
Where?_____

College Placement Tests taken: ☐ ASSET ☐ Compass ☐ Accuplacer Year Taken_____
(Please attach a copy of test results or bring a copy to the TCC Admissions Office)

Name of last high school attended	City and State	Years attended From Year____ To Year____	Graduated ☐ Yes, Year_____ ☐ No, Highest Grade Completed_____	HS Code
Name of last college, vocational/technical school attended	City and State	Years attended From Year____ To Year____	Graduated ☐ Yes, Year_____ ☐ No, Highest Grade Completed_____	
Name of other college, vocational/technical school attended	City and State	Years attended From Year____ To Year____	Graduated ☐ Yes, Year_____ ☐ No, Highest Grade Completed_____	
Name of other college, vocational/technical school attended	City and State	Years attended From Year____ To Year____	Graduated ☐ Yes, Year_____ ☐ No, Highest Grade Completed_____	

I certify to the best of my knowledge all statements on this form are true.

Applicant's Name_____ Signature_____ Today's Date_____

Resid. Code	Fee Paying Status	Std. Type	Admission Number	Date Application Rec'd	NO ADMISSION FEE REQUIRED

The community and technical colleges of the State of Washington do not discriminate on the basis of age, handicap, national origin, race, religion or sex.

Please complete additional questions on the back

HOW LONG DO YOU PLAN TO ATTEND TCC?
(Circle the number that best applies to you – one only.)
11 One quarter
12 Two quarters
13 One year
14 Up to two years, no degree planned
15 Long enough to complete a degree
16 Don't know
90 Other

WHAT IS YOUR CURRENT WORK STATUS WHILE ATTENDING COLLEGE?
(Circle the number that best applies to you – one only.)
11 Full-time homemaker
12 Full-time employment (including self-employed and military)
13 Part-time off-campus
14 Part-time on-campus
15 Not employed, but seeking employment
16 Not employed, not seeking employment
90 Other

WHAT IS YOUR PRIOR LEVEL OF EDUCATION AT ENTRY TO TACOMA COMMUNITY COLLEGE?
(Circle the number that best applies to you – one only.)
11 Less than high school graduate
12 GED
13 High school graduate
14 Some post high school, but no degree or certificate
15 Certificate (less than two years)
16 Associate Degree
17 Bachelor's degree or above
90 Other

WHAT WAS YOUR FAMILY STATUS WHEN YOU STARTED COMMUNITY COLLEGE? Were you...
(Circle the number that best applies to you – one only.)
11 A single parent with children or other dependents in your care
12 A couple with children or other dependents in your care
13 Without children or other dependents in your care
90 Other

Were you raised in a home where at least one parent had earned a 4-year college degree? ☐ Yes ☐ No

Check the box that best applies to you (only one)
☐ I am a Boeing dislocated worker or have received a WARN notice.
☐ I am a dislocated worker from another industry or have received a WARN notice.
☐ I either currently receive, am about to receive, or have exhausted unemployment benefits within the last 24 months.
☐ None of the above.

Tacoma Community College Off-Campus Sites

TCC Downtown Center
1501 Pacific Avenue Tacoma, WA 98402
253.396.9128

TCC Gig Harbor/Peninsula Center
3993 Hunt Street Gig Harbor, WA 98335
253.566.5350

TCC Technology Center at the Tacoma Mall
4502 S. Steele Tacoma, WA 98409
253.566.5110

College Transfer Program

The Tacoma Community College **Arts and Sciences Degree, Option A,** is directly transferable to most major baccalaureate institutions in Washington. Students who earn this degree will normally satisfy the general education requirements and will normally be granted junior standing upon admission to any of these Washington baccalaureate institutions. Students are urged to consult with the baccalaureate institution about specific transfer requirements.

