Tacoma Community College

Catalog 2005-2007

Tacoma Community College *Catalog 2005-2007*

PROGRAMS AT TCC

University Transfer Areas

Arts, Humanities & Social Sciences

- American Ethnic and Gender Studies
- Anthropology
- Art
- Communication Skills/Critical Thinking
- Education
- English Composition
- English Literature
- Foreign Languages: Arabic, Chinese, French, German, Japanese, Spanish
- History
- Humanities
- Journalism
- Library Science
- Music
- Pacific Rim Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- Speech

Business

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

Mathematics and Science

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

Physical Education

TCC Bridge Program

Center for Careers in Education

Professional Technical Programs

Health, Justice & Human Services

- Administration of Law and Justice
- Diagnostic Medical Sonography
- Emergency Medical and Health Services
- Health Information Technology
- Health Information Coding
- Human Services
- Medical Billing Specialist
- Nursing, Associate Degree
- Paralegal
- Pharmacy Technician
- Radiologic Science
- Respiratory Therapy

Business and Technology

- Automated Accounting Applications
  - Accounting Office Associate
  - Assistant Bookkeeping Clerk
  - Bookkeeping Systems
  - Computerized Accounting
  - Tax Preparation
- Bus. Mgmt. & Organizational Leadership
  - Business Admin. & Management
  - Museum/Gallery Operations
  - Supervision and Management
- Electronics/Wireless Telecommunications Engineering
  - Electronics Technician
  - Wireless Installation
  - Telecommunications/Field Operations
- Global Business
- Information Technology
  - Computer Application Developer (UWT Transfer)
  - Help Desk
  - Application Developer
    - Visual Basic.net
    - Web Programming
    - Web Graphics
  - Networking
    - Technical Support
    - Network Administration & Support
    - Network Security
    - Transition to Wireless
- Medical Office Professional
  - Medical Office Assistant
  - Medical Transcriptionist
- Office Professional Technologies
  - Computer Applications
  - Receptionist Clerk I and II

ParaEducator, Early Childhood Emphasis

Workforce Education

- WorkFirst
- Worker Retraining

Transitional Studies Programs

- ABE - Adult Basic Education
- ABE - English as a Second Language
- Developmental Education
- General Education Development (GED)
- High School Completion Courses

Learning Resources

- Distance Learning and Multimedia Services
- English as a Second Language
- Library
- Student Learning Center
  - Computer Assisted Learning
  - Reading and Study Skills
  - Tutoring
  - Writing Center

Continuing Education

Center for Business & Professional Development

- **Business and Industry Training and Development**
  - Industry Expertise
  - Project Management
  - Small Business Development
  - Entrepreneurship
  - Customer Service Academy
- **Contract/Customized Training and Services**
  - Communication Skills
  - Customized Computer Training
  - Customized Online Training Center
  - Diversity
  - Interpersonal Skill Training
  - Leadership
  - Management Training
  - Occupational Spanish
  - Organizational Development
  - Sexual Harassment
  - Skill Assessment
  - Supervision & Management
  - Team Building
  - and more ...
- **Info. Tech. Certification & Testing Center**
  - Certiport
    - (IC3) Internet & Computing Core Cert.
  - CompTIA
    - A+ Certification
    - Network+ Certification
    - Security+ Certification
  - Microsoft
    - MCDST Certification
    - MCSE Certification
    - MCSA Certification
    - MCDBA Certification
  - CWNA Certified Wireless Network Administrator
  - CCNA Cisco Certified Network Administrator
  - Industry Certification Texting
- **Continuing Professional Education**
  - Bartender and Alcohol Server Certification
  - Business & Industry
  - Certified Nursing Assistant
  - Certified Public Accountant CE
  - Counselors CE
  - CPR Certification
  - Flagger and Traffic Control Certification
  - Forklift Operator Certification
  - Gerontology Certificate
  - Herbalist, Professional Certificate and CE
  - HIV–AIDS Certificate
  - Home Inspection Training Program
  - Hypnosis/Hypnotherapy
  - International Building Codes
  - Licensed Massage Practitioners CE
  - Mortgage Loan Processing
  - Payroll Professional (FPC & CPP Prep)
  - Personal Trainer Certification
  - Professional Bartender Training
  - Real Estate
  - Spa Treatments
  - Structural Pest Inspection
  - Teachers, Clock Hours
  - Veterinary Assistant
  - Writing for Professionals

Personal Enrichment

- Art & Design
- Computer Training
- Culinary Corner
- Dance
- Home and Garden
- Human Relations
- Language & Culture
- Health & Wellness
- Online Courses
- 55+ Learners
- Metaphysical
- Music
- Recreation & Fitness
- Writing
- Youth Academic Enhancement

Gig Harbor Campus

- University Transfer Classes
- Business Lab
- Computer Training
- Health Technology Lab
- Medical Office Professional
- Medical Transcription
- Adult Literacy Program
- Lifelong Education and Personal Enrichment Classes

For additional copies of this catalog:

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

Note:

Tacoma Community College has made reasonable efforts to provide 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.

CONTENTS

Welcome
- Academic Calendar 2
- Frequently Called Numbers 2
- TCC at a Glance 3
- The College 5

Enrollment Services
- Getting Started 7
- Your Academic Future 8
- Tuition and Fees 9
- Refund Policy 11
- Financial Assistance 11
- Registration 12

Students
- Student Services 14
- Other Services 16
- Student Policies 17
- Student Life 19

Instruction
- Instructional Services 21
- Human Development Instruction 22
- Choices in Learning Formats 22
- College Degrees 24
- Instructional Policies 26
- Scholastic Honors and Awards 32
- Graduation 32

University Transfer
- University Level Transfer 33
- Associate in Arts and Sciences 34
- Associate in Business 37
- Associate of Science 38
- Approved Distribution Courst List ... 40
- Associate in General Studies 43

Professional/Technical Programs
- List of Programs 45
- Assoc. in Applied Sciences Degree ... 46
- Assoc. in Technical Arts Degree 47
- Program Descriptions 48-78
- WorkFirst Program 78

Transitional Studies
- Developmental Education 79
- Adult Basic Skills Programs 79
- General Education Development 80

Continuing Education
- Center for Business and Professional Development 81
- Contract/Customized Training 81
- Personal Enrichment 81
- Cont. Prof. Ed. Programs 82-83

Credit Course Descriptions
- Alpha List of Courses 84-139

Information and Resources
- Board of Trustees 140
- TCC Foundation 141
- Center for Ethical Development 141
- Faculty & Administrative Staff 142-150
- Application Form 151-152
- Definitions 153
- Index 154-159
- Campus Guide 160
- Campus Map ..... Inside Back Cover

ACADEMIC CALENDAR

Please note: Dates are subject to change.

	2005-2006	2006-2007
SUMMER	**June 20-August 10**	**June 26-August 16**
Day/evening classes begin	June 20	June 26
Independence Day observed	July 4	July 4
Last day of class	August 10	August 16
Summer quarter final exams	August 10	August 17
Grades due in Records office	August 15	August 21
FALL	**September 26-December 9**	**September 25-December 8**
Day/evening classes begin	September 26	September 25
Veteran's Day holiday	November 11	November 10
Mid-quarter Advising Day *(no day classes; evening classes will be held)*	November 15	November 14
Thanksgiving holidays	November 23-25	November 23-24
Last day of class	December 9	December 8
Final exams and grading	December 12-15	December 11-14
Grades due in Records office	December 19	December 18
WINTER	**January 3-March 17**	**January 2-March 16**
Day/evening classes begin	January 3	January 2
M.L. King Jr.'s Birthday observed	January 16	January 22
President's Day observed	February 20	February 19
Mid-quarter Advising Day *(no day classes; evening classes will be held)*	February 28	February 27
Last day of class	March 17	March 16
Final exams and grading	March 20-23	March 19-22
Grades due in Records office	March 27	March 26
SPRING	**April 3-June 12**	**April 2-June 11**
Day/evening classes begin	April 3	April 2
Mid-quarter Advising Day *(no day classes; evening classes will be held)*	May 23	May 24
Memorial Day observed	May 29	May 28
Last day of class	June 12	June 11
Final exams and grading	June 13-16	June 12-15
Commencement	June 15	June 14
Grades due in Records office	June 19	June 18

FREQUENTLY CALLED NUMBERS

Campus Operator 253.566.5000
Admissions 253.566.5001
Adult Basic Education 253.566.5144
Advising 253.566.6091
Allied Health 253.566.5163
Assessment 253.566.5093
Athletics 253.566.5097
Bookstore 253.566.5040
Career Center 253.566.5027
Cashier 253.566.5011
Children's Center 253.566.5180
Continuing Education 253.566.5020
Counseling Center 253.566.5122
Distance Learning 253.460.3989
Financial Aid 253.566.5080
Fresh Start Program 253.566.5086
GED Testing Program 253.566.5093
GED Preparation Classes .. 253.566.5144
Gig Harbor Center 253.851.2424
Information Technology Certification and Testing Center 253.460.4364
Job Assistance Center 253.566.5146
Library 253.566.5087
Multi-Ethnic & Cultural Affairs (MECA) 253.566.5025
Parking Services 253.566.5173
Records and Registration ... 253.566.5325
Running Start 253.566.6061
Student Life 253.566.5118
Student Newspaper *The Challenge* 253.566.5042
TCC Foundation ..... 253.566.5003 or 566.6044
Testing Information Line (24-hours) 253.566.5158
TRIO Student Support Services 253.566.5153
Tutoring 253.566.6032
Veterans Services 253.566.5081
Writing Center 253.566.5184

TCC AT A GLANCE

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

You can start your degree or receive career training at convenient locations during the day, evening, weekend or online, all with affordable tuition. You can choose from more than 50 study areas or train for a career in one of 44 professional/technical programs. In each of these disciplines you'll enjoy intimate class sizes, diverse classmates and highly-qualified instructors. Of our 121 full-time faculty, 78 hold master's degrees and 31 hold doctorates.

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

This catalog introduces you to the college, its programs and activities.

Educational Options

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

- **University Transfer**

  The Associate in Arts and Sciences, Associate in Business and Associate of Science degrees offer an ideal way to earn the first two years of a bachelor's degree while discovering your interests or pursuing studies in a particular area.

- **Professional/Technical Certificates and Degrees**

  TCC offers 44 professional/technical programs to train you for careers that are in high demand.

- **Transitional Studies**

  Learn basic skills in reading, writing and math; earn a GED; or study English as a Second Language.

- **Continuing Education**

  TCC provides customized training and services for businesses as well as scheduled classes to meet individual needs for improved job skills, certification, or personal enrichment.

TCC is a Smart Investment

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

- Tuition at a four-year private institution averages $20,082.
- Tuition at a four-year public institution averages $5,132.
- Tuition at Tacoma Community College averages $2,372.

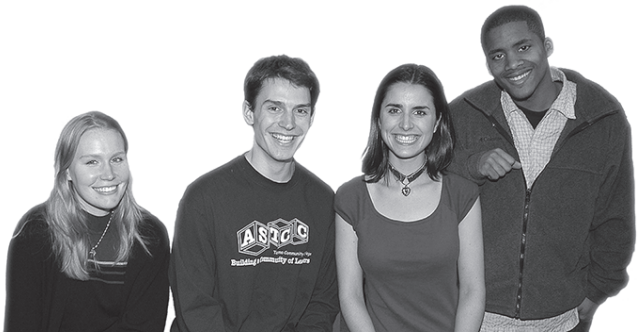
We offer numerous financial aid packages to help you attain your educational goals. In 2003-2004, the average award (including grants, loans, work study employment and scholarships) was about $4,950. The college awarded nearly $375,000 in scholarships.

The TCC Job Assistance Center operates an extensive off-campus job program. During the 2003-2004 academic year, the center posted more than 2,000 openings.

Student Support Services

At Tacoma Community College, we offer strong student support services to help ensure your success.

- A nationally accredited Children's Center
- A Counseling Center
- A Career Center and Job Assistance Center
- Access Services for students with disabilities
- A Center for Multi-Ethnic and Cultural Affairs
- TRIO programs
- International Student Services
- Free tutoring services, and writing, math and other instructional labs
- Comprehensive financial aid programs
- Scholarships and grants through the TCC Foundation



Student Life

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

Mission, Vision and Values

- **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.
- **Vision:** Bridging Tradition and Innovation: Tacoma Community College will anticipate emerging community educational needs with innovative, flexible programs and services while maintaining academic excellence.
- **Values:** Tacoma Community College promotes student success by embracing these core values:
  - Integrity
  - Leadership
  - Trust
  - Excellence
  - Innovation
  - Access
  - Responsibility
  - Diversity
  - Mutual Respect
  - Collegiality

Meet our Students

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

College-wide Student Learning Outcomes

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

Core of Knowledge

To acquire a substantial body of knowledge related to students' degree objectives, from a broad-based curriculum. Arts and sciences students will also understand the following aspects of the humanities, quantitative skills, natural sciences, and social sciences:

- The general methods employed by each
- The unique perspectives and assumptions of each
- The relationship of each to their areas of study

Communication

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

Critical Thinking and Problem Solving

To define tasks and resolve problems by gathering, organizing, analyzing, and evaluating information and ideas.

Information and Information Technology

To recognize when information is needed, to locate, evaluate, and use the needed information, and to use information technology to support learning.

Living and Working Cooperatively

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

Responsibility and Ethics

To accept responsibility for learning, and to recognize and understand the importance of responsible and ethical behavior toward individuals, the community, and the environment.

Accreditation

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

- The Associate Degree Nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC) and the Washington State Department of Health Nursing Care Quality Assurance Commission. It is recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).
- The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The EMT-Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), a specialized accrediting board, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Radiologic Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

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

THE COLLEGE

Main Campus

Tacoma Community College is a comprehensive state-supported school serving more than 720,000 residents of the Tacoma-Pierce County area. The college's service district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula and serves the Tacoma and Peninsula school districts. TCC is one of 34 community and technical colleges in a statewide system. The college has an annual operating budget of $26 million.

Located on a 150-acre site in west Tacoma, the TCC campus houses 25 buildings including a computer center, learning resource center, art gallery, gymnasium, student center, children's center, auditorium and bookstore. The Tacoma-Pierce County area, gateway to the Cascade and Olympic mountain ranges, offers residents and visitors a wealth of cultural and recreational opportunities. The city of Seattle is located 35 miles north of Tacoma.

Off-Campus Centers

Gig Harbor Campus
3993 Hunt Street, Gig Harbor 253.851.2424

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

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

Credit Curriculum

The Gig Harbor Campus 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. The 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 Specialist, Medical Transcriptionist, Medical Office Professional and Medical Office Assistant.

Continuing Education/Non-Credit Programs

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

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

TCC and The Evergreen State College–Tacoma (TESC) jointly offer the Bridge Program, a course for study designed especially for adults interested in pursuing a bachelor's degree at The Evergreen State College.

This evening degree program is intended to provide the first two years of the four-year degree program at TESC–Tacoma and is based on an interdisciplinary curriculum. It is intended for students who have less than 90 credits. Credits earned in Interdisciplinary Courses (IDS) apply only to The Evergreen State College–Tacoma or Olympia campuses. Students entering the program can fulfill requirements designed for an Associate in Arts and Sciences - Option B degree (page 36).

The Bridge Program is taught at the 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–Tacoma at 253.680.3000 or TCC's Bridge Program at 253.680.3022 or 253.680.3023.

GETTING STARTED

Admission to TCC 253.566.5001

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

New student admission is a simple process. Simply submit an admissions application to Admissions as early as possible, but at least three working days before the quarter begins (see *Academic Calendar*, page 2). **Note:** New applicants who plan to start in a later quarter must contact Admissions to update their admissions information. Admission to TCC is available to individuals who are high school graduates or at least 18 years of age. Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs. Other applicants age 16-18 must obtain a written release from the principal of the high school they last attended; admission of these applicants will be considered on a case-by-case basis.

Readmitting students who previously attended Tacoma Community College (including any of the off-campus sites) and who have not attended for one quarter or more (excluding summer quarter) must reapply to the college as early as possible, but at least three working days before the quarter begins (see *Academic Calendar*, page 2). **Note:** Readmitting students who reapply within the first four weeks of the current quarter may be eligible to meet with an advisor on mid-quarter Advising Day which is generally held during the eighth week of each quarter.

Applying (or reapplying) for admission to TCC may be completed

- Online at www.tacomacc.edu.
- By telephone at 253.566.5116.
- In person at the Admissions office in Bldg. 18.
- By mail.

Students with transfer work from other colleges or universities should have official transcripts sent to Registration and Records for evaluation. These credits cannot be used to assign priority registration or to satisfy course prerequisite requirements at TCC until they have been evaluated. Evaluations usually take two to four weeks, and a copy will be mailed to the student. To learn more about transferability of credits earned from other institutions, see page 24 or contact the credential evaluator in Registration and Records located in Bldg. 18 or call 253.566.5325.

Students who plan to enter a professional/technical program, the English as a Second Language program for international students, the Running Start, Fresh Start, or Worker Retraining programs; or take continuing education or personal enrichment courses and students not seeking a degree should check below for additional admissions information.

Outreach Services 253.566.6042

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

- Campus tours.
- Workshops on financial aid and enrolling in college.
- The Educational Enhancement program (offered at area high schools).
- College/career awareness nights.

Please see the web page at www.tacomacc.edu/stuonline/outreach/links.shtm.

Adult Basic Education Admissions 253.566.5144

The Adult Basic Education program at TCC offers instruction for adults wishing to improve basic reading, writing, math, and English-as-a-Second Language skills. These classes are designed for adults 18 years of age or older. Classes are $25 per quarter and offered at the main TCC campus (Adult Learning Center), Madison School, Sacred Heart Church, James Center (WorkFirst), Pierce County Jail and other community sites. ABE grants are available through the TCC Foundation for eligible students. For more information about placement testing, class location and registration, please call the Adult Learning Center at 253.566.5144.

Fresh Start Admissions 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.

International Student Admissions 253.566.5190

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 Bureau of Citizenship and Immigration Services to accept and enroll foreign, nonimmigrant students, provided the students 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 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.

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 at TCC may be eligible for non-degree seeking status and an abbreviated registration process. Students with non-degree seeking status are generally limited to five credits or less each quarter. Contact Admissions for additional information.

Professional/Technical Programs

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.

Running Start Admissions 253.566.6061

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.

WorkFirst Program Admissions 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 customized job training. Financial support and work-study positions are available for qualified students.

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.

YOUR ACADEMIC FUTURE

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

Assessment

In an effort to provide effective educational services for students, Tacoma Community College's entry skills assessment 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 six or more credits;
- For English or math;
- In a course with a math, reading or English prerequisite which you have not met;
- In a degree, certificate or transfer program;
- In the Running Start, Fresh Start, or High School Completion program.

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

Special testing accommodations for students with disabilities may be requested by contacting the access services coordinator in Bldg. 18, phone 253.566.5328.

New Student Orientation

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

Advising..... 253.566.6091

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

New students taking math, English or more than six credits are expected to meet with an academic advisor prior to registering for classes. Academic advisors assist new students with the planning and completion of class schedules consistent with the student's educational goals. Students are encouraged to meet with their academic advisors on a regular basis to track their educational progress.

The Advising Center in Bldg. 18 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students. Academic advisors are available by appointment, or on a drop-in basis. The center also provides information on transfer requirements for students intending to pursue degrees at four-year colleges and universities.

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 on the web at the college's website or by phone with a Visa or MasterCard (253.566.5011) or at the cashier's office in Bldg. 11. Payment drop boxes for check or money order payments are located outside Bldg. 2 and Bldg. 18. Payment by credit card may also be made by using the college web site.

Residency

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

- Be a U.S. citizen or a permanent resident of the U.S. for at least one year;
- Be physically present in Washington for 12 continuous months prior to the beginning of the quarter (or his/her parent or legal guardian);
- Have established a bona fide domicile (or his/her parent legal guardian) 12 continuous months prior to the beginning of the quarter.

To determine if a bona fide domicile has been established, a variety of factors are considered. Simply living in Washington for 12 continuous months prior to the beginning of the quarter does not establish residency or your intent to become a permanent resident of Washington. Other factors include:

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

Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply. The residency questionnaire is available at Admissions in Bldg. 18. The questionnaire and all supporting documentation will be reviewed by the residency officer. If a change to resident status has been substantiated, a refund for the difference between nonresident and resident tuition will be processed.

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

- U.S. citizens, and immigrants who hold permanent resident alien status who have not yet established Washington residency may qualify for the *nonresident on waiver* tuition rate.
- In accordance with HB 1079, which became effective July 1, 2003, TCC complies with guidelines that allow individuals who are not permanent residents or citizens of the United States to pay resident tuition. These individuals must meet certain criteria, and sign and return the *Washington Higher Education Residency Affidavit/Declaration/Certification* form (available at Admissions) to Admissions in Bldg. 18. These students are not eligible to receive need-based state or federal financial aid.
- A, E, G, I, or K visa. Student may be eligible for resident status if he/she has met residency requirements (with the exception of registering to vote).
- Active duty military, Washington National Guard members, and their spouses and dependents are eligible for the resident tuition rate (student's military ID and orders showing the individual is stationed in Washington must be on file in the Admissions office).
- A student on Refugee Status (or spouse or dependent children of such refugee) if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship may qualify for the refugee tuition rate (appropriate documentation must be on file in the Admissions office).
- A student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and who is a member of a qualifying American Indian tribe may be eligible for resident tuition. Contact Admissions for a list of qualifying tribes.

For questions or further information, contact Admissions at 253.566.5001 or stop by the office in Bldg. 18.

Concurrent Enrollment

Tacoma Community College offers a small number of concurrent enrollment opportunities through articulation agreements with area colleges. Check with Registration and Records to determine if a course or program is eligible for concurrent enrollment. 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 Registration and Records. Changes in class schedule 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 facilities use and safety fees. Students are charged for individualized 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. See the quarterly class schedule for details.

REFUND POLICY

Credit Classes

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

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

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

Summer quarter courses and courses which do not follow the regular college calendar will have prorated refund periods. Contact Registration and Records 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 nonrefundable deposit. Refunds will be made according to the following schedule:

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 and Certificate tuition is nonrefundable.*

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

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

Applying for financial aid takes time. Application materials are available online at www.tacomacc.edu or you may contact Financial Aid in Bldg. 18 to pick up application material.

It is advisable to begin the application process in January or February for the upcoming academic year. The deadline for priority funding is typically mid- to late March for the upcoming fall quarter. Specific deadlines for each quarter are available from Financial Aid and online at www.tacomacc.edu. Eligibility requirements for financial aid are as follows:

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

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

All financial aid awards are based on full-time enrollment (12 or more credits). However, aid may be available for less than 12 credits upon notification by the student.

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with a financial aid advisor first.

Failure to successfully complete the credits may cause financial aid to be cancelled and may result in repayment of a portion of the aid received and all or a portion of tuition. A complete policy regarding these standards is available in Financial Aid upon request and is mailed to all aid recipients.

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

Scholarships

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

Veterans, Active Duty Military and Reservist Services 253.566.5082

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 Veterans Services at 253.566.5082 to apply for benefits.

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

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

Benefits 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.

Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 28 and Title 10, U.S. Code.

Worker Retraining Program 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 offered in the *Professional/Technical* section (page 45-78). Financial assistance may be available for those who qualify.

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 college website. Students registering for more than five credits are expected to meet with an advisor and will receive registration assistance during their advising appointment. New students registering for five credits or less will receive registration information by mail. Step-by-step instructions are also provided in the quarterly class schedule.

Non-Credit Course Enrollment

Students may register by completing the mail-in registration form found in the quarterly class schedule. The completed form can be mailed with check or credit card payment to Continuing Education at TCC; or dropped off at Continuing Education in Bldg. 6. (Cash payments must be made to the cashier in Bldg. 11).

For credit card payments only, the student may enroll in continuing education courses by phoning 253.566.5020 and charging their course fees to Visa or MasterCard.

Currently Enrolled Students

Students in credit courses register for their next quarter using the college web site. Detailed instructions are printed in the quarterly class schedule. Students taking only noncredit courses may continue to use the registration options available to new students.

Students may also use the web 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 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 college web site through the third instructional day of the quarter. Changes made after this date must be made on an add/drop form and submitted to Registration and Records in Bldg. 18. The effective date of the transaction is the date the completed form is received at Registration and Records.

To Add a Class:

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

To Drop a Class:

- Drop transactions completed through the third day of the quarter can be done on the college web site. There will be no entry regarding this class on the transcript.
- An add/drop form is required for transactions from the fourth through the tenth day of the quarter (instructor's signature is not required for a drop during this period.) Submit form to Registration and Records on or before the tenth instructional day of the quarter. There will be no entry regarding this class on the transcript.
- While faculty permission is not required, 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 Registration and Records. 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 may not result in a cancellation of registration or tuition and fees. A failing grade may be assigned and be posted to the student's permanent record. The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and any special obligations the student may have relating to financial aid awards, veteran benefits or 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*, page 11).

Withdrawals

Medical or military 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 Registration and Records in Bldg. 18. Written documentation must be provided at the time the petition is submitted. Refunds will not be granted for requests received after the quarter has ended.

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

Waitlists

Some classes have automated waitlists. When students attempt to register for these full classes they are offered the opportunity to be placed on a waitlist. Students are placed on the waitlist on a first-come, first-served basis. Students cannot add themselves to a waitlist if they are already enrolled in another section of the same course, but they may enroll in another section while on a waitlist. Students can be on a total of two different waitlists at a time. Once a class has an active waitlist, all regular registration activity for that class stops. As other students drop these classes, waitlisted students are registered into available class openings from the waitlist in the order they were received. Waitlists are frozen the Friday prior to the start of a quarter. Students who have not been registered into a class by this point, and who are near the top of a waitlist, are encouraged to attend the first day of class to see whether the instructor will permit an overload. See the quarterly class schedule for more detailed information.

No-Show Instructor Withdrawal

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

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

STUDENT SERVICES

Access Services 253.566.5122

Serving Persons with Disabilities

Access Services assures that students with disabilities have equal access to programs and activities offered at the college. Access Services' staff is charged with coordinating services and fostering student independence. TCC is committed to making sure all students with disabilities receive appropriate accommodations. To receive academic accommodations, students must provide official documentation to the disability specialist. To learn about options and opportunities, please visit Access Service, located in the Assessment Center in Bldg. 18, or call 253.566.5122 to make an appointment, or visit www.tacomacc.edu/stuonline/disability/start.shtm.

Career and Placement Center 253.566.5191

The 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.
- Career information files on hundreds of occupations.
- A career-job search library.
- Labor market information.
- College catalogs for Washington colleges and universities.
- Computer-Assisted Exploration Programs.

Individuals seeking full or part-time employment may contact the Job Assistance Center in Bldg. 18 for:

- Opportunities for assistance in finding jobs include postings of available full-time, part-time, temporary and seasonal employment, as well as assistance in exploring employment opportunities through the web and other Internet services.
- Assistance with job-search skills, including resume assistance and interviewing techniques.

Employment Security 253.566.5146

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

MECA's primary mission is to offer additional support services to traditionally under-represented populations of students to assist them in achieving their educational goals. MECA promotes academic excellence for all students. Programs and services offered include:

- Academic advising.
- Cultural information and resources.
- Scholarship and grant information.
- Emergency book loan.

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

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

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 four-year-olds can enroll in the preschool ECEAP program which provides 2-1/2 hours of free preschool per day.

The Children's Center is a state-certified, nonprofit center, housed in a specially-designed building on campus (Bldg. 23). TCC students taking 10 or more credits are given priority for enrolling their children in the center. Children of faculty and staff are served on a space-available basis.

The center accepts children from 18 months to five years of age and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is determined by a sliding fee scale, based on parents' income. Center hours are 7:30 a.m.-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 breakfasts, hot lunches and afternoon snacks.

Students can place their children's names on the waiting list by coming to Bldg. 23. Childcare grants are available through the TCC Foundation for eligible TCC students and their children.

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.
- Counseling to assist in choice of academic major, program or career.
- Career interest assessment.
- Current information on educational and career opportunities.
- Classes in human development, career and life planning.
- Special-interest workshops/class presentations.
- Information on prevention and recovery from substance abuse.

- Referral to a wide variety of community resources when additional services are needed.

Counseling Center services are free (with the exception of some assessment fees) to all enrolled and prospective students. For an appointment, stop by the Counseling Center in Bldg. 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. Visit our website and meet the counselors at www.tacomacc.edu/stuonline/counseling/start.shtm.

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.

International Student Services 253.566.5190

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

Through the college's International Student Services office, students receive support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. In addition the office provides information on regulations from the Bureau of Citizenship and Immigration Services. Services for international students also include housing and activities. Students who request help with accommodations are matched with local families for homestays or placed in nearby apartments. The International Student Organization, a large and active student club, plans many events each quarter that are of special interest to international students.

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 three-credit Human Development course Life Choices for Men (HD 116) is offered spring quarter. The Children's Center and Continuing Education have information regarding classes of interest to parents.

Women's Programs 253.566.5122

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

TRIO Programs

Center for Academic Support and Achievement (CASA) 253.566.5153

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

Services offered include academic planning and advising, advocacy within the college system, career exploration services, college skills workshops, comprehensive needs assessments, coordination of services for students with disabilities, financial aid advising, mentoring, scholarship search assistance, tutoring resources and transfer services, including transfer advising and college tours. CASA is located in Bldg. 7.

Educational Talent Search 253.566.5110

Educational Talent Search (ETS) is a federally-funded TRIO program designed to assist sixth through 12th graders within Tacoma School District to better understand their educational opportunities and options. ETS provides tutoring, academic advising, personal counseling, career and college preparation and mentoring to Jason Lee Middle School and Stadium and Foss High School students. The program is committed to educational access, diversity, excellence and the belief that each student is a valuable member of the educational community. ETS is located in Bldg. 18 and welcomes TCC students to join in making a difference for community youth.

OTHER SERVICES

College Bookstore 253.566.6085

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

8 a.m.-6 p.m.	Monday-Thursday
8 a.m.-5 p.m.	Friday

Summer hours vary.

Convenience Store 253.566.6076

The Convenience Store is located at the north end of the Bookstore. We have soup, chili, hotdogs, nachos, coffee, candy and cold drinks. We also have various supplies: scantrons, health and beauty aids, newspapers and greeting cards. Operating hours are:

7 a.m.-8 p.m.	Monday-Thursday
7 a.m.-5 p.m.	Friday
9 a.m.-1 p.m.	Saturday

Holiday and summer hours vary.

Food Court 253.566.6023

The TCC Food Court is located in the Opgaard Student Center, Bldg. 11. A variety of food and beverages are available including a sandwich shop, smoothie bar, pizza counter, bagels, fried chicken, Asian food, and espresso stand. In addition, the grill provides both breakfast and lunch items that are available all day and fresh scones are baked every morning. Operating hours are:

7 a.m.-2 p.m.	Monday-Thursday
7 a.m.-1 p.m.	Friday.

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

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

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 Student Life, 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.

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

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

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 Opgaard Student Center, Office of Student Life and many other campus locations. It is also accessible online at www.tacomacc.edu/stuonline/handbook/start.shtm.

Tacoma Community College Foundation 253.566.5003

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

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

STUDENT POLICIES AND NOTICES

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.

Equal Opportunity Employer and Educator

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

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

It is the policy of Tacoma Community College, District 22 to prohibit discrimination on the basis of, and provide equal opportunity and equal access to its programs and services without regard to, race, color, religion, national origin, sex, sexual orientation, sexual identity, age, marital status, status as a disabled or Vietnam-era veteran, or the presence of any sensory, mental, or physical disability.

The college will undertake a program of affirmative action as provided for by state and/or federal law. This policy is applicable to all the college's educational programs and activities; student services and financial aid programs; use of facilities, purchasing, contracting and facilities' construction activities, and all areas of employment.

The college is committed to protecting the rights and dignity of each individual in the campus community, and will not tolerate discrimination of any kind at any level.

If you feel you are being discriminated against, you are encouraged to seek help. For more information, please contact one of the following offices:

- 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 from administrative offices, the Associate Vice President for Student Services office, the ASTCC president's office, the Counseling Center, the Library, and Human Resources.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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 for 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.

Radiologic Technology Program Pregnancy Policy

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

Restricted Smoking Policy

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

Student Rights and Responsibilities

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

The Student Rights and Responsibilities Code identifies the rights that are guaranteed individual students and the responsibilities of students according to state law and college policy. The provisions of the code apply to all students whenever they are on campus or engaged in any college-sponsored activity or function. The following rights are guaranteed to each student:

- Academic freedom.
- Due process.

- Distribution and posting of approved materials.
- Opportunity to invite speakers to campus.

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

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

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

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

The college's Code of Student Rights and Responsibilities is available in Student Life, the Library, the Associate Vice President for Student Services office and on the Student Services web page.

Student Right to Know

Information published under the Student Right to Know Act is mailed annually to current students and employees. These publications include:

- Campus Safety and Substance Awareness Guide.
- Student Right to Know Guide.

New students are provided with this information during the new student orientation program. Copies of these publications are also available in the Students Services Administration office in Bldg. 18 and Security office in Bldg. 22. The Equity in Athletics Disclosure Act Report is available in the Athletic Department, Bldg. 9.

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. Policy and procedure appeals are usually subject to strict time limits – it is important to act upon a concern as soon as it develops.

Some of the rules by which TCC operates are state or federal law; in most situations, laws may not be appealed. College policies and procedures may be open to appeal. If you have questions about who to contact regarding your appeal, contact the Associate Vice President for Student Services office in Bldg. 18.

STUDENT LIFE

Student Life

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

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

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

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

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

Student Leadership Opportunities at TCC

ASTCC Student Government

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

ASTCC Senators

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

AS Productions

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

Student Ambassadors

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

TCC Lead

TCC Lead is a program designed to offer students new insights in understanding diversity and leadership development throughout the year. It is a series of conferences and leadership seminars focused on a variety of topics that will enhance student leadership development at TCC.

Artist & Lecture Series

Student Life coordinates a yearly Artist & Lecture Series. This series of events are cultural, educational, and entertaining. The Artist and Lecture series consists of concerts, lectures, exhibits and other performances. Events are both open to the college and local community. Events are published quarterly. Past events include appearances by Scott Cossu, John Echohawk, Farooka Gauhari, Magdalen Hsu-Li, Rosario Marin, Darren Motamedy, Bobby Seale and Blair Underwood.

TCC Clubs and Organizations

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

Academics/Professional-Technical

American Society of Mechanical Engineers
CASA Student Organization
Diagnostic Medical Sonography
Image Intensifiers
Lambda Juris
Phi Theta Kappa
Phoenix Club
Rad Tech
Student Nurses Organization
Teachers of Tomorrow Club

Arts

Clay Club
Trillium (student publication)
Una Voce (student publication)

Cultural & Language

Anime & Japanese Culture Club
Black Student Union
International Students Organization
Latinos United for Higher Education
Muslim Student Association
Native American Student Union
Pride and Allies Club
Russian Club
Spanish Club

Political

College Republicans
Students for a Socialist Alternative

Recreation

International Soccer Club

Service

Community Service Club
Human Service Club

Other Campus Life Programs

For more information about Student Life, stop by Bldg. 11, call 253.566.5118, or check out our website www.tacomacc.edu/stulife.

Student Newspaper

Opportunities to develop skills in journalism, professional writing, editing and publishing are available with the TCC student newspaper. *The Challenge* is published bimonthly 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 ten intercollegiate sports. The athletic program emphasizes both academic and athletic success for its student athletes. The Titans have a strong record in competition in the Northwest Athletic Association of Community Colleges (NWAACC). Each year many athletes transfer to universities to continue their academic and athletic pursuits.

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

Athletic facilities include the TCC gym, Minnitti Baseball Field, 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.

To be eligible for athletic competition, a student must:

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

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

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

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

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

INSTRUCTIONAL SERVICES

Distance Learning and Multimedia Services

Distance Learning 253.460.3989

Tacoma Community College offers distance learning options to meet your educational goals. Whether it is completing a degree, updating job skills or personal enrichment, we offer online or Internet-based classes and telecourses. In addition to course offerings, we also provide online student enrollment services and technical support to get you started on reaching your educational goals. Distance Learning staff are available to assist students with technical issues related to online, hybrid, and web-enchanced courses. Tutorials and addtional information are available on the web at www.tacomacc.edu/inst_dept/distancelearning/.

Multimedia Services 253.566.5095

Multimedia Services provides in-house video viewing stations, multimedia production computer work stations, and a variety of portable equipment for classroom presentations. An interactive video classroom enables connections to remote sites through the K-20 network. Students may check out multimedia projectors with laptop computers for classroom presentations. In addition, students may check out digital camcorders and a digital still camera for a 24-hour loan. Multimedia Services provides assistance for students and staff in the scanning of material into digital format and in the use of Microsoft Word, Excel or PowerPoint software.

Library 253.566.5087

The library is located in Bldg. 7. Open hours vary from quarter to quarter. Current hours and other information are available online at www.tacomacc.edu/library or by calling 253.566.5087.

The library collection includes books, journals, videos, DVDs, compact discs and electronic databases. The library subscribes to several thousand journals in print and electronic formats. Students can access most of the electronic library resources anytime or anywhere over the Internet. 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.

Computer workstations in the library provide access to the library's online catalog and electronic databases, as well as Internet access. Selected work stations can be used for word processing and multimedia production. The library provides a Kurzweil reader, CCTV, TDD and computer work station 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 skills courses and appear as "guest lecturers" in many classes throughout the quarter.

Student Computer Lab (Bldg. 28)

Information Commons 253.566.5176

TCC's new Information Commons includes 86 student-use computers, plus two small-group study rooms equipped with computers and video projectors. The Information Commons has height-adjustable surfaces and special software to accommodate persons with disabilities. All computers have Internet access, Microsoft Office, and numerous other software titles. Staff assistants are available to answer student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve computer time or use of group study rooms.

Student Learning Center

The Student Learning Center is located in Bldg. 17 and is the home to the college's Computer Assisted Learning Lab, Reading and Study Skills Lab, Tutoring Center and Writing Center. Individualized learning, computer-based learning, individual and group tutoring are available to meet student needs.

Computer Assisted Learning (CAL) 253.566.5369

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

Reading and Study Skills 253.566.5143

The Reading and Study Skills Lab offers one-to-one assistance with reading and study skills to all TCC students as well as supplemental exercises to students enrolled in Reading, ESL, and ABE classes. The lab also offers reading assessment tests to respond to student's individual needs. Students may come to the lab to receive help with any reading problem they encounter in their classes. The lab is staffed by competent reading tutors who are trained to help students with all aspects of their reading, including vocabulary development, textbook comprehension and study skills. Online exercises and other reading resources are also available online at www.tacomacc.edu/labs/reading/start.shtml.

The lab offers tutoring appointment times as well as a variety of self-paced credited reading tutorials. Appointments can be made in person in Bldg. 17 or by phone. In addition, students can drop in to use the Student Learning Center's computers for reading software, research, and computer-assisted tutorials.

Tutoring Center 253.566.6032

The Tutoring Center works with students (one-to-one or in small groups) to support the academic success and retention of students. The center staff works with students in a variety of subject areas to supplement their classroom instruction. Students may call the center to set up an appointment.

Writing Center 253.566.5184

The Writing Center offers one-to-one assistance with writing. Students may bring in any writing, from any course, with which they need help. They are also welcome to bring in personal statements, cover letters, and the like. The center is staffed by competent peer tutors who are trained to help students with all aspects of their writing, including development, research, organization, documentation and grammar. Tutoring and other resources are also available online at www.tacomacc.edu/stuonline/writingcenter.

The Writing Center offers appointment and drop in times, as well as a credited writing tutorial. Appointments can be made in person in Bldg. 17, or by phone. In addition, students can drop in to use the Writing Center's computers for drafting, research, and computer-assisted tutorials. The Writing Center offers a tutor training program certified by the College Reading and Learning Association. As tutors, students can achieve three levels of certification as well as earn college credit or fulfill their work study award.

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, Bldg. 18. Please read about these courses by visiting www.tacomacc.edu/stuonline/counseling/classes.shtm.

CHOICES IN LEARNING FORMATS

Tacoma Community College offers a wide range of learning opportunities to meet different students' needs. These options cover the same material as courses taught traditionally. Quarterly class schedules indicate unique learning formats used.

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.

Distance Learning

Students can earn college credits, complete their Associate in Arts degree and take some professional/technical courses through distance learning at Tacoma Community College. Distance learning courses include full online courses, hybrid online courses, independent online courses and telecourses. Non-credit online courses are also offered.

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

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

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

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

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

Condensed Format

Jump Start

Jump Start classes are offered during the month of September before fall quarter begins. They enable students needing a quick refresher to meet prerequisite requirements for anticipated fall courses. Students must be seriously motivated to meet the demands of the intensive in-class time and homework required to cover these credit courses in three weeks.

Computer User Courses

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

CU 100	Intro. to Windows & WWW	1 credit	2 weeks
CU 102	Word	2 credits	4 weeks
CU 103	Excel	2 credits	4 weeks
CU 104	Power Point	1 credit	2 weeks

Learning Labs

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

Art Gallery

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

ART 199 Gallery Viewing Lab

Business Lab

Business labs are located at the main campus and Gig Harbor Campus (GHC). Currently accounting, business math, computer user and office classes are offered at the business labs.

Health Technology Lab

The Health Technology Lab is located at the Gig Harbor Campus. Currently medical terminology and transcription classes are offered.

Math Center 253.566.5145

The Math Lab is located in Bldg. 19 on the main campus and at the Gig Harbor Campus. Currently developmental math courses are offered.

Reading Lab 253.566.5143

The Reading Lab is located in Bldg. 17 on the main campus.

Writing Center 253.566.5184

The Writing Center is located in Bldg. 17 on the main campus.

Work-based Learning: Internships

All of the professional/technical programs include a required or optional internship or clinical component. An internship is a good opportunity to earn college credit as you enhance your classroom experience with on-the-job learning in the workplace. Practical work experience helps you develop the skills and personal attributes that improve your job opportunities. For more information, contact the chair of the program you are interested in.

Study Abroad 253.566.5190

If you want to live and learn in a foreign country you can participate in quarter-long study abroad programs as a TCC student. You can earn credits applicable to the AAS degree while experiencing a foreign culture and developing global competencies. Information on these programs is available in International Student Services in Bldg. 11. Other funding opportunities are made available through the TCC Foundation.

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 (page 34).
- **Associate in Business**
  Awarded for completion of an approved business transfer curriculum paralleling the first two years of university study with a specialization in business (page 37).
- **Associate of Science**
  Awarded for completion of an approved science transfer curriculum paralleling the first two years of university study with a specialization in biology, chemistry, computer science, earth science, engineering, environmental science, or physics (page 38).
- **Associate in Applied Sciences**
  Awarded for completion of an approved TCC professional/technical program. This is a terminal degree that is not generally transferable to universities. In some cases, articulation agreements with specific universities enable transfer. Program chairs can provide information regarding any transfer opportunities for specific programs (page 46).
- **Associate in Technical Arts**
  Awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a program of studies upon transferring to TCC (page 47).
- **Associate in General Studies**
  Awarded for completion of a two-year academic program designed to meet a particular educational goal (page 43).

Requirements for All Degrees

Note: For grade policies, see page 28.

General requirements for all degrees are as follows:

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

Credits Transferred to TCC

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

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

The college subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges, and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the 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 two to four weeks to complete. Transfer coursework will not be used to satisfy prerequisites or degree requirements until official transcripts have been evaluated.

Transfer among Pierce County Community & 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 Registration and Records 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 Careers Consortium, which includes Bates Technical College, Clover Park Technical College, Pierce College and Tacoma Community College.

Credits Transferring from Tacoma Community College

The Tacoma Community College Associate in Arts and Sciences degree, Option A, the Associate in Business degree 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:

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 Sciences degree, Option B, pages 35-36.

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 Center in Bldg. 18, from faculty advisors, and from the baccalaureate institutions.

Changing Degree Requirements

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

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

Multiple Degrees

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

Application for Degrees or Certificates

Students preparing for graduation must complete a formal application for degree or certificate. Application forms are available from Registration and Records, Bldg. 18. Completed application forms, signed by the advisor or program coordinator, must be on file at Registration and Records 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 Sciences degree, Option B, must complete an Option B application form, which must be signed by an Option B advisor. See additional information on pages 35-36 under Option B Degrees.

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

INSTRUCTIONAL POLICIES

Credit Hours and Quarter

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

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

The academic year at Tacoma Community College is divided into four quarters. See *Academic Calendar* (page 2) for specific quarter start and end dates.

Instructional and Calendar Days

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

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

Student Status

Full-time Student

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

Part-time Student

A student registered for less than 12 credits.

First-year Student

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

Second-year Student

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

Auditing Student

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

Non-Degree Seeking Student

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

Transcripts

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request an official transcript by mail or at the 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 self-service centers 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 pickup transcripts. Transcripts will not be released to a third-party without written permission of the student.

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

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 Registration and Records from the sending institution in a sealed unopened envelope. For more information about transfer credit see *Credits Transferred to TCC*, page 24.

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 Assessment in Bldg. 18, or call 253.566.5048.

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.

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 credential evaluator for evaluation. The number of credits will be noted on the student's transcript, and a grade of 'S' recorded for all courses where credit is granted.

Advanced placement credits will fulfill either distributive or elective requirements for an associate degree. 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 score of 3, 4 or 5 on the AP Statistics Exam will receive five credits for Math 108. A student scoring 3 on the calculus AB or BC examination will receive five 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 five credits in the area of specialization.

Biology
A student scoring 3 on the Biology examination will receive five 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, in Registration and Records, 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 in Registration and Records, 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 in Registration and Records, Bldg. 18.

Regents Exam 253.566.5048

Credit options are currently under departmental review. For detailed information contact the credential evaluator in Registration and Records, 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 high school students who successfully complete college-level courses. The dual credit agreements are entered into when common objectives and competencies exist between the college and local school districts. With a review of the course objectives and competencies, high school students who have passed all college competencies are eligible and will be allowed to enroll in college-level courses based upon existing specific dual credit agreements between college and high school programs. High school students must complete dual credit classes with a grade of 'B' or higher. They must identify the college at which they intend to register. Interested students should contact their high school instructor for details regarding enrollment in the program.

College in the High School Program

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

Servicemen's Opportunity College (SOC) 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 45 quarter-hour credits from military service schools;

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

The college will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree. Eligible military personnel may be awarded the 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 in Registration and Records, Bldg. 18.

Recent High School Graduate Placement Charts

This is a program only for students of Peninsula Public School District and Tacoma Public School District who are entering Tacoma Community College within one year of high school graduation and taking their first math course no more than two years after their last high school math course was completed. Specially-trained advisors in Bldg. 18 analyze the student's high school transcript as well as the student's assessment score to gain the best placement for students who have recently studied mathematics in public high schools in the Tacoma Community College district.

Other Options

Departmental Challenge Exam 253.566.5048

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

Students who successfully challenge a course will receive an 'S' grade. Course challenge application forms are available in Registration and Records. Contact the credential evaluator in Registration and Records, 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.

Grades and Academic Policies

Grading Policies

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

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

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

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

Grade Grievance

Students who believe they have received a final grade that has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade by referring to the Final Course Grades

Grievance Process. Copies are available from the vice president for instruction and student affairs and Student Services.

Incomplete Grade

The 'I' grade is given at the discretion of the instructor when the student has completed more than 60 percent of the quarter and has a plan to finish remaining course work.

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

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

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

Course Repeat

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

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

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 Associate Vice President for Student Services (or designee) to have Tacoma Community College course work set aside.

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

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

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

Academic Review Policy and Procedures

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

Individual college programs such as 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 six or more credits after the tenth 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 six or more credits after the tenth instructional day of that quarter, or be placed on academic probation.

No later than the second week of the subsequent quarter, the associate vice president of Student Services will notify a student by mail that he or she has been placed on academic probation.

Removal of Academic Probation

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

Academic Suspension

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

The 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 (page 31).

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

Appeal Procedures

Academic suspension may be appealed to the 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. The appeal must be in writing and clearly state factual errors or other matters which justify the appeal. The appeal must include:

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

The appeal shall be filed through the office of the 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 fifth instructional day of the quarter for which the student is suspended.

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

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

The decision of the associate vice president (or designee) shall be final.

Re-enrollment Procedures Following Academic Suspension

To reenroll following an academic suspension, 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:

- 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 readmission 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;
- Refer the student for learning assistance and/or counseling during the subsequent quarter.

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

Credit Completion Policy

To increase efficient use of instructional resources, students are expected to complete at least 75 percent of their attempted credits each quarter. Students who complete fewer than 75 percent of the credits for which they were enrolled in one quarter are placed on credit completion alert.

A second quarter of less than 75 percent completion rate results in credit completion warning.

Students who fail to complete 75 percent of quarterly credits for three consecutive quarters are placed on credit completion probation.

If a student fails to complete 75 percent of the quarterly credits attempted for four consecutive quarters, the student is placed on credit completion suspension for one quarter. A student may appeal suspension.

Excessive Credit Policy

Students are expected to complete a degree or certificate program in a timely manner.

When a student reaches 125 percent of the number of credits required for graduation, the student and advisor will be notified. The student's registration will be restricted to courses relevant to degree or certificate completion. If the student's cumulative GPA is below 2.0, the student may be restricted in the number of credits allowed per quarter.

When a student reaches 150 percent of the credits required, the student's registration will be blocked. The student may appeal the registration block.

If the student fails to appeal or the appeal is denied, the student may choose to register on a space-available basis. Tuition will include a surcharge based on 150 percent of resident tuition and fees.

For complete copies of these policies go to www.tacomacc.edu/stuonline/policies/start.shtm or call Student Services at 253.566.6090.

Academic Dishonesty

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

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

It is the official policy of Tacoma Community College that cheating, plagiarism, fabrication, and other forms of academic misconduct are grounds for disciplinary action under the Code of Students Rights and Responsibilities. The student accused of academic dishonesty may be reported to the 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.

SCHOLASTIC HONORS AND AWARDS

Honors

Quarterly Honors

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

Quarterly High Honors

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

Honor Societies

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

Phi Theta Kappa 253.566.6007

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

Psi Beta

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

Alpha Delta Omega 253.566.5388

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.

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

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

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

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

President's Medal Awards

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

UNIVERSITY-LEVEL EDUCATION (TRANSFER)

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

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

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

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

University Transfer Areas

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

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

AMERICAN ETHNIC AND GENDER STUDIES CERTIFICATE PROGRAM

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

Certificate requirement

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

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

ASSOCIATE IN ARTS AND SCIENCES

(DTA Transfer Degree)

Degree Requirements

- 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading Option A or from an approved Option B plan.
- At least 30 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.

OPTION A DEGREES

This degree option is awarded by Tacoma Community College and is directly transferable to most baccalaureate institutions in Washington. At least one course (five credits) of the 90 credits applied toward graduation must be designated as a multicultural course. Approved multicultural courses are designated in the *Approved Distribution Course List* (pages 40-43) and in the *Credit Course Descriptions* section beginning on page 84 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.

Basic Requirements (15 credits)

Written Communication Skills (10 credits)

English 101, and either English 102 or 103

Quantitative Skills (5 credits)

Choose from the courses listed below. Each of these courses carries a prerequisite of Math 99 or Math 97 or TMath 100.

Philosophy 120
Math 106, 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 170, 220, 224, 238
Business 256

Distribution Requirements (60 credits)

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

Humanities (15 credits)

Select courses from the Approved Humanities Distribution Course List on page 40. The courses must be from at least two disciplines. No more than five credit of studio/performance/skills course(s).

Social Sciences (15 credits)

Select courses from the Approved Social Sciences Distribution Course List on page 41. The courses must be from at least two disciplines.

Natural Sciences (15 credits)

Select courses from the approved Natural Sciences Distribution Course List on page 41. The courses must be from at least two different disciplines and must include at least two laboratory courses.

Multicultural (5 credits)

Select one course from those shown in the list on page 42. (See NOTE on Distribution List.)

Physical Education (3 credits)

Any three activity credits. A maximum of three PE activity credits can apply toward the degree.

Distribution Electives (7 credits)

Distribution electives must be selected from courses listed under Basic Requirements, Humanities, Social Sciences, or Natural Sciences. Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than a written communiction skills course) as part of their degree electives. Approved Writing Intensive courses are designated at the end of the *Approved Distribution Course List* (page 43), and in the course description section beginning on page 84 and the quarterly class schedule with a (W) following the course title.

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

PACIFIC RIM STUDIES—OPTION A

This two-year Associate in Arts and Sciences Option A 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 A associate degree in Pacific Rim Studies will equip students with broad, entry-level skills useful in international business or trade. This course of study meets all the Direct Transfer Agreement requirements. In addition, it 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 A degree in Pacific Rim Studies at TCC.

Basic Requirements (15 credits)

Written Communication (10 credits)

English 101
English 102 or 103

Quantitative Skills (5 credits)

Choose from the courses listed below. Each of these courses carries a prerequisite of Math 97 or Math 99 or TMath 100.

Philosophy 120
Math 106, 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 170, 220, 224, 238
Business 256

Distribution Requirements (85 credits)

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

Social Sciences (20 credits)

History 120, 121, 211, 230, 260
Geography 110
Political Science 203
Global Business 210, 220 (required electives)

Natural Sciences (15 credits)

Select courses from the Approved Natural Sciences Distribution Course List. The course must be from at least two different disciplines and must include at least two laboratory courses.

Physical Education (3 credits)

Electives (17 credits)

Recommended electives are:

Anthropology 202
Global Business 230, 240, 250
Continuance of language series

TOTAL CREDITS: 100

OPTION B DEGREES

This degree option is awarded by Tacoma Community College in fields of study where the transfer requirements of a four-year college or university differ significantly from TCC's requirements for Option A. Option B degrees are designed to transfer only to a specific program within a specific four-year college or university. Students who are uncertain where they will transfer or which program/major they will pursue should discuss this with their advisor. You may be best served by pursuing an Associate in Arts and Sciences Option A degree, an Associate of Science degree or an Associate in Business degree.

If you know to which program and institution you want to transfer and are interested in the Option B degree, you should consult with an advisor at the intended transfer institution regarding program requirements. You should also be assigned to a TCC faculty advisor designated as the Option B advisor for your specific subject area, preferably by the end of your first year. Two quarters before TCC graduation, you should complete an Option B application form, which must be signed by your Option B advisor, and is available from the credentials evaluator in Registration and Records in Bldg. 18. A list of Option B advisors is available in Advising and on the TCC website. You must also include with the Option B application a copy of the requirements or recommendations published by the four-year institution or a written recommendation by an undergraduate departmental advisor of the four-year institution. Your Option B advisor can assist with these forms.

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

BRIDGE PROGRAM—OPTION B

Contact: Kim Washington 253.680.3022

Tacoma Community College's "Bridge Program" is presented in partnership with The Evergreen State College–Tacoma (TESC–Tacoma). Interdisciplinary curriculum is designed for adults interested in pursuing a bachelor's degree at The Evergreen State College. Adult students completing 90 credits at Tacoma Community College and fulfilling the requirements of this Associate in Arts and Sciences Option B degree are eligible to enter the upper-division baccalaureate degree program at Evergreen–Tacoma or Olympia campuses.

The Bridge program is a unique learning experience. Interdisciplinary Studies (IDS) courses are team taught by TCC and TESC faculty in a coordinated studies format. Theme-based curriculum, collaborative learning and community-based project work are strong features. Bridge students and upper-division students engage in a common lecture series and related community projects together. An involved campus culture includes a diverse faculty and student body, and careful alignment of schedules around student need.

The Bridge courses are taught on site at the TESC–Tacoma campus located at 1210 South Sixth Avenue. Students may be able to apply their financial aid awards and veteran benefits to this program. For more information, call TESC–Tacoma at 253.680.3000 or TCC's Bridge Program at 253.680.3022 or 253.680.3023.

NOTE: Students who fulfill the requirements outlined below will receive a Tacoma Community College Associate in Arts and Sciences Option B degree, transferable only to The Evergreen State College. Students who start in the Bridge Program and decide after two quarters of study they do not wish to continue in the program may apply their credits to other TCC programs. Four credits of (IDS) Humanities and four of IDS Social Sciences will be accepted in distribution areas. IDS Writing and IDS Natural Science courses will be considered on a case-by-case basis in consultation with the respective deans/department chairs at TCC. IDS courses not accepted as meeting distribution requirements will be counted as other college-level electives.

Basic Requirements (28 credits)

Written Communication (24 credits)

IDS 130, 131, 132, 230, 231 and 232	English Writing/Reading/Critical Thinking

Quantitative Reasoning (4 credits)

IDS 140	Introduction to Statistical Concepts

Distribution Requirements (63 credits)

Humanities (8 credits)

IDS 152 and 252	World of Ideas: Humanities

Social Sciences (8 credits)

IDS 150 and 250	World of Ideas: Social Sciences

Natural Sciences (8 credits)

IDS 151 and251	World of Ideas: Natural Sciences

TESC/TCC courses (24 credits)

IDS 101, 102, 103, 201, 202 and 203	Lyceum

Human Relations (4 credits)

IDS 100	Introduction to College Culture
IDS 200	Introduction to Cultural Literacy

Library Science (2 credits)

LS 101	Basic Research
LS 103	Research Problems

Information Technology (6 credits)

Select three of the following courses:

IDS 122, 123, 124, 222, 223, 224	Multimedia/ Graphic Arts Design

Portfolio (3 credits)

IDS 299	Portfolio Development

TOTAL CREDITS: 91

ASSOCIATE IN BUSINESS

(DTA Transfer Degree)

This degree option is awarded by Tacoma Community College and is designed for students who intend to transfer into a business school at a baccalaureate institution. Students pursuing this degree are encouraged to work closely with a TCC advisor familiar with Business requirements.

Degree Requirements:

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 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 42). 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 schedule.

Basic Requirements (15 credits)

Written Communication Skills (10 credits)

ENGL 101	College Freshman Composition
ENGL 102	College Freshman Composition
or ENGL 103	Argument and Persuasion

Quantitative Skills (5 credits)

MATH 112 or 124	Elements of Calculus / Calculus I

Distribution Requirements (65 credits)

Please note: One Humanities or Social Science course must be chosen form the Multicultural Course list. Credits may be counted in only one distribution area.

Humanities (15 credits)

Select courses from the Approved Humanities Distribution Course List on page 40. The courses must be from at least two disciplines. No more than five credit of studio/performance/skills course(s).

Social Sciences (15 credits)

ECON 200	Principles of Economics: Macro
ECON 201	Principles of Economics: Micro

Select one additional Social Science course, in a discipline other than Economics, shown in the Approved Distribution Course List.

Natural Sciences (10 credits)

Select two Natural Science courses, one from each of two different disciplines, shown in the Approved Distribution Course List.

Statistics (5 credits)

BUS 256	Statistical Analysis
or MATH 108	Introduction to Statistics

Business (20 credits)

ACCNT 210	Accounting Principles: Financial I
ACCNT 220	Accounting Principles: Financial II
ACCNT 230	Accounting Principles: Managerial
BUS 200	Business Law

College-Level Electives (10 credits)

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

TOTAL CREDITS: 90

Approved Distribution Course List is on pages 40-43.

ASSOCIATE OF SCIENCE DEGREE

(Transferable Degree)

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

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 42. 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)

Written Communications Skills (5 credits)

English 101

Quantitative Skills (10 credits)

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

2. Humanities and Social Sciences (15 credits)

- Five credits from the Humanities on the *Approved Distribution Course List*, page 40.
- Five credits from the Social Sciences on the *Approved Distribution Course List*, page 41.
- Five additional credits from either the Humanities or Social Sciences on the *Approved Distribution Course List*.

3. Specialization Courses (30 - 60 credits)

These courses include a set of courses for a particular specialization as approved by the department, the science division and the registrar. The details of approved specializations are on pages 38-39.

4. College-level Elective Courses (0 - 30 credits)

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

- The amount of credit in this category depends on the number of credits taken in the specialization courses in #3.
- PE activity courses cannot be used as elective credits in this category.
- A maximum of five credits in this category can be from courses that do not appear on the *Basic Requirements Distribution List* for the Associate in Arts and Sciences degree or the *Approved Distribution Course List*.
- Specializations approved at the time of printing are given below. Please see www.tacomacc.edu/inst_dept/science/asdegree.shtm for the most current list of specializations.

TOTAL CREDITS: 90

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, and zoology.

Specialization Courses (50 credits)

Biology 210, 211, 212 (15 credits)
Chemistry 140, 150, 160, 231, 232, 233 (30 credits)
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.

Specialization Courses (50 credits)

Chemistry 140, 150, 160, 231, 232, 233 (30 credits)
Math 126 (5 credits)
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 (43 credits)

Computer Science 142, 143 (10 credits)
Physics 121, 122, 123 (15 credits)
Math 126, 220, 224 (13 credits)
Science credit approved by a computer science advisor (5 credits)
The student must choose 17 credits in section #4 to reach a total of 90 credits. Math 108 and Math 238 are highly recommended as elective courses. Engineering 100 is highly recommended as a section #2 Social Sciences course or an elective.

Approved Distribution Course List is on pages 40-43.

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 such as geology.

Specialization Courses (40 credits)

Math 126 (5 credits)
Chemistry 140, 150, 160 (15 credits)
Physics 121,122, 123 (15 credits)
Geology 101 (5 credits)
The student must choose 20 credits in section #4 to reach a total of 90 credits. The following course is recommended:
Geography/Environmental Science 210

ENGINEERING SPECIALIZATION*

Engineering 100 (5 credits) is a required course for this specialization and partially satisfies section #2 Social Science credits. In addition, the following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying engineering.

Specialization Courses (60 credits, minimum)

Engineering 142 (5 credits)
Physics 121, 122, 123 (15 credits)
Math 126, 220, 238 (15 credits)
Chemistry 140, 150 (10 credits)
This specialization requires 15 credits from the following list. Selection depends upon the intended engineering major. These 15 credits must be approved by an engineering advisor.
Engineering 124, 143, 170, 210, 215, 220, 230, 231, 260
Chemistry 160, 231, 232
Biology 210, 211, 212 (Bioengineering only)
Math 224 (Required for UW transfers)
This specialization allows no credits in section #4.

** 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 students may best be served by pursuing an AAS Option B degree.*

ENVIRONMENTAL SCIENCES

Economics 201 and Political Science 201 are required courses for this specialization and partially satisfy section #2 Social Science credits. In addition, the following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying environmental science.

Specialization Courses (48 credits)

Chemistry 140, 150, 160 (15 credits)
Biology 210, 211, 212 (15 credits)
Math 108 (5 credits)
Physics 114 (5 credits)
Geology 101 (5 credits)
English 105/Engineering 231 (3 credits)*
*English 105/Engineering 231 are recommended but the following expository writing courses may be substituted:
English 102, 104, 201
The student must choose 12 credits in section #4 to reach a total of 90 credits. The following courses are strongly recommended:
Geology 179 (2 credits)
Oceanography 179 (2 credits)
Environmental Science 179 (2 credits)
Geography/Environmental Science 210 (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 (48 credits)

Physics 121, 122, 123 (15 credits)
Math 126, 220, 224, 238 (18 credits)
Chemistry 140, 150 (10 credits)
Engineering 142 (5 credits)
The student must choose 12 credits in section #4 to reach a total of 90 credits. Engineering 100 is highly recommended as a section #2 Social Science course or an elective.

APPROVED DISTRIBUTION COURSE LIST

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

Humanities

ANTHR	203	Intro. to Linguistic Anthropology
ART	100	Appreciation of the Visual Arts
ART	101*	Art Basics
ART	102*	Two-Dimensional Design
ART	103*	Three-Dimensional Design
ART	105*	Beginning Drawing
ART	106*	Drawing
ART	110	Beginning Graphic Design
ART	111	Intermediate Graphic Design
ART	120*	Introduction to Animation
ART	121*	Flash Intermediate
ART	122*	Advanced Web Graphics
ART	131*	Beginning Ceramics
ART	146*	Beginning Photography
ART	147	Introduction to Digital Photography
ART	150*	Beginning Printmaking
ART	156*	Beginning Painting
ART	172*	Beginning Sculpture
ART	180	Art for Elementary Teachers
ART	199	Gallery Viewing Lab
ART	201	History of Western Art: Ancient
ART	202	Hist. of West. Art: Medieval & Renaissance
ART	203	Hist. of West. Art: Baroque through Modern
ART	258*	Watercolor
DRAMA	101	Introduction to Drama
ENGL	232	Popular Fiction
ENGL	234	Introduction to Mythology and Folk Stories
ENGL	241	World Literature: 1500 to Present
ENGL	242	Contemporary Non-Western Literature
ENGL	250	Introduction to Shakespeare
ENGL	257	Introduction to Poetry
ENGL	258	Introduction to Fiction
ENGL	259	Introduction to Drama
ENGL	260	Themes or Social Issues in Fiction/ Drama/Poetry
ENGL	264	Eng. Lit.: From Beowulf through Shakespeare
ENGL	265	English Lit.: From Donne through Blake
ENGL	267	American Lit.: From the Beginnings to 1860
ENGL	268	American Literature: From 1860 to 1910
ENGL	269	American Literature: From 1910 to 1960
ENGL	271	Contemporary American Literature
ENGL	276*	Creative Writing - Fiction
ENGL	277*	Creative Writing - Fiction
ENGL	278*	Creative Writing - Poetry
ENGL	279	Creative Writing - Poetry
ENGL	280	Literatures of Diversity
Foreign Languages (Discipline):		
		Arabic 101, 102, 103
		Chinese 101, 102, 103
		French 101, 102, 103, 201, 202, 203
		German 101, 102, 103
		Japanese 101, 102, 103, 201, 202, 203
		Spanish 101, 102, 103, 201, 202, 203
HIST	252	Images of Native Americans
HIST	231	American History, American Film
HUMAN	100	Intro. to Humanities
HUMAN	101	Intro. to Humanities: Ancient to 1400
HUMAN	102	Intro. to Humanities: 1400-1800
HUMAN	103	Intro. to Humanities: 1800-Present
HUMAN	110	Introduction to Pacific Rim Cultures
HUMAN	120	The Am. Multicultural Arts Experience
HUMAN	130	Introduction to Film
HUMAN	131	Introduction to International Film
HUMAN	260	Theme/Topic in Humanities
HUMAN	285	The City
IT	120*	Introduction to Animation
IT	121*	Flash: Intermediate
IT	122*	Advanced Web Graphics
JOUR	101	Intro. to News Writing & Reporting
JOUR	209	Mass Media and Society
MUS	100	Fundamentals of Music
MUS	101*	Music Theory I
MUS	102*	Music Theory II
MUS	103*	Music Theory III
MUS	106	World Music
MUS	107	Introduction to Music
MUS	108	Style Periods I: The Baroque-Bach & Handel
MUS	112	Opera Literature
MUS	120	Music in the Classroom
MUS	121*	Class Applied Music: Voice
MUS	123*	Class applied Music: Guitar
MUS	124*	Class Applied Music: Piano I
MUS	125*	Class Applied Music: Piano II
MUS	126*	Class Applied Music: Piano III
MUS	130*	Private Vocal or Instrumental Instruction
MUS	150	Special Topics in Music
MUS	160*	Chamber Orchestra
MUS	165	Independent Orchestra
MUS	166	Independent Choral
MUS	170*	TCC Singers
MUS	180*	TCC Voices
MUS	260*	Chamber Orchestra
MUS	270*	TCC Singers
MUS	280*	TCC Voices
PHIL	100	Introduction to Philosophy
PHIL	119	Introduction to Logic
PHIL	120	Symbolic Logic
PHIL	190	World Philosophy
PHIL	200	Asian Philosophy
PHIL	215	Introduction to Ethics
PHIL	230	Contemporary Philosophy
PHIL	260	Philosophy of Science
PHIL	267	Problems in Philosophy of Religion
PHIL	270	Great Thinkers of the Western World
PHIL	290	Political Philosophy and Ideology
SPCH	100	Fundamentals of Speech Communication
SPCH	101	Public Speaking
SPCH	110	Multicultural Communication
SPCH	111	Intercultural Communications
SPCH	120	Small Groups Communication
SPCH	130	Interpersonal Communication

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

APPROVED DISTRIBUTION COURSE LIST (CONTINUED)

Social Sciences

ANTHR	100	Introduction to Anthropology
ANTHR	201	Principles of Physical Anthropology
ANTHR	202	Principles of Sociocultural Anthropology
ANTHR	203	Introduction to Linguistic Anthropology
ANTHR	205	Principles of Archaeology
ANTHR	207	American Cultural Diversity
ANTHR	210	Native American Cultures
ANTHR	270	Models of Human Evolution: The Living Primates
ANTHR	280	Human Osteology and the Fossil Record
BUS	200	Business Law
BUS	230	Business Ethics & Corporate Responsibility
ECON	200	Principles of Economics: Macro
ECON	201	Principles of Economics: Micro
EDUC	201	Introduction to Education
ENGR	100	Introduction to Engineering and Design
GEOG	110	Geography of the Pacific Rim
GBUS	220	Introduction to Global Business
HIST	111	World Civilization
HIST	112	World Civilization
HIST	113	World Civilization
HIST	120	East Asian Civilization I
HIST	121	East Asian Civilization II
HIST	147	The Japanese American Experience
HIST	211	Chinese Civilization
HIST	221	History of the British Isles I: 1485-1785
HIST	222	History of the British Isles II: 19th Century
HIST	223	History of the British Isles III
HIST	225	History of Canada
HIST	230	Japanese Civilization
HIST	231	American History, American Film
HIST	241	U.S. History: 17th, 18th Centuries
HIST	242	U.S. History: 19th Century
HIST	243	U.S. History: 20th Century
HIST	244	A Decade: Revolving Time Periods
HIST	248	The Diplomacy of the U.S. to 1898
HIST	249	20th Century American Diplomatic History
HIST	250	The War in Vietnam
HIST	251	Native American History
HIST	252	Native American Images
HIST	254	Intro. to African-American History
HIST	255	Civil Rights Movement
HIST	280	Themes of Social Issues in History
HIST	290	Introduction to Historical Reasoning
LS	101	Basic Research
LS	102	Research Methods
LS	103	Research Problems
POLSC	101	Introduction to Political Science
POLSC	201	Political Philosophy and Ideology
POLSC	202	American National Government & Politics
POLSC	203	International Relations
POLSC	205	State and Local Government and Politics
POLSC	210	Contemporary Issues in American Politics
POLSC	220	Introduction to Constitutional Law
POLSC	221	Politics of Civil Liberties
POLSC	222	Law and Society
POLSC	230	Adv. International Relations Seminar
POLSC	231	Politics and Film
POLSC	240	Women in Politics
POLSC	290	Political Philosophy and Ideology
PSYCH	100	General Psychology
PSYCH	204	Abnormal Psychology
PSYCH	205	Introduction to Personality
PSYCH	206	Developmental Psychology: Life Span
PSYCH	209	Fundamentals of Psychological Research
SOC	110	Introduction to Sociology
SOC	120	Introduction to Women's Studies
SOC	230	Population Studies
SOC	240	Social Psychology
SOC	247	Media, Politics and Society
SOC	252	Sociology of the Family
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	270	Social Problems
SOC	271	Deviant Behavior
SOC	287	Sociology of Gender and Sexuality

Natural Sciences

ANTHR	201	Principles of Physical Anthropology
ANTHR	270	Models of Human Evolution: The Living Primates
ANTHR	280	Human Osteology and the Fossil Record
ASTRO	105	Astronomy (lab)
BIOL	100	Introduction to Biology (lab)
BIOL	105	Fossils and the History of Life (lab)
BIOL	107	Milestones in Biology (lab)
BIOL	108	Northwest Plants and Animals (lab)
BIOL	118	Basics of Anatomy and Physiology (lab)
BIOL	140	Marine Biology (lab)
BIOL	179	Special Topics in Biology
BIOL	201	General Microbiology (lab)
BIOL	210	Introduction to Evolution, Ecology and Biodiversity (lab)
BIOL	211	Intro. to Cellular & Molecular Biology (lab)
BIOL	212	Intro. to the Biology of Organisms (lab)
BIOL	220	Human Anatomy and Physiology (lab)
BIOL	221	Human Anatomy and Physiology (lab)
BIOL	240	Human Anatomy and Physiology (lab)
BIOL	241	Human Anatomy and Physiology (lab)
BIOL	242	Human Anatomy and Physiology (lab)
BOT	101	General Botany (lab)
CHEM	100	Introduction to Chemistry (lab)
CHEM	101	Survey of Inorganic Chemistry (lab)
CHEM	102	Survey of Organic and Biochemistry (lab)
CHEM	140	General Chemistry (lab)
CHEM	150	General Chemistry (lab)
CHEM	160	General Chemistry (lab)
CHEM	231	Organic Chemistry (lab)
CHEM	232	Organic Chemistry (lab)
CHEM	233	Organic Chemistry (lab)
ENVSC	106	Environmental Science (lab)
ENVSC	145	Introductory Ecology (lab)
ENVSC	179	Special Topics in Environmental Science
ENVSC	210	Maps, GIS and the Environment (lab)

APPROVED DISTRIBUTION COURSE LIST (CONTINUED)

GEOG	205	Physical Geography (lab)
GEOG	210	Maps, GIS and the Environment (lab)
GEOL	101	Physical Geology (lab)
GEOL	108	Fossils and the History of Life (lab)
GEOL	125	Geology in the Field (lab)
GEOL	179	Special Topics in Geology
NUTR	161	Human Nutrition (lab)
OCEAN	101	Survey of Oceanography (lab)
OCEAN	179	Special Topics in Oceanography
PHYSN	100	Physical Science and Technology (lab)
PHYS	114	General Physics (lab)
PHYS	115	General Physics (lab)
PHYS	116	General Physics (lab)
PHYS	121	Engineering Physics (lab)
PHYS	122	Engineering Physics (lab)
PHYS	123	Engineering Physics (lab)

Multicultural

ANTHR	100	Introduction to Anthropology
ANTHR	201	Principles of Physical Anthropology
ANTHR	202	Principles of Sociocultural Anthropology
ANTHR	203	Introduction to Linguistic Anthropology
ANTHR	207	American Cultural Diversity
ANTHR	210	Native American Cultures
ART	100	Appreciation of the Visual Arts
ART	150	Beginning Printmaking
DRAMA	101	Introduction to Drama
EDUC	201	Introduction to Education
ENGL	232	Popular Fiction
ENGL	234	Intro. to Mythology and Folk Stories
ENGL	241	World Literature: 1500 to Present
ENGL	242	Contemporary Non-Western Literature
ENGL	257	Introduction to Poetry
ENGL	258	Introduction to Fiction
ENGL	259	Introduction to Drama
ENGL	260	Themes/Social Issues in Fiction/ Drama/Poetry
ENGL	267	American Literature: From Beowulf through Shakespeare
ENGL	268	American Literature: From 1860-1910
ENGL	269	American Literature: From 1910-1960
ENGL	271	Contemporary American Fiction
ENGL	280	Literatures of Diversity
Foreign Languages:		
ARAB	103	Arabic III
CHIN	103	Chinese III
FREN	103	French III
GERM	103	German III
JAPAN	103	Japanese III
SPAN	103	Spanish III
GBUS	220	Introduction to Global Business
HIST	120	East Asian Civilization I
HIST	121	East Asian Civilization II
HIST	147	The Japanese American Experience
HIST	211	Chinese Civilization
HIST	223	History of the British Isles III
HIST	225	History of Canada
HIST	230	Japanese Civilization
HIST	231	American History, American Film
HIST	241	U.S. History: 17th, 18th Centuries
HIST	242	U.S. History: 19th Century
HIST	243	U.S. History: 20th Century
HIST	244	A Decade: Revolving Time Periods
HIST	252	Images of Native Americans
HIST	254	Intro. to African-American History
HIST	260	Russian History
HUMAN	100	Intro. to Humanities
HUMAN	101	Intro. to Humanities; Ancient to 1400
HUMAN	102	Intro. to Humanities: 1400-1800
HUMAN	103	Intro. to Humanities: 1800-Present
HUMAN	110	Introduction to Pacific Rim Cultures
HUMAN	120	The American Multicultural Arts Experience
HUMAN	130	Introduction to Film
HUMAN	131	Introduction to International Film
HUMAN	260	Theme/Topic in Humanities
HUMAN	285	The City
MATH	106	Ethnomathematics
MUS	106	World Music
PHIL	190	World Philosophy
PHIL	200	Asian Philosophy
POLSC	210	Contemporary Issues in American Politics
POLSC	240	Women in Politics
PSYCH	206	Developmental Psychology: Life Span
SOC	110	Introduction to Sociology
SOC	247	Media, Politics and Society
SOC	252	Sociology of the Family
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	287	Sociology of Gender and Sexuality
SPCH	110	Multicultural Communication
SPCH	111	Intercultural Communications
SPCH	130	Interpersonal Communication

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.

BUS	255	Managing Diversity
EDP	130	Individual and Cultural Diversity
ESL	190	American Culture and Conversation
GBUS	210	Cultural Aspects of Global Business
GBUS	230	Global Marketing
GBUS	240	Global Exporting and Importing
HD	101	Student Success Seminar
HD	110	Human Relations
HD	112	Assertive Skills
HD	114	Exploring Human Potential
HD	250	Assistive Technology in Education & Life
HSP	261	Understanding Diversity

Writing Intensive

Recommended for some transfer students.

DRAMA	101	Introduction to Drama
ENGL	232	Popular Fiction
ENGL	234	Intro. to Mythology and Folk Stories
ENGL	241	World Literature: 1500 to Present
ENGL	242	Contemporary Non-Western Literature
ENGL	250	Introduction to Shakespeare
ENGL	257	Introduction to Poetry
ENGL	258	Introduction to Fiction
ENGL	259	Introduction to Drama
ENGL	260	Themes/Social Issues in Fiction/ Drama/Poetry
ENGL	264	English Literature: From Beosulf through Shakespeare
ENGL	265	English Literature: From Donne through Blake
ENGL	267	American Literature: From the Beginnings to 1860
ENGL	268	American Literature: From 1860-1910
ENGL	269	American Literature: From 1910-1960
ENGL	271	Contemporary American Fiction
ENGL	276	Creative Writing - Fiction
ENGL	277	Creative Writing - Fiction
ENGL	278	Creative Writing - Poetry
ENGL	279	Creative Writing - Poetry
ENGL	280	Literatures of Diversity
GBUS	220	Introduction to Global Business
HIST	221	Hist. of the British Isles I: 1485-1785
HIST	222	Hist. of the British Isles II: 19th Century
HIST	223	Hist. of the British Isles III
HIST	225	History of Canada
HIST	230	Japanese Civilization
HIST	231	American History, American Film
HIST	241	U.S. History: 17, 18th Centuries
HIST	242	U.S. History: 19th Century
HIST	243	U.S. History: 20th Century
HIST	244	A Decade: Revolving Time Periods
HIST	248	The Diplomacy of the U.S. to 1898
HIST	249	20th Century American Diplomatic Hist.
HIST	250	The War in Vietnam
HUMAN	100	Intro. to Humanities
HUMAN	101	Intro. to Humanities: Ancient to 1400
HUMAN	102	Intro. to Humanities: 1400-1800
HUMAN	130	Introduction to Film
HUMAN	131	Introduction to International Film
HUMAN	260	Theme or Topic in Humanities
JOUR	101	Intro. to News Writing and Reporting
JOUR	209	Mass Media and Society
PHIL	100	Introduction to Philosophy
POLSC	220	Introduction to Constitutional Law
POLSC	240	Women in Politics
SPCH	130	Interpersonal Communication

ASSOCIATE IN GENERAL STUDIES

The AGS degree is a flexible degree designed for students who want maximum choice in their course selection while earning their associate degree. The AGS degree is not considered a transfer degree; nor is it included in Washington's Inter-College Transfer and Articulation Agreement. Four-year institutions may accept some courses within the AGS degree as transfer credit. Generally, each course taken in the AGS degree from TCC will be evaluated individually by the transfer institution. Students who plan to transfer to a four-year institution are strongly advised to pursue the Associate in Arts and Sciences degree, also called the transfer degree.

Degree Requirements

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

Communications (10 credits)

English 101, and one of the following: Business 100 or English 100, 102, 103
Speech 100, 101, 110, 120, 130

Humanities (10 credits)

Five credits in each of the following:
Performing and Fine Arts (Music, Art, Drama)
Literary Arts (Literature, Foreign Language, Journalism, Humanities, Philosophy)

Social Science (10 credits)

Five credits in two of the following:
Social Sciences (Economics, Geography, Political Science)
Behavioral Science (Anthropology, Psychology, Sociology)
History

Math/Science (10 credits)

Five credits in two of the following:
Natural Science (Astronomy, Biology, Botany, Environmental Science, Nutrition)
Physical Science (Chemistry, Geography, Geology, Oceanography, Physics, Physical Science)
Mathematics (100 or above), Anthropology 201, 270, Philosophy 120, Geography 205

Physical Education (3 credits)

Any three activity credits

Electives (47 credits)

TOTAL CREDITS: 90

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, 120, 121, 122, 126, 127, 131, 146, 150, 156, 172, 180, 199, 201, 202, 203, 249, 258, 260

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

American Sign Language 120, 121, 122, 123
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
German 101, 102, 103
Humanities 100, 101, 102, 103, 110, 120, 130, 131, 220, 260, 285
Japanese 111, 112, 113, 201, 202, 203
Journalism 209, 101, 103
Library Science 105
Music 100, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 121, 123, 124, 125, 126, 130, 150, 160, 170, 180, 199, 260, 270, 280, 299
Philosophy 100, 119, 120, 190, 200, 215, 230, 260, 267, 270, 290
Spanish 101, 102, 103, 201, 202, 203
Russian 101, 102, 103, 201, 202, 203

Mathematics and Natural Sciences

Anthropology 201, 270, 280
Astronomy 105
Biology 100, 105, 107, 108, 118, 140, 179, 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, 210
Geography 205, 210
Geology 101, 108, 125
Mathematics 106, 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 170, 220, 224, 238
Nutrition 161
Oceanography 101
Philosophy 120
Physics 114, 115, 116, 121, 122, 123
Physical Science 100

Social Sciences

Anthropology 100, 201, 202, 203, 205, 210, 270, 280, 299
Economics 200, 201
Education 201
Engineering 100
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, 280, 290
Library Science 101, 102, 103
Political Science 101, 201, 202, 203, 204, 205, 210, 220, 230, 231, 240, 290
Psychology 100, 204, 205, 206, 299
Sociology 110, 120, 230, 240, 247, 252, 262, 265, 270, 271, 287, 299

Professional/Technical Program Options				
	Program Options	Certificate Program	Associate in Applied Sciences Degree	page
Administration of Law & Justice	Administration of Law and Justice	> *	>	50
	Paralegal		>	73
	Paralegal Preferred Pro-Certificate	> *		74
	**Note: for those with AAS or BA degrees*			
Allied Health	Diagnostic Medical Sonography		>	53
	Emergency Medical and Health Services		>	56
	Paramedic Education	>		56
	Emergency Medical Technician	>		56
	Health Information Technology		>	59
	Health Information Coding Specialist	>		59
	Medical Billing Specialist	>		65
	Nursing, Associate Degree		>	69
	Nursing Assistant, Certified (noncredit)			82
	Pharmacy Technician	>	>	75
	Radiologic Science		>	76
	Respiratory Therapy		>	77
Business	Automated Accounting Applications		>	49
	Accounting Office Associate	>		48
	Assistant Bookkeeping Clerk	>		48
	Bookkeeping Systems	>		48
	Computerized Accounting	>		49
	Tax Preparation	>		49
	Business Management and Organizational Leadership		>	51
	Business Administration and Management	>		52
	Museum/Gallery Operations	>		68
	Supervision and Management	>		78
	Global Business		>	57
Human Services	Human Services	>	>	60
	Human Services Case Aide	>		60
Information Technology	Computer Application Developer (UWT Transfer)		>	64
	Electronics/Wireless Telecommunications Engineering		>	55
	Electronics Technician	>		54
	Wireless Installation	>		54
	Telecommunications/Field Operations	>		55
	Information Technology: Help Desk	>		61
	Information Technology: Application Developer		>	63
	Visual Basic.net	>		62
	Web Programming	>		63
	Web Graphics	>		63
	Information Technology: Networking		>	63
	Technical Support	>		62
	Network Administration and Support	>		62
	Network Security	>		62
	Transition to Wireless	>		62
Office Occupations	Medical Office Professional		>	66
	Medical Office Assistant	>		67
	Medical Transcriptionist	>		67
	Office Professional Technologies		>	70
	Computer Application	>		71
	Receptionist Clerk I	>		71
	Receptionist Clerk II	>		71
Paraeducation	Paraeducator, Early Childhood Specialist	>	>	72

NOTE:

The Associate in Applied Sciences degree is a terminal degree that is not generally transferable to universities. In certain cases articulation agreements with specific universities enable transfer. Program chairs can provide information regarding any transfer opportunities for specific 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.