Degree and Certificate Programs (Professional/Technical Programs)

Associate in Arts and Sciences:
Administration of Justice
Automated Accounting Applications
Business Administration and Management
Computer Information Management Systems
Computer Field Technology
Emergency Medical Services
Health Information Management
Human Services
Legal Assistant
Medical Secretary
Multi Media Specialist
Museum/Gallery Operations
Nursing, Associate Degree
Office Professional Program
Paraeducator, Early Childhood Emphasis
Pharmacy Technician
Radiologic Technologist
Respiratory Therapy
Supervision and Management

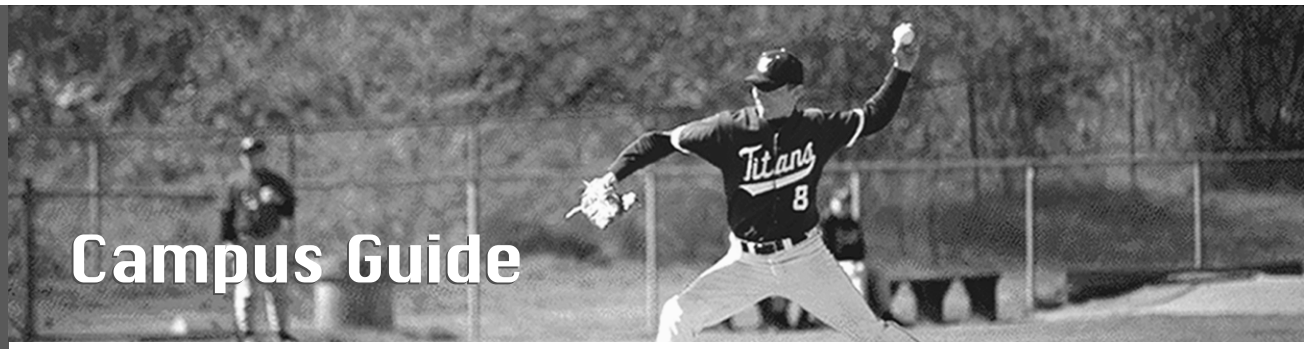
Certificate Programs:
Bookkeeping Systems
Computer Field Technology
Correctional Officer
Court Clerk
Emergency Medical Technician
Entrepreneurs Succeed Program
Human Services

Certificate Programs (cont.)
Legal Assistant
Management
Medical Reimbursement Specialist
Medical Secretary
Medical Transcriptionist
Network Support Technician
Nursing Assistant
Office & Microcomputer Specialist
Paraeducator, Early Childhood Emphasis
Paramedic Pharmacy Technician
Pharmacy Technician
Receptionist Clerk
Supervision and Management
Word Processing

1/17/2001

Information Directory

Subject	Office-Building	Phone Number (253)
General Information		566.5000
Academic Questions	Advising Center (Bldg. 18)	566.5120
Admission to TCC	Admissions Center (Bldg. 18)	566.5001
Adding/Dropping a course	Registration and Records Center (Bldg. 18)	566.5035
Advising	Advising Center (Bldg. 18)	566.5120
An Equal Opportunity Employer and Educator	Human Resources (Bldg. 4)	566-5096
Degree/Graduation	Registration and Records Center (Bldg. 18)	566.5048
Athletics/Intramurals	Athletic Director (Bldg. 9)	566.5097
Books and Supplies	Bookstore (Bldg. 11)	566.5040
Career Center	Program Coordinator (Bldg. 18)	566.5027
Center for Multi-Ethnic/Cultural Affairs (MECA)	Building 11	566.5025
Children's Center	Building 23	566.5180
Continuing Professional Education	Building 24	566.5020
Counseling	Counseling Center (Bldg. 18)	566.5122
Credential Evaluation	Registration and Records Center (Bldg. 18)	566.5048
Adult Basic Education	Adult Learning Center (Bldg. 7)	566.5144
Services for Students with Disabilities	Resources for Students with Disabilities (Bldg. 18)	566.5122
Downtown Center	1501 Pacific Ave. Room 126	566.5110
Financial Aid, Scholarships	Financial Aid Services (Bldg. 18)	566.5135
GED	Adult Learning Center (Bldg. 7)	566.5144
Gig Harbor/Peninsula College Center	3993 Hunt Street, Gig Harbor	851.2424
High School Completion for Adults	Adult Learning Center (Bldg. 7)	566.5144
International Student Information	International Student Services (Bldg. 2A)	566.5166
Library Services	Circulation Desk (Bldg. 7)	566.5087
Lifelong Education	GHC	566.6031
Occupational/Vocational Programs	Professional/Technical Programs (Bldg. 9)	566.5131
Registration	Registration and Records Center (Bldg. 18)	566.5035
Student Activities	Bldg 11B	566.5118
Student employment (off-campus jobs)	Student Employment (Bldg. 18)	566.5139
Student newspaper	The Challenge (Bldg. 8)	566.5042
TCC Foundation Office	Building 6	566.5002
Transcripts	Registration and Records (Bldg. 18)	566.5037
Transfer to other colleges	Advising Center (Bldg. 18)	566.5120
TRIO	TRIO Student Support Services (Bldg. 7)	566.5153
Tutoring	Tutoring Center (Bldg. 8)	566.6032
Veterans Information	Office of Veterans' Affairs (Bldg. 18)	566.5081
Withdrawal from college	Registration and Records Center (Bldg. 18)	566.5035
Work-study positions(for students receiving Financial Aid)	Financial Aid Services (Bldg. 18)	566.5139