PROFESSIONAL/TECHNICAL EDUCATION

Tacoma Community College offers more than 44 career training programs designed to prepare you to enter the workforce. Career programs at TCC lead to two-year Associate in Applied Science degree or shorter-term program certificates. Many of the programs and courses are available for career advancement, updating skills or retraining opportunities.

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

- ▷ Business careers.
- ▷ Health careers.
- ▷ Information technology careers.
- ▷ Office careers.
- ▷ Public services careers.

ASSOCIATE IN APPLIED SCIENCES DEGREE

The Associate in Applied Sciences degree is designed for those students who complete an approved course of studies in a professional, occupational, or technical area. See the list on page 45 for the programs TCC offers that lead to an Applied Sciences degree.

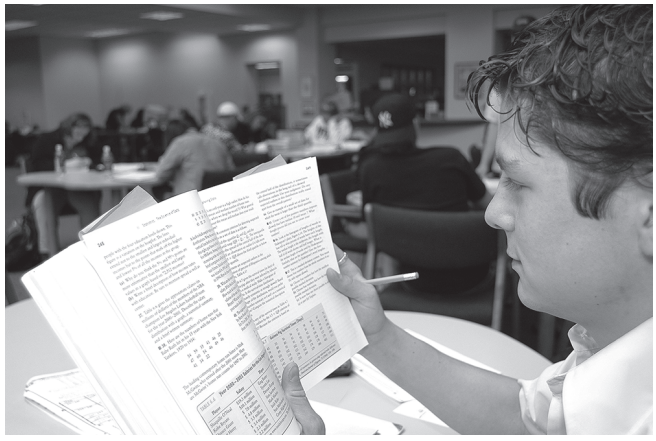
Degree Requirements

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

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

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

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



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. See the graph, page 45, for a listing of certificate programs.

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

ASSOCIATE IN TECHNICAL ARTS: GENERAL

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

Degree Requirements (General)

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

Related Instruction Requirements

Communication (8-10 credits)
Business 100
English 100, 101
Speech 100, 101, 110, 120, 130

Quantitative Skills (5 credits)
Business 110
Math 97, 99 or any course 100 or above

Living and Working Cooperatively (3-5 credits)
Business 164, 167, 255
Human Develoment 110
Human Services 261
Psychology 100
Supervision & Management 264
Speech 110

Responsibility/Leadership (3-5 credits)
Business 164, 167, 255
Supervision amd Management 101, 131, 261, 264

Information and Information Technology (1-5 credits)
Computer User 100, 102, 103, 105
Information Technology 235
Library Sciences 102

AUTOMATED ACCOUNTING APPLICATIONS PROGRAM

Program Chair: Annalee Rothenberg 253.566.5181

The Automated Accounting Applications program prepares you for employment in a variety of business accounting environments. The program's structure is progressive, leading to four levels of achievement for increasing levels of job responsibility. Certificate programs may prepare you to be bookkeepers, accounts payable and accounts receivable clerks for entry-level accounting positions. The two-year Automated Accounting Applications degree may prepare you for employment in a wide variety of accounting positions. Graduates are especially well prepared to work with integrated computerized accounting systems.

Required for completion of this program: Assessment above or completion of ENGL 91 and READ 93 and or assessment above or completion of MATH 86.

Accounting Office Associate Certificate

Core Requirements (16 credits)

Note: Students may substitute, with program chair's approval, ACCNT 210 for ACCNT 110.

ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
BUS 280	Career Readiness Skills	1
CU 91	Keyboarding Basics (Students may substitute OFFCE 103)	2
CU 105	Word I, Excel I, Power Point	5
	Or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint	
OFFCE 116	Records and Database Management	3

TOTAL CREDITS: 16

Assistant Bookkeeping Clerk Certificate

Core Requirements (34 credits)

Note: Students may substitute, with program chair's approval, ACCNT 210, 220 for ACCNT 110, 120.

ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
ACCNT 120	Accounting for Decision Makers *(Formerly Accnt 150)*	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 280	Career Readiness Skills	1
CU 91	Keyboarding Basics (Students may substitute OFFCE 103)	2
CU 105	Word I, Excel I, Power Point	5
	Or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint	
CU 203	Excel II	3
OFFCE 116	Records & Database Management	3

TOTAL CREDITS: 34

Bookkeeping Systems Certificate

Core Requirements (46 credits)

Note: Students may substitute, with program chair's approval, ACCNT 210, 220, 230 for ACCNT 110, 120, 130.

ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
ACCNT 120	Accounting for Decision Makers *(Formerly Accnt 150)*	5
ACCNT 130	Practical Accounting II *(Formerly Accnt 141)*	5
BUS/ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 280	Career Readiness Skills	1
CU 91	Keyboarding Basics (Students may substitute OFFCE 103)	2
CU 105	Word I, Excel I, Power Point	5
	Or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint	
CU 110	Access I	2
CU 203	Excel II	3
OFFCE 116	Records & Database Management	3

TOTAL CREDITS: 46

Automated Accounting Applications
Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*

Core Requirzements (35 credits)

Note:: Students may substitute, with program chair's approval, ACCNT 210, 220, 230 for ACCNT 110, 120, 130.

ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
ACCNT 120	Accounting for Decision Makers *(Formerly Accnt 150)*	5
ACCNT 130	Practical Accounting II *(Formerly Accnt 141)*	5
ACCNT 145	Payroll and Business Taxes	5
ACCNT 165	Accounting with Peachtree *(Formerly Accnt 240)*	5
ACCNT 175	Accounting with QuickBooks *(Formerly Accnt 241)*	5
ACCNT 290	Work Internship	5

Related Instruction Requirements (57 credits)

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

BUS/ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
BUS 110	Business Math	5
or MATH 111	College Algebra for Business and Economics	
BUS 164	Leadership and Human Relations	5
BUS 200	Business Law	5
BUS 225	Business Correspondence	5
or ENGL 102	College Freshman Composition or ENGL 103 Argument and Persuasion	
BUS 280	Career Readiness Skills	1
CU 91	Keyboarding Basics (Students may substitute OFFCE 103)	2
CU 105	Word I, Excel I, Power Point	5
or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint		
CU 110	Access I	2
CU 203	Excel II	3
OFFCE 105	Editing and Proofreading Business Documents	2
OFFCE 116	Records and Database Management	3
SPCH 100	Fundamentals of Speech Communication	5
	Students may substitute, SPCH 101, 110, 120, or 130	
Electives:	ACCNT, BUS, COMSK, IT, GBUS or ECON approved by program chair	9

TOTAL CREDITS: 92

Computerized Accounting Certificate

The Computerized Accounting certificate is designed for students who are currently in the workforce and are returning to school to gain knowledge about popular application programs used in the accounting industry.

Core Requirements (15 credits)

ACCNT 165	Accounting with Peachtree *(Formerly Accnt 240)*	5
ACCNT 175	Accounting with QuickBooks *(Formerly Accnt 241)*	5
CU 110	Access I	2
CU 203	Excel II	3

TOTAL CREDITS: 15

Tax Preparation Certificate

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

Core Requirements (15 credits)

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

TOTAL CREDITS: 15

ADMINISTRATION OF LAW AND JUSTICE PROGRAM

Program Chair: Erik Laurentz 253.566.5133

The Administration of Law and Justice program offers four areas of concentration: law enforcement, juvenile justice, private investigator and paralegal. Each concentration is specifically designed to introduce and prepare students for positions in that area. (A separate section is listed for the Paralegal program, page 73). Successful graduates may be eligible for criminal justice careers in law enforcement, municipal police and private police; parole, probation and counseling; juvenile justice, diversion, counseling and probation; court security and administration; private security, loss prevention and private investigations.

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 ADLJ courses.

Administration of Law & Justice Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*
Core Requirements (40 credits)		
ADJ 100	Introduction to Administration of Justice	5
ADJ 101	Criminal Law	5
ADJ 102	Criminal Procedure and Evidence	5
ADJ 103	Community Policing	5
ADJ 104	Power, Multiculturalism and the Law	5
ADJ 105	Ethical Issues in Law Enforcement	5
ADJ 107	Juvenile Justice System	5
ADJ 200	Criminal Investigation	5
Electives (5 credits)		
Select a minimum of five credits from the following courses:		
ADJ 140	Introduction to Corrections	5
ADJ 179	Special Topics	2
ADJ 201	Forensics	5
ADJ 202	Police Leadership	5
ADJ 204	Juvenile Delinquency in America	3
ADJ 205	Crime and Justice in America	3
ADJ 207	Law Enforc./Criminal Justice Internship I	5
ADJ 208	Law Enforc./Criminal Justice Internship II	5
ADJ 209	De-Escalation Techniques	2
ADJ 211	Police in America	5
ADJ 212	Law Enforcement Communication Skills	3
ADJ 213	Prevention and Control of Delinquency	5
ADJ 240	Parole and Probation	5
ADJ 299	Special Projects	5
Related Instruction Requirements (49 credits)		
ENGL 101	College Freshman Composition	5
ENGL 102	College Freshman Composition	5
CU 102	MS Word	2
or other approved computer course		
SOC 110	Survey of Sociology	5
PSYCH 100	General Psychology	5
SPCH 100	Fundamentals of Speech Communication	5
SPCH 101	Public Speech Communication	5
POLSC 202	American National Government and Politics	5
PE 100	Total Fitness	2
Math 107	Math: A Practical Art	5
or BUS 110	Business Math	
Natural Science (select one):		
Any course listed for the Assoc. of Arts & Sciences Degree		5

TOTAL CREDITS: 94

Administration of Law & Justice Certificate

The Administration of Law and 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 are a total of 40 credits of core courses in the Administration of Law and Justice program.

Paralegal Program

See page 73.

BUSINESS MANAGEMENT AND ORGANIZATIONAL LEADERSHIP PROGRAM

Program Chair: Christopher Gilbert 253.566.5321

This program encompasses a 91-credit business degree and 44-credit business certificate program providing current education and training on current management techniques, principles of ethical leadership, team and organizational development and knowledge management for effective employees in the 21st century. Coursework is designed to develop specific skills in marketing, business administration and management, human resources, supervision, and international business. Students will gain competency in understanding today's diverse workplace, technology's role in businesses of the future, corporate ethics and social responsibility, and concepts of small business management. With the ability to select specialties in Human Resource Leadership, Marketing and Customer Service, or Small Business Entrepreneurship, students can tailor a unique business education experience in topics attuned to employer needs.

Business Management and Organizational Leadership Associate in Applied Sciences Degree

This two-year degree program prepares you for a career as a business professional. Graduates are prepared for a multitude of first-entry supervisory, administrative or small business management positions.

Course No.	*Course Title*	*Credit*
Core Requirements (31 credits)		
BUS 101	Introduction to Business	5
BUS 163	Management Principles and Organizational Systems	5
BUS 167	Work Teams and Organizational Dynamics	5
BUS 230	Business Ethics and Corporate Responsibility	5
BUS 240	Marketing and Business Development	5
BUS 280	Career Readiness Skills	1
GBUS 220	Introduction to Global Business	5
Specialization Requirements (15 credits)**		
BUS 290 Work Internship may be substituted for one course in the three specialty areas subject to program chair approval. Select one of the following areas of specialization:		
Human Resource Leadership		
BUS 164	Leadership and Human Relations	5
BUS 165	Personnel Management	5
BUS 255	Managing Diversity	5
Marketing and Customer Service		
BUS 245	Retailing and Professional Sales	5
BUS 255/GBUS 210	Managing Diversity / Cultural Aspects of Global Business	5
BUS 265	E-Business and Commerce	5
Entrepreneurship		
BUS 260	Small Business Entrepreneurship	5
BUS 265 or 200	E-Business and Commerce / Business Law	5
BUS 270	Business in a Changing World	5
Related Instruction Requirements (45 credits)		
ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
and ACCNT 120	Accounting for Decision Makers *(Formerly Accnt 150)*	5
or ACCNT 210	Accounting Principles–Financial I	
and ACCNT 230	Accounting Principles-Managerial	
BUS/ENGL 100	Business English	5
BUS 110 or 256	Business Math / Statistical Analysis	5
BUS 225/ENGL 102	Business Correspondence/College Freshman Composition	5
SPCH 100 or 110	Fundamentals of Speech Communication/Multicultural Communication	5
ECON 211 or 200	General Economics / Principles of Economics (Macro)	5
CU 105	Word I, Excel I, PowerPoint	5
	Or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint	
Select	100/200 level 5-credit elective except Business or Speech	5

TOTAL CREDITS: 91

Business Administration and Management Certificate Program

The Business Administration and Management (BAM) certificate is designed for individuals who are interested in a career in business, or are currently employed and looking for professional advancement and growth opportunities in business and managerial occupations.

Course No.	*Course Title*	*Credit*
Core Requirements (19 Credits)		
BUS 167	Work Teams and Organizational Dynamics	5
BUS 230	Business Ethics and Corporate Responsibility	5
BUS 240	Marketing and Business Development	5
BUS 280	Career Readiness Skills	1
CU	Any combination of Computer User courses	3
Specialization Requirements (25 Credits)		
Select one of the following areas of specialization:		
Human Resource Leadership		
BUS 101	Introduction to Business	5
BUS 163	Management Principles and Organizational Systems	5
BUS 164	Leadership and Human Relations	5
BUS 165	Personnel Management	5
BUS 255	Managing Diversity	5
Marketing and Customer Service		
BUS 101	Introduction to Business	5
BUS 245	Retailing and Professional Sales	5
BUS 265	E-Business and Commerce	5
BUS 270	Business in a Changing World	5
GBUS 230	Global Marketing	5
Entrepreneurship		
ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
or ACCNT 210	Accounting Principles: Financial I	
ACCNT 120	Accounting for Decision Makers *(Formerly Accnt 150)*	5
BUS 163	Management Principles and Organizational Systems	5
BUS 260	Small Business Entrepreneurship	5
BUS 270	Business in a Changing World	5

TOTAL CREDITS: 44

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Program Chair: Rachel Kendoll 253.566.5135

The Diagnostic Medical Sonography program leads to an Associate of Applied Sciences degree. The program is 18-21 calendar months in duration and is full time. Students complete classroom and laboratory work on the campus and clinical education in an affiliated ultrasound department. Students acquire skills in reviewing and recording pertinent clinical patient history, performing the sonographic examination, providing for the 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. Students should also be versatile and able to follow precise and detailed directions.

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

A separate application to the Diagnostic Medical Sonography program is required and may be obtained at Health, Justice and Human Services, Bldg. 19, room 70 or by calling 253.566.5179.

Prerequisites

To enter the Diagnostic Medical Sonography program, students must meet the following requirements. The required prerequisite math and science courses must have been taken in the last ten 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 prerequisite courses. It is highly recommended that a refresher course in MATH 115 be taken if coursework is more than two years old.

ENGL 101	College Freshman Composition	5
PSYCH 100	General Psychology	5
or SOC 110	Introduction to Sociology	
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
or SPCH 110	Multicultural Communication	
or SPCH 120	Small Groups Communication	
or SPCH 130	Interpersonal Communication	
CU 105	Word I, Excel I, PowerPoint or other approved CU course	5
HT 130	Medical Terminology	3
MATH 115	Precalculus I: College Algebra	5
BIOL 220	Anatomy and Physiology I	6
BIOL 221	Anatomy and Physiology II	6
PHYS 114	General Physics	5

TOTAL PREREQUISITE CREDITS: 45

Diagnostic Medical Sonography Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*
Core Requirements (106 credits)		
First Quarter (Fall)		
DMS 100	Intro. to Diagnostic Medical Sonography	4
DMS 105	Ultrasound Cross-Sectional Anatomy	4
DMS 110	Pathophysiology I	3
DMS 130	Ultrasound Physics and Instrumentation I	3
DMS 175	DMS Orientation	2
Second Quarter (Winter)		
DMS 120	Abdominal Scanning and Techniques	5
DMS 121	Small Parts Scanning and Techniques	5
DMS 131	Ultrasound Physics and Instrumanetation II	3
DMS 150	Ultrasound Clinical I	2
Third Quarter (Spring)		
DMS 111	Pathophysiology II	3
DMS 122	Gynecological and First Trimester Scanning & Tech.	5
DMS 151	Ultrasound Clinical II	5
DMS 160	Ultrasound Seminar and Critique I	2
Fourth Quarter (Summer)		
DMS 123	Obstetrical Scanning and Techniques	5
DMS 152	Ultrasound Clinical III	8
DMS 161	Ultrasound Seminar and Critique II	2
Fifth Quarter (Fall)		
DMS 220	Introduction to Vascular Sonography and Echocardiography	5
DMS 250	Ultrasound Clinical VI	10
DMS 260	Ultrasound Seminar and Critique III	2
Sixth Quarter (Winter)		
DMS 251	Ultrasound Clinical V	13
DMS 261	Ultrasound Seminar and Critique IV	2
DMS 279	Ultrasound Registry Review Seminar	1
Seventh Quarter (Spring)		
DMS 252	Ultrasound Clinical VI	13

TOTAL CREDITS: 106

ELECTRONICS/WIRELESS TELECOMMUNICATIONS ENGINEERING PROGRAM

Program Chair: Tim Mason 253.566.5286

The Electronics/Wireless Telecommunications Engineering program consists of an Electronics Technician certificate, a Wireless Installation certificate, a Telecommunications/Field Operations certificate, and an Applied Sciences Associate degree in Electronics/Wireless Telecommunications Engineering. The program is designed to ensure that students interested will be able to work towards the associate degree accumulating certificates with specific skills along the way. Its design is also intended to promote the further training and education of returning workers, displaced workers, and others who may desire to further their education and training in a specific occupational area. Students work independently using simulators and in teams. The program is the direct result of an exhaustive regional study, and TCC's association with the Global Wireless Education Consortium.

Application

All Electronics programs require a separate application process. Application inquiries should be addressed to the Business Division secretary by calling 253.566.5072.

Prerequisites

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

- Assessment at MATH 90 or completion of MATH 88 with a 'C' or higher.
- Assessment at college-level English or completion of ENGL 91 with a 'C' or higher.
- Assessment at college-level Reading or completion of READ 93 with a "C" or higher.

Academic Performance Requirement

All coursework in the program must be completed with a grade of 'C' or higher to qualify for the degree or any certificates in the Electronics/Wireless Telecommunications Engineering program.

Electronics Technician Certificate

This certificate program focuses on the technical and non-technical skills and knowledge necessary to be successful in the electronics and equipment repair and maintenance fields. It encompasses electronics and electrical theory and their practical application. The student will use lab equipment to study, design and troubleshoot various circuits and electronic components and power distribution.

Course No.	*Course Title*	*Credit*
Core Requirements (30-35 credits)		
ELEC 104	Fundamentals of Electricity and Electronics	5
ELEC 106	AC Electronic Devices and Systems	5
ELEC 107	Solid State Electronic Devices	5
ELEC 108	Electronic Devices and Integrated Circuits	5
ELEC 109	Microprocessors	5
ELEC 110	Digital Devices	5
ELEC 290	Optional Work Internship	0-5

TOTAL CREDITS: 30-35

Wireless Installation Certificate

This certificate program focuses on the technical and non-technical skills and knowledge necessary to be successful in the wireless equipment installation and site survey fields. It encompasses information technology and electronics theory and their practical application. The student will use lab equipment to study, design and troubleshoot various antennas, transmitters, and media types as well as site survey theory and application. Related instruction requirements are embedded within program courses.

Course No.	*Course Title*	*Credit*
Core Requirements (50 credits)		
ELEC 104	Fundamentals of Electricity and Electronics	5
ELEC 106	AC Electronic Devices and Systems	5
ELEC 107	Solid State Electronic Devices	5
ELEC 108	Electronic Devices and Integrated Circuits	5
ELEC 109	Microprocessors	5
ELEC 110	Digital Devices	5
ELEC 216	Principles of Wireless Networks	5
IT 235	Introduction to Information Technology	5
IT 260	Client/Server Technology LANs	5
IT 270	Server and Support Fundamentals	5

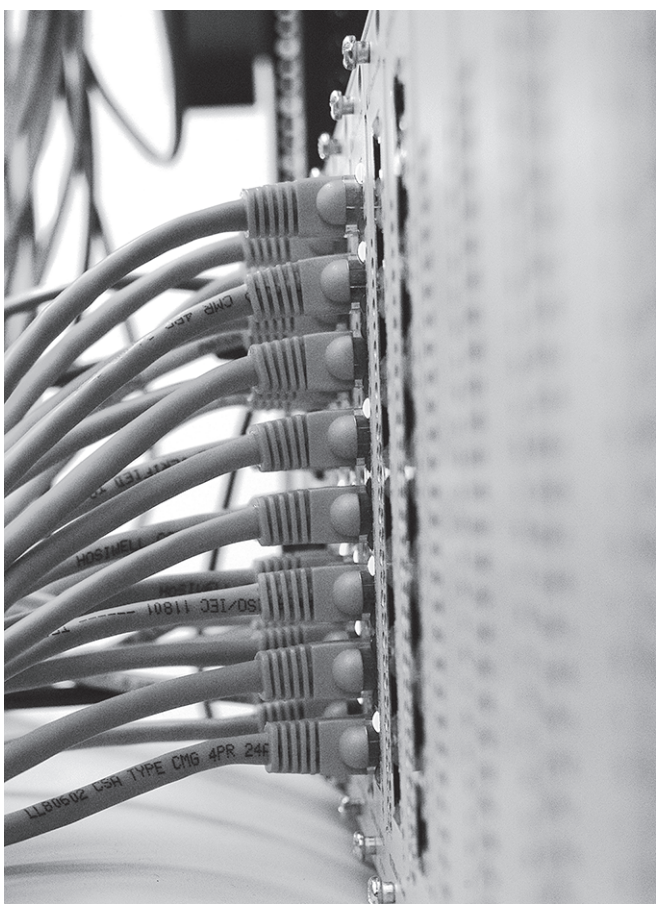
TOTAL CREDITS: 50

Telecommunications/Field Operations Certificate

This certificate program focuses on the technical and non-technical skills and knowledge necessary to be successful in the telecommunications, wireless customer service, network operations center, and field installation and maintenance fields. It encompasses information technology and electronics theory and their practical application. The student will use lab equipment to study, design and troubleshoot various antennas, transmitters, and media types as well as network center operations and field installation requirements, methods, FCC rules and local ordnances. Related instruction requirements are embedded within program courses.

Course No.	*Course Title*	*Credit*
Core Requirements (45 credits)		
ELEC 104	Fundamentals of Electricity and Electronics	5
ELEC 106	AC Electronic Devices and Systems	5
ELEC 108	Electronic Devices and Integrated Circuits	5
ELEC 110	Digital Devices	5
ELEC 216	Principles of Wireless Networks	5
ELEC 221	Cellular Networks	5
IT 235	Introduction to Information Technology	5
IT 260	Client/Server Technology LANs	5
IT 270	Server and Support Fundamentals	5

TOTAL CREDITS: 45



Electronics/ Wireless Telecommunications Engineering Associate in Applied Sciences Degree

This degree program focuses on the technical and non-technical skills and knowledge necessary to be successful in the cellular and telecommunications, network operations center, and field installation and maintenance fields. It encompasses information technology and electronics theory and their practical application. The student will use lab equipment to study, design and troubleshoot various antennas, transmitters, and media types as well as network center operations and field installation requirements, methods, FCC rules and local ordinances.

Course No.	*Course Title*	*Credit*
Core Requirements (60-65 credits)		
ELEC 104	Fundamentals of Electricity and Electronics	5
ELEC 106	AC Electronic Devices and Systems	5
ELEC 107	Solid State Electronic Devices	5
ELEC 108	Electronic Devices and Integrated Circuits	5
ELEC 109	Microprocessors	5
ELEC 110	Digital Devices	5
ELEC 212	Wireless Theory	5
ELEC 214	Network Security Fundamentals	5
ELEC 216	Principles of Wireless Networks	5
ELEC 218	Radio Wave Modulation and Signal Propagation	5
ELEC 220	Advanced Network Security and Encryption	5
ELEC 221	Cellular Networks	5
ELEC 290	Optional Work Internship	0-5
Related Instruction Requirements (40 credits)		
BUS/ENGL 100	Business English	5
BUS 164	Leadership and Human Relations	5
IT 235	Introduction to Information Technology	5
IT 260	Client/Server Technology LANs	5
IT 270	Server and Support Fundamentals	5
IT 271	Internetworking	5
SPCH 100	Fundamentals of Speech Communication	5
MATH 115	Pre-Calculus I: College Algebra	5

TOTAL CREDITS: 100-105

EMERGENCY MEDICAL AND HEALTH SERVICES PROGRAM

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-B to Paramedic programs and provide continuing opportunities in the emergency medical services field.

Emergency Medical Technician–Basic 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 EMT-Bs. 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.

The Paramedic Education program is designed for students who have completed EMT-B 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.

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

Prerequisites

- ▷ BIOL 118 Human Anatomy and Physiology
- ▷ HT 130 Medical Terminology

Emergency Medical Technician–Basic Certificate

Course No.	*Course Title*	*Credit*
Core Requirements (8 credits)		
EMC 110	Emergency Medical Technician Basic	8

Paramedic Education Certificate

To enter the Paramedic Education Certificate program, students must meet the requirement of being a certified EMT–Basic with working experience (paid or unpaid) for a minimum of one year.

Course No.	*Course Title*	*Credit*
Core Requirements (65 credits)		
First Quarter (Summer)		
Second Quarter (Fall)		
EMC 118	EMS Wellness & Prevention	4
EMC 120	Paramedic I (didactic)	12
EMC 130	Paramedic Clinical I	4
PE 100	Total Fitness	2
Third Quarter (Winter)		
EMC 121	Paramedic (didactic) II	12
EMC 131	Paramedic Clinical II	7
PE 200	Advanced Total Fitness	2
Fourth Quarter (Spring)		
EMC 122	Paramedic (didactic) III	5
EMC 132	Paramedic Clinical III	9

TOTAL CREDITS: 65

Emergency Medical & Health Services Associate in Applied Sciences Degree

Second Year Required Courses (38-42 credits)		
Additional or alternative courses subject to approval of Program Chair.		
EMC 200	Contemporary Issues in Pre-Hospital Care	2
PSYCH 100	General Psychology	5
ENGL 101	College Freshman Composition	5
BUS 110	Business Math	5
or MATH 107	Math: A Practical Art	
BUS 163	Principles of Management	5
or BUS 164	Leadership and Human Relations	
COMSK 100	Introduction to Critical Thinking	5
SOC 110	Survey of Sociology	5
or SOC 152	Marriage and the Family	
or SOC 240	Social Psychology	
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
CU 100-215	Computer User Course: Select One See list of approved CU courses	1-5

TOTAL CREDITS: 103-107

GLOBAL BUSINESS PROGRAM

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.

Global Business
Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*
Core Requirements (21-25 credits)		
GBUS 210	Cultural Aspects of Global Business	5
GBUS 220	Introduction to Global Business	5
GBUS 230	Global Marketing	5
GBUS 240	Global Exporting and Importing	5
GBUS 290	Work Internship	1-5
or GBUS 299	Independent Study and Special Projects	
Related Instruction Requirements (66 credits)		
ACCNT 110	Practical Accounting I *(formerly Accnt 140)*	5
or ACCNT 210	Accounting Principles – Financial I	
ACCNT 120	Accounting for Decision Makers *(formerly Accnt 150)*	5
BUS/ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
BUS 101	Introduction to Business	5
BUS 110	Business Math	5
	Students may substitute: BUS 256, MATH 107, 108, 111	
BUS 163	Management Principles and Organizational Systems	5
BUS 164	Leadership and Human Relations	5
BUS 225	Business Correspondence	5
or ENGL102	College Freshman Composition	
or ENGL 103	Argument and Persuasion	
BUS 240	Marketing and Business Development	5
BUS 280	Career Readiness Skills	1
CU 105	Word I, Excel I, Power Point	5
or CU 102	Word I	
or CU 103	Excel I	
or CU 104	PowerPoint	
ECON 211	General Economics	5
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
	Students may substitute: SPCH 110, 120, 130	
Elective	Electives	5

TOTAL CREDITS: 87-91

HEALTH INFORMATION TECHNOLOGY PROGRAM

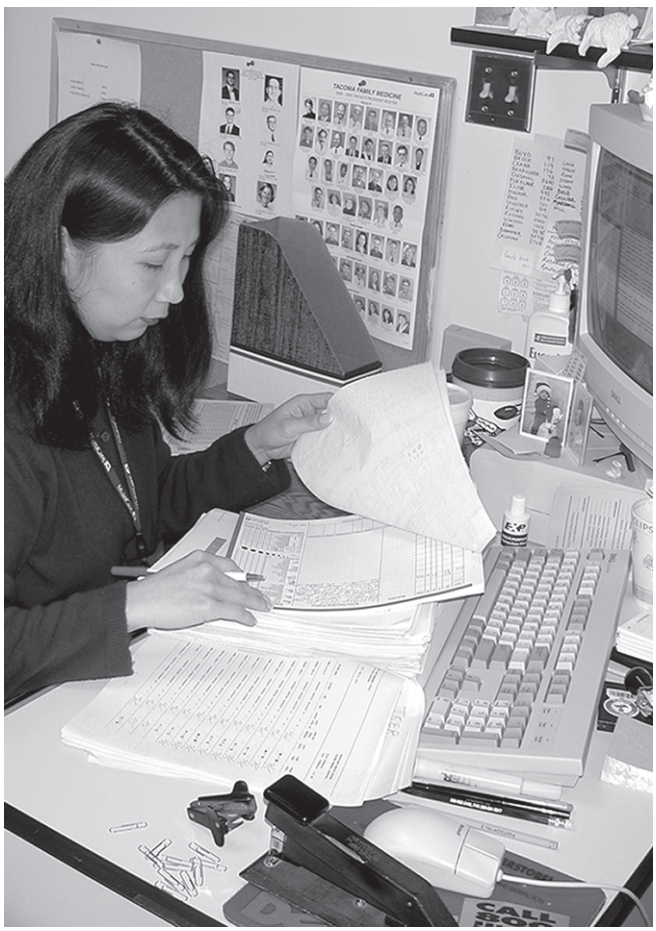
Program Chair: Marion Miller, RHIA, CCS 253.566.5076

Tacoma Community College offers several options for professional career development in health information management: the Health Information Technology (HIT) Associate of Applied Science degree program, the Health Information Coding Specialist certificate, the Medical Billing Specialist certificate, and various health technology courses open to any student for exploration of the healthcare field.

The Health Information Technology (HIT) 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. A combination of HT, HIM, and related instruction courses are taken in the first year before applying for admission into the second year of the program.

Upon successful completion of the program, graduates are eligible to take the National Certification 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 for Health Informatics and Information Management Education (CAHIIM). CAHIIM is recognized by the Council for Higher Education Accreditation.

The program requires a separate application process through Health, Justice and Human Services in Bldg. 19, Room 70. Assessed placement at college-level reading and English, as well as Math 90 is required. Fluency in Microsoft Windows or CU 100 required. Applicants must be fluent in the English language and possess the physical and emotional ability to complete the program. 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. Many colleges and universities offer baccalaureate programs in this field. See AHIMA's website at www.ahima.org for listings and information.



Health Technology Courses

Health Technology cluster 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. Completion of these courses alone does not lead to a certificate. Admission to a specific program is not a requirement. For more information, call 253.566.5076.

Course No.	*Course Title*	*Credit*
HT 110	Health Care Delivery Systems	5
HT 120	Medical Office Management	5
HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
HT 140	Medical Transcription I	3
HT 141	Medical Transcription II	3
HT 142	Medical Transcription III	3
HT 150	Pharmacology for Health Professionals	2
HT 210	Principles of Disease	5
HT 225	Legal Concepts for the Health Field	3

Health Information Coding Specialist Certificate

The Health Information Coding Specialist (HICS) is a one-year certificate program that may prepare 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).

This course work provides a solid and applicable foundation for students seeking to continue their education into Health Information Technology as a Registered Health Information Technician (RHIT) as well as in pursuing an Associate in Applied Sciences degree. Upon successful completion of the program, graduates will receive a certificate of completion. Certificate holders are eligible to take the national exams to become a Certified Coding Assistant (CCA) administered by the American Health Information Management Association (AHIMA) or Certified Procedural Coder (CPC) offered by the American Academy of Procedural Coders (AAPC).

Open enrollment with applications accepted on an ongoing basis. Students must complete a separate application process through Health, Justice and Human Services in Bldg. 19, Room 70. Assessed placement at college-level reading and English, as well as Math 90 is required. Fluency in Microsoft Windows or CU 100 required.

Applicants must be fluent in the English language and possess the physical and emotional ability to complete the program. Graduates of the HICS Program must complete the following curriculum with a grade of "C" or higher in all classes.

Course No.	*Course Title*	*Credit*
Core Requirements (66 credits)		
BIOL 118	Anatomy & Physiology	5
CU 105	Word I, Excel I, PowerPoint	5
ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
HT 110	Health Care Delivery Systems	5
HT 120	Medical Office Management	5
HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
HT 150	Pharmacology for Health Professionals	2
HT 210	Principles of Disease	5
HIM 180	Introduction to Health Information	5
HIM 220	ICD-9-CM Coding	5
HT 216	CPT Coding	5
HT 245	Intermediate ICD-9-CM and CPT Coding	3
HIM 252	Medical Reimbursement Management	5
HT 250	Clinical for HICS	3

TOTAL CREDITS: 66

Health Information Technology Associate in Applied Sciences degree

Course Title	*Course No.*	*Credit*
Core Requirements (118 credits)		
Graduates of the Health Information Technology Program must complete the following curriculum with a grade of "C" or higher in all classes:		
Fall Quarter		
BIOL 118	Anatomy and Physiology	5
or BIOL 220	Human Anatomy and Physiology I	
or BIOL 221	Human Anatomy and Physiology II	
ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
HT 110	Health Care Delivery Systems	5
HT 130	Medical Terminology I	3
Winter Quarter		
CU 105	Word I, Excel I, PowerPoint	5
HT 120	Medical Office Management	5
HT 131	Medical Terminology II	5
HT 150	Pharmacology for Health Professionals	2
Spring Quarter		
BUS 110	Business Math	5
HIM 180	Introduction to Health Information	5
HIM 190	Clinical Applications I	2
HT 210	Principles of Disease	5
Summer Quarter		
CU 110	Access I	2
HT 225	Legal Concepts for the Health Field	3
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
Behavioral Science elective		5
Fall Quarter		
HIM 220	ICD-9-CM Coding	5
HIM 230	Healthcare Data and Compliance	5
IT 245	Healthcare Data Modeling	2
HIM 270	Healthcare Information Systems	3
Winter Quarter		
HIM 231	Clinical Applications II	5
HIM 241	Data Quality Standards and Statistics	5
HT 216	CPT Coding	5
HIM 242	Health Information Management and Leadership	3
Spring Quarter		
HIM 222	Health Records in Alternate Care Settings	5
HIM 232	Clinical Applications III	5
HIM 252	Medical Reimbursement Management	5
Electives	Intermediate Coding, Compliance or Information Technology courses	3-5

TOTAL CREDITS: 118-120

HUMAN SERVICES PROGRAM

Program Chair: Jim Carroll 253.566.5076

The Human Services program is a competency-based program that may prepare students for work as practitioners in social, mental health and addiction service agencies. The program offers a three-tier certification process: a one-quarter (15 credits) Case Aide certificate; a three-quarter (45 credits) Human Services certificate; and a two-year Associate in Applied Sciences (AAS) degree in Human Services.

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. 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.

Prerequisites

To enter the Human Services program, students must meet the following requirement: Be assessed at the English 101 level.

Case Aide Certificate

Course No.	*Course Title*	*Credit*
Core Requirements (15 credits)		
First Quarter		
HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques	5
HSP 112	Case Management and Systems	5
	TOTAL CREDITS: 15	

Human Services Certificate

Course No.	*Course Title*	*Credit*
Core Requirements (30 credits)		
Second Quarter		
HSP 105	Leadership, Ethics & Development	5
HSP 106	Advanced Helping Strategies	5
HSP 207	Behavioral Health and Wellness	5
Third Quarter		
HSP 191	Clinical Practicum I	5
HSP 200	Pharmacology and Survey of Chemical Dependency	5
HSP 261	Understanding Diversity	5
	TOTAL CREDITS: 45	

Human Services
Associate in Applied Sciences Degree

Course Title	*Course No.*	*Credit*
Program Core Requirements (47 credits)		
Fourth Quarter		
HSP 192	Clinical Practicum II	5
CU 102	Word I (or other approved computer course)	2
ENGL 101	College Freshman Composition	5
HSP	Specialty Course (Select one from below list)	5
Fifth Quarter		
HSP 193	Clinical Practicum III	5
ENGL 102	College Freshman Composition	5
PSYCH 100	General Psychology	5
Sixth Quarter		
HSP	Specialty Course (Select one from below list)	5
SOC 110	Introduction to Sociology	5
BUS 100 or MATH 107	Business Math Math: A Practical Art	5
	TOTAL CREDITS: 92	

Human Services Specialization Courses

Students are encouraged to select two that fit chosen career and academic goals.

HSP 205	Substance Abuse Prevention	5
HSP 206	Advanced Prevention Strategies	5
HSP 208	Program Planning and Grant Writing	5
HSP 212	Advanced Case Management	5

Specialization 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 Services program, Administration of Law and Justice program, Human Development courses, and/or Behavioral Sciences courses. 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.tacomacc.edu. Check the quarterly class schedule for the current offerings.

Chemical Dependency

The Human Services curriculum (45 credits) meets the educational competencies for chemical dependency professional certification. See your advisor for details.

INFORMATION TECHNOLOGY PROGRAM

Program Chair: Erika Bowles 253.566.5253

The Information Technology programs prepare students in two primary areas – (1) Network Administration and Support and (2) Application 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 may prepare students for entry-level positions in each area of specialization.

The Network Administration and Support option of the Information Technology (IT) program focuses on developing the technical and non-technical skills needed to be successful in a business environment such as a hardware technician for client, server, and internetworking hardware on both traditional and wireless networks, or an entry-level network administrator. Students are trained to design, install, and manage personal computers and network hardware and software, and 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. Certificate or degree options include objectives of these industry certifications: A+, Network +, Cisco Certified Network Administrator (CCNA), Certified Wireless Security Professional (CWSP), and Certified Wireless Network Administrator (CWNA). Students are highly encouraged to sit for specific industry examinations upon certificate or degree completion.

The Application Developer option of the Information Technology (IT) program focuses on business programming skills for both desktop and web applications. Students will learn to program in a client-server environment, and depending on their desired focus, will choose additional coursework in database applications, web graphics, or additional programming languages to complete their degree. In addition to technical skills, students learn to communicate with others and work in a team environment. Depending on additional course focus, students may be prepared for entry-level positions in the areas of programmer/analyst, applications developer, database administrator, web programmer, web administrator, and webmaster.

The Associate in Applied Sciences degree is awarded to students who successfully complete either two-year program. The program's structure is progressive, enabling the student to earn beginning through advanced certificates, which are components of either Associate in Applied Sciences degree.

The Application Developer, UWT CSS Transfer option allows students to complete a professional-technical degree program that will transfer to the University of Washington – Tacoma (UWT) Computing and Software Systems program.

Application

All IT programs require a separate application process. Application inquiries should be addressed to the Business Division Secretary by calling 253.566.5072.

Prerequisites

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

- ▷ Assessment at MATH 90 or completion of MATH 88 with a 'C' or higher.
- ▷ Assessment at college level English or completion of ENGL 91 with a 'C' or higher.
- ▷ Assessment at college level Reading or completion of READ 93 with a 'C' or higher.

Academic Performance Requirement

All coursework in the program must be completed with a grade of 'C' or higher to qualify for any certificates or degrees in Information Technology.

Help Desk Certificate

Provides basic IT and hardware skills and prepares a student for entry-level jobs as a help desk technician. Students are encouraged to sit for the A+ certification exam upon certificate completion.

Course No.	*Course Title*	*Credit*
Core Requirements (20 credits)		
CU 105	Word I, Excel I, Power Point	5
or CU 102	Word I	
or CU 103	Excel I	
or CU 104	PowerPoint	
IT 102	Microcomputer Fundamentals	5
IT 110	Operating Systems I	5
IT 235	Introduction to Information Technology	5
	TOTAL CREDITS: 20	

Networking Certificates:

Technical Support Certificate

Prepares a student for entry-level positions in hardware technical support. Students are encouraged to sit for the Network + certification exam upon certificate completion.

PREREQUISITE: Help Desk Certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (20 credits)		
IT 210	Operating Systems II	5
IT 260	Client/Server Technology LANs	5
IT 261	Administration of Networks	5
IT 262	Technical Support of Windows Networks	5

TOTAL CREDITS: 20

Network Administration and Support Certificate

Builds on the knowledge learned in the Technical Support certificate and prepares a student for entry-level jobs as a hardware technician for client, server, and internetworking hardware on traditional and wireless networks, and as an entry level network administrator. Students are encouraged to sit for the CISCO certified network administrator (CCNA) certification exam upon completion of this certificate.

PREREQUISITE: Technical Support Certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (15 credits)		
IT 270	Service and Support Fundamentals	5
IT 271	Internetworking	5
IT 280	Advanced Networking Technologies	5

TOTAL CREDITS: 15

Network Security Certificate

Covers basic aspects of security for both traditional and wireless networks. In addition to providing additional technical skills for current networking professionals, it is designed to prepare students for entry-level network security specialist positions. Students are encouraged to sit for the certified wireless security professional (CWSP) certification exam upon completion of this certificate.

PREREQUISITE: Technical Support Certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (10 credits)		
ELEC 214	Network Security Fundamentals	5
ELEC 220	Advanced Network Security and Encryption	5

TOTAL CREDITS: 10

Transition to Wireless Certificate

Provides basic knowledge and skills to allow a networking professional to become proficient in maintaining and administering wireless networks. Students are encouraged to sit for the certified wireless network administrator (CWNA) certification exam upon completion of this certificate.

PREREQUISITE: Technical Support Certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (10 credits)		
ELEC 212	Wireless Theory	5
ELEC 216	Principles of Wireless Networks	5

TOTAL CREDITS: 10

Application Developer Certificates:

Visual Basic.Net Certificate

For students who wish to add Visual Basic.Net to their programming skill inventory. Students will learn both programming and database skills and will be eligible for entry-level positions as Visual Basic.Net programmers.

PREREQUISITE: Help Desk certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (28 credits)		
CU 110	Access I	2
CU 210	Access II	3
IT 201	Introduction to Programming	5
IT 238	Visual Basic	5
IT 239	Advanced Visual Basic	5
IT 245	Data Modeling	2
IT 248	SQL Server Implementation	3
IT 250	Extendable Markup Language (XML)	3

TOTAL CREDITS: 28

Web Graphics Certificate

Provides an introduction to multiple web graphics software programs. Students completing this certificate are eligible for entry-level positions as web page developers or web content developers.

PREREQUISITE: Help Desk certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (29 credits)		
ART 102	Two-Dimensional Design	5
ART 210	Color and Design	5
IT 120	Introduction to Web Animation	5
IT 121	Advanced Web Animation	5
IT 122	Macromedia Dreamweaver	3
IT 123	Designing with Adobe Illustrator	3
IT 124	Image Manipulation with Adobe Photoshop	3

TOTAL CREDITS: 29

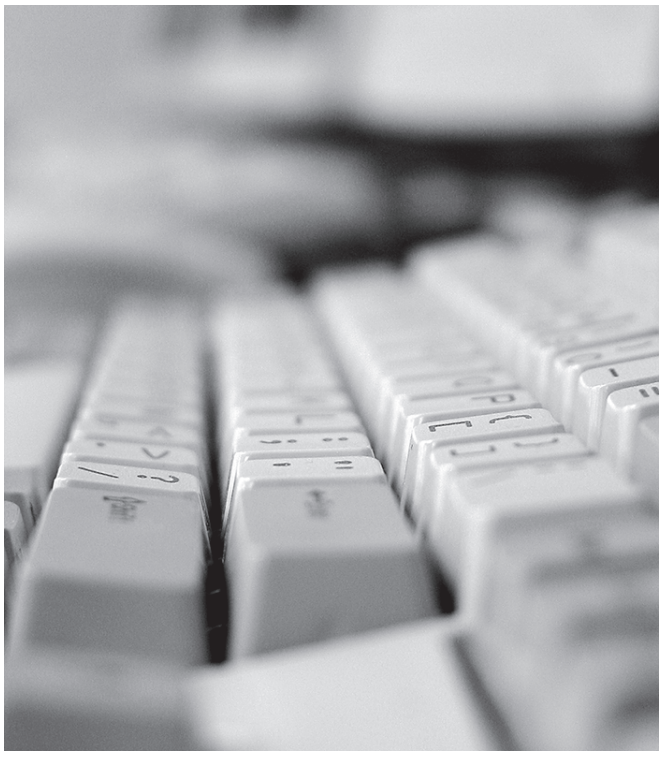
Web Programming Certificate

Provides fundamental web programming skills to students who wish to enhance their traditional programming skills or to learn entry-level web programming skills. Students will learn both programming and database skills and will be eligible for entry-level positions as web programmers.

PREREQUISITE: Help Desk certificate or comparable experience.

Course No.	*Course Title*	*Credit*
Core Requirements (30 credits)		
CU 110	Access I	2
CU 210	Access II	3
IT 201	Introduction to Programming	5
IT 245	Data Modeling	2
IT 248	SQL Server Implementation	3
IT 254	Web Development	5
IT 255	Advanced Web Development	5
IT 257	Server Data Access	5

TOTAL CREDITS: 30



Information Technology Associate in Applied Sciences Degree

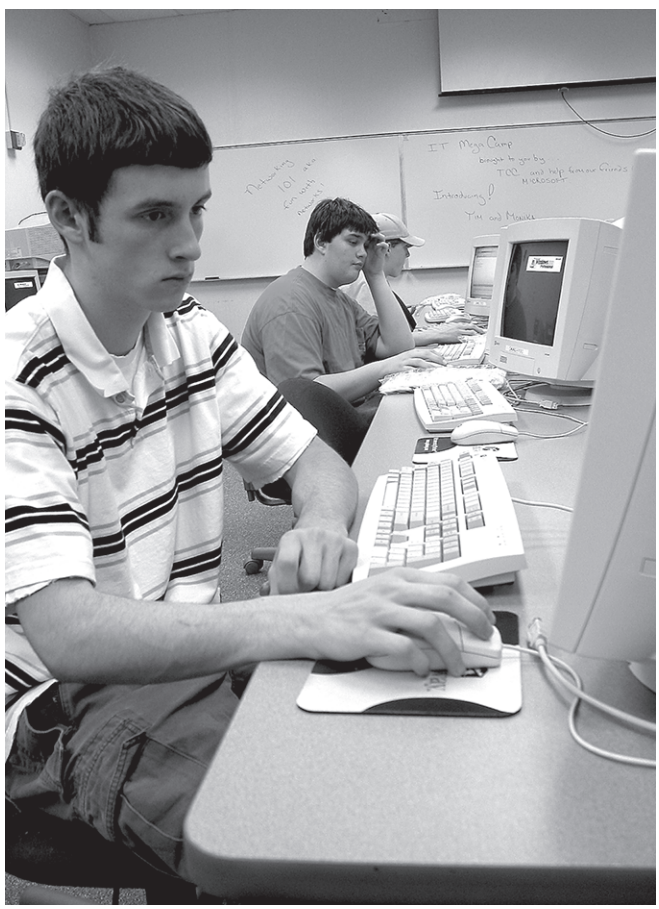
Course No.	*Course Title*	*Credit*
Core Requirements (21-26 credits)		
BUS 280	Career Readiness Skills	1
IT 102	Microcomputer Fundamentals	5
IT 110	Operating Systems I	5
IT 235	Introduction to Information Technology	5
IT 247	Introduction to Project Management	5
IT 290 (opt.)	Work Internship	0-5
Specialization Requirements (44-55 credits)		
Select one of the following specializations:		
Specialization I: Network Administration and Support		
ELEC 212 (opt.)	Wireless Theory	0-5
ELEC 214	Network Security Fundamentals	5
ELEC 216	Principles of Wireless Networks	5
ELEC 220 (opt.)	Adv. Network Security and Encryption	0-5
IT 210	Operating Systems II	5
IT 260	Client/Server Technology LANs	5
IT 261	Administration of Networks	5
IT 262	Technical Support of Windows Networks	5
IT 270	Service and Support Fundamentals	5
IT 271	Internetworking	5
IT 280	Advanced Networking Technologies	5
Specialization II: Application Developer		
IT 201	Introduction to Programming	5
IT 238	Visual Basic	5
IT 239	Advanced Visual Basic	5
IT 250	Extendable Markup Language (XML)	3
IT 254	Web Development	5
IT 255	Advanced Web Development	5
IT 257	Server Data Access	5
Select one of the following Sets of Elective Courses		
IT 240	C++	5
IT 241	Advanced C++	5
Elective	IT Elective	1-5
OR		
IT 242	Java Programming	5
IT 243	Advanced Java	5
Elective	IT Elective	1-5
OR		
CU 110	Access I	2
CU 210	Access II	3
IT 245	Data Modeling	2
IT 248	SQL Server Implementation	3
Elective	IT Elective	1-5
OR		
IT 120	Introduction to Web Animation	5
IT 122	Macromedia Dreamweaver	3
IT 123	Designing with Adobe Illustrator	3
IT 124	Image Manipulation with Adobe Photoshop	3
Related Instruction Requirements (25 credits)		
BUS/ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
BUS 164	Leadership and Human Relations	5
CU 105	Word I, Excel I, Power Point	5
or CU 102	Word I	
or CU 103	Excel I	
or CU 104	PowerPoint	
MATH 107	Math: A Practical Art	5
or MATH 111	College Algebra for Business & Economics	
or MATH 115	Pre-Calculus I	
SPCH 100	Fundamentals of Speech Communication	5
	Students may substitute: SPCH 110, 120, or 130	

TOTAL CREDITS: 90-106

Computer Application Developer
UWT CSS Transfer Degree Option

Course No.	*Course Title*	*Credit*
Core Requirements (40 credits)		
BUS 101	Introduction to Business	5
ENGL 102	College Freshman Composition	5
IT 110	Operating Systems I	5
IT 201	Introduction to Programming	5
IT 247	Introduction to Project Management	5
IT 242	Java Programming	5
or CS 142	Java Programming for Engrs. and Scientists I	
IT 243	Advanced Java	5
or CS 143	Java Programming for Engrs. and Scientists II	
PHYS 121	Engineering Physics	5
Specialization Requirements (35 credits)		
Information Technology Courses		
CU 110	Access I (formerly part of IT 244)	2
CU 210	Access II (formerly part of IT 244)	3
IT 238	Visual Basic	5
IT 239	Advanced Visual Basic	5
IT 240	C++	5
IT 241	Advanced C++	5
IT 245	Data Modeling	2
IT 248	SQL Server Implementation	3
Select one of the following Electives		*5*
IT 102	Microcomputer Fundamentals	
IT 254	Web Development	
IT 255	Advanced Web Development	
IT 257	Server Data Access	
IT 260	Client/Server Technology LANs	
IT 290	Work Internship	
Related Instruction Requirements (30 credits)		
CU 105	Word I, Excel I, Power Point	5
or CU 102	Word I	
or CU 103	Excel I	
or CU 104	PowerPoint	
ENGL 101	College Freshman Composition	5
IT 235	Introduction to Information Technology	5
MATH 108	Introduction to Statistics	5
MATH 124	Calculus I	5
SPCH 110	Multicultural Communication	5

TOTAL CREDITS: 105



MEDICAL BILLING SPECIALIST CERTIFICATE

Program Chair: Rich Weidman, RHIA, CCS-P 253.566.5228

The Medical Billing Specialist (MBS) program may prepare students for employment as medical billers, patient account representatives, medical claims reviews, patient and surgery schedulers, and a variety of other medical support positions. Training includes 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 (ICD-9-CM, CPT, HCPCS) 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, 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 technology as a Registered Health Information Technician (RHIT) as well as in pursuing an Associate in Applied Sciences degree.

Upon completion of this program, students may elect to sit for national 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 Associate (CCA), Certified Coding Specialist–Physician (CCS–P) and the Certified Procedural Coder (CPC).

Open enrollment with applications accepted on an ongoing basis. Students must complete a separate application process through the Health, Justice and Human Services in Bldg. 19, Room 70. Assessed placement at college-level reading and English, as well as Math 90 is required. Fluency in Microsoft Windows or CU 100 required. Applicants must be fluent in the English language and possess the physical and emotional ability to complete the program. Graduates of the Medical Billing program must complete the following curriculum with a grade of "C" or higher in all classes.

Course No.	*Course Title*	*Credit*
Core Requirements (53 credits)		
BIOL 118	Anatomy & Physiology	5
BUS 110	Business Math	5
CU 103	Excel I	2
HT 110	Health Care Delivery Systems	5
HT 120	Medical Office Management	5
HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
HT 210	Principles of Disease	5
HT 216	CPT Coding	5
HIM 220	ICD-9-CM Coding	5
HIM 252	Medical Reimbursement Management	5
HT 240	Clinical for MBS	3
	TOTAL CREDITS: 53	
Electives		
Additional recommended courses:		
CU 102	Word I	2
HT 150	Pharmacology for Health Professionals	2
HT 245	Intermediate ICD-9-CM and CPT Coding	3
CU 92	10-Key Basics	1
HIM 180	Introduction to Health Information	5
ACCNT 110	Practical Accounting I *(formerly ACCNT 140)*	5
BUS 164	Leadership and Human Relations	5

MEDICAL OFFICE PROFESSIONAL PROGRAM

Program Coordinator: Pat Von Knorring 253.851.2424

The Medical Office Professional is a two-year Associate in Applied Sciences degree program that may prepare students to perform general duties in a physician's office, hospital, clinic, or other health care agency. Duties may include reception, appointment scheduling, specialty services and surgical scheduling, managing and scheduling other employees in the medical facility, managing financial operations, interviewing and preparing patients prior to examination, maintaining medical records, transcribing correspondence and medical reports. Students will apply knowledge of medical terminology, word processing and spreadsheet skills.

There is open enrollment into the Medical Office Professional program; however, a personal interview with program chair is recommended. Students may pursue the program on either a full- or part-time basis. Many, but not all, courses are available in the evening, online, or as independent study.

Application

There are two separate applications required for admission to the Medical Office Professional program:

1. Application to the college
2. Application the Medical Office Professional program

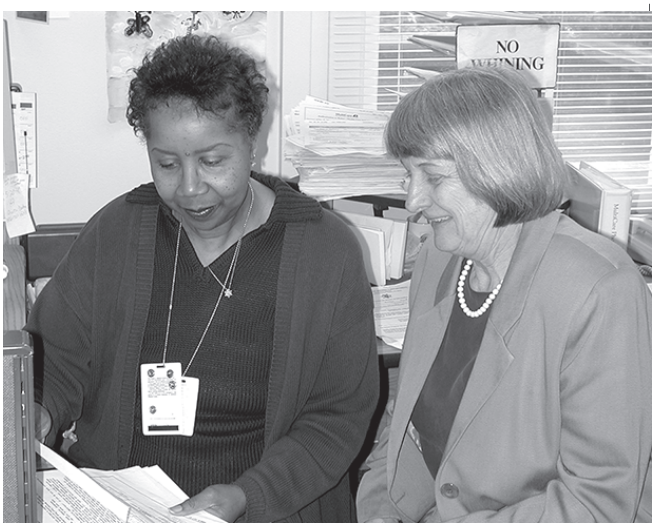
Minimum Prerequisites

1. High school diploma or GED.
2. English 91 or assessment at college-level reading and English.
3. Math 88 or assessment at Math 90.
4. Ability to type/keyboard 25 wpm accurately.

Typing or word processing courses are available to students who need to update or learn these skills.

Academic Performance Requirement

All coursework in the program must be completed with a grade of 'C' or higher to qualify for the degree or any certificates in the Medical Office Professional program.



Medical Office Professional Associate in Applied Sciences Degree

Technical Core Requirements (26 credits)

BIOL 118	Anatomy & Physiology	5
HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
MO 140	Medical Transcription I	3
HT 139	Introduction of Disease Process	3
HT 150	Introduction to Pharmacology	2
MO 241	Work Internship	5

General Core Requirements (25 credits)

ENGL 101	College Freshman Composition	5
ENGL 102	College Freshman Composition	5
BUS 164	Leadership and Human Relations	5
BUS 110	Business Math	5
SPCH 100	Fundamentals of Speech Communication	5

Office Professional Core Courses (26 credits)

CU 105	Word I, Excel I, PowerPoint	5
OFFCE 106	Typing for Speed & Accuracy	2
CU 202	Word II	3
CU 203	Excel II	3
CU 110	Access I	2
CU 210	Access II	3
MO 143	Professional Development	2
MO 100	Medical Office Procedures	3
MO 159	Intro. to Coding for Ambulatory Services	3

Elective Courses (15 credits):

Electives of two or more college-level courses, one of which must be designated as a multicultural course. 15

TOTAL CREDITS: 92

Medical Office Clerk Certificate

This one-quarter certificate program prepares students to be employable as an entry-level medical office clerk. Typical duties might include answering phones, greeting clients, typing, making appointments, and filing.

Course No.	*Course Title*	*Credit*

Core Requirements (15 credits)

HT 130	Medical Terminology I	3
MO 100	Medical Office Procedures	3
MO 143	Professional Development	2
CU 105	Word I, Excel I, Power Point	5
or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint		
OFFCE 106	Typing for Speed and Accuracy	2

TOTAL CREDITS: 15

Medical Office Assistant Certificate

The Medical Office Assistant one-year certificate program prepares a student for employment in an entry-level position as a receptionist or clerical worker in a physician's office, hospital, clinic, or other health care agency. Duties may include greeting patients, scheduling appointments, preparing routine correspondence, processing bills, maintaining health information, and other duties.

Application

There are two separate applications required for admission to the Medical Office Assistant program:

1. Application to the College
2. Application to the Medical Office Assistant program

Minimum requirements

1. High School diploma or GED
2. English 91 or assessment at college-level reading and English
3. Math 88 or assessment at Math 90
4. Minimum typing speed of 25 wpm.

Technical Core Requirements (28 credits)

BIOL 118	Anatomy & Physiology	5
CU 105	Word I, Excel I, PowerPoint	5
HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
HT 139	Introduction of Disease Process	3
MO 143	Professional Development	2
MO 100	Medical Office Procedures	3
OFFCE 106	Typing for Speed & Accuracy	2

General Core Requirements (15 credits)

ENGL 101	College Freshman Composition	5
BUS 164	Leadership and Human Relations	5
BUS 110	Business Math	5

Electives (minimum 3 credits)

CU 202	Word II	3
CU 203	Excel II	3
CU 110	Access I	2
CU 210	Access II	3
HT 150	Pharmacology	2
HIM 180	Intro. to Health Information Management	5
HT 110	Healthcare Delivery Systems	4
MO 159	Intro. to Coding for Ambulatory Services	3
HT 210	Principles of Disease	5
HT 214	Basic Principles of ICD-9-CM Coding	2
HT 225	Legal Concepts for the Health Field	3
SPCH 100	Speech Communication	5
HT 241	Work Internship (150 hours)	5

TOTAL CREDITS: 46

Medical Transcriptionist Certificate

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

After successful 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.

Course No.	*Course Title*	*Credit*

Technical Core Courses (40 Credits)

BIOL 118	Anatomy and Physiology	5
HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
MO 140	Medical Transcription I	3
MO 141	Medical Transcription II	3
MO 142	Medical Transcription III	3
MO 160	Medical Transcription Lab	2
MO 161	Medical Transcription Lab	2
MO 162	Medical Transcription Lab	2
HT 150	Introduction to Pharmacology	2
MO 139	Introduction to Disease Process	3
MO 143	Med. Transcrip.Professional Development	2
MO 241	Clinical Applications (150 hours)	5

General Core Courses (10 Credits)

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

Office Professional Core Courses (4 Credits)

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

TOTAL CREDITS: 54

Recommended Courses:

BUS 225	Business Correspondence	5
CU 105	Word I, Excel I, PowerPoint	5
CU 202	Word II	2

MUSEUM/GALLERY OPERATIONS PROGRAM

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 Management and Organizational Leadership 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 (35 credits)

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

Related Instruction (20 credits)

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

Business Requirement (20 credits)

ACCNT 110	Practical Accounting I *(formerly ACCNT 140)*	5
BUS 101	Introduction to Business	5
BUS 163	Management Principles & Org. Systems	5
BUS 290	Work Internship	5

Elective Requirements (15 credits)

BUS 200	Business Law	5
BUS 240	Marketing and Business Development	5
BUS 245	Retailing and Professional Sales	5
BUS 260	Small Business Entrepreneurship	5
BUS 270	Business in A Changing World	5

TOTAL CREDITS: 90

NURSING PROGRAM

Program Chair: Susan Ford 253.566.5358

The associate degree nursing program prepares students to perform nursing duties in a variety of health care settings. The program is accredited by the National League for Nursing Accreditation Commission (NLNAC) and approved by the Washington State Nursing Care Quality Assurance Commission. Graduates of the program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Nursing program admission is based upon a competitive application process. Applications are accepted after completion of specific prerequisite courses. Admission and program information is available from Health, Justice and Human Services in Bldg. 19, Room 70, or by calling 253.566.5358. (Applicants who have chronic health conditions or disabilities which require alterations to the program of study as approved by the Washington State Nursing Care Quality Assurance 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).

Course sequencing, prerequisites, and core requirements require students to attend classes over at least a three-year period to attain an Associate Degree in Nursing.

Prerequisites

To apply to the Nursing program, students must meet the following requirements:

Course No.	*Course Title*	*Credit*
BIOL 201	General Microbiology	5
BIOL 220	Human Anatomy and Physiology	6
BIOL 221	Human Anatomy and Physiology	6
or BIOL 240	Human Anatomy and Physiology	5
or BIOL 241	Human Anatomy and Physiology	5
or BIOL 242	Human Anatomy and Physiology	5
CHEM 101	Survey of Inorganic Chemistry	5
ENGL 101	College Freshman Composition	5
PSYCH 100	General Psychology	5
PSYCH 206	Developmental Psychology: Life Span	5
	PSYCH 206 must be taken prior to entering the program, but is not a prerequisite to application.	

TOTAL PREREQUISITE CREDITS: 35-40

Nursing, Associate in Applied Sciences Degree

Core Requirements (72 credits)

First Year

NURS 111	Nursing I: Caring for the Well Client Theory	5
NURS 112	Nursing I: Caring for the Well Client Clinical	5
NURS 113	Nursing Interventions I: Assessment (Lab)	1
NURS 121	Nursing II: Caring for the Client with Minor Deviations from Wellness Theory	5
NURS 122	Nursing II: Caring for the Client with Minor Deviations from Wellness Clinical	5
NURS 123	Nursing Interventions II: Basic Skills (Lab)	1
NURS 131	Nursing III: Caring for the Childbearing Family Theory	5
NURS 132	Nursing III: Caring for the Childbearing Family Clinical	5
NURS 133	Nursing Interventions III: Adv. Skills (Lab)	1
NURS 141	Nursing Focus I: Gerontological Nursing (Theory)	1
NURS 142	Nursing Focus II: Pharmacology I (Theory)	1
NURS 143	Nursing Focus III: Pharmacology II (Theory)	1

Second Year

NURS 211	Nursing IV: Caring for the Client with Acute Problems Theory	5
NURS 212	Nursing IV: Caring for the Client with Acute Problems Clinical	5
NURS 221	Nursing V: Caring for the Client with Chronic Problems Theory	5
NURS 222	Nursing V: Caring for the Client with Chronic Problems Clinical	5
NURS 231	Nursing Seminar in Care Mngmnt. (Theory)	1
NURS 232	Nursing Preceptorship: Manager of Care (Clinical)	8
NURS 233	Nursing Preparation for Licensure	1
NURS 241	Nursing Focus IV: Leadership & Mngmnt.	2
NURS 242	Nursing Focus V: End of Life	2
NURS 243	Nursing Focus VI: Trends and Issues	2

Related Instruction Requirements (11 credits)

SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
or SPCH 110	Multicultural Communication	
or SPCH 120	Small Groups Communication	
or SPCH 130	Interpersonal Communication	
SOC 110	Introduction to Sociology	5
or ANTHR 202	Principles of Sociocultural Anthropology	
CU 100-215	Computer User Course: Select One	
or LS 102	Library Science	1

TOTAL CREDITS: 118-123

Nursing – Part-time Option
Associate in Applied Sciences degree

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 for a specific level; then the following quarter attend clinical rotation for the same course level. 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 National Council Licensure Examination for Registered Nurses (NCLEX-RN). Applications are accepted after completion of prerequisites. Admission and program information is available at Health, Justice and Human Services in Bldg. 19, Room 70, or by calling 253.566.5358.

Nursing – LPN to RN Articulation
Associate in Applied Sciences Degree

This program is designed for students who are licensed practical nurses in the State of Washington. Upon admission to the program, students who successfully complete one of the practical nurse transition courses (NURS 130 or NURS 210) may enter the third or fourth quarter of the basic nursing program. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Applications are accepted after completion of prerequisites. Admission and program information is available at Health, Justice and Human Services in Bldg. 19, Room 70, or by calling 253.566.5358.

Prerequisite Courses for BSN Programs

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 a Nursing program advisor.

OFFICE PROFESSIONAL TECHNOLOGIES PROGRAM

Program Chair: Annalee Rothenberg 253.566.5181

The Office Professional Technologies program prepares you for employment in a variety of business settings. The program's structure is progressive, leading to four levels of achievement for increasing levels of job responsibility.

Prerequisites

To enter the program, students must have completed:

- ▷ OFFCE 103 Typing I with a grade of "B" or higher .
- ▷ Assessment placement at ENGL 90, and MATH 86 or higher.

Receptionist-Clerk I Certificate

This one-quarter program prepares students to be employable as an entry-level receptionist-clerk. Typical duties might include answering phones, greeting clients and customers, typing, making appointments, and filing. Students must pass a typing test at 25 net words per minute without looking at the keyboard. This test will be administered by the program chair.

Course No.	*Course Title*	*Credit*
Core Requirements (16 credits)		
CU 100	Intro. to Windows and World Wide Web	1
CU 105	Word I, Excel I, PowerPoint	5
or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint		
CU 108	Outlook	2
OFFCE 100	General Office Procedures	3
OFFCE 106	Typing Speed and Accuracy Development	2
OFFCE 116	Records & Database Management	3

TOTAL CREDITS: 16

Receptionist-Clerk II Certificate

This two-quarter certificate program prepares students for an office career that emphasizes information processing. The program provides current office software applications.

Core Requirements (33 credits))		
BUS/ENGL 100	Business English	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
CU 100	Intro. to Windows and World Wide Web	1
CU 105	Word I, Excel I, Power Point	5
or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint		
CU 108	Outlook	2
CU 110	Access I	2
OFFCE 100	General Office Procedures	3
OFFCE 106	Typing Speed and Accuracy Development	2
OFFCE 116	Records & Database Management	3

TOTAL CREDITS: 33

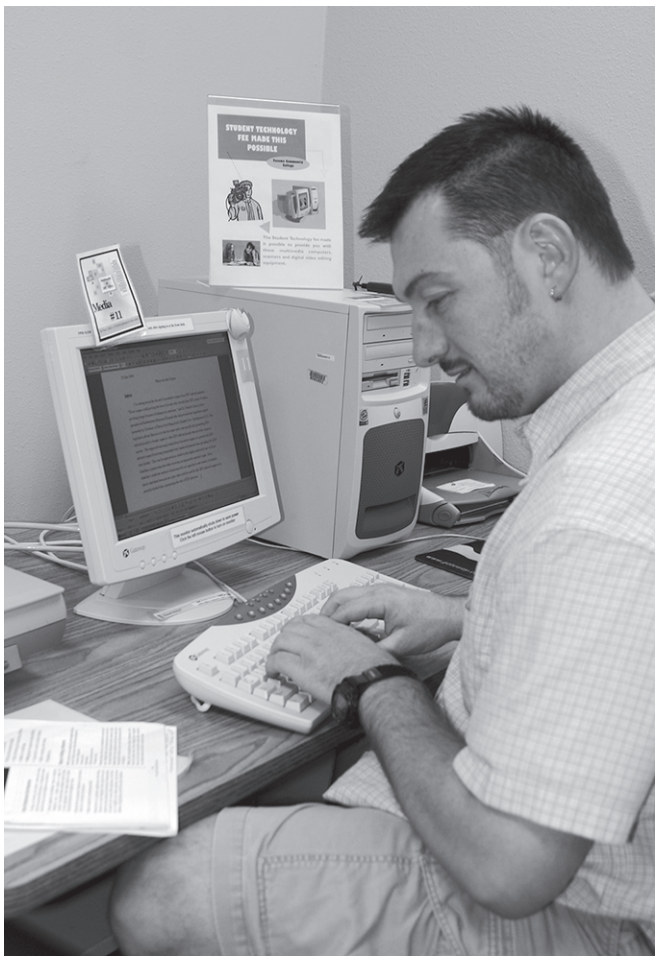
Computer Application Certificate

This one-year (four-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.

Core Requirements (44 credits)

BUS/ENGL 100	Business English	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
CU 100	Intro. to Windows & World Wide Web	1
CU 105	Word I, Excel I, Power Point	5
or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint		
CU 108	Outlook	2
CU 110	Access I	2
CU 202	Word II	3
CU 203	Excel II	3
CU 210	Access II	3
OFFCE 100	General Office Procedures	3
OFFCE 105	Editing & Proofreading Business Documents	2
OFFCE 106	Typing Speed and Accuracy Development	2
OFFCE 116	Records & Database Management	3

TOTAL CREDITS: 44



Office Professional Technologies Associate in Applied Sciences Degree

The Office Professional Technologies degree 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.

Core Requirements (37 credits)

CU 100	Intro. to Windows & World Wide Web	1
CU 105	Word I, Excel I, Power Point	5
or CU 102 Word I, CU 103 Excel I, and CU 104 PowerPoint		
CU 108	Outlook	2
CU 110	Access I	2
CU 122	Creating Business Publications	3
CU 202	Word II	3
CU 203	Excel II	3
CU 210	Access II	3
OFFCE 100	General Office Procedures	3
OFFCE 105	Editing & Proofreading Business Documents	2
OFFCE 106	Typing Speed and Accuracy Development	2
OFFCE 116	Records & Database Management	3
OFFCE 290	Work Internship	5

Related Instruction Requirements (56 credits)

ACCNT 110	Practical Accounting I *(Formerly Accnt 140)*	5
BUS/ENGL 100	Business English	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 200	Business Law	5
BUS 225	Business Correspondence	5
BUS 255	Managing Diversity (M)	5
BUS 280	Career Readiness Skills	1
IT 102	Microcomputer Fundamentals	5
IT 235	Introduction to Information Technology	5
IT 254	Web Development	5
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	

TOTAL CREDITS: 93

PARAEDUCATOR, EARLY CHILDHOOD EMPHASIS PROGRAM

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. Employment in the field will require a criminal background check. 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 Certificate

Core Requirements (34 credits)

EDP 100	Introduction to Early Childhood	3
EDP 101	Effective Instruction I	3
EPP 102	Effective Instruction II	3
EDP 112	Curriculum Development	3
EDP 202	Family Health, Nutrition & Safety	3
EDP 130	Individual and Cultural Diversity	2
EDP 290	Practicum	3
EDP 203	Family Systems and Support Services	3
EDP 204	Effective Communications with Families	3
EDP 140	Child Guidance	3
PSYCH 206	Developmental Psychology: Life Span	5
or EDUC 135	Child Development	5

General Education Requirements (5 credits)

PSYCH 100	General Psychology	5

TOTAL CREDITS: 39

Paraeducator, Early Childhood Emphasis Associate in Applied Sciences Degree

51additional credits to be taken from the distribution list below.:

General Education Requirements (31 credits)

Written Communication Skills (10 credits)

ENGL 101	College Freshman Composition	5
ENGL 102	College Freshman Composition	5

Oral Communication Skills (5 credits)

SPCH 100	Fundamentals of Speech Communication	5

Quantitative (5 credits)

MATH 107	Math: A Practical Art	5
PHIL 120	Symbolic Logic (Math 99 prerequisite)	5
MATH 170	Math for Elementary Teachers	5

Leadership (3-5 credits)

SMG 101	Essentials of Supervision	3
BUS 164	Leadership and Human Relations	5

Computer Literacy (3-5 credits)

CU 100	Intro. to Windows and World Wide Web	1
CU 102	Word I	2
CU 105	Word I, Excel I, PowerPoint	5

Elective Requirements (25 credits)

Humanities (10 credits)

HUMAN 100	Introduction to Humanities	5
ART 100	Appreciation of the Visual Arts	5
or ART 180	Art for Elementary Education	5
MUS 107	Introduction to Music	5
or MUS 120	Music in the Classroom	

Social Sciences (10 credits)

SOC 110	Survey of Sociology	5
ANTHR 100	Introduction to Anthropology	5
SOC 252	Sociology of the Family	5
HIST 243	U.S. History: 20th Century	5

Natural Sciences (5 credits)

BIOL 100	Introduction to Biology	5
BIOL 118	Human Anatomy and Physiology	5

TOTAL CREDITS: 90

PARALEGAL PROGRAM

Program Coordinator: Janet Olejar 253.566.5053

The two-year Paralegal 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 exciting career field, graduates may be eligible for positions in a law office, legal department of a corporation, public agency, court system, private investigation firm, and paralegal services.

Typically, 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, prepare clients for court hearings and mediation, help attorneys in litigation, and may also participate in administrative hearings.

Although the Applied Sciences degree is not a transfer degree, students interested in attending law school are encouraged to take advantage of the various law courses offered in this program.

Assessment at college-level English and reading is required for all Paralegal courses. The program can be completed in a two-year period and students must earn a minimum of a 2.0 GPA ('C') in each course. If the grade earned is lower than a 2.0, students must retake the course if it is a required core course. Paralegal courses are available during the day and in the evening.

Upon a student's admission to Tacoma Community College and enrollment in the institution's Paralegal rogram, up to 18 legal specialty course credits earned from another accredited institution may be accepted, as evaluated by the TCC program coordinator. Transferability is based upon course content, hours of instruction, and the grade earned in the course by the student. An oral examination may be required in order to establish competence in the area of study.

Paralegal
Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*
Core Requirements (43 credits)		
ADJ 101	Criminal Law	5
ADLJ 150	Paralegal Fundamentals and Ethics	5
ADLJ 151	Legal Research and Writing I	5
ADLJ 152	Introduction to Civil Law	5
ADLJ 153	Civil Procedure	5
ADLJ 154	Law Office Management	3
ADLJ 155	Health/Dealing with Stress	1
ADLJ 232	Interviewing and Investigation	5
ADLJ 233	Internship I	5
ADLJ 239	Transition Planning	1
ADLJ 251	Legal Research and Writing II	3
Electives (12 credits)		
Select a minimum of 12 credits from the following courses:		
ADJ 102	Criminal Procedure & Evidence	5
ADLJ 220	Litigation	3
ADLJ 221	Family Law	3
ADLJ 222	Probate/Estate Planning	3
ADLJ 223	Alternative Dispute Resolution	3
ADLJ 224	Real Estate Law	3
ADLJ 225	Bankruptcy Law	3
ADLJ 226	Administrative Law	3
ADLJ 227	Environmental Law/Land Use	3
ADLJ 228	Employment and Labor Law	3
ADLJ 229	Intellectual Property and E-Commerce Law	3
ADLJ 230	Business Organization/Corporation	3
ADLJ 231	Commercial Transactions	3
ADLJ 234	Internship II	5

Related Instruction Requirements (35 credits)		
ENGL 101	College Freshman Composition	5
SPCH 101	Public Speaking/	5
or SPCH 110	Multicultural Communication	
or SPCH 120	Small Groups Communication	
or SPCH 130	Interpersonal Communication	
BUS 110	Business Math	5
	Or college-level Math course	
OFFCE 105	Editing & Proofreading Business Documents	2
Natural Science	Any course from the approved Distribution Course List	5
Political Science/History		
Any course from the approved Distribution Course List		5
Sociology/Psychology		
Any course from the approved Distribution Course List		5
Multicultural Course		
Any course from the approved Distribution Course List		5

TOTAL CREDITS: 92

Paralegal Preferred Pro-Certificate

The Paralegal Preferred Pro-certificate is designed for those who already possess an Associate in Arts and 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 plus 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 typing and 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 253.566.5076.

Course No.	*Course Title*	*Credit*
Core Requirements (42 credits)		
ADJ 101	Criminal Law	5
ADLJ 150	Paralegal Fundamentals and Ethics	5
ADLJ 151	Legal Research and Writing I	5
ADLJ 152	Introduction to Civil Law	5
ADLJ 153	Civil Procedure	5
ADLJ 154	Introduction to Law Office Management	3
ADLJ 232	Interviewing and Investigation	5
ADLJ 233	Internship I	5
ADLJ 239	Transition Planning	1
ADLJ 251	Legal Research and Writing II	3
Electives (3 credits)		
Select a minimum of 3 credits from the following courses:		
ADJ 102	Criminal Procedure & Evidence	5
ADLJ 220	Litigation	3
ADLJ 221	Family Law	3
ADLJ 222	Probate/Estate Planning	3
ADLJ 223	Alternative Dispute Resolution	3
ADLJ 224	Real Estate Law	3
ADLJ 225	Bankruptcy Law	3
ADLJ 226	Administrative Law	3
ADLJ 227	Environmental Law/Land Use	3
ADLJ 228	Employment and Labor Law	3
ADLJ 229	Intellectual Property and E-Commerce Law	3
ADLJ 230	Business Organization/Corporation	3
ADLJ 231	Commercial Transactions	3
ADLJ 234	Internship II	5

TOTAL CREDITS: 45

PHARMACY TECHNICIAN PROGRAM

Program Chair: Pat Brown 253.566.5147

This 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). A separate application is required for admission into the St. Joseph portion of the program. Application must be made no later than July 1 each year, and applicants must have completed all prerequisites by the end of summer. Students interested in the program should call Allied Health at 253.566.5113 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 U.S. Department of Education.

Prerequisites

To enter the Pharmacy Technician program, students must meet the following requirements:

HT 130	Medical Terminology I	3
HT 131	Medical Terminology II	5
BUS/ENGL 100	Business English	5
or ENGL 101	College Freshman Composition	
BUS 164	Leadership and Human Relations	5
CU 105	Word I, Excel I, PowerPoint	5
MATH 99	Intermediate Algebra	5
or TMATH 100	Mathematics for the Health Sciences	

TOTAL PREREQUISITE CREDITS: 28

Pharmacy Technician Certificate

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 No.	*Course Title*	*Credit*
Core Requirements (45 credits)		
Clinical Program at St. Joseph Hospital Pharmacy: Students must be formally accepted into the clinical program by St. Joseph faculty to enter these classes.		
Fall Quarter		
PHARM 110	Pharmacy Technology and Practice I	8
PHARM 120	Drug Orientation and Pharmacology I	8
PHARM 130	Pharmacy Calculations	2
Winter Quarter		
PHARM 111	Pharmacy Technology and Practice II	7
PHARM 121	Drug Orientation and Pharmacology II	3
PHARM 140	Pharmacy Technician Practicum I	4
Spring Quarter		
PHARM 112	Pharmacy Technology and Practice III	1
PHARM 141	Pharmacy Technician Practicum II	12

TOTAL CREDITS: 73

Pharmacy Technician Associate in Applied Sciences Degree

25 additional credits to be taken from the distribution as listed below.

Core Requirements (15 Credits)		
CHEM 100	Introduction to Chemistry	5
or BIOL 100	Introduction to Biology	
BUS 225	Business Correspondence	5
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
Electives (10 Credits)		
Select a minimum of 10 credits from the following courses:		
SOC 110	Survey of Sociology	5
or PSYCH 100	General Psychology	
HUMAN 100	Introduction to Humanities	5
	or other Humanities Distribution Course	
BUS 163	Management and Organizational Systems	5
HT 110	Health Care Delivery Systems	5
HT 225	Legal Concepts for the Health Field	3

TOTAL CREDITS: 98

RADIOLOGIC SCIENCE PROGRAM

Program Chair: Michael A. Mixdorf 253.566.5179

The Radiologic Science program leads to an Associate in Applied Sciences degree or a certificate of completion. The program is 24 calendar months in duration. Upon successful completion of required courses in the Radiologic Science program, the student may apply to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Students graduating from the Radiologic Science program must also meet the criteria for examination set forth by the ARRT.

A separate application to the Radiologic Science program is required and may be obtained at Health, Justice and Human Services in Bldg. 19, Room 70.