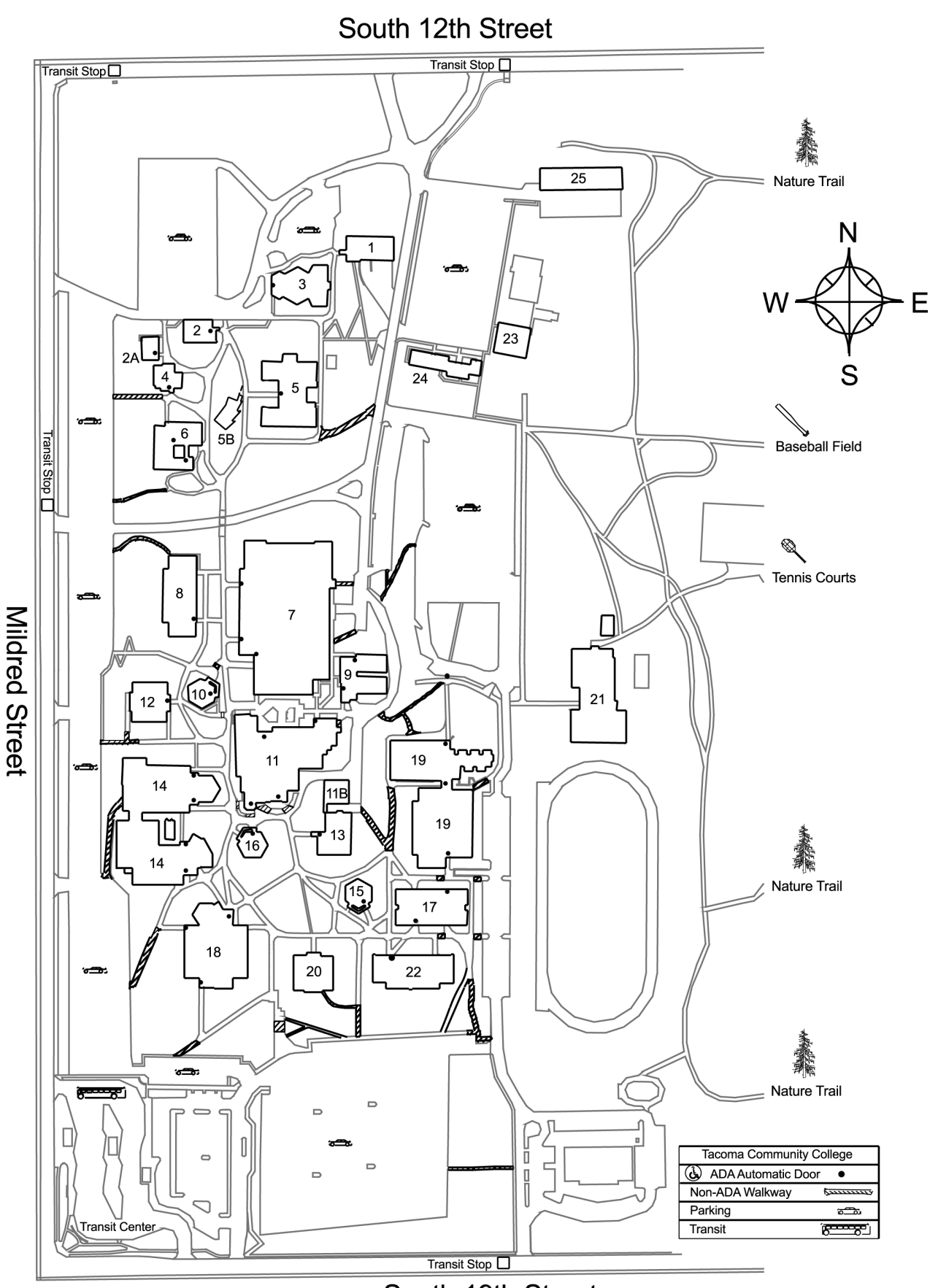


Campus Guide

Bldg #	Description
1	Purchasing; Facilities & Grounds; Mail Services; Receiving; Security
2	Business Office
2A	International Student Services
3	College Auditorium
4	Human Resources; Payroll
5	Art Classrooms
6	College Development Office/ TCC Foundation; Marketing; Classrooms
7	Learning Resource Center; Library; Music Classrooms; High School Completion; Math Lab; Reading Lab; Writing Lab; CAL Lab; Listening/Language Lab; Adult Learning Center; TRIO Student Support Services; Cascade Conference Center (Rainier and Baker Rooms)
8	Classrooms; The Challenge (Student Newspaper); Tutoring Center
9	Faculty Offices; Athletic Department

Bldg #	Description
10	Lecture Hall
11	Opgaard Student Center; Bookstore; Cashier; Parking Permits; Multi-Ethnic/Cultural Affairs; Dining Services; Espresso
11B	Student Activities; Student Government
12	Faculty Offices
13	Administration: President's Office; Vice President-Academic & Student Affairs; Vice President-College Services
14	Sciences Building
15	Lecture Hall
16	Lecture Hall
17	Computer Center; Classrooms
18	Welcome Center; Information; Assessment; Admissions; Financial Aid; Registration; Student Records; Dean of Student Services; Registrar; Career Center; Advising; Counseling; Disability Services; Veterans Affairs; Job Assistance Center

Bldg #	Description
19	Classrooms; Faculty Offices; Allied Health Programs; Independent Study Lab for Business Programs
20	Faculty Offices
21	Physical Education Building
21A	Storage
22	Classroom Building; Women into Future (WIF)
23	Children's Center
24	Continuing Education; Classroom Building
25	Maintenance/Storage Building
E1-E7	Entrances to Parking Lots
B-N	Parking Lots
P	Community playground & softball fields
Q	Minnitti baseball & softball playing fields
S	Soccer field & all-weather track
T	Tennis Courts
U	TACID Handicapped Center
W	Tacoma Learning Center Washington PAVE
X	Parking for persons with disabilities
BUS	Pierce Transit bus stops


South 12th Street
Transit Stop