The Radiologic Science program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), at 20 N. Wacker Drive, Suite 900, Chicago, IL 60606, a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

Prerequisites

To enter the Radiologic Science program, students must meet the following requirements:

HT 130	Medical Terminology I	3
BIOL 220	Human Anatomy and Physiology	6
BIOL 221	Human Anatomy and Physiology	6
CHEM 100	Introduction to Chemistry	5
MATH 99	Intermediate Algebra	5
or TMATH 100	Mathematics for the Health Sciences	
ENGL 101	College Freshman Composition	5
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
or SPCH 110	Multicultural Communication	
or SPCH 120	Small Groups Communication	
or SPCH 130	Interpersonal Communication	
CU 102	Word I	2
	or other approved CU course	

TOTAL PREREQUISITE CREDITS: 37

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, Midwestern State University. (This list is not inclusive of all Bachelor degree programs in the radiologic sciences).

Course Title	*Course No.*	*Credits*
Post-Graduate Options		
First Quarter		
MI 200	Cross Sectional Anatomy & Pathology	3
RS 270	Introduction to Mammography	3

Radiologic Science
Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*
Core Requirements (111 credits)		
First Quarter (Fall)		
RS 100	Radiologic Sciences Orientation	3
RS 101	Fund. of Radiologic Science & Health Care	4
RS 140	Radiographic Positioning I	5
RS 150	Radiographic Film Critique and Technique I	1
RS 170	Intro to Fundamentals of Patient Care	5
Second Quarter (Winter)		
RS 108	Radiation Physics I	5
RS 120	Clinical Education I	5
RS 141	Radiographic Positioning II	5
RS 151	Radiographic Film Critique and Technique II	1
Third Quarter (Spring)		
RS 109	Radiation Physics II	5
RS 121	Clinical Education II	5
RS 142	Radiographic Positioning III	5
RRS 152	Radiographic Film Critique and Technique III	1
RS 175	Student Leadership Seminar	1
Fourth Quarter (Summer)		
RS 122	Clinical Education III	10
Fifth Quarter (Fall)		
RS 216	Pharmacology IV: Therapy	3
RS 225	Clinical Education IV	7
RS 243	Radiographic Positioning IV	3
Sixth Quarter (Winter)		
RS 214	Radiographic Pathology	3
RS 226	Clinical Education V	7
RS 233	Leadership and Management	1
RS 244	Radiographic Positioning V	3
Seventh Quarter (Spring)		
RS 250	Advanced Healthcare Organization	4
RS 227	Clinical Education VI	7
RS 255	Advanced Imaging Modalities	1
RS 275	Student Leadership Seminar	1
Eighth Quarter (Summer)		
RS 228	Clinical Education VII	10

TOTAL CREDITS: 111

RESPIRATORY THERAPY PROGRAM

Program Chair: Ken Lizzi 253.566.5113

Respiratory Therapy is a medically directed, CoARC (Committee on Accreditation for Respiratory Care) accredited, Allied Health specialty, caring for patients with heart and lung pathologies. The program is accredited by CoARC in collaboration with the Commission on Accreditation of Allied Health Programs which is recognized by the Council for Higher Education Accreditation, and/or the U.S. Department of Education.

The sequential daytime program at Tacoma Community College prepares the student for a career as a respiratory 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 (certification) and advanced practitioner (registry) examinations administered by the National Board for Respiratory Care. If the student passes the exams, he/she becomes a certified and registered respiratory therapist. The graduate is then eligible to become licensed to practice in the state of Washington. It is the goal of this program that all graduates be competent, advanced practice respiratory therapists.

The program begins each summer quarter with applications due by March 31st of each year.

Prerequisites

To enter the Respiratory Therapy program, students must meet the following requirements:

BIOL 220	Human Anatomy and Physiology	6
BIOL 221	Human Anatomy and Physiology	6
MATH 99	Intermediate Algebra	5
or TMATH 100	Mathematics for the Health Sciences	
PSYCH 100	General Psychology	5

Respiratory Therapy
Associate in Applied Sciences Degree

Course No.	*Course Title*	*Credit*

Core Requirements (94 credits)

First Quarter (Summer)

RC 188	Survey of Chemistry, Microbiol. & Physics	5
RC 175	Respiratory Care Orientation	2

Second Quarter (Fall)

RC 160	Cardiopulmonary A&P and Pathophysiology	4
RC 170	Respiratory Therapy Equipment I	3
RC 180	Respiratory Therapy Clinical I	8

Third Quarter (Winter)

RC 161	Arterial Blood Gases	3
RC 171	Respiratory Therapy Equipment II	3
RC 181	Respiratory Therapy Clinical Training II	8
RC 191	Respiratory Therapy Pharmacology	3

Fourth Quarter (Spring)

RC 162	Advanced Pathophysiology	3
RC 172	Respiratory Therapy Equipment III	4
RC 182	Respiratory Therapy Clinical III	8
RC 163	Pulmonary Functions	3

Fifth Quarter (Summer)

RC 192	Advanced Mechanical Ventilation	2
RC 183	Respiratory Therapy Clinical IV	6

Sixth Quarter (Fall)

RC 240	Advanced Assessment & Diagnosis	3
RC 280	Specialty Clinical Rotation	4
RC 290	Ethics & Professionalism in Respiratory Care	2

Seventh Quarter (Winter)

RC 251	Respiratory Pathophysiology Cases	2
RC 261	Pediatric and Neonatal Respiratory Care	4
RC 281	Advanced Critical Care Clinical Rotation	3

Eighth Quarter (Spring)

RC 262	Review of Application of Respiratory Care	4
RC 272	Pulmonary Rehabilitation, Home Care & Assistance in Specialty Procedures	3
RC 282	Neonatal Clinical Rotation	2
RC 283	Specialty Clinical Rotation II	2

Related Instruction Requirements (14-18 credits)

Students are encouraged to take any or all of these courses before entering the Respiratory Therapy program.

HT 130	Medical Terminology I	3
ENGL 101	College Freshman Composition	5
SPCH 100	Fundamentals of Speech Communication	5
or SPCH 101	Public Speaking	
or SPCH 110	Multicultural Communication	
or SPCH 120	Small Groups Communication	
or SPCH 130	Interpersonal Communication	
CU 100-215	Computer User Course: Select One See list of approved CU courses	1-5

TOTAL CREDITS: 108-112

SUPERVISION AND MANAGEMENT CERTIFICATE PROGRAM

Program Chair: Christopher Gilbert 253.566.5321

The Supervision and Management 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.

Course No.	*Course Title*	*Credit*
Program Core Requirements (18)		
Select courses below totaling 18 credits:		
SMG 100	The New Supervisor	3
SMG 101	Essentials of Supervision	3
SMG 120	Supervising the Problem Employee	3
SMG 125	Supervising Employee Training	3
SMG 131	Supervision and Group Behavior	3
SMG 201	Management Communications	3
SMG 210	Public Relations	3
SMG 222	Management and Labor Relations	3
SMG 250	Human Resource Management	3
SMG 255	Supervisor and the Law	3
SMG 260	Managerial Excellence	3
SMG 261	Leadership Dynamics	3
SMG 264	Motivation and Productivity	3
SMG 265	Organizational Behavior	3
SMG 270	Managing for High Performance	3
SMG 275	SMG Valuing Cultural Diversity	3
SMG 290	Work Internship	5
SMG 299	Individual Study and Special Projects	1-5

TOTAL CREDITS: 18

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. WorkFirst offers individualized training programs as well as a variety of customized job-service training programs.

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

TRANSITIONAL STUDIES

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

DEVELOPMENTAL EDUCATION

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

Courses are offered in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas. These courses, numbered below 100, are described in the *Credit Course Descriptions* section beginning on page 84 under the following headings. As transitional courses, their credits cannot be applied towards certificate or degree requirements. Only college-level courses, numbered 100-299, are eligible.

- Communication Skills.
- English.
- Mathematics.
- Reading.
- Speech.
- Study Skills.
- Writing Center.

ADULT BASIC SKILLS PROGRAMS

The Adult Basic Skills department offers a variety of classes for individuals wishing to improve basic reading, writing, math, conversation, employment, parenting and life skills. Programs include English as a Second Language, Adult Basic Education, GED preparation, vocationally focused basic skills courses, family literacy and programs designed for WorkFirst participants. Classes are offered at a variety of sites throughout Pierce County. Schedules include both daytime and evening classes.

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

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

Adult Basic Education–English as a Second Language

Adult Basic Education/English as a Second Language classes are offered to help immigrants and refugees develop communication skills, function effectively on the job, and participate as members of the community.

AESL 001
AESL Level 1 -Literacy
Students will learn English skills for basic survival needs. Basic reading, writing, speaking and listening skills will be covered.

AESL 002
AESL Level 2 - Beginning
Students will learn English skills for basic everyday activities in the community. Students will begin to develop reading, writing, speaking and listening skills necessary to participate in family, community, and employment related activities.

AESL 003
AESL Level 3 - Low Intermediate
Students will study real-life materials on familiar subjects related to family, citizen/community or worker roles. Students will begin to focus on more complex reading, writing, speaking, and listening skills and apply these skills to a variety of life situations.

AESL 004
AESL Level 4 - High Intermediate
Students will learn to listen actively and participate in conversations about everyday activities and subjects. In addition, students will continue to read more complex material including descriptions and narratives. Students will begin to convey ideas through writing and learn to edit their own work.

AESL 005
AESL Level 5 - Low Advanced
Students will learn to actively participate in conversations related to everyday activities, work and social situations. Students will practice reading and interpreting real life materials including charts, graphs and tables. Students will learn to convey complex ideas in writing and complete lengthy forms and applications. Students will work on critical thinking skills such as separating fact from opinion, drawing conclusions and predicting outcomes.

AESL 006
AESL Level 6 - High Advanced
Students will learn to participate independently in complex conversations and organize and relay information effectively. Students will learn to monitor comprehension when reading difficult materials and write using complex grammatical structures.

Adult Basic Education

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

ABE 001
ABE Reading Level 1 – Literacy
Students will learn to read and understand simple material on familiar subjects. Students will learn to read simple and compound sentences, and will focus on skills related to immediate needs such as understanding directions, signs, maps, forms, simple job applications and want ads.

ABE 002
ABE Reading Level 2 – Beginning
Students will learn to read and understand simple material on familiar subjects. Students will begin to focus on structure and context and will learn to read more complex materials such as pay stubs, medical forms, order forms and job applications.

ABE 003
ABE Reading Level 3 – Intermediate
Students will learn to read and understand simple descriptions and narratives. Students will focus on vocabulary development and begin to make inferences, and compare and contrast information from texts.

ABE 004
ABE Reading Level 4 – Advanced
Students will learn to read and understand expository writing and a variety of materials such as periodicals and nontechnical journals. Students will learn to identify the main idea and use context clues to determine meaning.

ABE 001
ABE Writing Level 1 – Literacy
Students will learn to write simple notes and messages on familiar situations. Students will begin to learn basic sentence structure, grammar, and punctuation.

ABE 002
ABE Writing Level 2 – Beginning
Students will learn to write simple paragraphs with main idea and supporting details and begin to edit for spelling and punctuation.

ABE 003
ABE Writing Level 3 – Intermediate
Students will learn to write simple narrative descriptions and short essays on familiar topics. Students will continue to focus on punctuation, grammar, and sentence structure.

ABE 004
ABE Writing Level 4 – Advanced
Students will learn to compose multi-paragraph essays and write an accurate synthesis of oral instructions. Students will learn to identify

GENERAL EDUCATION DEVELOPMENT (GED)

GED Preparation Classes

GED preparation classes are designed for individuals who wish to prepare for the five subjects covered on the General Educational Development (GED) exam. Test subjects include: Language Arts–Reading, Language Arts–Writing, Science, Social Studies and Mathematics.

ASE 005
GED Basics Reading – Adult Secondary
Students will learn to comprehend, explain and analyze information from a variety of literary works including primary source materials and professional journals. Using context clues and higher order processes, students will interpret meaning of technical information, complex manuals and some college level books.

ASE 006
GED Advanced Reading – Advanced Adult Secondary
Students will focus on fine-tuning reading skills necessary to successfully complete the reading, science, and social studies sections of the GED.

ASE 005
GED Basic Writing – Adult Secondary
Students will learn to write with clearly expressed ideas supported by relevant detail, and use varied and complex sentence structure with few mechanical errors.

ASE 006
GED Advanced Writing – Advanced Adult Secondary
Students will focus on fine-tuning writing skills necessary for successful completion of the GED writing exam.

ASE 005
GED Basics Math – Adult Secondary
Students will learn to make mathematical estimates of time and space; apply principles of geometry to measure angles, lines and surfaces; and apply trigonometric functions.

CENTER FOR BUSINESS AND PROFESSIONAL DEVELOPMENT

The Center for Business and Professional Development serves the special needs of Tacoma and Pierce County's business and industry community. It is dedicated to the concept and practice of providing performance-based services to its customers. Providing professional development and targeted interest training assists in learning new skills and abilities. As a continuous resource and training partner, we give entrepreneurs, local business and industry an edge.

Instructors are selected from the business community to ensure practical application of business principles in a business environment. Information about open-enrollment classes, workshops, seminars and web-based learning is available in Tacoma Community College's quarterly class schedule and on our web page. The following programs are offered by the Center for Business and Professional Development.

Business and Industry Training and Development 253.566.5374

A broad menu of open-enrollment classes are scheduled each quarter to provide a variety of training opportunities for business owners, supervisors, managers and front-line employees seeking to enhance their skills. These classes are offered in a variety of formats including instructor-led, self-paced, computer-aided, and online. TCC's interactive and experiential learning approach allows participants to complete classes with knowledge and skills that can be immediately applied in the workplace.

Classes and seminars are designed to meet the needs of both public and private sector organizations from small business start up to organizational expansion to technology applications. To find out more about specific classes, check our quarterly schedule or call 253.566.5374

Contract/Customized Training and Services..... 253.566.5374

A wide variety of on-site services are available on a contract basis to meet a company's specific needs and future goals, including:

- Job skill assessment
- Task analysis
- Strategic planning
- Performance consulting
- Organizational development

Highly skilled instructor/practitioners work with companies and organizations to develop the training best suited to their needs. A sample of workshops that can be tailored to a company's specific needs includes:

- Conflict resolution
- Management/supervision
- Communication skills/coaching
- Team building
- Customer service/customer relations
- Organizational development
- Sexual harassment
- Diversity training
- Wellness
- Preventing violence in the workplace
- Managing change
- Occupation-specific Spanish
- Customized Computer Training

Information Technology Certification and Testing Center 253.460.4364

The Information Technology Certification and Testing Center (ITCTC) has been providing high-tech training and professional certification testing services for five years. The center has been a leader in industry certification and professional training, certifying over 1,000 individuals since the center opened in 2000. ITCTC's curriculum is supported by a growing need for information technology professional certifications. Strong focus has been placed on vendor certifications such as Microsoft, CISCO and CompTIA. ITCTC's classes are conducted by top-level industry leaders and certified instructors. Training is provided daytime, evening and weekends. You have access to our high tech training facilities and our Prometric testing center located at the college's new state-of-the-art Information Technology complex. To find out more about specific programs offered at the ITCTC, call 253.460.4364.

Continuing Professional Education 253.566.5020

Continuing Professional Education programs meet the ongoing non-degree educational needs of professionals in many fields.

College credit, clock hours, or continuing education units (CEUs) necessary for certification, licensing and renewals are offered in many fields, including those listed below. In addition, customized courses can be developed in cooperation with professional organizations.

Instructors are licensed professionals who are experts in their field. Courses are offered in workshop and seminar formats or during regular quarter-length scheduling, and are held daytime, evening or weekends. Many courses may be contracted for delivery on-site for individual businesses, agencies, and associations. Some courses are offered through correspondence, online classes or self-instructional videos.

Continuing Professional Education also has a significant Health and Human Services Professional Continuing Education (HPCE) program which provides high quality, reasonably-priced educational classes for health professional certification and licensing. This non-degree 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.

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 Continuing

Education at TCC, or dropped off at Continuing Education in Bldg. 6. (Cash payments must be made to the cashier in Bldg. 11). For credit card payments only, students may enroll by phoning 253.566.5020 and charging course fees to Visa or MasterCard. Online registration is available for some classes. A few of the programs offered include:

AIDS Education
AIDS education workshops meet the seven-hour state requirement for health care professionals. There is also a seven-hour self-instructional video with take-home exam available for check-out.

Bartender and Alcohol Server Licensing
Covers the legal aspects of bartending and professional serving including how much to serve, when to stop serving and the legal responsibilities of restaurants, bars, and the server or bartender. Must be 21 years of age or older for Class 12 permit, and 18 years of age or older for Class 13 permit. Meets the requirements for licensing.

Business
Numerous writing courses are offered to business professionals as well as employee appraisals, performance management, alcohol and drug misuse, living and working abroad, and more.

Certificate in Gerontology
Certificate represents a specialization in the field of gerontology. Designed to enhance the knowledge and skills of health care professionals who work with older adults.

Certified Nursing Assistant
The Nursing Assistant program is designed to prepare students to work as nursing assistants in convalescent centers and hospitals. The one-quarter program includes classroom training and clinical experience. Upon satisfactory completion of the program, students can apply for Washington certification as nursing assistants by examination. Prerequisite: Must meet eligibility requirements for state certification: evidence of negative TB skin test; pass criminal history background check; be physically capable of doing the work; read and write English well enough to be able to communicate effectively.

Certified Public Accountant
Continuing education seminars offered each fall cover current topics in management, ethics, accounting, and auditing.

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 Thai massage, aromatherapy, Chakras, Trager®, myofascial release, nutrition, ethics, reflexology, cranial sacral, integrative fascial release, as well as massage in the treatment of cancer, chronic back pain, multiple sclerosis, frozen shoulder, fibromyalgia, geriatric patients, and more.

Computer Classes
Hands-on computer classes concentrate on current software applications, such as Windows's applications for Word, Excel, and Access.

CPR: Health Care Provider Certification
Hands-on, one- and two-person rescuer CPR and foreign body airway obstruction (FBAO) for adult, child and infant. Also covers the chain of survival, heart disease, risk factors (intro to AED) and anatomy and physiology of heart and lungs.

Flagging and Traffic Control Certification
One-day training seminar based on the Washington State Safety Standards for Construction Work and the Manual on Uniform Traffic Control Devices. I.D. card valid for three years in Washington, Oregon, Idaho and Montana.

Forklift Operator Certification
Covers classroom, obstacle course, demonstration and evaluation elements within a site-specific environment. Includes on-site specifics, product handling (evaluation), machine design and pre-shift inspection details. I.D. card valid for three years.

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. Approved for CE credit by the Board of Pharmacy.

Herbalist, Professional Continuing Education
Courses also offered for professional development and/or to meet American Herbalist Guild requirements in anatomy and physiology and therapeutic workshops on diabetes, heart disease and arthritis.

Home Inspection
The training program consists of ten courses: Structure, Exterior, Roofing, Plumbing, Electrical, Heating I and II, Air Conditioning, and Heat Pumps, Insulation and Interiors and a Communication/ Professional Practice. Emphasis is on practical knowledge of the performance of the systems and components of a house – not on theory. Membership Renewal Credits (MRC) assigned to each course for ASHI membership.

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.

International Building Codes
This certificate program includes the International Building Code, International Mechanical Code, International Residential Code, International Fire Code and Uniform Plumbing Code. 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.

Mortgage Brokerage and Lending
Fundamentals of mortgage origination for individuals with no industry experience. Upon completion, participants are eligible for positions as junior processor, loan officer trainee or other mortgage broker office entry-level position.

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 Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) Certification Examinations, for continuing professional development, and/or re-certification credit hours to maintain the FPC and CPP credential.

Personal Trainer Certification
This course for national certification includes anatomy, exercise physiology, nutrition, health screenings, nutrition, injuries, fitness, flexibility and more.

Professional Bartender Training
For the aspiring professional bartender or home entertainer. Learn to mix the basics as well as exotics and shooters. Covers how to measure, mix and create more than 100 of today's most popular mixed drinks. Includes common bartending terms.

Real Estate
TCC offers courses for realtors and appraisers including salesperson pre-licensing, real estate appraising, investment 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.

Structural Pest Inspection
Learn how to inspect structures for evidence of wood destroying organisms, their damage and conditions conducive to their development; laws and rules governing inspections; building construction and maintenance; business ethics and more. Covers key material tested in the Structural Pest Inspection certification exam and Department of Agriculture compliance testing.

Teacher Education – Clock Hours
Designed for professional educators and trainers, classes cover instructional methods, planning and organization, and classroom discipline.

Veterinary Assistant
Prepare for a career as a veterinary assistant through online courses. Includes pet nutrition, vaccinations, first aid, billing, workplace safety and more.

PERSONAL ENRICHMENT

Personal Enrichment 253.566.5020

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

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.

Program areas include: fine and performing arts, business and personal skills, language and cultural studies, sign language, wellness, international studies, photography, recreation and physical fitness, and personal skills and enrichment. The Kids on Campus program features classes just for kids.

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.

Accounting

On the following pages are descriptions of the course offerings of Tacoma Community College.

The specific courses to be offered each quarter of 2005-2006 and 2006-2007 will be announced in the class schedules, which are published quarterly.

- Courses numbered 1-99 are pre-college level courses designed to develop skills needed for college work and professional/technical courses. They cannot be applied towards certificate or degree requirements.
- Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences, Associate in Business and Associate of Science as well as the Associate in Applied Sciences, the Associate in Technical Arts and Associate in General Studies degrees conferred by 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 in Arts and Sciences, Associate in Business or Associate of Science degree. Students who transfer without one of the approved transfer degrees should not take for granted the transferability of all 100-level or 200-level classes since some of them are vocational courses and apply toward the Applied Sciences and Technical Arts degrees only.
- Courses numbered 299 are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chair of the division in which the course is offered. Credit granted for courses numbered 299 varies with the individual project.

Normally, one credit is given for one 50-minute period of class per week per quarter for lecture classes. Laboratory sections generally require two hours of class per week per quarter for each credit. Credits earned for successfully completing each course are shown in parentheses following the course titles in this section of the catalog.

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.

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

If there is no notation, this information was not known at the time of catalog publication. For current course offerings, check the quarterly class schedule or consult the appropriate division administrator. Class availability is dependent on adequate enrollment.

Accounting

ACCNT 110 (F, W, Sp, Su)
Practical Accounting I (5)
(formerly ACCNT 140) Introduces students to basic accounting concepts and procedures, emphasizing sole proprietors. Topics include analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.
Recommended: Concurrent or prior enrollment in CU 103 or CU 105 (READ 93 level recommended)

ACCNT 120 (W)
Accounting for Decision Makers (5)
(formerly ACCNT 150) 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 110 or ACCNT 210.

ACCNT 130 (Sp)
Practical Accounting II (5)
(formerly ACCNT 141) A continuation of financial accounting topics, including an introduction to accounting for partnerships. Students will be encouraged to complete assignments using the computer.
Prerequisite: ACCNT 110 or equivalent with a grade of 'C' or higher, or ACCNT 210.

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 110 or ACCNT 210 or instructor permission.

ACCNT 165 (F)
Accounting with Peachtree (5)
(formerly ACCNT 240) Introduction to automated accounting methods using Peachtree. Peachtree is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules. This is the same class as CU 165. Students may take either CU 165 or ACCNT 165, but not both.
Prerequisites: CU 103 or CU 105; ACCNT 130 or ACCNT 220 with a grade of 'C' of higher.

ACCNT 175 (W)
Accounting with QuickBooks (5)
(formerly ACCNT 241) Introduction to automated accounting methods using QuickBooks. QuickBooks is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules. This is the same class as CU 175. Students may take CU 175 or ACCNT 175, but not both.
Prerequisites: ACCNT 165 or CU 165 with a grade of 'C' or higher.

ACCNT 210 (F, W, Sp, Su)
Accounting Principles - Financial I (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 II (5)
Continuation of ACCNT 210. Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity, consolidated statements and 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 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.

ACCNT 299
Independent Study (1-5)
Study on an individual basis.
Prerequisite: Program chair permission.

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, Sp, Su)
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 (F, 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 (5)
This course presents various problem-solving models that seek to improve police efficiency, lower crime, and raise the perception of safety within a community and to improve the citizen-police relationship. The course will primarily focus on the Scanning, Analysis, Response & Assessment (SARA) model of problem solving and integrated community-oriented policing.
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 (5)
A seminar type course where intensive scenario-based workshops examine some of the most important ethical issues facing law enforcement. Topics within the police subculture and the dynamics of informal power are discussed.

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
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 179
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.
Prerequisite: Assessment at college-level English and reading.

Administration of Law and Justice

ADJ 200 (Sp)
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 (Su)
Forensics (5)
Advanced course in the collection of physical evidence. Course focuses on proper evidence collection techniques, methods of analysis, and the legal admissibility of evidence. A close look at the exclusionary rule as it applies to procedural due process of physical evidence will be analyzed.
Prerequisite: Assessment at college-level English and reading.

ADJ 202 (F)
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 (Sp)
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, 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 (W)
De-escalation Techniques (2)
Students will have the opportunity to develop the verbal skills to de-escalate hostile encounters by working with an experienced negotiator. While the scenarios used in this course are based on typical law enforcement situations, the skills taught would benefit anyone who needs to defuse hostility.
Prerequisites: ENGL 101 readiness.

ADJ 211 (Sp)
Police in America (5)
Historical development, roles, socialization and problems of police work will be covered. Contemporary police agencies will be compared and their effectiveness evaluated. Issues involving community-oriented policing, police training, abuse of authority, police discretion, and recruitment will also be examined. This course will incorporate numerous activities such as interviewing, hostage negotiations, violator contracts, arrests, report writing and conflict resolution.

ADJ 212 (W)
Law Enforcement Communication Skills (3)
This is an advanced course in analyzing and properly documenting potentially useful confessional/verbal evidence. Students will practice observation, interviewing and report writing skills. Recommended to be taken concurrently with ADJ 209.

ADJ 213
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 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 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 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 Projects (5)
This special projects course will cover a variety of topics of contemporary interest relating to justice and legal fields of study. Students may elect to take one ADJ 299 course in their concentration area of study. Special projects could include individual projects approved by the instructor or a standard lecture format of study.

ADLJ courses - see *Paralegal*, page 125.

Adult Basic Education

See pages 79-80.

Anthropology

ANTHR 100 (F, W, Sp)
Introduction to Anthropology (5)
A survey of the subfields of physical anthropology, archaeology, anthropological linguistics and sociocultural anthropology through the examination of selected problems in human biological and cultural evolution. An introduction to the discipline of anthropology that asks what it means to be human. (multicultural content)
Prerequisite: Completion of ENGL 91 with a 'C' or higher or assessment at college-level reading and writing.

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)
Prerequisite: Completion of ENGL 91 with a 'C' or higher or assessment at college-level reading and writing.

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)
Prerequisite: Completion of ENGL 91 with a 'C' or higher or assessment at college-level reading and writing.

ANTHR 203
Introduction to Linguistic Anthropology (5)
Introduction to linguistic methods and theories used within anthropology. Topics include the structure of language, evidence for the innateness of language, the relationship between language and culture, the ethnography of communication, sociolinguistics, and historical linguistics. The linguistic database in the course is both historical and cross-cultural. (multicultural content)
Prerequisite: Completion of ENGL 91 with a 'C' or higher or assessment at college-level reading and writing.

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.
Prerequisite: Completion of ENGL 91 with a 'C' or higher or assessment at college-level reading and writing.

ANTHR 207
American Cultural Diversity (5)
This course focuses on the diversity of cultural perspectives within the United States. In-depth examinations of two or more cultures will include exploring the ways in which people from minority cultural perspectives cope with some of the central ideals and expectations of the dominant culture. (multicultural content)
Prerequisite: Completion of ENGL 91 with a 'C' or higher, or assessment at college-level reading and writing.

ANTHR 210
Native American Cultures (5)
An examination of the diversity of cultures among the Indians of North America, this course is an ethnographic survey of Native American societies before European contact. (multicultural content)
Prerequisite: Completion of ENGL 91 with a 'C' or higher or assessment at college-level reading and writing.

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 nonhuman 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 (5)
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.
Prerequisite: BIOL 100 or 118 or ANTHR 201.

ANTHR 299
Independent Study (1-3)
A variable credit course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.
Prerequisite: ANTHR 100 with a 'B+' or higher. Instructor permission required and a written contract between the instructor, student and instructional administrator, describing the nature and method of the independent study.

Arabic

See *Foreign Language* section, page 106.

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 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

Continued

Art

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)
An introductory course to guide the understanding and appreciation of the visual arts–fine arts, crafts, architecture, and new media. Designed for non-art majors. Satisfies five credits for Humanities distribution requirement. A variety of learning approaches may include lectures, slides, videos, guest artists, field trips, demonstrations, and hands-on participation. (multicultural content)
Strongly recommend assessment at college-level reading and writing.

ART 101 (F, W, Sp)
Art Basics (5)
Introduction to materials and techniques including drawing, painting, printmaking and design. Projects are designed for students with limited experience in art. Recommended for beginners. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

ART 102 (F, W, Sp)
Two-Dimensional Design (5)
The organization of visual elements (line, shape, texture, color) as applied in two-dimensional design media. Recommend prior to Painting and Printmaking classes. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits. The online version of this class uses graphic software to complete projects.

ART 103 (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 five 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 five 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 five credits.
Prerequisite: ART 105.

ART 110
Beginning Graphic Design (5)
An introduction to a visual structure concept using two-dimensional design. The beginning course will cover composition, color theory, typography and layout. Computer technology will be used to explore the use of these design elements as required for specific projects with traditional methods to communicate the practical design form.

ART 111
Intermediate Graphic Design (5)
An intermediate course furthering understanding of visual structure using concepts of two-dimensional design. This course will cover intermediate concepts in composition, color theory, typography and layout. Computer technology will be used to create a design elements as required for specific projects with traditional methods to communicate the design form.

ART 120 (W)
Introduction to Web Animation (5)
This is an introductory course to acquaint students with the Macromedia Flash environment. Focus will be on tools, concepts and animation techniques to create Flash content for web use. ART 120 is the same as IT 120. Students may take either ART 120 or IT 120, but not both.
Prerequisite: IT 235 or equivalent or instructor permission.

ART 121 (Sp)
Advanced Web Animation (5)
Advanced animation techniques will be explored using the Flash environment and ActionScripting. ActionScript is a simplified programming language that allows for Flash interactivity and dynamic content. ART 121 is the same as IT 121. Students may take either ART 121 or IT 121, but not both.
Prerequisite: ART 120 or IT 120 or equivalent or instructor permission.

ART 122 (Sp)
Macromedia Dreamweaver (3)
This course will use Macromedia Dreamweaver, a drag and drop environment that allows you to quickly integrate graphics and text, to create professional looking web pages. Software features and page layout will be the focus of the course. ART 122 is the same as IT 122. Students may take either ART 122 or IT 122, but not both.
Prerequisite: IT 235 or equivalent or instructor permission.

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. Five credits maximum.

ART 147
Introduction to Digital Photography (5)
This course is designed to introduce students to the use of digital and/or film cameras, and the use of computers to make prints of images from their cameras. Students need a digital camera, or film camera (35mm or medium format) capable of being operated in a manual exposure mode.

ART 150 (Sp)
Beginning Printmaking (5)
Strongly recommend assessment at college-level reading.
Studies in traditional print techniques and processes including relief, etching, and lithographic methods. Historical and contemporary print developments serve as background material for technical application. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits. (multicultural content)
Prerequisite: None. ART 102, 103, and 105 recommended for all art studio concentrations.

ART 151 (F, 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, W, Sp)
Life Studies: Figure Drawing (2-10)
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 (F, W, Sp)
Life Studies: Figure Painting (2-10)
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 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 five 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 180
Art for Elementary Education (5)
The course is designed for prospective K-6 educators as a lecture/workshop structured to provide students an opportunity to explore materials and techniques suitable for classroom use. Imaginative art experiences and the nature of creativity are stressed and linked to other disciplines. Includes planning and assessment components directed at art education.

ART 199 (varies)
Gallery Viewing Lab
Recommended concurrent enrollment with all art classes and HUMAN 100, 101, 102, 103. ART 199 supplements the above courses and is designed as a "viewing lab" where students can develop their visual vocabulary, sharpen their critical thinking skills, and apply the concepts taught in Art and Humanities classes. Students will visit local galleries and museums and attend or view lectures and write a series of short reports. May be taken a total of three times. Graded S/U.
Note: This class is a self-paced laboratory course. Course packet materials are available in the TCC Bookstore. Two meetings with instructor are required: Meeting #1 in the first two weeks of the quarter; Meeting #2 at mid-quarter. These meetings are required and part of the final grade. Call 253.460.4306 with any questions.

Art

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.
Prerequisite: Assessment at college-level reading or completion of READ 93 with a 'C' or higher.

ART 202 (W)
History of Western Art:
Medieval & Renaissance (5)
The major artistic achievements of Western Christendom from the Barbarian Invasions through the 16th Century. Satisfies humanities distribution requirement for AAS degree.
Prerequisite: Assessment at college-level reading or completion of READ 93 with a 'C' or higher.

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.
Prerequisite: Assessment at college-level reading or completion of READ 93 with a 'C' or higher.

ART 210 (W)
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 (5-10)
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 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 nontraditional styles. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty.
Prerequisite: ART 133 and ART 102 (or 103 or 105) or instructor permission.

ART 232 (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)
Ceramics Master Study (5)
In this course each student will research an artist or a type or style of ceramics and from that research attempt to make replicas of that work. After the initial series of works the student will use the research work to create a new direction using the masterwork as a starting point.

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
Intermediate Digital Photography (5)
This course will provide students intermediate instruction in the use of digital and/or film cameras, and the use of computers to make prints of images from their images. Students need a digital camera or film camera (35mm or medium format) capable of being operated in a manual exposure mode.

ART 251 (varies)
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 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 272 (W)
Sculpture: Modeling and Casting (5-10)
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 (5-10)
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 (5-10)
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 (5-10)
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 (varies)
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 classes 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

Astronomy

ASTRO 105 (F, Sp, Su)
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.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or equivalent assessment.

Biology

Students interested in majoring in biology or related disciplines should consider pursuing an Associate of Science degree with a Biology Specialization. Biology advisors are available for assistance in establishing a degree plan. Students seeking courses for general interest or natural sciences distribution requirements should consider the following non-major courses: BIOL 100, 105, 107, 108, 118, 140, BOT 101, ENVSC 106, 145, 179, or NUTR 161.

BIOL 100 (F, W, Sp, Su)
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: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

BIOL 105 (W, Sp)
Fossils and the History of Life (5)
Introduction 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.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

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.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

Biology

BIOL 108
Northwest Plants and Animals (5)
A general overview of natural history with field and lab work focusing on identification, adaptations, and interactions among conspicuous Pacific Northwest species. Some weekend field trips required. Laboratory included.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

BIOL 118 (F, W, Sp)
Basics of Anatomy and Physiology (5)
BIOL 118 is a one-quarter class of human anatomy and physiology. This course offers a brief overview of the human body for the non-science major. It covers some basics of chemistry and cells and then outlines all the major systems of the human body. Laboratory included.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

BIOL 140 (Sp)
Marine Biology (5)
Introductory marine biology designed for non-majors. Learn how marine organisms are categorized, about their habitats, how they survive, their ecological relationships, and environmental concerns. Many field trips during class and one weekend day.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

BIOL 179
Special Topics in Biology
Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day of overnight field trips depending on the quarter offered. Example topics for any one quarter may include science and metaphysics, pathology, animal behavior, etc.

BIOL 201 (F, W, Sp)
General Microbiology (5)
Biological characteristics and metabolic activities of microorganisms, with an emphasis on bacteria and viruses. Includes consideration of microbial ecology as well as the relationship of microorganisms to disease. Laboratory included.
Prerequisite: BIOL 100 and CHEM 101 or equivalent; CHEM 102 recommended.

BIOL 210 (F)
Introduction to Evolution, Ecology and Biodiversity (5)
Introduction to the evolutionary and ecological processes involved in the generation of our planet's biodiversity, including review of patterns and processes that influence the origin, evolution, distribution and abundance of living things. One of a three quarter sequence (210, 211, 212) designed for science majors. Laboratory included.
Prerequisites: BIOL 100 and CHEM 140 or their equivalents (CHEM 140 may be taken concurrently).

BIOL 211 (W)
Introduction to Cellular and Molecular Biology (5)
Introduction to the structures and functions of biological molecules; anatomy of prokaryotic and eukaryotic cells; cell metabolism and metabolic diversity; molecular genetics and genomics. Laboratory included.
Prerequisites: BIOL 100 and CHEM 140.

BIOL 212 (Sp)
Introduction to the Biology of Organisms (5)
Introduction to the structures and functions of eukaryotic organisms with particular attention to animal and plant anatomy, physiology, and development. Laboratory included. NOTE: The biology majors' sequence may be taken either as BIOL 210, 211, and 212 or as BIOL 211, 212, and 210.
Prerequisites: BIOL 211 and CHEM 150.

BIOL 220 (F, W, Sp, Su)
Human Anatomy and Physiology I (6)
The first of a two-quarter sequence of human anatomy and physiology. The course covers basic molecular and cell biology, histology, the integumentary system, the skeletal system, the muscular system, the nervous system and the special senses. Laboratory sessions include the study of microscopy, histology, anatomical models, preserved bones and human cadavers.
Prerequisite: CHEM 100 with a grade of 'C' of higher and BIOL 100, or equivalent, with a grade of 'C' or higher.

BIOL 221 (F, W, Sp, Su)
Human Anatomy and Physiology II (6)
The second of a two-quarter sequence of human anatomy and physiology. The course will examine the endocrine system, blood, the cardiovascular system, the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Laboratory sessions include the study of histology, anatomical models, and the human cadaver.
Prerequisite: Completion of BIOL 220 with a grade of 'C' or higher.

BIOL 240 (F)
Human Anatomy and Physiology (5)
Lecture focuses on the fundamental biochemical structures and processes associated with most cells of the body. Includes membrane structure and molecular dynamics, especially membrane proteins and lipids. Muscle contraction, bioelectric signal transmission, transduction and the biochemistry of cellular energetics (cell respiration) are covered. Laboratory focus is on microscopic tissue study (histology) and the anatomy of the skeletal and muscular systems.
Prerequisite: CHEM 101 (CHEM 102 and BIOL 100 highly recommended).

BIOL 241 (W)
Human Anatomy and Physiology (5)
A continuation of BIOL 240 and includes studies of the anatomy and physiology of the nervous, endocrine, circulatory, lymphatic, and immune systems. The lectures will focus on the physiology of the systems. Lab supports the lectures with anatomical studies using lab models, cadaver studies, and physiology exercises.
Prerequisite: Successful completion of BIOL 240 or the first quarter of a three-quarter sequence of college-level human anatomy and physiology, or the first semester of a two-semester sequence of college-level human anatomy and physiology.

BIOL 242 (Sp)
Human Anatomy and Physiology (5)
A continuation of BIOL 241. Includes studies of the anatomy and physiology of the digestive, immune, respiratory, urinary, and reproductive systems. Lectures focus on the physiology of the systems. Lab supports lectures and anatomical studies using lab models, cadaver studies, and physiology exercises.
Prerequisite: BIOL 241 or by permission of instructor.

BIOL 260 (Sp)
Human Cadaver Prosection (2)
This is a two-credit laboratory dissection course. Students will dissect a human cadaver to include removal of skin and superficial fascia, isolation of selected muscles, and opening of thoracic and abdomino-pelvic cavities. Students will also participate in the annual Surgical Demonstration event and present selected surgical procedures to the public.
Prerequisite: BIOL 220 or BIOL 240 (minimum grade 'C') or BIOL 118 (minimum grade 'B+') and instructor permission.

BIOL 294
Field Studies (1-5)
Study of selected topics in biology primarily through field study, discussions, and readings.

Botany

BOT 101 (F, W, Sp)
General Botany (5)
Characteristics and taxonomy of plants, 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, field trips). Lab included.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

BOT 179
Special Topics in Botany
Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Example topics for any one quarter may include food plants, gardening techniques, plant taxonomy, etc.

Bridge Program

The following courses are designed for the Associate in Arts and Sciences degree–Option B that transfers to The Evergreen State College. See page 36 for more information.

IDS 130
English/Writing/Reading/Critical Thinking (4)
This course will focus on the study and application of the principles of college writing and reading with an emphasis on critical and analytical study. Students will write essays that follow several rhetorical methods including description, expository and persuasion. In addition to the three hours of class time and homework assignments, this course requires one hour per week of individual instruction.

IDS 131
English/Writing/Reading/Critical Thinking (4)
This course is designed to build on the skills learned in IDS130. The course will focus on the study and application of the principles of college writing and reading with an emphasis on research methodology and research writing. Students will learn and apply the research process by writing a number of well developed, thoroughly researched and documented essays using MLA guidelines. The assignments in the class will be related to those in Lyceum. In addition to three hours of class time and assigned homework, this course requires a minimum of one hour per week of independent study/research to be coordinated and supervised by the instructor.

IDS 132
English/Writing/Reading/Critical Thinking (4)
This course is designed to build on the skills learned in IDS 131. The course will focus on the study and application of the principles of college writing and reading with an emphasis on argumentative and persuasive writing. The assignments in the class will be related to those in Lyceum. In addition to three hours of class time and assigned homework, this course requires a minimum of one hour per week of independent research to be coordinated and supervised by the instructor.

IDS 230
English/Writing/Reading/Critical Thinking (4)
This course is designed to build on the skills learned in IDS 132. Students enrolled in IDS 130 and IDS 230 attend class together. IDS 230 students are expected to perform at a more advanced level and complete different assignments than IDS 130 students, as specified in the course syllabus. This course will focus on the study and application of the principles of college writing and reading with an emphasis on critical and analytical study. Students will write essays that follow several rhetorical methods, including description, expository and persuasion. In addition to the three hours of class time and homework assignments, this course requires one hour per week of individual instruction to be arranged.

IDS 231
English/Writing/Reading/Critical Thinking (4)
This course is designed to build on the skills learned in IDS 230 and will focus on research methodology and research writing. Students will apply the research process by writing a number of well developed. Thoroughly researched and documented research essays using MLA guidelines. In addition to three hours of class time and assigned homework, this course requires a minimum of one hour per week of independent study to be coordinated and supervised by the instructor. Students enrolled in IDS 131 and IDS 231 attend class together. IDS 232 students are expected to perform at a more advanced level and complete different assignments than IDS 131 students, as specified in the course syllabus.

IDS 232
English/Writing/Reading/Critical Thinking (4)
This course is designed to build on the skills learned in IDS 231 and will focus on argumentative and persuasive writing. The assignments in the class will be related to those in Lyceum. In addition to three hours of class time and assigned homework, this course requires a minimum of one hour per week of independent study to be coordinated and supervised by the instructor. Students enrolled in IDS 132 and IDS 232 attend class together. IDS 232 students are expected to perform at a more advanced level and complete different assignments than IDS 132 students, as specified in the course syllabus.

Bridge Program

IDS 140
Introduction to Statistical Concepts (4)
This course will focus on Statistical concepts to gain an understanding of commonly used statistical procedures. Topics will include using EXCEL to calculate basic statistics and make valid inferences from numerical data. Groups will collect, analyze and present statistical findings. In addition to three hours of class time and assigned homework, this course requires a minimum of one hour per week of collaborative learning groups designed by the faculty.

IDS 152, 252
World of Ideas: Humanities (4) (4)
Themes will be coordinated with TESC and will vary from year-to-year. Students enrolled in IDS 152 and IDS 252 attend class together. IDS 252 students are expected to perform at a more advanced level and complete different assignments than IDS 152 students, as specified in the course syllabus.

IDS 150, 250
World of Ideas: Social Sciences (4) (4)
Themes will be coordinated with TESC and will vary from year-to-year. Students enrolled in IDS 150 and IDS 250 attend class together. IDS 250 students are expected to perform at a more advanced level and complete different assignments than IDS 150 students, as specified in the course syllabus. In addition to three hours of class time and assigned homework, this course requires a minimum of one hour per week of collaborative learning designed by the faculty.

IDS 151, 251
World of Ideas: Natural Sciences (4) (4)
Themes will be coordinated with TESC and will vary from year to year. Students enrolled in IDS 151 and IDS 251 attend class together. IDS 251 students are expected to perform at a more advanced level and complete different assignments than IDS 151 students, as specified in the course syllabus.

IDS 101, 102, 103
IDS 201, 202, 203
TESC/TCC Lyceum (4) (4) (4) (4) (4) (4)
Lyceum, in which the entire campus gathers to participate in a lecture or presentation, is an important part of the TCC Bridge/ Evergreen experience. Through the seminar that follows, students integrate diverse perspectives and analyze material in ways that add to their understanding of themselves and of the world around them. Students participate in a variety of community service projects. Themes vary from year to year.

IDS 100
Introduction to College Culture (2)
This course will provide an academic opportunity for students to learn and adopt methods to enhance student success. Students will learn various styles of learning and study skills to survive in an interdisciplinary college program, and how to prepare to transfer to The Evergreen State College for completion of a baccalaureate degree.

IDS 200
Introduction to Cultural Literacy (2)
How do we define culture? What does it mean to be culturally literate? This class will explore these important questions in an attempt to give students the knowledge they need to be informed citizens in a multicultural society.

IDS 122, 123, 124
IDS 222, 223, 224
Information Technology (2) (2) (2) (2) (2) (2)
This class is offered in fall, winter, spring reinforcing multimedia and graphic arts design skills in an integrative study of technology. This course will integrate text, graphic arts, and sound. Students will use software applications, scanners, digital cameras and other input devices incorporating digital images.

IDS 299
Portfolio Development (3)
This course is a capstone class for graduating students in the Bridge Program to demonstrate an understanding of completed coursework in a portfolio that will require both academic and technical proficiency.

Business

See Office Education for Office Professional courses including office procedures, typing, etc. For related courses, see Global Business, Small Business Management, and Supervision and Management sections.

BUS 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 'C' or higher in ENGL 91 and READ 93.

BUS 101 (F, W, Sp, Su)
Introduction to Business (5)
For both business and nonbusiness 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 strongly recommended because BUS 110 uses basic algebraic formulas.

BUS 163 (F, Sp)
Management Principles and Organizational Systems (5)
Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

BUS 164 (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)
Work Teams and Organizational Dynamics (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 (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, keyboarding skills and knowledge of Microsoft Word.

BUS 230 (W)
Business Ethics and Corporate Responsibility (5)
Explores the moral principles, community standards and the ethics of decision making at the personal and professional levels. Students will also assess the impact management decisions have on business and society, and learn to examine corporate citizenship and social responsibility.

BUS 240 (W)
Marketing and Business Development (5)
Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.

BUS 245 (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 work force. 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 265 (Bi-Annually W)
E-Business and Commerce
Examines the transformation of key business processes through the expanding use of Internet technologies. Explores both the technological aspects of change in the business world and how e-business is changing consumer expectations and society.

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 (F, W, Sp)
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, GBUS 290, IT 290, OFFCE 290.

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 and Organizational Leadership 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.

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 97, MATH 99 or TMATH 100 (Math prerequisite may be taken concurrently).

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; MATH 97, 99 or TMATH 100.

CHEM 102 (F, W, Sp)
Survey of Organic and Biochemistry (5)
(For non-science majors.) Study of the structure, properties and reactions of organic and biological compounds. Includes an introduction to biochemical processes. Laboratory included.
Prerequisite: CHEM 101.

CHEM 140 (F, W)
CHEM 150 (W, Sp)
CHEM 160 (Sp, Su)
General Chemistry (5) (5) (5)
College-level, freshman chemistry for science and engineering majors.

140 Study of measurements, the structure of matter, compounds, stoichiometry, classes of chemical reactions, gases, thermochemistry, and the quantum mechanical model of hydrogen. Laboratory included.

150 Study of electronic structure, bonding and bonding theories, molecular shapes, intermolecular forces, solids, liquids, and solutions, and chemical equilibrium. Laboratory included.

160 Study of chemical kinetics, equilibrium, acids and bases, solubility, complex ions, thermodynamics, electrochemistry, and nuclear chemistry. Laboratory included.

Prerequisite: MATH 115 or MATH 111 (may be taken concurrently); high school chemistry or CHEM 101 for 140. CHEM 140 for 150. CHEM 150 for 160.

CHEM 231 (F)
CHEM 232 (W)
CHEM 233 (Sp)
Organic Chemistry (5) (5) (5)
Organic chemistry for science majors.

231 Study of the application of general chemical principles to organic compounds. Includes: structure, orbital theory, isomerism, and nomenclature of organic compounds; reactions and mechanisms of alkanes, alkyl halides, and alcohols; introduction to IR spectroscopy. Laboratory included.

232 Topics include: structure, properties and reactions of alkenes, alkynes, radicals, and aromatic compounds, and an introduction to NMR spectroscopy. Laboratory included.

233 Topics include: structure, properties and reactions of aldehydes, ketones, carboxylic acids and their derivatives. Includes an introduction to biological molecules and biochemical processes. UV/VIS spectroscopy is introduced. Laboratory included.

Prerequisite: CHEM 160 for 231. CHEM 231 for CHEM 232. CHEM 232 for CHEM 233.

Chinese

See *Foreign Language* section, page 106.

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 Science

Tacoma Community College offers a wide range of courses involving computer applications. The courses listed below are designed to satisfy computer programming requirements for engineering and science majors. Students intending to major in Computer Science at a baccalaureate institution should work toward an Associate of Science degree with a Computer Science Specialization. Students interested in introductory computer courses or Business applications should see courses listed under Information Technology and Computer User.

CS 142 (F, W)
Java Programming for Engineers and Scientists I (5)
Using the Java programming language, students learn general principles of object-oriented programming, including how to design, implement, document, test, and debug computer programs. Topics include classes, objects, messages, expressions, decision structures, iteration, arrays, collections, events, and interfaces. This course is the same as ENGR 142. Students may receive credit for ENGR 142 or CS 142, but not both.
Prerequisite: MATH 115.

CS 143 (Sp)
Java Programming for Engineers and Scientists II (5)
An intermediate programming course, using Java, that follows ENGR/CS 142. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an introduction to performance analysis and implementation trade-offs. This course is the same as ENGR 143. Students may receive credit for ENGR 143 or CS 143, but not both.
Prerequisite: ENGR 142 or CS 142 with a grade of 'C' or higher.

Computer User

CU 091 (F, W, Sp)
Keyboarding Basics (2)
Computer keyboard by touch. Includes development of speed and accuracy.
Prerequisite: READ 92 level recommended.

CU 092 (F, W, Sp)
10-Key Basics (1)
Computer 10-key pad by touch. Emphasis on speed and accuracy.

CU 100 (F, W, Sp, Su)
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.
READ 93 level recommended.

CU 102 (F, W, Sp, Su)
Word I (2)
Beginning Word Processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies and IC3 applications.
Prerequisite: Knowledge of Windows required (25 wpm typing and READ 93 level recommended).

CU 103 (F, W, Sp, Su)
Excel I (2)
Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS "Core Level" competencies and IC3 applications.
Prerequisite: Knowledge of Windows required (MATH 86 and READ 93 level recommended).

CU 104 (F, W, Sp, Su)
PowerPoint (1)
Introduction to electronic presentations using Microsoft Power Point. Emphasizes MOUS "Core Level" competencies and IC3 applications.
Prerequisite: Knowledge of Windows required.

CU 105 (F, W, Sp, Su)
Word I, Excel I, PowerPoint (5)
Introduction to using Microsoft Office Suite. Emphasizes MOUS "Core Level" competencies in Word, Excel and PowerPoint and IC3 applications.
Prerequisite: Knowledge of Windows required (MATH 86 and READ 93 level and 25 wpm typing recommended).

CU 108
Outlook (2)
Beginning Outlook. Course includes coverage of the software's following features: e-mail, contacts, calendar, and scheduling.
Prerequisite: Concurrent or prior enrollment in CU 105 (BUS or ENGL 100 recommended).

CU 110 (F, W, Sp, Su)
Access I (2)
Beginning database class using Microsoft Access. Emphasizes MOUS "Core Level" competencies.
Prerequisite: CU 103 or CU 105 recommended.

CU 115 (varies)
MOUS Prep, Level I (1)
Provides practice applications for self-assessment in Word, Excel, Access and PowerPoint to the MOUS Core Level of proficiency.
Prerequisites: CU 102, CU 103, CU 104, or CU 105 and CU 110 (or equivalent).

CU 122 (varies)
Creating Business Publications (3)
(formerly OFFCE 231) Design and produce professional-quality publications including flyers, newsletters, brochures, bulletins and certificates on a widely-used software package.
Prerequisite: BUS 225 and CU 105 or equivalent.

CU 165 (F)
Accounting with Peachtree (5)
Introduction to automated accounting methods using Peachtree. Peachtree is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing, and hands-on experience using the general ledger, accounts payable, accounts receivable, and payroll modules. This is the same class as ACCNT 165. Students may take either ACCNT 165 or CU 165, but not both.
Prerequisite: CU 103 or CU 105; ACCNT 110 or ACCNT 220 with a grade of 'C' or higher.

CU 173
QuickBooks (3)
(formerly CU 130) Introduction to automated bookkeeping methods using QuickBooks.
Prerequisite: ACCNT 110 or equivalent.

CU 175 (W)
Accounting with QuickBooks (5)
Introduction to automated accounting methods using QuickBooks. QuickBooks is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing, and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules. This is the same class as ACCNT 175. Students may take either ACCNT 175 or CU 175, but not both.
Prerequisite: CU 165 or ACCNT 165 with a grade of 'C' or higher.

CU 202 (varies)
Word II (3)
Advanced Word processing class using Microsoft Word. Emphasizes MOUS "Expert Level" competencies.
Prerequisite: CU 102 or CU 105 or equivalent.

CU 203 (F, W, Sp, Su)
Excel II (3)
Advanced spreadsheet class using Microsoft Excel. Emphasizes MOUS "Expert Level" competencies.
Prerequisite: CU 103 or CU 105 or equivalent.

CU 210 (varies)
Access II (3)
Intermediate to advanced database skills using Microsoft Access. Emphasizes data import and export features, data access pages, advanced queries, tables, reports and forms. Includes creating macros and modules, managing database objects and managing databases.
Prerequisite: CU 110.

CU 215 (varies)
MOUS Prep, Level II (1)
Provides practice applications for self-assessment in Word, Excel, Access and PowerPoint to the Expert Level of proficiency.
Prerequisites: CU 202, CU 203, CU 110 (or equivalent).

Diagnostic Medical Sonography

DMS 100
Introduction to Diagnostic Medical Sonography (4)
Introduces the field of sonography including: the history and uses of ultrasound, roles and responsibilities of a diagnostic medical sonographer, health care settings that use ultrasound, as well as job and training opportunities for sonographers. Discusses medical ethics and legal issues relevant to sonography.
Prerequisites: Acceptance into the program or program chair permission.

DMS 105
Ultrasound Cross-Sectional Anatomy (4)
Provides information on cross-sectional anatomy in the human body with an emphasis on the organs of sonographic interest. Different scanning planes are represented including longitudinal, transverse, coronal and oblique views. Students also gain an understanding of transducer positioning in relation to organs within the body, and correlate their studies with sonographic images.
Prerequisites: Acceptance into the program or program chair permission.

DMS 110
Pathophysiology I (3)
Explores the pathogenesis of disease processes and their impact on the human body. Discusses the clinical manifestations, diagnosis, treatment and surgical interventions of different disease processes affecting specific body systems. Emphasizes disease processes relevant to sonography.
Prerequisites: Acceptance into the program or program chair permission.

DMS 111
Pathophysiology II (3)
A continuation of Pathophysiology I. Discusses clinical manifestations, diagnosis, treatment and surgical interventions of diseases affecting specific body systems. Emphasizes disease processes relevant to sonography.
Prerequisites: Successful completion of DMS 110.

DMS 120
Abdominal Scanning and Techniques (5)
Introduces ultrasound terminology and basic scanning techniques. Discusses the normal and pathologic appearances, laboratory tests and clinical signs and symptoms pertinent to the organs studied. Routine scanning protocols are learned and practiced during lecture/lab.
Prerequisites: Acceptance into the program or program chair permission.

DMS 121
Small Parts and Intraoperative Scanning and Techniques (5)
Focuses on the sonographic scanning techniques of various superficial structures. Reviews the anatomy, physiology, and pathology of these small parts; discussing laboratory tests and clinical signs and symptoms. Also explores the use of ultrasound in surgical procedures. Routine scanning protocols are learned and practiced during lecture/lab.
Prerequisites: Acceptance into the program or program chair permission.

DMS 122
Gynecological and Obstetrical Scanning and Techniques (5)
Provides information on the female reproductive system and fetal development in the first trimester, including: a review of female pelvis anatomy, physiology and associated pathologic findings. Introduces embryonic development and maternal changes in the first trimester. Focuses on scanning protocols and techniques, which are discussed and practiced in lecture/lab.
Prerequisites: Successful completion of DMS 120 and 121.

DMS 123
Obstetrical Scanning and Techniques (5)
Provides information on the female reproductive system and fetal development. Emphasizes obstetrical states in the second and third trimesters and the associated pathological findings. Basic scanning techniques and protocols are introduced and practiced in lecture/lab.
Prerequisites: Successful completion of DMS 122.

DMS 130
Ultrasound Physics and Instrumentation I (3)
Provides a theoretical and practical understanding of acoustic physics and its application in diagnostic medical sonography. Includes a review of related mathematical concepts and explores wave concepts, properties of attenuation, ultrasound beam formation, transducer construction, and function and system operation.
Prerequisites: Acceptance into the program or program chair permission.

DMS 131
Ultrasound Physics and Instrumentation II (3)
A continuation of Ultrasound Physics and Instrumentation I. Topics covered include hemodynamics, Doppler physics (including color and spectral Doppler), acoustic artifacts, bioeffects and safety and quality assurance.
Prerequisites: Successful completion of DMS 130.

DMS 150
Ultrasound Clinical I (2)
Provides students the opportunity to apply sonographic theory to observation and limited hands-on scanning in a clinical setting. Includes professional skills, scanning techniques, protocols, patient care and quality assurance.
Prerequisites: Acceptance into the program or program chair permission.

DMS 151
Ultrasound Clinical II (5)
A continuation of Ultrasound Clinical I. The student will observe, assist, and perform various technical, clerical, professional, patient care, and sonographic duties under strict supervision. Requires completion of clinical competencies which will be observed and signed-off by a supervising sonographer.
Prerequisites: Successful completion of DMS 150 didactic and lab coursework with a passing grade of 'C' or higher.

DMS 152
Ultrasound Clinical III (8)
A continuation of Ultrasound Clinical II. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision. Requires completion of clinical competencies
Prerequisites: Successful completion of DMS 151 didactic and lab coursework with a passing grade of 'C' or higher.

DMS 160, DMS 161
Ultrasound Seminar and Critique I, II (2) (2)
This course is a seminar on current issues in sonography. Includes case study presentation, discussion and critique.
Prerequisites: Acceptance into the program or program chair permission.

DMS 175
Orientation to Diagnostic Medical Sonography (2)
This course will provide application of the basic skills required for patient care. The students will learn essential body mechanics to avoid injury; infection control principles; required confidentiality information; legal and ethical principles; and an introduction to vital signs. Students will also complete CPR certification, HIV/AIDS certification for health care providers, and receive their program student handbooks. Same course as RC 175.
Prerequisite: Acceptance into program.

DMS 220
Introduction to Vascular Technology and Echocardiography (5)
Introduction to the basic concepts of vascular sonography and echocardiography. Includes an overview of the basic cardiovascular anatomy and physiology, pertinent pathophysiology, and basic scanning protocols and ultrasound findings. Includes laboratory practice of routine protocols.
Prerequisites: Successful completion of DMS 123.

DMS 250
Ultrasound Clinical IV (10)
A continuation of Ultrasound Clinical III. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision. Requires completion of clinical competencies. Also includes observation in a vascular ultrasound and echocardio-graphic laboratory.
Prerequisites: Successful completion of DMS 152 didactic and lab coursework with a passing grade of 'C' or higher.

DMS 251
Ultrasound Clinical V (13)
A continuation of Ultrasound Clinical IV. Continued performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under minimal supervision. Requires completion of clinical competencies.
Prerequisites: Successful completion of DMS 250 didactic and lab coursework with a passing grade of 'C' or higher.

DMS 252
Ultrasound Clinical VI (13)
A continuation of Ultrasound Clinical V. Continued performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under minimal supervision. Requires completion of clinical competencies. This course may be waived if the student has completed all clinical competencies and is performing all examinations independently by the completion of DMS 251.
Prerequisites: Successful completion of DMS 251 didactic and lab coursework with a passing grade of 'C' or higher.

DMS 260, 261
Ultrasound Seminar and Critique III, IV (2) (2)
This course is a seminar on current issues in sonography. Includes case study presentation, discussion, and critique.
Prerequisites: Acceptance into the program or program chair permission.

DMS 270
Ultrasound Registry Review Seminar (1)
This elective course is an intensive review of the content in the American Registry of Diagnostic Medical Sonographers registry exam, including physics and instrumentation, abdomen and small parts, and ob/gyn. Students review with in class discussions and practice sample registry exams.
Prerequisites: Acceptance into the program or program chair permission.

Drama

DRAMA 101 (varies)
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) (writing intensive)
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).

Education

The field of Teacher Education is undergoing changes and will continue to change in the near future. If students are interested in teaching, the most current information can be found at www.teachwashington.org. Tacoma Community College's Teachers of Tomorrow Club welcomes students planning to enter the teaching profession.

Teacher Education candidates should keep in close contact with their designated transfer school so they will be aware of changes. Students are advised to work closely with the Education Coordinator to plan their programs whether they will be pursuing a Paraeducator-Early Childhood Emphasis Certificate (see page 72) or whether they will be fulfilling the associate's degree requirements for

continued

Education

transfer to a four-year school to complete a degree in Elementary or Secondary Education. TCC is currently developing articulation agreements with selected four-year schools, and specific course recommendations will be forthcoming. Watch the quarterly schedules under the Education section for new course offerings.

Students are reminded that successful completion of recommended coursework does not guarantee admission to a university college of education. Additional criteria, such as grade point average, community service, leadership activities and prior classroom experience (e.g. volunteer tutoring), may also be used by a college of education in making admission decisions. For current information contact: the Education coordinator at 253.566.5010.

Paraeducator, Early Childhood (EDP), page 124.
Art for Elementary Education (ART 180), page 89.
Children's Literature (ENGL 260), page 104.
Math for Elementary Education (MATH 170), page 119.
Music for Elementary Education (MUSIC 120), page 120.

EDUC 135 (varies)
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.

EDUC 150
Classroom Technologies (2)
The course familiarizes students with a variety of technology software packages and applications, emphasizing how these are successfully used in the K-12 classroom. Students will also explore the pedagogical considerations regarding technology as a teaching/learning tool.

EDUC 151
Electronic Portfolios (2)
The course familiarizes students with electronic portfolios, which can be used in both classroom settings or as a way of presenting professional credentials. Students will leave the course with the initial professional electronic portfolio.

EDUC 201 (F, W, Sp)
Introduction to Education (5)
Designed for students who are considering teaching as a profession, the course will examine historical and philosophical foundations of American education, learning theories, contemporary students, and curriculum development. The course will also explore the social, political, cultural, and economic pressures that influence current issues and trends in education. Includes required lab experience that gives students opportunities to practice learned concepts. (multicultural content)

EDUC 220
Diversity in Education (5)
Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all socioeconomic and cultural groups, as well as inclusion of exceptional children.

EDUC 299 (F, Sp)
Early Childhood Field Experience (2)
This class taken concurrently with EDP 100 (Introduction to Early Childhood Education) will provide the opportunity to work with children in ECE classrooms, learning and implementing developmentally appropriate practices in guidance, curriculum, observation, assessment and the preparation of the physical environment.

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)
AC Electronic Devices and Systems (5)
This course covers AC electrical circuits including circuit analysis, recognition and use of electrical components. Students will gain a working knowledge of modern electronic devices and the circuits in which they are employed. It also covers electronics troubleshooting techniques, rectifiers, transistors, filters, amplifiers, and noise reduction.
Prerequisite: One year of high school algebra.

ELEC 107 (W)
Solid State Electronic Devices (5)
This course covers AC electrical devices; including circuit analysis, recognition and use of diodes and transistors. It also covers troubleshooting techniques for transistors and amplifiers. Students will gain a working knowledge of amplifier circuits, classifications, and frequency response.
Prerequisite: One year of high school algebra.

ELEC 108 (W)
Electronic Devices and Integrated Circuits (5)
This course provides a comprehensive coverage of electronic devices and circuits including linear integrated circuits, troubleshooting and practical applications. Major concepts, such as operational amplifiers, active filters, oscillators, communications circuits, and voltage regulators will be covered.
Prerequisite: One year of high school algebra.

ELEC 109 (Sp)
Microprocessors (5)
A comprehensive, microprocessor course covering microprocessor theory and operation, computer arithmetic and interfacing.

ELEC 110 (Sp)
Digital Devices (5)
This course covers digital devices and their common uses. The students will learn about different numbering systems, codes, Boolean Algebra, and logic simplification. Also covered in the course are memory devices, microprocessors, and integrated circuit technologies.
Prerequisite: One year of high school algebra.

ELEC 212
Wireless Theory (5)
A study of wireless frequency usage to include cellular and fixed broadband, transmission methodologies, equipment usage, transmitter range, FCC licensing, tower and antenna usage and fundamentals.

ELEC 214
Network Security Fundamentals (5)
A study of radio frequency vulnerabilities as they pertain to applied transmission methods. An introduction to hardware and software firewall and encryption techniques used in the cellular and fixed broadband technologies.

ELEC 216
Principles of Wireless Networks (5)
An introduction to the incorporation of wireless technologies and equipment in the development and application of wireless broadband and cellular networks.

ELEC 218
Radio Wave Modulation and Signal Propagation (5)
A study of the various methods used for modulating and demodulating radio frequency transmission, signal propagation as it pertains to frequency, transmitter power, topography, and atmospheric effect.

ELEC 220
Advanced Network Security and Encryption (5)
Application of security and encryption methods in a wireless environment. Various methods demonstrated, vulnerabilities isolated and opportunities presented to secure systems.

ELEC 221
Cellular Networking (5)
A continuation of ELEC 216. Incorporates and introduces cell site and cellular technologies to include: components, protocol layers, data services, and standards to include FCC licensing.
Prerequisite: ELEC 216, 218 and MATH 115 with a grade of 'C' or higher.

ELEC 290
Work Internship (5)
Upon completing the requirements for the E/WTE certificate, students may receive college credit for hands-on electronic related work experience and training in a private or public sector organization.
Prerequisite: Program chair permission.

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 pre-hospital care providers.

EMT-Bs provide basic life support and transportation for victims of illness and injury. Includes 112 hours of lecture and practical class-work time, and some clinical observation. Class also meets a portion of the prerequisites for the Paramedic program. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.
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 being affiliated.

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 recertification.
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 well being of the paramedic. A wide range of health and prevention concepts will be presented to enhance personal wellness. The students will also learn the function of paramedics as role models, coaches, and educators in the community.

EMC 120 (F)
Paramedic I (12)
First of three didactic/lab 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 didactic/lab class in the three-quarter paramedic course. Covers Assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric emergencies. Pre-hospital trauma life support (PHTLS-Provider) as well as the P.E.P.P. provider course included.
Prerequisites: Successful completion of EMC 120, EMC 130 and PE 100.

EMC 122 (Sp)
Paramedic III (5)
Third didactic/lab class in the three-quarter course. Reviews the entire didactic content utilizing case studies. Requires 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 infield experience for paramedic students taken in conjunction with EMC 120; includes supervised clinical experience in hospital and infield rotations.
Prerequisite: Enrollment in EMC 120.

Emergency Medical and Health Services

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 infield rotations.
Prerequisite: Completion of EMC 120, EMC 130 and current enrollment in EMC 121.

EMC 132 (Sp)
Paramedic Clinical III (9)
Third-quarter clinical and infield experience. Primary emphasis is on extensive field experience and attainment of entry level competencies.
Prerequisites: Completion of EMC 121, EMC 131 and enrollment in EMC 122.

EMC 140, EMC 150
Supplemental Education for EMC Programs (2-10)
This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.
Prerequisite: Recommendation of County Medical Director and instructor permission.

EMC 200
Contemporary Issues in Pre-hospital Care (2)
This is a dynamic seminar-style course that focuses on the various aspects of quality Emergency Medical Service. The course utilizes assorted current readings in conjunction with small group work that promotes critical thinking and a global understanding of what comprises state of the art out-of-hospital care.
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 are encouraged to pursue an Associate of Science degree with an Engineering Specialization but have the option of pursuing an Associate in Arts and Sciences degree Option B. 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, 142, and 231. TCC supports a local chapter of the ASME (American Society of Mechanical Engineers) and encourages student involvement.

ENGR 100 (F, W, Sp)
Introduction to Engineering and Design (5)
Introduction to the engineering profession and its design process by building group skills, understanding the effects of different learning styles, producing strategies for innovation, and fostering creativity in problem solving. Includes design projects, journal keeping, professionalism and ethical issues, and oral presentations. Acquaints students with disciplines and opportunities in engineering.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

ENGR 124
Introduction to Computer Aided Drafting (5)
A practical course in the use of computer aided design and drafting as well as basic drafting instruments to solve engineering graphics problems.
Prerequisite: MATH 99 (may be taken concurrently).

ENGR 142 (F, W)
Java Programming for Engineers and Scientists I (5)
Using the Java programming language, students learn general principles of object-oriented programming, including how to design, implement, document, test, and debug computer programs. Topics include classes, objects, messages, expressions, decision structures, iteration, arrays, collections, events, and interfaces. This course is the same as CS 142. Students may receive credit for ENGR 142 or CS 142, but not both.
Prerequisite: MATH 115.

ENGR 143 (Sp)
Java Programming for Engineers and Scientists II (5)
An intermediate programming course, using Java, that follows ENGR/CS 142. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an introduction to performance analysis and implementation trade-offs. This course is the same as CS 143. Students may receive credit for ENGR 143 or CS 143, but not both.
Prerequisite: ENGR 142 or CS 142 with a grade of 'C' or higher.

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. Combines mathematics and the physical sciences to develop engineering problem solving skills. Topics covered in this course include: vector notation, equilibrium, sheer, moments, couples, resultants, trusses, frames, center of mass, inertia, beams, and friction. Includes design project.
Prerequisite: MATH 125 (may be taken concurrently), PHYS 121 recommended.

ENGR 215 (Sp)
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 and PHYS 122.

ENGR 220 (Sp)
Introduction to Mechanics of Materials (4)
Introduction to the concepts of stress, strain, deformation, and failure theory in solid materials. Development of elastic behavior of structural and machine elements in tension, compression, bending, and torsion. Topics include deformation of members, Poisson's ratio, stress concentrations, thermal stress, statically indeterminate techniques, flexure formula, sheer flow, stress transformation, strain gauges, deflections, and columns.
Prerequisite: ENGR 210 and MATH 126 (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. Includes design project.
Prerequisite: ENGR 210 or PHYS 121, and MATH 126 (may be taken concurrently).

ENGR 231 (W, Sp)
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 laws of thermodynamics and their application to energy transformation and state changes in engineering problems. Topics include work, heat, energy, ideal gasses, specific heat, incompressible materials, control volume analysis, entropy, and applications to devices and systems.
Prerequisite: PHYS 121 and CHEM 150 or instructor permission; and MATH 126 (may be taken concurrently).

ENGR 299 (F, W)
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. Courses numbered below 100 cannot be applied towards certificate or degree requirements.

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 100/BUS 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 English and reading 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 with a 'C' or higher.

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.

English: Composition

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 (varies)
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 (varies)
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 (varies)
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 (varies)
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 (varies)
Introduction to Shakespeare (5)
Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets. (writing intensive)

ENGL 257 (varies)
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 (varies)
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 (varies)
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 (varies)
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 (varies)
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 (varies)
English Literature: From Donne Through Blake (5)
Survey of English literature from the Donne (1630s) through Blake (early Romantics, 1780s). (writing intensive)

ENGL 267 (varies)
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 (varies)
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 (varies)
American Literature: From 1910 to 1960 (5)
Survey of American literature from 1910-1960. (multicultural content) (writing intensive)

ENGL 271 (varies)
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 (varies)
Literatures of Diversity (5)
An introduction to the literatures of various cultures. Includes a study of historical and cultural context within which the literature evolved. Various single authors or a combination of authors will be studied from quarter to quarter. May be taken twice as cultures or authors covered are different each offering. (multicultural content) (writing intensive)
Note: Writers of the Pacific Rim offered Spring quarter.

ENGL 299 (varies)
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.

Courses numbered below 100 cannot be applied towards degree or certificate requirements.

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 nonnative speakers of English. 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 nonnative 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 nonnative 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 nonnative 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 nonnative speakers of English. 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 nonnative 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 nonnative 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 nonnative 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 nonnative 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 nonnative speakers of English, designed to prepare advanced students for composition classes with native speakers. Focuses on a variety of five-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 nonnative 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 155 and 159 or instructor permission.

English as a Second Language

ESL 161
Content Study Skills (2)
A course designed for nonnative 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 162
Advanced Reading (5)
An advanced course in reading for nonnative speakers of English. The course focuses on developing vocabulary and improving reading skills through a variety of fiction and nonfiction readings. May be taken three times for credit.
Prerequisite: ESL 159.

ESL 190
American Culture and Conversation (3)
A course in conversational English focusing on contemporary American culture 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 and ESL 90 or placement exam.

ESL 199
Individual Study (2)
Project-oriented individual study or work. May be taken as pass/fail.
Prerequisite: Instructor permission and the successful completion of ESL 160 and 162.

Environmental Science

Students seeking courses for general interest or degree distribution requirements may consider any environmental science courses. Students intending to major in Environmental Science at a baccalaureate institution should work towards an Associate of Science degree with an Environmental Science Specialization and consult with an environmental science advisor in the biology or earth science departments.

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: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

ENVSC 145
Introductory Ecology (5)
Study of the factors affecting organisms and their environments (e.g. symbioses, nutrient cycles, population dynamics, habitat alterations). Strong emphasis on local ecosystems, field work, and lab experiments. Will involve some computer analysis, library research, and writing. May involve weekend and possible overnight field-trip.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

ENVSC 179
Special Topics in Environmental Science (2)
Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Example topics for any one quarter may include biodiversity, toxins and human health, nonnative invasives, wetlands, etc.

ENVSC 210 (Sp)
Maps, GIS and the Environment (5)
Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as GEOG 210. Students may receive credit for either ENVSC 210 or GEOG 210 but not both. Laboratories and field trips included.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

Foreign Languages

Placement of students with previous language training will be made by the course instructor. Language challenge credit will not be awarded for native languages.
Prerequisites: 101, 102 and 103 are sequential courses; 101 with a grade of 'C' or higher or instructor permission required for 102; 102 with a grade of 'C' or higher or instructor permission required for 103.

ARAB 101, ARAB 102, ARAB 103
Arabic I, II, III (5) (5) (5)
Introduction to basic elements of the modern standard Arabic language and culture; emphasis placed on developing students' listening, speaking, reading and writing skills. Focus on mastery of Arabic writing and sound systems. (ARAB 103 multicultural content)

CHIN 101, CHIN 102, CHIN 103
Chinese I, II, III (5) (5) (5)
Introduction to the fundamentals of Chinese in four basic skills: comprehension, speaking, reading and writing. Emphasis is on the development of communicative skills, in both oral and written language. (CHIN 103 multicultural content)

FREN 101, FREN 102, FREN 103
French I, II, III (5) (5) (5)
Introduction to basic elements of the contemporary French language and culture; emphasis placed on developing students' listening, speaking, reading and writing skills. (FREN 103 multicultural content)

GERM 101, GERM 102, GERM 103
German I, II, III (5) (5) (5)
Introduction to basic elements of the contemporary German language and culture; emphasis is placed on proper pronunciation, auditory comprehension and grammar usage. Laboratory work assists students with speaking and comprehension. (GERM 103 multicultural content)

JAPAN 101, JAPAN 102, JAPAN 103
Japanese I, II, III (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)

SPAN 100 (varies)
Basic Conversational Spanish (5)
This course is designed as a beginning introduction to basic conversational Spanish, prior to SPAN 101. The student is introduced to Spanish vocabulary and grammar at an enjoyable rate. The course allows students to brush up on their understanding of English grammar and structure as it pertains to learning Spanish. This course is recommended for the student who has little grammar background and would like to acquire useful study habits for studying Spanish.

SPAN 101, SPAN 102, SPAN 103
Spanish I, II, III (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 skills 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. (SPAN 103 multicultural content)

SPAN 299 (varies)
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 103 or equivalent class. Instructor permission.

French

See *Foreign Language* section, page 106.

Geography

GEOG 110 (varies)
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.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

GEOG 210
Maps, GIS and the Environment (5)
Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as ENVSC 210. Students may receive credit for either GEOG 210 or ENVSC 210 but not both. Laboratories and field trips included.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

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 field trips.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

GEOL 105
Earth Systems Science (5)
Provides an introduction to earth systems by studying the lithosphere, biosphere, hydrosphere, and atmosphere, and how these realms interact to produce the dynamic earth that we inhabit. Hands-on exercises will involve work with rock samples, weather gauges, and maps and diagrams. This course is taught online.

GEOL 108 (W, Sp)
Fossils and the History of Life (5)
Introduction 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. This course is the same as BIOL 105. Students may receive credit for BIOL 105 or GEOL 108 but not both.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

Geology

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.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or assessment at college-level English, reading and math.

GEOL 179
Special Topics in Geology (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 are an important component of the seminars.

GEOL 299
Individual Study in Geology (1-5)
Study of selected geologic topics on an individual basis.
Prerequisite: GEOL 101 and instructor permission.

German

See *Foreign Language* section, page 106.

Global Business

GBUS 210 (F)
Cultural Aspects of Global Business (5)
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 (W)
Introduction to Global Business (5)
This course provides an overview of the global world of business: multinational corporations, global 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 (Biannually, Sp)
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)

GBUS 240 (Biannually, Sp)
Global Exporting and Importing (5)
This course focuses on international business issues, especially those relating to exporting and importing (export readiness; market evaluation and entry; legal, documentation, and tax considerations; logistics and trade finance) that should be understood by a person seeking a basic knowledge of international trade. (multicultural content)

GBUS 290
Work Internship (5)
During one quarter of the 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 Global Business Program.
Prerequisite: Program Chair permission.

GBUS 299
Independent Study & Special Projects (1-5)
Study on an individual basis.
Prerequisite: Program Chair permission.

Health Information Technology

HIM 180 (F, Sp)
Introduction to Health Information (5)
Introductory course on health information applications in acute care facilities with application of professional ethics, development and content of health records from patient admission to final storage and retrieval procedures, application of patient confidentiality and release of health information per HIPAA and other regulatory guidelines.
Prerequisite: HT 130 and 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, Sp)
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 (5)
Continued study of health record systems for ambulatory care, psychiatric, long-term care, home health care hospice, correctional, chemical dependency and mental retardation facilities, including coding compliance licensure and accreditation standards.
Prerequisite: HIM 230, HIM 232, concurrent enrollment or instructor permission.

HIM 230 (F)
Healthcare Data and Compliance (5)
In-depth study of healthcare data requirements, including JCAHO standards, governmental regulations, corporate compliance and HIPAA applications in acute care settings..
Prerequisite: HIM 180, CU105, CU 110, 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: HIM 220, 230, 241, HIT 216 or concurrent enrollment and instructor permission.

HIM 232 (Sp)
Clinical Applications III (5)
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. 120 hours total on-site in specialized care facilities and/or special projects.
Prerequisite: HIM 222 (or concurrent enrollment), HIM 190, 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, CU 110, HIM 220, and HIM 230.

HIM 242 (W)
Health Information Management and Leadership (3)
Development of management and supervisory skills, including planning, organizing, directing and controlling. Special emphasis in systems management.
Prerequisite: HIM 220 and HIM 230 or instructor permission.

HIM 252 (F, Sp)
Medical Reimbursement Management (5)
This capstone course synthesizes the HIT, HICS, and MBS program coursework. It bridges the academic and real world of organizational HIM operations. The goal is to provide the student with a broader institutional knowledge base, appreciate and understand the many and varied issues affecting reimbursement, as well as the opportunity to exercise tools and analysis techniques in enhancing facility reimbursement. All within the pervasive scope of current healthcare regulation, privacy and security concerns.
Prerequisite: HT 110, HIM 220, HT 216, or instructor permission.

HIM 270
Healthcare Information Systems (3)
Study of the development and use of healthcare information systems for managerial and clinical support, including compliance and security.
Prerequisite: HIM 180, CU 105, CU 110, or instructor permission.

HIM 299
Individual Study in HIT (1-5)
Individual study of an aspect of HIM in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken.
Prerequisite: Instructor permission.

Health Technology

HT 110 (F, W)
Health Care Delivery Systems (5)
This interdisciplinary course investigates the administration, organization, function and reimbursement structures of the many and varied health care services, providers, payers and agencies in the United States. Current issues in health care will be addressed in order to enrich the student's understanding and breadth of knowledge of the U.S. healthcare system and the roles and functions of various healthcare professionals. Healthcare privacy, security, and compliance will be key components.
Prerequisite: Assessment at college-level reading and English.

HT 120 (W)
Medical Office Management (5)
This course is designed to instruct the student in basic business practices and procedures as they relate to the medical office; including professional intra-relationships, basic medical practice issues, patient management, professional referral, legal issues, scheduling, coding, billing, correspondence and forms, insurance billing, collecting and posting of accounts receivable and accounts payable, financial issues and budgeting, and internal practice marketing. The student will also become familiar with various functions of the "back office," to include patient interactions and common outpatient clinical procedures, and equipment and supplies used in a medical practice.
Prerequisites: HT 130, HT 110, CU 103 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.
Prerequisite: HT 130 or instructor permission.

HT 150 (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: BIOL 118, HT 130, or instructor permission.

HT 210 (W, 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 216 (W)
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.

Health Technology

HT 225 (Su)
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, release of medical information, professional ethics, and HIPAA privacy and security issues.
Prerequisite: HIM 180 or instructor permission.

HT 240 (F, Sp)
Clinical Applications for Medical Billing Specialists (3)
Work internships for the Medical Billing Specialist program provide students the opportunity to apply their training and skills. Students spend a total of 90 hours in supervised practical experiences in health care facilities. Internship should be the culmination of course work. Students must provide their own transportation.
Prerequisite: Instructor permission required.

HT 245 (F, Sp)
Intermediate ICD-9-CM and CPT Coding (3)
(formerly HT 215) An intermediate coding course applying both ICD-9-CM and CPT instruction on the more difficult sections of the coding systems. Extensive advanced practice using coding exercises and abstracted medical records in the HIT lab.
Prerequisite: HIM 180, HIM 220, HT 216; or instructor permission.