Transit Stop
Nature Trail
N
W
E
S
Baseball Field
Transit Stop
Tennis Courts
Mildred Street
Nature Trail
Nature Trail
Tacoma Community College
ADA Automatic Door
Non-ADA Walkway
Parking
Transit
Transit Center
Transit Stop
South 19th Street

Academic Calendar

Please note: Dates are subject to change.

	Official 2001-2002	Official 2002-2003
SUMMER	**(June 25-August 16, 2001)**	**(June 24-August 15, 2002)**
Day/evening classes begin	June 25	June 24
Independence Day observed	July 4	July 4
Last day of class	August 15	August 14
Summer quarter final exams	August 16	August 15
Grades due in Records office	August 20	August 19
FALL	**(September 24-December 13, 2001)**	**(September 23-December 12, 2003)**
Day/evening classes begin	September 24	September 23
Veteran's Day holiday	November 12	November 11
Mid-quarter Advising Day *(no day classes; evening classes will be held)*	November 15	November 5
Thanksgiving holidays	November 21-23	November 27-29
Last day of class	December 7	December 6
Final exams and grading	December 10-13	December 9-12
Grades due in Records office	December 17	December 16
WINTER	**(January 2-March 21, 2002)**	**(January 2-March 21, 2003)**
New Year's Day recess	January 1	January 1
Day/evening classes begin	January 2	January 2
M.L. King Jr.'s Birthday observed	January 21	January 20
President's Day observed	February 18	February 17
Mid-quarter Advising Day *(no day classes; evening classes will be held)*	February 14	February 27
Last day of class	March 15	March 17
Final exams and grading	March 18-21	March 18-21
Grades due in Records office	March 25	March 24
SPRING	**(April 1-June 13, 2002)**	**(March 31-June 13, 2003)**
Day/evening classes begin	April 1	March 31
Mid-quarter Advising Day *(no day classes; evening classes will be held)*	May 14	May 14
Memorial Day observed	May 27	May 26
Last day of class	June 7	June 9
Final exams and grading	June 10-13	June 10-13
Commencement	TBA	TBA
Grades due in Records office	June 17	June 16

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