HT 250 (F, Sp)
Clinical Applications for Health Information Coding Specialists (3)
This course provides skill practice for HICS students in their final quarter of the program. The course consists of medical record coding practice (60 hours plus weekly seminar). Coding practice includes inpatient, outpatient and emergency coding. This is the final capstone experience prior to completion of the program in readiness for employment as a coding specialist.
Prerequisite: Instructor permission.

High School Completion

All courses are self-paced, computer assisted, and web enhanced.

HSC 90 (F, W, Sp, Su)
Contemporary World 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.

HSC 91 (F, W, Sp, Su)
U. S. History 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.

HSC 92 (F, W, Sp, Su)
U.S. History II (1865 to Present) (5)
Major areas and basic events in United States history from 1865 to the present.

HSC 93 (F, W, Sp, Su)
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.

HSC 94 (F, W, Sp, Su)
Washington State History (5)
History of the Pacific Northwest from prehistory to the present.

History

HIST 111
World Civilization (5)
Development of man from prehistoric days to the 14th Century, including social, political, cultural and economic aspects.

HIST 112
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
World Civilization (5)
Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

HIST 120 (varies)
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 (varies)
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 (varies)
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 (varies)
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 (varies)
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 (varies)
History of the British Isles II: 19th 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 (varies)
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 (varies)
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 (varies)
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 (varies)
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 244 (varies)
A Decade: Revolving Time Periods (5)
This course will examine key political, social, cultural, economic and diplomatic events with a specific decade. Time periods covered will vary. (multicultural content) (writing intensive)

HIST 248 (varies)
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 (varies)
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 (varies)
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. (writing intensive)

HIST 251 (varies)
Native American History (5)
This course will examine the history of Native American cultures in the United States. Through readings, lectures, and class discussions, students will explore the unique histories of several specific Native cultures, as well as the impact that these cultures had in shaping the course of American history.

HIST 252
Images of Native Americans (5)
An examination of the history of the images and representations of Native Americans in the popular culture of the United States, as manifest in film, literature, art, and other forms of media. Discussions will focus on the societal impact of these images, and Native responses to them.

HIST 254 (varies)
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 (varies)
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 264 (varies)
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 280
Themes or Topics in History
This course is a survey of a specific topic and its significance in history. Some areas of focus of the individual topics covered in the class include key historical components; the social, economic and political impact, distinguishing between primary and secondary sources, and historical research and interpretations. May be taken twice as the topics are different each offering.

History

HIST 290 (varies)
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, presentism, narcissism, and radical doctrines of discontinuity.

Home and Family Life Education

Child Development (EDUC 135) page 100.

HFL 97 (F)
Child and Family Studies I:
Health, Safety, and Nutrition (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 98 (W)
Child and Family Studies I:
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 99 (Sp)
Child and Family Studies I:
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 140 (F)
Child and Family Studies II:
Health Safety and Nutrition (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)
Child and Family Studies II:
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)
Child and Family Studies II:
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)
Managing 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 101 (F, W, Sp)
Student 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 HD 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.

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
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 113
Diversity and the Dynamics of Difference (3)
This course examines the influence of diversity. Learning how to live effectively in multicultural communities is essential. Using the Critical Moments model, a framework that emphasizes critical thinking skills and dialogue to address pluralism and diversity, students explore the dynamics of difference within our educational environment and our interactive roles.

HD 114
Exploring Human Potential (3)
This course helps students discover and develop their individual potential. Students explore who they are and how to set meaningful goals in their own terms. We identify ways to unlock our individual potential and learn how to establish an action plan for positive change.

HD 116 (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 is offered as an independent study. Students explore topics related to disability and working with adaptive equipment and technology. The class is offered on a credit/no credit basis.
Prerequisite: Instructor permission.

HD 170 - 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 (F, W, Sp)
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, theories, and philosophies impacting the major Human Services delivery systems. Community resources, workplace competencies, personality types and learning styles will be explored. Cultural issues, problem solving, and critical thinking will also be examined.
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 (F, W, Sp)
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 (F, W, Sp)
Case Management and Services (5)
Examines the fundamental roles and functions of case management in a variety of systems. Will explore methods of acquiring client data, documentation, and file management. ASAM criteria for adult and adolescent assessment and treatment planning will also be covered.
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 (5) (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, 105, completion of HSP 191 learning contract, and program coordinator or 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 sociocultural 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 205
Substance Abuse Prevention (5)
This course meets part of the requirements for certification as a "Prevention Specialist". The course content includes an overview of prevention, current research, prevention planning, the role of the media, program models and evaluation methodology.

Human Services

HSP 206
Advanced Prevention Strategies (5)
This course meets part of the requirements for certification as a "Prevention Specialist". The course content includes analysis of research theory and practical applications of prevention. The course will also include an analysis of the role and practical application of prevention evaluation.

HSP 207
Behavioral Health and Wellness (5)
This course explores theories and strategies for wellness and self care. A lifelong learning approach is used to learn relaxation technique and coping strategies to reduce stress. HIV/AIDS information required for counselor and CDP registration will also be covered including brief risk intervention.

HSP 208
Program Planning and Grant Writing (5)
Students will learn how to develop and acquire funding for a variety of human service programs and projects. Subject areas include grant writing, proposal development, and project development.

HSP 209 (Sp)
Aging and Adult Services (5)
This course examines the developmental issues of aging and related social services. Housing, health care, and support services network are presented and discussed. Students will learn to assess and access appropriate levels of care for the aging client.

HSP 212
Advanced Case Management (5)
Examines the unique problems and concerns of case management with special needs populations. Students will be introduced to the unique problems, concerns and issues that confront the case manager who works with at-risk clients. This course will present information necessary to develop and implement effective complex and compounded service plans and to handle crisis situations that may arise with special population.
Prerequisites: HSP 112 or instructor permission.

HSP 221
Clinical Supervision in the Helping Professionals (5)
This course assists students in defining and conceptualizing models and types of supervision. Areas of discussion include supervisory relationships and counselor development, supervision methods and techniques covering the roles, focus, group supervision, multicultural issues, and the methods of assessing and evaluating supervision. Ethical, legal, and professional issues covering roles for supervision and standards of practice, authorized counseling methods and scope of practice for several licensed professionals will be examined.

HSP 261
Understanding Diversity (5)
This online course through Washington Online 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. (multicultural content)
Prerequisites: ENGL 101 ready and complete program admission.

Humanities

Note: These courses are NOT sequential. Nor is one prerequisite to another.

HUMAN 100 (varies)
Intro. to Humanities (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 performance/demonstrations of these same arts. (multicultural content) (writing intensive)

HUMAN 101 (varies)
Intro to Humanities: Ancient to 1400
An introduction to the humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from the ancient world to 1400. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content) (writing intensive)

HUMAN 102 (varies)
Intro to Humanities: 1400-1800
An introduction to the humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from 1400 to 1800. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content) (writing intensive)

HUMAN 103 (varies)
Intro to Humanities: 1800-Present
An introduction to the humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture, and architecture from 1800 to the present. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content)

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 (varies)
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 (varies)
Introduction to Film (5)
Study in motion picture techniques and the development of cinema as an art form. (multicultural content) (writing intensive)
Prerequisite: Assessment at college-level reading and English.

HUMAN 131 (varies)
Introduction to International Film (5)
Study in motion picture techniques and the development of cinema as an art form with an emphasis on international film. (multicultural content) (writing intensive)

HUMAN 260 (varies)
Theme or Topic in Humanities
(Revolving Topics) (5)
A study of a theme or topic through its expressions, notably literature, drama, music, film, painting, sculpture and architecture. Various themes or topics will be studied from quarter to quarter. May be taken twice as themes and topics are different each offering. (multicultural content) (writing intensive).

HUMAN 285 (varies)
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

IT 102 (F, W, Sp, 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, and install its operating system. The objectives of the course are based on those of the A+ Hardware Core Certification Exam.
Prerequisite: IT 235 with a grade of 'B' or higher, or instructor permission.

IT 110 (F, W, Sp, Su)
Operating Systems I (5)
The student is introduced to operating systems used on desktop microcomputers. The course covers installation and configuration, memory and storage management, batch and script files, device drivers, troubleshooting and maintenance tools, and virus protection. Emphasis is on current Windows operating systems. The objectives of the course are based on those of the A+ Operating System (OS) Technologies Certification Exam.
Prerequisite: IT 235 with a grade of 'B' or higher, or instructor permission.

IT 120 (W)
Introduction to Web Animation (5)
This is an introductory course to acquaint students with the Macromedia Flash environment. Focus will be on tools, concepts, and animation techniques to create Flash content for Web use. IT 120 is the same as ART 120. Students may take either IT 120 or ART 120, but not both.
Prerequisite: IT 235 or equivalent, or instructor permission.

IT 121 (Sp)
Advanced Web Animation (5)
Advanced animation techniques will be explored using the Flash environment and ActionScripting. ActionScript is a simplified programming language that allows for Flash interactivity and dynamic content. IT 121 is the same as ART 121. Students may take either IT 121 or ART 121, but not both.
Prerequisite: ART 120 or IT 120 or equivalent or instructor permission.

IT 122 (Sp)
Macromedia Dreamweaver (3)
This course will use Macromedia Dreamweaver, a drag and drop environment that allows you to quickly integrate graphics and text, and to create professional looking web pages. Software features and page layout will be the focus of the course. IT 122 is the same as ART 122. Students may take either IT 122 or ART 122, but not both.
Prerequisite: IT 235 or equivalent, or instructor permission.

IT 123
Designing with Adobe Illustrator (3)
This course uses Adobe Illustrator to create vector style images. The focus will be on understanding of the Illustrator environment and its functions. Students will create illustrations that can be converted for web use or integrated into other products like Adobe Photoshop or Macromedia Flash to help enhance the web design.
Prerequisite: IT 235 or equivalent or instructor permission.

IT 124
Image Manipulation with Adobe Photoshop (3)
This course will use Adobe Photoshop to prepare or modify content for use on the web. Students will repair and correct photos, and create unique content for banners, title, buttons, and standard images for web use. The main focus will be on image manipulation, styles, filters, and effects to create eye popping content to jazz up a web site.
Prerequisite: IT 235 or equivalent or instructor permission.

IT 201 (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 210 (F)
Operating Systems II (5)
This course extends the skills learned in IT 110 to more advanced desktop operating systems. Microsoft Windows NT Workstation, Microsoft Windows 2003 Professional, and Linux are installed, configured and maintained.
Prerequisite: IT 102, IT 110 and IT 260 with a grade of 'C' or higher.

IT 235 (F, W, Sp, Su)
Introduction to Information Technology (5)
Introduction to general computer concepts and terminology. Provides a foundation for students preparing for more advanced computer training courses and for degrees/programs that require a general understanding of the use of computers. Topics include an overview of computer hardware and software, distributed computing options, networks, computer security, computer career options, and computing ethics issues. A prerequisite and gateway course for all of the Information Technology programs.

IT 238 (F)
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.

Information Technology

IT 239 (W)
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 with a grade of 'C' or higher or instructor permission.

IT 240 (F)
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 (W)
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 (W)
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 243 (Sp)
Advanced Java (5)
This is the second course in the IT Java series. Students will be able to implement various types of abstraction to program design, use recursion in dealing with complex problem solving, and understand the basics of various data structures. Students will also use various sorting/searching schemes of large amounts of data, along with analyzing a programs efficiency.
Prerequisite: IT 242 with a grade of 'B' or higher or instructor permission.

IT 245 (Sp)
Data Modeling (2)
Data Modeling focuses on the design of relational databases using such tools as entry relationship diagrams and normalization to create an efficient database design. This class studies the data modeling process as well as the interaction that must take place between the designer and user to develop a workable database design.
Prerequisite: CU 210 with a grade of 'C' or higher, or instructor permission.

IT 247
Introduction to Project Management (5)
An introduction to project management from a team member perspective. Students will learn the different tools and techniques used in initiating, planning, developing, documenting and completing a project.
Prerequisite: IT 235 with a 'B' or higher, BUS 101 or ACCNT 110, BUS 164, and BUS/ENGL 100 or ENGL 101 or instructor permission.

IT 248 (Sp)
SQL Server Implementation (3)
Focuses on the process to implement a database on Microsoft SQL-Server. Students will use both a graphical user interface and structured query language to implement tables, relationships, views, indexes, stored procedures and triggers.
Prerequisite: IT 245 with a grade of 'C' or higher.

IT 250
Extendable Markup Language (XML) (5)
Examines the use of Extendable Markup Language (XML) to categorize and encapsulate data in a form that is recognized by multiple applications. The class will have a form on web-based XML use, and will integrate the creation of XML structures and extensible style sheets.
Prerequisite: IT 201 and IT 254 with a grade of 'C' 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 235 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 with a grade of 'C' or higher or instructor permission.

IT 260 (Sp)
Client/Server Technology - LANs (5)
This course introduces the student to the concepts of data communication in a Local Area Network (LAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in local environments. Topics include the OSI Communication Model, transmission media, protocol stacks especially TCP/IP, simple internetworking, and LAN services. Course objectives are based on those of the Network + and the retired Microsoft Network Essentials certification exams.
Prerequisite: IT 235 with a grade of 'B' or higher.

IT 261 (Sp)
Administration of Networks (5)
The student is introduced to networking and to a detailed study of network administration techniques. This is an applied course in the concepts of local area networks (LANs). The student focuses on configuration of file and print services. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network environments are studied. Microsoft Windows 2003 Server is used as the platform for this course.
Prerequisite: IT 102 and IT 110 both with a grade of 'C' or higher, BUS 164.

IT 262 (Su)
Technical Support of Windows Networks (5)
A practical course in the installation, configuration, maintenance, and support of Local Area Networks (LANs) using the Windows Network Operating Systems (NOSs). Students explore the hardware and cabling for a secure, expandable network environment. A Microsoft Windows 2003 Server is installed and configured for secure and efficient file, print and application services. The architecture and functionality of the Windows 2003 Server OS are studied. Desktop clients are installed and configured.
Prerequisite: IT 260 and IT 261 both with a grade of 'C' or higher.

IT 270 (F)
Service and Support Fundamentals (5)
This course is an introduction to the methodologies and tools for personal computer and Local Area Network (LAN) troubleshooting from a proactive viewpoint. The student studies the methods to identify and repair the most likely causes of network faults caused by user, hardware, and software problems. Disaster Plans, including a Backup Plan, are developed. Quality customer service, journaling and documentation are emphasized. Configuration management and patch/service release installation is learned. Server performance monitoring is discussed.
Prerequisite: IT 260 and IT 261 both with a grade of 'C' or higher.

IT 271 (Sp)
Internetworking (5)
The skills learned in IT 270 are extended to applications on wide-area networks. Equipment, such as client computers, servers, bridges, hubs, switches, routers, and DSU/CSU units, are installed and configured. While the course is not specific to one vendor, many objectives parallel those of the Cisco Certified Network Associate (CCNA) Certification.
Prerequisite: IT 270 with a grade of 'C' or higher.

IT 280 (Su)
Advanced Networking Technologies (5)
This is a capstone course for the Network Administration and Support degree program. Students will use knowledge learned in previous course work to implement a complete secure of cabled and wireless LAN that will include components such as a management server, remote access server, and VPN. Cost analysis of server/network infrastructure will be performed along with various considerations for server clustering and RAID.
Prerequisite: IT 262 and IT 271, both with a grade of 'C' or higher.

IT 290
Work Internship (5)
During one quarter of the sophomore year, students can receive college credits for hands-on computer related work experience and training in a private or public sector organization.
Prerequisite: Program chair permission.

Japanese

See *Foreign Language* section, page 106.

Journalism

JOUR 101 (F, W)
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, Associated Press Stylebook, ethics and libel law. Students write at least two stories suitable for publication in *The Challenge*, TCC's student newspaper. (writing intensive)
Prerequisite: College-level reading and writing.

JOUR 150 (F, W, Sp)
Newspaper Workshop (2)
(6 credits maximum) Students who have taken JOUR 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 judgement skills, and making news decisions as part of the campus newspaper team.
Prerequisite: JOUR 101 or instructor permission.

JOUR 203 (Sp)
Advanced Photojournalism (5)
The course covers news photography techniques and ethics, digital imaging skills, picture editing and caption writing. Students do graded single-picture assignments and one picture story or essay. Students also contribute at least one photo to each issue of TCC's student newspaper during the quarter. Students use their own 35mm or digital camera equipment. This is not a basic photo class.
Prerequisite: ART 147 or instructor permission.

JOUR 209 (F, W, Sp)
Mass Media and Society (5)
The course surveys the mass media, including electronic, print and digital media, and their interactions with other social institutions. Tours, video presentations, guest speakers and class discussions supplement daily lecture sessions. A research paper and several shorter writing assignments are required. (reading and writing intensive)

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, a report of a professional internship, or a scholarly research paper.

Library Science

LS 101
Basic Research (1)
Tame your fear of libraries! Acquire the basic computer skills needed to use the library's electronic resources. Learn how to choose a research topic and use the basic features of the library catalog, reference collection, magazine databases and the Internet to gather and properly cite high quality information.

LS 102 (varies)
Research Methods (2)
Learn to meet course-related information needs by developing research strategies and using a broad range of research tools, including the Internet. Evaluation of resources and proper citation will be emphasized. Recommended for students who have first-time responsibilities for a research project in another class. NOTE: Sections labeled NUR are for students in the TCC nursing program; others willing to work with a health science focus may be admitted as space permits.
Prerequisite: Instructor permission.

Library Science

LS 103 (varies)
Research Problems (1)
Learn about the nature of information production and dissemination. Improve your ability to efficiently locate, critically evaluate and properly cite materials from library catalogs, periodicals and other databases and the Internet. Recommended for students who have successfully completed LS 101 and/or at least one college-level research project.

Mathematics

Before enrolling in their first math course at TCC, students must take a mathematics placement test unless they have taken a college-level mathematics class within the last two years. TCC offers both college transfer and pre-college level courses. For students who graduated within the past year from either Tacoma or Peninsula high schools, there is an alternate placement for mathematics based upon recent high school math work. Courses numbered below 100 cannot be applied toward degree or certificate requirement. See Advising for details.

Students considering a major in mathematics, engineering, science or computer science will normally complete MATH 115, 116, 124, 125, 126, 220, 224, and 238. Business and economics majors should complete MATH 111 and 112.

The use of computer applications, including spreadsheets, is included in MATH 108, 111, and 112. For these classes, CU 103 and CU 203 are recommended as prerequisites if a student does not have spreadsheet experience. For additional information and resources access the department's website at www.tacoma.ctc.edu/inst_dept/math/start.shtm.

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 86 (F, W, Sp, Su)
Review Arithmetic (5)
Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percentages, ratios, proportions and plane geometry. Four-function basic calculator required.
Prerequisite: READ 92.

MATH 88 (F, W, Sp, Su)
Introduction to Elementary Algebra (4)
Beginning algebra specifically designed for students with no algebra background. Topics include introduction to variables and signed numbers, solutions to linear equations and inequalities, simplification of algebraic expressions, evaluation and manipulation of formulas and an emphasis on word problems. Scientific calculator required. See schedule or instructor for recommended calculator.
Prerequisite: Completion of MATH 86 or assessment above MATH 86 and READ 92.

MATH 90 (F, W, Sp, Su)
Elementary Algebra (5)
Topics include linear equations, polynomials, factoring, rational expressions, graphing, and systems of equations. Scientific calculator required. See schedule or instructor for recommended calculator.
Prerequisite: READ 92 and MATH 88 or assessment above MATH 88.

MATH 97 (F, W, Sp)
Intermediate Algebra for the Liberal Arts (5)
An alternative to MATH 99 for students going on to MATH 106, MATH 107, MATH 108 or MATH 170. Topics include linear, quadratic, exponential and logarithmic functions; equations and their applications; systems of linear equations; radical expressions; and scientific notation. Scientific calculator is required. See schedule or instructor for recommended calculator.
Prerequisite: READ 92 and MATH 90 or assessment above MATH 90.

MATH 99 (F, W, Sp, Su)
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. See schedule or instructor for recommended calculator.
Prerequisite: READ 92 and MATH 90 or assessment above MATH 90.

MATH 106
Ethnomathematics (5)
An investigation of the use and development of quantitative reasoning within various cultural contexts arising in response to problems, struggles, and endeavors of human survival and development. The cultural contexts to be studied will be taken from around the globe both historically and contemporarily. This investigation will include a study of the effects of culture on the development of mathematical ideas and the use of concepts of modern Western mathematics as tools of analysis.
Prerequisite: READ 93 and MATH 97 or MATH 99 or TMATH 100 or assessment above MATH 99.

MATH 107 (F, W, Sp, Su)
Math: A Practical Art (5)
A general education course demonstrating the use of mathematics in management science and statistics, social choice, finance, art or other topics. Mathematical theory combined with quantitative skills will be used in practical applications to problems encountered in modern society. See schedule or instructor for recommended calculator.
Prerequisite: READ 93 and MATH 97 or TMATH 100 or MATH 99 or assessment above MATH 99.

MATH 108 (F, W, Sp, Su)
Introduction to Statistics (5)
Introduction to the basic principles of probability, descriptive statistics, and inferential statistics. Topics include properties of probability, graphical and tabular summaries of data, measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, and linear regression.
Prerequisite: READ 93 and MATH 97 or TMATH 100 or MATH 99 or assessment above MATH 99.

MATH 111 (F, W, Sp)
College Algebra for Business and Economics (5)
Precalculus course for business majors. Topics include: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, linear regression, and the time value of money. Graphing calculator required. See schedule or instructor for recommended calculator.
Prerequisite: READ 93 and MATH 99 and knowledge of Excel spreadsheets including graphing.

MATH 112 (W, Sp, Su)
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. See schedule or instructor for recommended calculator.
Prerequisite: READ 93 and MATH 111 and knowledge of Excel spreadsheets including graphing.

MATH 113 (F, W, Sp)
Introduction to the Graphing Calculator (1)
An optional course for the college algebra/precalculus student introducing uses of the TI-83+/TI-84+ Silver family of calculators, including graphing, solving equations and systems of equations, and interpreting error messages.
Prerequisite: READ 93 and MATH 97 or TMATH 100 or MATH 99 or assessment above MATH 99.

MATH 115 (F, W, Sp, Su)
Pre-Calculus I: College Algebra (5)
An emphasis on functions expressed in words, equations, graphs, and tables of values, especially logarithmic, exponential and inverse functions. Also included are translation and composition of functions, absolute value and rational functions, root finding and applications of functions with a view toward the study of calculus. Above average symbolic manipulation skills are assumed as a prerequisite. Technical reading and writing are an important part of this course. Graphing calculator required. See schedule or instructor for recommended calculator.
Prerequisite: READ 93 and MATH 99 or assessment above MATH 99.

MATH 116 (F, W, Sp, Su)
Pre-Calculus II: Trigonometry (5)
A continuation of Precalculus I. Topics include trigonometric functions, graphs, identities, equations and inverse trigonometric functions along with solutions of triangles, complex numbers, parametric equations and polar coordinates. Graphing calculator required. See schedule or instructor for recommended calculator.
Prerequisite: READ 93 and MATH 115 or assessment above 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.
Prerequisite: READ 93 and MATH 99 or assessment above MATH 99.

MATH 118 (F, W, Sp)
Pre-Calculus Problem-Solving (2)
An optional course to be taken concurrently with MATH 115, designed to strengthen problem-solving skills and increase student success in this challenging course. Students will work in small groups with coaching from the instructor.
Prerequisite: READ 93, MATH 99 or assessment above MATH 99.

MATH 124 (F, W, Sp), MATH 125 (W, Sp, Su)
MATH 126 (Sp, F)
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; and 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.
Prerequisite: READ 93 and MATH 115 and MATH 116 for MATH 124, MATH 124 for MATH 125, and MATH 125 for MATH 126.

MATH 170 (W, Sp)
Math for Elementary School Teachers (5)
A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include deductive reasoning, set theory, whole numbers, fractions, decimals and their operations, and proportion and percentage. Emphasizes deep conceptual understanding, problem solving, and communication of mathematical ideas.
Prerequisite: READ 93 and MATH 97 or TMATH 100 or MATH 99 or assessment above MATH 99.

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 required.
Prerequisite: READ 93 and MATH 126.

MATH 224 (Sp)
Multivariable Calculus (3)
Topics of multivariable calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. Topics include cylindrical and spherical coordinates, vector valued functions, functions of several variables, partial differentiation, gradients, and double and triple integrals. Graphing calculator required.
Prerequisite: READ 93 and MATH 126.

MATH 238 (W)
Elements of Differential Equations (5)
Methods of solving linear and nonlinear systems of first-order differential equations and higher-order linear differential equations including numerical approximations. Initial condition and boundary value problems and application problems are also included. Graphing calculator required.
Prerequisite: READ 93 and MATH 126.

Math: Technical

TMATH 100 (F, W, Sp)
Mathematics for the Health Sciences
An intermediate algebra-based course for Health Science students, satisfying the requirements for the nursing, radiology and respiratory therapy programs. Topics will cover graphing and graph analysis; linear, exponential, and logarithmic functions; roots; unit conversions, scientific notation, and variation; biostatistics; applications involving various algebraic concepts applied specifically to the Health Science fields. Scientific calculator required. See schedule or instructor for recommended calculator.
Prerequisite: READ 93 and MATH 90 or assessment above MATH 90.

Medical Imaging

MI 200 (F)
Cross-Sectional Anatomy and Pathology (3)
Basic introduction to cross-sectional anatomy. Anatomy of the brain, neck, thorax, abdomen/pelvis, and the musculoskeletal system is presented in the transverse, sagittal, coronal, and oblique imaging places. CT and MR images are correlated with conventional X-ray images to emphasize cross-sectional anatomy perspectives. Emphasis is placed in identifying anatomy and basic pathology.
Prerequisite: Second year RS student or registered radiologic technologist (ARRT).

Medical Office

MO 100 (F, W, Sp, S)
Medical Office Procedures
A basic class that covers customary daily activities of a medical office including computerized appointment setting, chart maintenance, filing, telephone skills, confidentiality, patient referrals, and being a part of the healthcare team.
Prerequisite: HT 130 or concurrent enrollment; CU 100 or equivalent; assessment at college level reading and English.

MO 139 (varies)
Introduction to Disease Process (3)
Introduction to human disease in terms of the cause, signs, symptoms, diagnosis, and treatment of specific diseases with general information on laboratory and radiology procedures for application in coding diseases and operations.

MO 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.

MO 143 (F, W, Sp)
Medical Office Professional Development (2)
This course provides students with an overview of issues and trends in medical transcription, office procedures and health information, including productivity requirements, quality assurance practices, equipment and software technology, stress management, privacy, confidentiality, HIPAA regulations and documentation.
Prerequisite: MO 130 or concurrent enrollment; MO 140, MO 160, or instructor permission.

MO 159 (varies)
Introduction to Medical Coding for Ambulatory Services (3)
Introduction to diagnosis and procedural coding used in hospitals, physicians offices and medical clinics serving outpatients. Familiarization with basic coding concepts and applications for ICD-9-CM disease and procedure coding and CPT coding. Emphasis is on CPT ambulatory services coding.
Prerequisite: HT 138 or equivalent; or instructor permission.

MO 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 MO 140, typing speed of 45 wpm (or word processing skills); or instructor permission

MO 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: MO 140, MO 160, concurrent enrollment in MO 141; or instructor permission

MO 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: MO 141, MO 161, concurrent enrollment in MO 142; or instructor permission

MO 241 (varies)
Clinical Applications for Medical Office Professional and Medical Transcriptionist (5)
(formerly Medical Secretary) Work internships for the Medical Office Professional and Medical Transcriptionist programs provide students the opportunity to apply their training and skills. Students spend a total of 150 hours in supervised practical experience in health care facilities. Internship should be the culmination of course work. Students must provide their own transportation.
Prerequisite: Instructor permission required.

MO 299 (F, W, Sp)
Individual Study in
Medical Office Transcription (1-5)
An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the medical office or transcription student.
Prerequisite: Instructor permission.

Music

MUS 100 (varies)
Fundamentals of Music (5)
For students with very limited, or no music background. An introductory class covering music notation, terminology, the keyboard, intervals and scales.

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)
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 nontechnical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary reading and listening experiences to foster understanding of common musical forms, idioms, periods and styles.

MUS 108 (varies)
Style Periods I: The Baroque-Bach and Handel (3)
Aspects of the Baroque style in music history (1600-1750). Emphasis on composers from Italy, England, France and Germany.

MUS 112 (varies)
Opera Literature (3)
Opera through the ages from the Baroque era to 20th century. Focus on operas in the text.

MUS 120
Music for Elementary Education (5)
Designed to educate elementary education majors in practices with which they might implement music into their classroom, this course will encompass individual music lesson plans as well as techniques to utilize music within other classroom subjects. Students will lead songs, lessons and exercises which will require performance before the class.

MUS 121 (F, W, Sp)
Class Applied Music: Voice (1)
Designed to help students who enjoy singing. Course covers vocal exercises, breathing techniques and how to apply these in specific songs.

MUS 123 (F, W, Sp)
Class Applied Music: Guitar (1)
Class instruction in performance. Beginning and Intermediate sections offered each quarter.

MUS 124 (F, W, Sp)
Class Applied Music: Piano I (1)
Class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory.

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)
Additional variable fee ($150-$200). Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. May be taken three times on same instrument.
Prerequisite: Music Dept. Chair permission.

MUS 150 (F, W, Sp)
Special Topics in Music (5)
Study of the important contributions of a selected music genre, time period or culture to the world's music. Sample topics: American Music, Scandinavian Music, History of Jazz, The Symphony, History of Rock and Roll, etc. May be repeated twice (different topics).

MUS 160 (F, W, Sp)
MUS 260 (F, W, Sp)
Chamber Orchestra (2) (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 165
Independent Orchestra (3)
This three-credit course is intended for string students who join an approved off-campus community orchestra such as The Evergreen Music Festival (see Music chair for other approved groups) that holds regular rehearsals, works on standard orchestral literature, and performs in a public concert at least once per quarter. Graded 'S' or 'U.' May be repeated three times.

MUS 166
Independent Choral (3)
This three-credit course is intended for vocal students who join an approved off-campus community choir (see Music Chair for other approved groups) that holds regular rehearsals, works on standard choir literature, and performs in a public concert at least once per quarter.

MUS 170 (F, W, Sp)
MUS 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.

Music

MUS 180 (F, W, Sp)
MUS 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 230 (F, W, Sp)
Private Vocal or Instrumental Instruction (1)
Additional Variable Fee ($150-200). Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. May be taken three times on same instrument.
Prerequisite: 3 quarters of MUS 130 (same instrument) and Music Dept. chair permission.

MUS 299 (F, W, Sp)
Independent Study (1-5)
Individual study, project-oriented for advanced music students.
Prerequisite: Instructor permission.

Nursing

NURS 111
Nursing I: Caring for the Well Client - Theory (5)
Didactic course prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.
Prerequisite: Admittance to the Nursing program.

NURS 112
Nursing I: Caring for the Well Client - Clinical (5)
Prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.
Prerequisite: Admittance to the Nursing program; NURS 111 if not taking concurrently.

NURS 113
Nursing Interventions I: Assessment (1)
Consists of supervised practice and 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 121
Nursing II: Caring for the Client with Minor Deviations from Wellness - Theory (5)
Didactic course provides learning experiences with clients of all ages with episodic and/or minor deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisite: NURS 111, NURS 112, NURS 113 and NURS 141.

NURS 122
Nursing II: Caring for the Client with Minor Deviations from Wellness - Clinical (5)
Clinical course provides learning experiences with clients of all ages with episodic and/or minor deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisite: NURS 111, NURS 112, NURS 113 & NURS 141; NURS 121 (or taken concurrently).

NURS 123
Nursing Interventions II: Basic Skills (1)
Supervised practice and checkoffs under simulated conditions for nursing skills and procedures commonly encountered in ambulatory and hospital settings such as: sterile technique, dressing change, administration of medications.
Prerequisite: NURS 111, NURS 112, NURS 113, NURS 141; NURS 121 (or taken concurrently).

NURS 130
LPN - ADN Articulation (Bridge) (3)
Articulation (bridge) course for LPN's entering the ADN program at the third quarter. The following concepts are discussed: role transition, wellness-illness continuum; nursing process, caring behaviors, prevention concepts, dosage calculations, fluid and electrolyte balance, history and physical assessment based on NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.
Prerequisite: LPN license and acceptance into the Nursing program.

NURS 131
Nursing III: Caring for the Childbearing Family - Theory (5)
Didactic course provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisites: NURS 121, NURS 122, NURS 123, & NURS 142.

NURS 132
Nursing III: Caring for the Childbearing Family - Clinical (5)
Clinical course provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisites: NURS 121, NURS 122, NURS 123, and NURS 142, NURS 131 (or taken concurrently).

NURS 133
Nursing Interventions III: Advanced Skills (1)
Supervised practice and check off under simulated conditions for nursing skills and procedures commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tracheostomy care and blood administration.
Prerequisites: NURS 121, NURS 122, NURS 123, and NURS 142, NURS 131 (or taken concurrently).

NURS 141
Nursing Focus I: Gerontological Nursing (1)
Concepts of gerontological nursing care are presented in this course. Emphasis is on the physical, psychological, social, and developmental changes that occur with aging.
Prerequisite: Admittance to the Nursing program.

NURS 142
Nursing Focus II: Pharmacology I (1)
This course will introduce nursing students to the basics of clinical pharmacology including dosage calculations, pharmacokinetics, drug classifications and references. Information will be presented on: anti-infectives, neurosensory, pain/comfort, and food/fluid drugs.
Prerequisites: NURS 111, NURS 112, NURS 113, NURS 141 or instructor permission.

NURS 143
Nursing Focus III: Pharmacology II (1)
This course is a continuation of NURS 142, Pharmacology I. The basics of clinical pharmacology are expanded. Information will be presented on respiration, circulation, neurosensory and food/fluid drugs.
Prerequisites: NURS 121, NURS 122, NURS 123, NURS 142 or instructor permission.

NURS 210
LPN - ADN Articulation II (Bridge) (3)
Articulation (bridge) course for LPNs entering the ADN program at the fourth quarter. The following concepts are discussed: role transition, wellness - illness continuum, nursing process, caring behaviors, prevention concepts, dosage calculations, intravenous administration, fluid and electrolyte balance, history and physical assessment based upon NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.
Prerequisite: LPN licensure, Mobility testing indicating 4th qtr. entry, and admission to the Nursing program.

NURS 211
Nursing IV: Caring for the Client with Acute Problems - Theory (5)
Didactic course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisites: NURS 131, NURS 132, NURS 133, NURS 143 or instructor permission

NURS 212
Nursing IV: Caring for the Client with Acute Problems - Clinical (5)
Clinical course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisite: NURS 131, NURS 132, NURS 133 & NURS 143; NURS 211 (or taken concurrently).

NURS 221
Nursing V: Caring for the Client With Chronic Problems - Theory (5)
Didactic course provides experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and a respect for the dignity of the individual. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisites: NURS 211, NURS 212, NURS 241 or instructor permission.

NURS 222
Nursing V: Caring for the Client With Chronic Problems - Clinical (5)
Clinical course provides learning experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and respect for the dignity of the individual. Principles of the nursing process, growth, and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisites: NURS 211, NURS 212, NURS 241/ NURS 221 (or taken concurrently).

NURS 231
Nursing Seminar in Care Management (1)
A seminar for students taking Nursing 232, Nursing Preceptorship. Course provides students an opportunity to share experiences and feelings associated with the preceptorship experience. The instructor facilitates the discussion to incorporate previously taught concepts, especially leadership.
Prerequisites: NURS 221, NURS 222 & NURS 242 or instructor permission.

NURS 232
Nursing Preceptorship: Manager of Care (8)
This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area for the student's final clinical experience.
Prerequisites: NURS 221, NURS 222 & NURS 242, or instructor permission.

NURS 233
Preparation for RN Licensure (1)
A seminar to prepare students for the National Council Licensing Exam-RN (NCLEX-RN). The course includes assessment of both nursing knowledge and critical thinking skills.
Prerequisite: NURS 221, NURS 222 & NURS 242 or instructor permission.

NURS 241
Nursing Focus IV: Leadership and Management (2)
Leadership skills associated with patient care management are introduced. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, quality assurance, responsibility, accountability, and collaboration.
Prerequisites: NURS 131, NURS 132, NURS 133 & NURS 143 or instructor permission.

NURS 242
Nursing Focus V: End of Life Care (2)
This course provides learning experiences for the client at the end of life. Course will include both 'high tech' and 'high touch' situations and the ethical dilemmas associated with each. The principles of communication, ethics, legal aspects, symptom management, cultural and spiritual competence regarding death are integrated.
Prerequisites: NURS 211, NURS 212 & NURS 241 or instructor permission.

NURS 243
Nursing Focus VI: Trends and Issues (2)
This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethical-legal issues, health care trends both nationally and globally, political awareness and collaboration with health care team members will be the primary topics.
Prerequisites: NURS 221, NURS 222 & NURS 242 or instructor permission.

Nursing

NURS 260
Advanced IV Therapy Skills (1)
This course provides advanced content related to the care of clients receiving intravenous fluids. Concepts related to selecting solutions, managing common complications, legal/ethical considerations, infection control, managing catheters and implanted port devices are discussed. Principles of the nursing process, growth and development, nutrition, pharmacology and health teaching are integrated.
Prerequisites: NURS 221, 222 and 242 or instructor permission.

NURS 261
Summer Nursing Internship (5)
This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area of a health care system.
Prerequisite: NURS 221, NURS 222 or instructor permission.

NURS 262
Dosage Calculations (2)
This is an online course for students in the medical fields, covering drug dosage calculation using formulas, ratio proportion, and dimensional analysis. Included in this course is preparation of adult and pediatric dosages for oral, enteral, intramuscular, subcutaneous, and intravenous administration. Metric conversion, to and from other measurement systems, is covered. Student will learn how to read drug labels as well as measure medications in syringes and medication cups.
Prerequisite: Completion of MATH 86 recommended.

NURS 299
Individualized Studies in Nursing (1-5)
Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.
Prerequisite: Instructor permission.

Nutrition

NUTR 161 (F, W, Sp)
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.
Prerequisite: BIOL 100 or CHEM 100 highly recommended.

Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEAN 101 and OCEAN 179 for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts degrees. Students intending to major in Oceanography at a baccalaureate institution should consult with the Earth Sciences advisor.

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 field trips.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' of higher or equivalent assessment.

OCEAN 179
Special Topics in Oceanography (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.

OCEAN 299
Individual Study in Oceanography (1-5)
Study of selected oceanographic topics on an individual basis.
Prerequisite: OCEAN 101 and instructor permission.

Office Professional

OFFCE 100 (F, W, Sp)
General Office Procedures (3)
A general course for the prospective office worker. Topics will include, but not be limited to, working effectively with others, work ethic, using a reference manual, practicing time management techniques, and reviewing (1) grammar, (2) math, (3) filing, (4) proofreading, (5) Microsoft Word.

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, Su)
Editing and Proofreading Business Documents (2)
Course presents the following skills needed to produce mailable, realistic business correspondence: editing, formatting, and proofreading.
Prerequisite: BUS 100 or ENGL 100 and knowledge of Microsoft Word.

OFFCE 106 (F, W, Sp, Su)
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 (F, W, Sp, Su)
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 290 (F, W, Sp)
Work Internship (5)
Supervised experience in office-related positions.
Prerequisite: Program chair permission.

Paraeducator, Early Childhood Emphasis

EDP 100
Introduction to Early Childhood Education (3)
An overview of the early childhood field from personal and historical perspectives. Also includes current issues, trends, and best practice.

EDP 101
Effective Instruction I (3)
Provides an introduction to the elements of learning in young children, including room arrangement, scheduling and materials.

EDP 102
Effective Instruction II (3)
An introduction to effective teaching strategies and curriculum planning for early childhood classrooms.

EDP 103
Basic Child Care Provider Training (2)
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 140
Child Guidance (3)
(formerly PSYCH 140) An exploration of preventive and effective behavior management techniques with emphasis on positive self-image and communication.

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.

Paralegal

ADLJ 150
Paralegal Fundamentals and Ethics (5)
Students will be introduced to the varied and rewarding responsibilities of a paralegal. Topics will cover careers in the legal community, paralegal organizations, ethics and professional responsibility, paralegal skills, sources of American law, specific areas of law, and preparation for the internship.
Prerequisite: Assessment at college-level English and reading.

ADLJ 151
Legal Research and Writing I (5)
An introduction to developing simple, yet effective methods of conducting legal research by using general and legal reference material. Students will participate in a series of exercises that include finding regulations, statutes, and case decisions in books and through computer-assisted legal research; identifying legal problems; shepardizing cases; researching legal encyclopedias, digests, reporters, and annotated codes. Primary, secondary, mandatory, and persuasive authority will be covered. Students will learn how to brief cases and prepare legal memoranda with emphasis on using reference material for Washington State. (writing intensive)
Prerequisite: Assessment at college-level English and reading.

ADLJ 152
Introduction to Civil Law (5)
This course is designed to introduce the student to the foundations of civil law that include substantive and procedural issues, jurisdiction, the law of contracts, property law, family law, torts and personal injury, products liability, business law, estates and probate, and the legal profession. Classroom activities will include case analysis, the examination and assessment of legal documents, the examination of the Washington Uniform Commercial Code Title 62A, and relevant class projects pertaining to these areas. (writing intensive)
Prerequisite: Assessment at college-level English and reading.

Paralegal

ADLJ 153
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.

ADLJ 154
Law Office Management (3)
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.

ADLJ 155
Health/Dealing With Stress (1)
This is a self-paced, independent study course that covers the basics of maintaining physical and mental health while coping with stress.

ADLJ 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 AND adlj 153.

ADLJ 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.

ADLJ 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.

ADLJ 223
Alternative Dispute Resolution (ADR) (3)
Alternative Dispute Resolution is a method of resolving disputes before they go to trial. Negotiation, mediation and arbitration are forms of ADR. Paralegals may qualify as mediators and directly assist parties in reaching an agreement. Other paralegals will assist attorneys in this fast growing method of settling disputes. Students will become familiar with the ADR laws in Washington State.
Prerequisite: Assessment at college-level English and reading.

ADLJ 224
Real Estate Law (3)
An introduction to law and legal systems as related to real estate transactions. Major topics include forms of ownership; title, transfers and insurance; fraud, deceit and misrepresentation; contract law and documents; real estate security documents; and duties and liabilities of licensees.
Prerequisite: Assessment at college-level English and reading.

ADLJ 225
Bankruptcy Law (3)
Bankruptcy law is federal law with the proceedings taking place in the federal court system. Students will learn about the various types of relief for both individuals and businesses. They will gain knowledge and skills necessary for interviewing the debtor, reviewing creditors' claims, and preparing the documents for submission to the bankruptcy court.
Prerequisite: Assessment at college-level English and reading.

ADLJ 226
Administrative Law (3)
Administrative law consists of the rules, orders, and decisions of administrative agencies at all levels of government. Students will learn how to research and analyze agency regulations to assist clients in their business activities, clients pursuing a claim against an employer, or clients seeking government benefits.
Prerequisite: Assessment at college-level English and reading.

ADLJ 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.

ADLJ 228
Employment and Labor Law (3)
Employment and labor law includes laws governing health and safety in the workplace, labor unions and union-management relations, employment discrimination, wrongful employment termination, pension plans, retirement and disability income (Social Security), employee privacy rights, the minimum wage, and overtime wages. Students will research Washington State workers' compensation statutes and learn about agencies where paralegals may represent clients during agency hearings.
Prerequisite: Assessment at college-level English and reading.

ADLJ 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.

ADLJ 230
Business Organization/Corporations (3)
Today's business owners may choose among a variety of business entities for business formation. Besides the traditional sole proprietorship, partnership, and corporation, owners may form limited liability companies and limited liability partnerships. Students will learn about the different relationships, rights, obligations, and regulatory schemes of the various entities. In corporate law, students will develop knowledge and skill in preparing articles of incorporation, drafting corporate bylaws, preparing minutes of corporate meetings, drafting shareholder proposals, reviewing documents relating to the sale of corporate securities, assisting with corporate mergers and acquisitions, and filing papers necessary to terminate a corporation.
Prerequisite: Assessment at college-level English and reading.

ADLJ 231
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.

ADLJ 232
Interviewing and Investigation (5)
Students are introduced to the legal contexts in which interviewing and investigating skills are utilized. Great emphasis is placed on the development of communication skills for interviewing and the use of resources available for investigating, particularly Internet resources. Students will walk step by step through an investigation by learning how to plan an investigation; handle evidence; identify and locate witnesses; conduct interviews; and locate, evaluate and work with expert witnesses.
Prerequisite: Assessment at college-level English and reading.

ADLJ 233 (F, W, Sp, Su)
ADLJ 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 to enroll.
Prerequisites: Assessment at college-level English and reading; completion of CU 105 or approved Business PC course; typing at 50 wpm with maximum 5 errors; and ADLJ 150.

ADLJ 239
Transition Planning (1)
Students take this course shortly before they complete the program. Students will update their portfolios, which contain their resumes and self-evaluations; review Codes of Ethics; search the job market; research the changes in the paralegal profession; and evaluate the program.
Prerequisite: Assessment at college-level English and reading.

ADLJ 251
Legal Research and Writing II (3)
Building on the research and writing skills acquired in ADLJ 151, students prepare a persuasive brief for the trial court. Emphasis is placed on in-depth research of primary and secondary authorities, shepardizing, formatting of documents, citation of legal resources, and strategies for effective writing.
Prerequisites: ADLJ 151.

Pharmacy Technician

PHARM 110 (F), PHARM 111 (W), PHARM 112 (Sp)
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 120 (W), PHARM 121
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 (F)
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 (W), PHARM 141 (Sp)
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. (writing intensive)

Philosophy

PHIL 119 (varies)
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 (varies)
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 (varies)
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 (varies)
Asian 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 (varies)
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 (varies)
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 (varies)
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 antirealism, 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 (varies)
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 (varies)
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.

PHIL 290 (varies)
Political Philosophy and Ideology (5)
This class will cover major political philosophers from ancient Greece to the present, including Aristotle, Macchiavelli, Locke, Rousseau, Hume and others. Topics such as liberty and coercion, victimless crime, equality and others will be examined. Same as POLSC 201.
Prerequisite: Assessment at college-level reading and ENGL 101 or completion of READ 93 and ENGL 91 with a grade of 'C' or higher in both classes.

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)
106 Tai Chi
108 (F, W, Sp) Beginning Weight Training (1)
109 (F, W, Sp) Toning (1)
111 (Sp) Walking (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)
201 (W) Sport Specific Conditioning (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
122 (F, W) Beginning Bowling
222 (F, W) Intermediate Bowling

123 Beginning Golf
223 Intermediate Golf
128 (F, Sp) Beginning Tennis
Student furnishes racquet.
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 & 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 (Sp) Beginning Soccer
235 Advanced Soccer Techniques
136 (F, W, Sp) Volleyball
236 (F, W, Sp) Intermediate Volleyball
237 Advanced Volleyball

PHYSICAL EDUCATION

PROFESSIONAL COURSES (NON-ACTIVITY)

PE 241 (F)
Baseball Techniques (1)
The fundamentals of baseball. Includes conditioning, basic skills, strategies, team-play concepts and rules of the game.
Prerequisite: Experience in organized baseball-either high school or college.

PE 285 (W)
Coaching Theory (2)
Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for coaching. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

PE 290 (W)
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)

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 (F, W, Sp) WAOL
Contemporary Health and Wellness (5)
Emphasis is placed on the relationship between course content and lifestyle choices to foster a better understanding of health issues today. Current issues include, but are not limited to, physical fitness and nutrition; weight management; stress and emotional health; chemical use and abuse; issues in contemporary human sexuality; communicable and noncommunicable disease; health-smart consumerism; the contemporary healthcare system; aging and dying; and environmental health issues.

PE 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, Sp, Su)
Physical Science and Technology (5)
Studies underlying physical principles and interactions in topics like motion, energy, light, sound, electricity, etc., and how they are applied and used in technology. A hands-on, team oriented approach is used to develop conceptual reasoning, interrelationships between concept and applications, and effective communication skills. Laboratory included.
Prerequisite: Completion of ENGL 91, READ 93 and MATH 90 with a grade of 'C' or higher or equivalent assessment.

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, W, Sp), PHYS 115 (W), PHYS 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. Laboratory included.
115 Study of thermodynamics, oscillations, waves, capacitance, and electric forces/fields/potential/potential energy. Laboratory included.
116 Study of DC circuits, magnetism, geometrical optics, wave optics, and modern physics. Laboratory included.
Prerequisite: MATH 97 or 99; MATH 115 recommended for 114; PHYS 114 for 115; PHYS 114 for 116.

PHYS 121 (F, Sp), PHYS 122 (W) PHYS 123 (F, Sp)
Engineering Physics (5) (5) (5)
Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Laboratory included.
121 Mechanics. Topics include motions and causes of motion, conservation of energy, momentum and angular momentum, gravitation, center of mass, and torques. Laboratory included.
122 Electricity and magnetism. Topics include Coulomb's Law, Gauss' Laws, circuits and circuit theory, electrical devices, Ampere's Law, electric and magnetic flux, and induction. Laboratory included.
123 Waves, sound, light and thermodynamics. Topics include oscillations, damping, wave propagation, interference, refraction, reflection, optical systems, fluids, specific heat, temperature, ideal gasses, and states of matter.
Prerequisite: MATH 124 for PHYS 121; PHYS 121 for 122, PHYS 121 for 123.

Physics

PHYS 299
Independent Study (1-5)
Independent observation, analysis, and reporting of a physics-related topic.
Prerequisite: Instructor permission.

Political Science

POLSC 101 (Su, F, W, Sp)
Introduction to Political Science (5)
This course is intended to serve as a comparative introduction to the concepts, methods, and subject areas of the discipline of political science. Students will explore various forms of political beliefs, behaviors, institutions, and processes at the individual, group, national, and international levels. Strongly recommended for those students with no prior coursework in political science.

POLSC 201 (F)
Political Philosophy and Ideology
The class will cover major political philosophers from ancient Greece to the present, including Aristotle, Macchiavelli, Locke, Rousseau, Hume and others. Topics such as liberty and coercion, victimless crime, equality and others will be examined. (Same as PHIL 290).
Prerequisite: Assessment at college-level reading and ENGL 101 or completion of READ 93 and ENGL 91 with a grade of 'C' or higher in both classes.

POLSC 202 (Su, 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)
International Relations (5)
Study of interrelationships among nations: power, structure, decision-making; conflicts and compromise.

POLSC 205 (varies)
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 (varies)
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 (Sp)
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 221 (Sp)
Politics of Civil Liberties (5)
Historical analysis of the politics of civil liberties in the United States, concentrating on three primary areas of civil liberties law: freedom of speech, religious freedom and the rights of criminal suspects and defendants.
Prerequisite: Completion of ENGL 91 and READ 93 with a grade of 'C' or higher or assessment at college-level English and reading.

POLSC 222 (variable)
Law and Society (5)
The course will examine the intersection of law and politics in American society. Topics to be covered include legal reasoning, disputing, due process, capital punishment, and others.
Prerequisite: Completion of ENGL 91 and READ 93 with a grade of 'C' or higher or assessment at college-level English and reading.

POLSC 230 (varies)
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 (varies)
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 grade of 'C' or higher in ENGL 91 and READ 93 or equivalent assessment.

POLSC 240 (varies)
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 (varies)
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.
Prerequisite: Completion of ENGL 91 and READ 93 with a grade of 'C' or higher or assessment at college-level reading and writing.

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.
Prerequisite: PSYCH 100 with a grade of 'C' or higher.

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 209
Fundamentals of Psychological Research (5)
This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Students will also learn how to critically evaluate scientific findings and claims. A prerequisite for psychology majors at many four-year institutions.
Prerequisite: PSYCH 100.

PSYCH 299
Individual Study in Psychology (1-3)
A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.
Prerequisite: PSYCH 100 with a grade of 'B+' or higher. Instructor permission required.

Radiologic Science

RS 100 (F)
Radiologic Science Orientation (3)
This course introduced students to the Radiologic Science program. Students learn of the program's mission and goals, professional requirements, and commitment necessary for success, as well as learning of the on-campus student support services available to them. Additionally, students will become CPR certified, initiate Washington State requirements for licensure, and complete HIPAA training.
Prerequisite: Acceptance into the Radiologic Science program.

RS 101 (F)
Fundamentals of Radiologic Science and Health Care (4)
Content is designed to provide a foundation of the principles, practices and policies in healthcare and particularly radiology. The student will be introduced to the history of radiology, medicolegal ethics and professional associations. Radiation protection and safety, basic equipment operation, and principles of radiographic exposure will also be covered.
Prerequisite: Official acceptance into the RS program, or instructor permission.

RS 108 (W)
Radiation Physics I (5)
Course introduces the concepts of electromagnetic radiation from the aspect of developing a more in-depth understanding of the production, control, and interactions of X-radiation. The concepts of electricity, electromagnetism, and electrical circuits as relating to X-ray equipment and the relationship to X-ray production are presented.
Prerequisite: RS 101 or 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 competency based radiography clinical education. Students orient to an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.
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)
This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.
Prerequisite: RS 120, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

RS 122
Clinical Education III (12)
This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.
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.

Radiologic Science

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 is also conducted. Demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mandible. Projections studied will include information for pediatric and trauma patients.
Prerequisite: RS 141 or instructor permission.

RS 150 (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 (F)
Introduction to Fundamentals of Patient Care (5)
Introduces patient care techniques commonly experienced in a radiology department such as venipuncture, proper body mechanics, sterile procedures, pertinent medications and contrast media, etc. Additionally, patient communication, HIPAA requirements and emergency CODE procedures are emphasized.
Prerequisite: Acceptance into RS program or instructor permission.

RS 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 or BIOL 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)
Students begin their second year of competency based clinical eduction and by instruction, observation, and experience, continue to acquire new skills while refining previously learned examinations. Students incorporate critical thinking skills and correlate them with previous experiences to enhance their ability to function more independently.
Prerequisite: RS 122, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

RS 226 (W)
Clinical Education V (7)
Students in the second year of competency based clinical instruction rotate to a new clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.
Prerequisite: RS 225, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

RS 227 (Sp)
Clinical Education VI (7)
Students in the second year of competency based clinical instruction are assigned to a clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.
Prerequisite: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

RS 228
Clinical Education VII (10)
This is a capstone competency based clinical class in preparation for entry level clinical practice. Students in the second year of instruction are assigned to a clinical education center and continue to acquire new skills, while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.
Prerequisites: RS 227, medical health clearance, WSP background check, proof of medical insurance, current CPR card and 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. This course also includes a review of basic head work and special positioning of the orbit, mandible and temporomandibular joint. Information will be included for performing pediatric and trauma projections. A review of imaging with emphasis on basic quality assurance and image evaluation.
Prerequisite: RS 142 or instructor permission.

RS 244 (W)
Radiographic Positioning V (3)
Advanced patient care procedures involving pediatric and/or severe trauma patient. Special emphasis on child and elder abuse. Includes information for the geriatric, pediatric and patient with disabilities to meet JCAHO requirements.
Prerequisite: RS 243 or instructor permission.

RS 250
Advanced Healthcare Organization (4)
An in-depth study of the healthcare organization with emphasis on radiology. Radiology quality control, quality assurance factors, and medicolegal considerations will be presented and related to their impact on patient exposure and the maintenance of imaging equipment.
Prerequisite: RS 101 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 used to generate images, the equipment and other dynamics of the imaging environment.
Prerequisite: RS 108, 109, second year radiography student.

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 ARRT Certified Practitioner.

RS 275 (Sp)
Student Leadership Seminar (1)
The second year students will participate in the organization of a two-day leadership conference and attend education sessions presented at the conference. Presentation of a project or essay is required.
Prerequisite: Instructor permission.

RS 299 (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. Courses numbered below 100 cannot be applied toward degree or certificate requirements.

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)
This course is designed to provide students with information and skills to help expand and enrich their college vocabulary. The course focuses on learning new words, examining context clues, using related words, practicing analogies and working with prefixes, suffixes and roots of unfamiliar words.

Reading Lab

READ 80
Vocabulary/Textbook Comprehension (1)
Self-paced tutorial course that helps students improve basic reading skills for college textbooks. Students further vocabulary growth and learn to read textbooks with greater understanding and efficiency. Students work with lab tutor, texts and/or computer software.

Reading Lab

READ 96
Reading Lab Tutorial (1)
Self-paced individualized lab activities provide students with information, strategies and skills to assist them in reading college textbooks in their field of study.
Prerequisite: Assessment at college-level reading or a grade of 'C' or higher in READ 93.

READ 100
Advanced Vocabulary Development (2)
Self-paced tutorial course provides student with skills to develop vocabulary necessary for college success. The course uses strategies in identification and use of context clues, pronunciation, word parts, word meaning and dictionary/thesaurus usage.
Prerequisite: Assessment at college-level reading or a grade of 'C' or higher in READ 93.

Respiratory Therapy

RC 160
Cardiopulmonary A & P and Pathophysiology (4)
Course is designed to provide students with information about the structure and function of the respiratory system. Knowledge of a structure is essential to the understanding of the function of the structures, therefore topics include: respiratory and cardiac anatomy and progress to major concepts and mechanisms of cardiopulmonary physiology.

RC 161
Arterial Blood Gases (3)
Course is designed to provide students with additional information about the function of the respiratory system. The student will gain knowledge and interpretation skills regarding the function of gas exchange in the lungs as well as how normal values change in different disease states. Included will be a comprehensive overview of the subject matter in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.
Prerequisite: RC 160.

RC 162
Advanced RC Pathophysiology (3)
Course is designed to provide students with advanced information about disease processes. General pathophysiology provides a foundation of information for the student to apply in the specialty area of respiratory care. Included will be a comprehensive overview of the disease process in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.

RC 163
Pulmonary Functions (3)
Course will provide students with information necessary for understanding Pulmonary Function Testing, Exercise Testing, and their interpretations. Included will be a comprehensive overview of the subject matter in the form of lecture, small group discussion, or student presentations.

RC 170
Respiratory Therapy Equipment I (3)
Course will provide students with a historical background on discovery and development of basic RC principles and technologies. Included is hands-on usage of equipment: pressure gauges, flow meters, regulators, oxygen delivery devices, compressed gas and liquid oxygen systems, humidity and aerosol generators, and positive- and negative-pressure breathing devices. Knowledge of history as it relates to RC is essential to assimilating the numerous, technical facets of the field.

RC 171
Respiratory Therapy Equipment II (3)
Course is designed to provide first-year RC students with a background on the principles and technologies of emergency airway management, tracheostomy management, non-invasive patient monitoring, bedside pulmonary function assessment, true volume measuring devices vs. pneumotachometer devices, and of RC home care. Equipment will include: Respironics, Mallingckrodt, Sullivan, Fisher & Paykel - modes, pressure settings, interfaces and patient comfort and compliance issues.
Prerequisite: RC 170.

RC 172
Respiratory Therapy Equipment III (4)
Course will provide the principles and technologies for the student to assimilate and interrelate technical and physiological criteria for treating patients on mechanical ventilation (CMV). Students learn logical thinking required to troubleshoot ventilator problems in the ICU and utilize different types of ventilators to gain confidence, proficiency, and appreciate the level of sophistication to which modern ventilators have risen.
Prerequisite: RC 171.

RC 175
Respiratory Orientation (2)
Course will provide application of the basic skills required for patient care. The students will learn essential body mechanics to avoid injury; infection control principles; required confidentiality information; legal and ethical principles; and an introduction to vital signs. Students will also complete CPR certification, HIV/AIDS certification for healthcare providers, and receive their program student handbooks. Same course as DMS 175.

RC 180
Respiratory Therapy Clinical I (8)
Course is designed to prepare the beginning Respiratory Care student to perform basic respiratory therapeutic modalities in the hospital setting. Emphasis is placed on patient assessment techniques. This class consists of a lecture/classroom component and a lab/clinical rotation. The first six weeks of the quarter lab will be on campus. Clinical rotations to the hospital sites will begin the first week of November.

RC 181
Respiratory Therapy Clinical II (8)
Course will continue to build on the clinical skills and knowledge base acquired in first quarter. The Respiratory Care student will be introduced to the critical care environment this quarter. Emphasis is placed on airway management, ECG's, arterial blood gases, non-invasive ventilation and CPAP. This class consists of a lecture/classroom component and a lab/clinical rotation.
Prerequisite: RC 180.

RC 182
Respiratory Therapy Clinical III (8)
Course is intended to prepare the third quarter Respiratory Care student to care for patients in the Intensive Care Unit. Topics covered will include the initiation and care of the patient receiving mechanical ventilation and special RC procedures. This class consists of a lecture/classroom component and a lab/clinical rotation.
Prerequisite: RC 181.

RC 183
Respiratory Therapy Clinical IV (9)
This is the final clinical course of the first year, of the respiratory program. Students are expected to use this time at the clinical sites to polish their clinical skills, improve their time management skills and increase their comfort level and autonomy in the clinical setting in order to be prepared for the advanced clinical courses in the second program year.
Prerequisite: RC 182.

RC 188
Allied Health Sciences: Survey of Chemistry, Microbiology, & Physics (5)
Course will provide application of the sciences required in respiratory care. The students will review the math skills used in performing calculations; relate chemistry concepts to clinical care; apply elements of biochemistry; understand physical laws, principles, and associated theories; and have an understanding of certain principles of microbiology as they relate to being a respiratory therapist. Same course as HT 188.

RC 191
Respiratory Therapy Pharmacology (3)
Course is designed to provide students with information about drugs used to treat the cardiopulmonary system. Emphasis is on mechanism of action, indication for, and proper administration of drugs, with particular emphasis on those delivered by Respiratory Care Practitioners. Introduction and discussion of other drugs used in critical care are included.

RC 192
Advanced Mechanical Ventilation (2)
Course will provide students with information to master the knowledge of mechanical ventilation and its application to patients. Skills needed to best "interface" patient and ventilator is discussed; adult and pediatric/neonatal mechanical ventilation are introduced.
Prerequisite: RC 191.

RC 200
Supplemental Education for RC Program (1-10)
Course will provide individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

RC 240
Advanced Assessment and Diagnosis (3)
Course will provide second year students with information necessary to care for the critically ill patient. Advanced assessment and diagnosis covers trauma care, Hemodynamics, and assessing and managing the patient in the critical care unit.

RC 251
Respiratory Pathophysiology Case Presentations (2)
Course is designed to provide students with introductory Pathophysiology. Included will be a comprehensive overview of the various disease processes, surgical procedures, or new technology. Fellow students will present topics, in an organized, interesting manner in the form of lecture or small group discussion.

RC 261
Pediatric and Neonatal Respiratory Care (4)
Course will provide second year students with an overview of pediatric and neonatal diseases. The field of neonatology/pediatrics is highly dynamic and requires up to date knowledge of clinical and technical skills. A neonatal/pediatric RCP is expected to be able to perform as an integral part of the highly specialized health care team as well as develop critical thinking skills.

RC 262
Review of Applications of Respiratory Care (4)
Course will provide students with a review for the advanced level practitioner written and clinical simulation board examinations. Included will be comprehensive overviews of all respiratory subject matter, including: Analysis of Date, Equipment, and Therapies.

RC 272
Pulmonary Rehabilitation, Home Care, and Assistance in Specialty Procedures (3)
Course will provide students with information about the alternate settings of pulmonary rehabilitation and home care. Additionally, students will study the special procedures they assist physicians with.

RC 280
Specialty Clinical Rotation (4)
Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

RC 281
Advanced Critical Care Clinical Rotation (4)
Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

RC 282
Neonatal Clinical Rotation (2)
Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a neonatal intensive care setting. Emphasis is placed on patient assessment techniques. This class consists of a five-week clinical rotation.

RC 283
Specialty Clinical Rotation II (2)
Course is designed to prepare the second year Respiratory Care student as an expert respiratory care practitioner. This five-week rotation is the last clinical rotation before graduation; therefore, students are encouraged to do their final rotation at their desired place of employment. This class consists of a clinical rotation only.

RC 290
Ethics and Professionalism in Respiratory Care (2)
While providing care and delivering therapies, RCP's must be continuously aware of the legal and ethical implications of the services they deliver and their actions while delivering them. This course will provide students with information necessary for understanding legal issues and for making ethical decisions in respiratory care.

RC 299 (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.

Small Business Management

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)
Focus is on the student's ability to function independently in a customized learning environment. Emphasis will be placed on desire and commitment to design, prepare and present materials and the input and processes that lead to analyses, understanding and implementation of formal strategies and business plans. Students follow Federal Small Business Administration guidelines in developing the executive summary, business structure, marketing plan, finance proposal, operating plan, break-even analysis and operating forecast. Non-transferable credit.
Prerequisite: Coordinator permission.

Sociology

SOC 110 (F, W, Sp)
Introduction to Sociology (5)
An introduction to the basic concepts and theories of sociology with an emphasis on the group aspects of human behavior. (multicultural content)
Prerequisite: Completion of ENGL 91 and READ 93 with a grade of 'C' or higher or assessment at college-level reading and writing.

SOC 120
Introduction to Women's Studies
Introduction to the study of women, feminism, and theories of oppression and privilege, particularly with respect to gender, sexuality, race, class, and sexual orientation. Topics include systems of oppression, gender socialization, sexuality, violence, and social institutions such as family, health care, media, religion, legal systems, work and labor, and education.

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 247
Media, Politics and Society (5)
Takes a critical approach to the study of the production and consumption of mass media, focusing primarily on the United States. Examines the economic and social organization of mass media, the content of media messages, and the impact various media have on the public. (multicultural content)

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
Race and Ethnic Relations (5)
Builds upon and expands the students' understanding of race and ethnic relations in American contemporary society. Focuses on how immigrant groups adapt to a new country, manifestations of racism and discrimination, as well as the economic and social progress of different ethnic groups. Explores how to alter patterns of racial and ethnic inequality through social movements and social policy. (multicultural content)

SOC 265
Sociology of Asian Americans (5)
This course explores the socio-historical experiences of Asian American groups. We will investigate the history of Asian immigration to the United States, discriminatory and anti-Asian legislation, factors influencing social inequality amongst Asian American ethnic groups, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of Asian Americans.

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 287
Sociology of Gender and Sexuality (5)
Introduces the concept of gender as a multi-disciplinary category of analysis, asking how gender identity is constructed by the sciences, social sciences, humanities, and popular media. Topics will include the social roles of men and women, understandings of sexual orientation, and forms of systematic subordination. (multicultural content)
Prerequisite: SOC 110 or PSYCH 100 or ANTHR 100.

SOC 299
Individual Study (1-3)
A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.
Prerequisite: SOC 110 with a grade of 'B+' or higher. Instructor permission required

Spanish

See *Foreign Language* section, page 106.

Speech

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 (varies)
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 111 (varies)
Intercultural Communication II:
Study Abroad Special Topics (5)
Versatile course dedicated to the pursuit of the study of culture and how it shapes the communication process. Course will focus on a chosen culture, its people and environment relevant to study aborad opportunities. Course will be geared to focus on communication instructor's intercultural specialty areas. Topics and foci will rotate. Course is to be offered by TCC communication instructors teaching American students abroad. (multicultural content)

SPCH 120 (varies)
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 fellowship skills. Learn techniques for quality problem solving and conflict management.

SPCH 130 (varies)
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 299 (varies)
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 95
Survival Study Skills (2)
Skill building in study habits, time management, textbook reading, note taking for students in developmental English, Math, Reading.
** Late starting class.*

STDSK 98 (F, W, Sp)
Essential Study Skills (5)
Course offers skills building in time management, study organization, test preparation, textbook mastery and note taking for students enrolled in 90 level English, Reading, or Math courses.
Prerequisite: Assessment at or above READ 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 in 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 nonverbal 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.

Supervision and Management

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 work force a more productive one.

SMG 290
Work Internship (5)
Designed for supervision and management students to give them practical on-the-job experience in a supervisory or management position.
Prerequisite: Program chair permission.

SMG 299
Individual Study & 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.

Writing Center

All Writing Center courses numbered in the 80's are laboratory courses. Each course includes one hour in class and one hour in laboratory. Students may enroll as late as the third week of the quarter. These courses meet in the Writing Center, Bldg. 17.

Courses numbered below 100 cannot be applied toward degree or certificate requirements.

WRITE 80 (F, W, Sp)
Grammar Review (1)
A laboratory course to assist the student who lacks understanding of 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.

WRITE 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.

WRITE 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.

WRITE 84 (F, W, Sp)
Spelling (2)
The 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.

WRITE 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.

WRITE 96 (F, W, Sp, Su)
Writing Center Tutorials (1)
Laboratory course offers students one-to-one tutorial help with assignments for classes where writing is required. No outside work is assigned. At least ten half-hour tutorial sessions per quarter must be completed for credit, plus some independent lab work in the Center. Course can be added up to midterm. May be taken a total of four times and is graded as " S/U" only.

WRITE 140 (F, W, Sp, Su)
Writing Center Tutor Practicum I (2)
Provides qualified students with training and experience in tutoring students in one-to-one setting in the Writing Center. Topics of study include tutoring and learning styles, theories and operations, and ESL and LD tutoring. Students may have the opportunity to apply training and work toward certification under College Reading and Learning Association.
Prerequisite: ENGL 101 and instructor permission.

WRITE 141 (F, W, Sp, Su)
Writing Center Tutor Practicum II (2)
Provides qualified students with training and experience in tutoring students in one-to-one setting in the Writing Center. Topics of study include tutoring and learning styles, theories and operations, and ESL and LD tutoring. Students will apply training by tutoring and work toward higher levels of certification under College Reading and Learning Association.
Prerequisite: WRITE 140.

WRITE 145 (F, W, Sp, Su)
Writing Center Tutor Practicum III (2)
Provides qualified students with training and experience in tutoring students in one-to-one setting in the Writing Center. Topics of study include tutoring and learning styles, theories and operations, and ESL and LD tutoring. Students will apply training by tutoring and work toward higher levels of certification under College Reading and Learning Association.
Prerequisite: WRITE 141.

BOARD OF TRUSTEES

Community College District 22

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Dr. Pamela Transue, TCC President

FOUNDATION

TCC Foundation 256.566.5003

The TCC Foundation was established in 1967 by a group of civic and business leaders dedicated to the continued success of Tacoma Community College. It is incorporated as a not-for-profit 501(c)(3) corporation to accept and administer private gifts on behalf of the college. The Foundation receives bequests and donations from individuals, corporations and foundations to enhance the quality of teaching and learning. Gifts to the Foundation benefit programs and activities that are not funded through state operating and capital budgets.

The purpose of the Tacoma Community College Foundation is to:

- Secure private financial resources.
- Enhance educational, cultural and work force opportunities that may otherwise be unavailable.
- Advocate for the college.

Annual gifts, multi-year pledges and planned gifts are used to support a variety of activities, including but not limited to:

- Scholarships and Grants
- Library and Learning Resources
- International Programs
- Employee Professional Development and Awards
- The Children's Center
- Academic and Student Programs
- Athletic Activities
- Arts Programs
- Literacy and Developmental Education

CENTER FOR ETHICAL DEVELOPMENT

Erin Hoiland, Ed.D. 253.566.5005

TCC is developing a resource center for ethics education, training and community outreach–the Center for Ethical Development (CED). Located on the main campus, the vision of the CED is to become a preeminent resource for applied ethics- "a beacon for the cultivation of community and individual integrity." Our mission is to proactively provide education, consultation, dialogue and research on current topics of ethics including moral development, virtues--based leadership, business and professional ethics, and social responsibility for students, staff, faculty, business, government and the Tacoma community at large.

The CED will promote the study and application of ethics as it relates to the unique needs of our community. Customized training and education programs, ethics conferences and other public events will be structured around a wide variety of professions and disciplines, contemporary moral issues and professional and business effectiveness.

Through CED efforts, business and community members, students, faculty and staff will share in:

- Seminars, training and education programs customized to meet ethics and social responsibility needs of private and public practice, business, city and state agencies, community organizations, and NGO's.
- Open public forums, informal discussions and faculty/consultant led ethics seminars, conferences, workshops and guest lectures incorporating professionals from diverse fields of expertise.
- Interdisciplinary courses and trainings offered on ethical issues in the practice of a wide-range of professions.
- Resources and other materials, including case studies which provide opportunities to grapple with complex ethical dilemmas and gain a new appreciation for the importance of ethical conduct.

Participants in the activities of the CED will enhance their ability to identify and explore ethical issues in their work and personal lives and to assess their own actions and responsibilities.

COLLEGE ADMINISTRATIVE STAFF

President ..... Pamela J. Transue, Ph.D.

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- Associate Dean for Institutional Effectiveness ..... Susan Mitchell
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- Dean for Arts, Humanities, and Social Sciences ..... Marlene S. Bosanko
- Dean for Learning Resources, ESL, and Distance Learning ..... Charles Crawford
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- Dean for Workforce and Basic Skills Education ..... Paula Norby
  - Manager for Pierce County Jail and WorkFirst ..... Carol Evenhuis
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  - Dean of Gig Harbor Campus ..... Becky Morgan
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  - Coordinator of Business Division ..... Jeanette Lunceford
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  - Director of Advising ..... vacant
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  - Director of Center for Multi-Ethnic and Cultural Affairs ..... Frederick W. Davis
  - Director of Entry Services ..... Ricardo Leyva-Puebla
  - Director of Financial Aid ..... Kimberle Matison
  - Director of International Student Services and Programs ..... Sandy Plann
  - Director of Student Life ..... Dave Pelkey
  - Director of Talent Search ..... Deborah Walker
  - Manager of Admissions ..... Annette Hayward
  - Manager of the Childrens Center ..... Olga Larrison
  - Registrar ..... Mary E. McCabe

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- Director of Central and Auxiliary Services ..... Julie Burton
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- Director of Accounting and Financial Services ..... Mary Ann Brummond
- Manager of Internal Control and Risk Management and TCC Foundation Accountant ..... Hope Blakely

Vice President of Institutional Advancement and Executive Director, TCC Foundation ..... Mel Zanjani
- Director of Development ..... Al Hove, J.D.
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ACKNOWLEDGED _____

TERMINAL _____

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 _____

Quarter Code

I will be a NEW student at TCC ☐
I am READMITTING to TCC ☐
(If checked, when did you last attend? _____)

Social Security Number*
___ ___

Will you Attend
☐ Days ☐ Evenings
☐ Both ☐ Summer only

Do you plan to transfer to a four-year college?
☐ Yes ☐ No

S.I.D. Number will be assigned by staff

Your Intended Major Area of Study

*Your social security number is confidential and under a federal law called the Family Educational Rights and Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, or accountability research.

Sex
☐ Female ☐ Male

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 ( )

OPTIONAL
Which race do you consider yourself to be? Please mark one or more boxes to indicate what race you consider yourself to be.

☐ African American (872)
☐ Alaskan Native (015)
☐ American Indian (597)
☐ Native Hawaiian (653)
☐ Vietnamese (619)
☐ Korean (612)
☐ White (800)
☐ Chinese (605)
☐ Filipino (608)
☐ Japanese (611)
☐ Other Asian (621)
☐ Other Pacific Islander (681)
☐ Other Race (specify) _____

Are you of Spanish/Hispanic/Latino ethnicity?

☐ No
☐ Yes, Mexican, Mexican American, Chicano (722)
☐ Yes, Puerto Rican (727)
☐ Yes, Cuban (709)
☐ Yes, Other Spanish/Hispanic/Latino
(Please specify) _____

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) _____

*Please bring in your Permanent Resident Alien Card or your I-94 card so we may determine your residency for tuition purposes.

Residency for tuition purposes

1. Have you been a legal resident* of Washington and lived continuously in Washington for the last 12 months? *(A STUDENT CANNOT QUALIFY AS A LEGAL RESIDENT OF WASHINGTON FOR TUITION CALCULATION PURPOSES IF S/HE POSSESSES A VALID OUT-OF-STATE DRIVER'S LICENSE, VEHICLE REGISTRATION, OR OTHER DOCUMENTS THAT GIVE EVIDENCE OF BEING A LEGAL RESIDENT IN ANOTHER STATE.) ☐ Yes ☐ No
If no, how long have you lived continuously in the State of Washington? _____
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 a public or private non-federal agency/institution **outside** the state of Washington provide you with financial assistance to attend college? (ANSWER YES ONLY IF YOUR ELIGIBILITY FOR THIS ASSISTANCE IS BASED ON BEING A RESIDENT OF THAT STATE.) ☐ Yes ☐ No
4. Are you active duty military stationed in Washington or an active member of the Washington National Guard? ☐ Yes ☐ No
Are you the spouse or dependent of either (a) an active duty military person stationed in Washington, or (b) an active member of the Washington National Guard? ☐ Yes ☐ No
Attach copy of orders to Washington and Military ID.

Resid. Code	Fee Paying Status	Std. Type	Admission Number	Date Application Rec'd	NO ADMISSION FEE REQUIRED

The Washington State Community and Technical Colleges do not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.

Please complete additional questions →

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	
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 _____

Were you raised in a home where at least one parent had earned a 4-year college degree? ☐ **Yes** ☐ **No** **(Optional)**

Check the box that best applies to you (only one).

- ☐ I should be/am receiving/have exhausted unemployment benefits within the last 24 months.
- ☐ I have recently been subject to an employment layoff.
- ☐ I am a displaced homemaker and I am now unemployed or underemployed.
- ☐ I was self-employed but am now unemployed because of economic conditions or a natural disaster.
- ☐ I have collected TANF within the last 12 months.
- ☐ None apply

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.

Directory Information: The only information authorized for external release by the college without the student's written consent shall include student name, degrees and awards received. The college may confirm dates of attendance, date of birth, major field of study, participation in officially-recognized sports and activities and the most recent previous educational institution atttended.

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.

INDEX

A

Academic
- Calendar ... 2
- Deficiency ... 30
- Dishonesty ... 31
- Forgiveness Policy ... 29
- Probation ... 30
- Suspension ... 30-31
- Policies ... 28-31

Accounting
- Applications Degree ... 49
- Computerized Account.. Certificate .. 49
- Courses ... 84-85
- Office Associate Certificate ... 48

Accreditation ... 5

Access Services, disabled students ... 14

Adding a Class ... 13

Administration of Law and Justice
- Courses ... 85-86
- Program ... 50

Administrative Staff ... 142-150

Admissions ... 7-8
- International Students ... 8

Adult Basic Education
- Admissions ... 7
- Courses ... 79-80

Adult Basic Skills Programs ... 79-80

Advanced Placement
- Examinations and Credit ... 27

Advising ... 9

AIDS Policy ... 17

Allied Health Core Courses,
- see Health Technology ... 58

American Ethnic and Gender Studies ... 33

An Equal Opportunity Employer
- /Educator ... 17

Anthropology Courses ... 87

Appeal Procedures ... 30

Application Developer Certificate ... 62

Application
- for Degrees or Certificates ... 25
- Procedures ... 7

Arabic Courses ... 107

Art Courses ... 87-91

Art Gallery ... 23

Articulation Agreements ... 27

Artist and Lecture Series ... 19

Assessment ... 8

Associate
- in Applied Sciences Degree ... 46
- in Arts and Science Degree ... 34
  - Option A ... 34-35
  - Option B ... 35-36
- in Business Degree ... 37
- in General Studies Degree ... 43-44
- in Technical Arts: General ... 47
- of Science Degree ... 38-39

Associated Students
- Student Government ... 19
- Senators ... 19
- Productions ... 19

Astronomy Courses ... 91

Athletics ... 20

Audits, Course ... 33

Automated Accounting Applications .. 48-49

Awards, Scholastic Honors and ... 50-51

B

Biology
- Courses ... 91-93
- Degree Specialization ... 38

Board of Trustees ... 140

Bookkeeping
- Clerk Certificate ... 48
- Systems Certificate ... 48

Bookstore ... 16

Botany Courses ... 93

Bridge Program
- Courses ... 93-94
- Degree–Option B ... 36

Business
- Administration and Management ... 52
- Courses ... 94-96
- Degree ... 51
- Development Center ... 81
- Labs ... 23
- Management and Org. Leadership 51
- Program ... 51-52

C

Campus
- Guide ... 156
- Map ... Inside Back Cover
- Off-Campus Centers ... 6
- Parking ... 16

Career Center ... 14

Center for
- Academic Support & Achievement ... 15
- Business and Prof. Development ... 81
- Ethical Development ... 141
- Multi-Ethnic/Cultural Affairs ... 14

Challenge Exam ... 28

Change of Grade ... 29

Cheating (see academic dishonesty) ... 31

Chemistry
- Courses ... 95
- Degree Specialization ... 38

Children's' Center ... 14

Chinese Courses ... 107

CLEP/DANTES ... 27

Clubs and Organizations ... 19

College
- Bookstore ... 16
- Degrees ... 24-25
- In the high school program ... 27
- Mission, Vision and Values ... 4

College-wide Learning Outcomes ... 4

Commencement/Graduation ... 32

Communication Skills Courses ... 96

Computer
- Application Developer Degree ... 64
- Application Certificate ... 71
- Assisted Learning (CAL) ... 21
- Lab ... 21
- Training/IT Certification ... 81
- User Courses ... 23, 97-98

Computer Science
- Courses ... 96-97
- Degree Specialization ... 38

Condensed Format Instruction ... 23

Confidential Records (FERPA) ... 35

Continuing Education ... 81-83
- Professional Education ... 81-83

Contract and Customized Training ... 81

Coordinated Studies ... 22

Counseling Center ... 14

Convenience Store ... 16

Course
- Audit ... 29
- Descriptions ... 84-139
- Repeat ... 29
- Withdrawal ... 13

Credit
- Class Refund Policy ... 11
- Completion Policy ... 31
- Hours and Quarters ... 26

Credits
- Transferred from TCC ... 24-25
- Credits Transferred to TCC ... 24

D

Deficiency, Academic ... 30

Definitions ... 151-152

Degrees
- Application for ... 25
- Associate in Arts and Sciences ... 34-36
- Associate in Business ... 37
- Associate of Science ... 38-39
- Associate in General Studies ... 43-44
- Associate in Applied Sciences ... 46
- Associate in Technical Arts ... 47
- Multiple ... 25
- Non-Degree Seeking Status ... 8
- Requirements ... 24-25

Developmental Education ... 79

Diagnostic Medical Sonography
- Courses ... 98-99
- Program ... 53

Disabled Students, Access Services ... 14

Discrimination, Sex and
- Based Upon Disability ... 17

Distance Learning Courses ... 21-22

Distribution Requirements ... 40-43

Drama Courses ... 99

Dropping a Class ... 13

Dual Credit/Tech Prep ... 27

E

Earth Sciences
- Degree Specialization 39
- Geology Courses 108

Economics Courses 100

Education Courses 100

Educational Paraprofessional 25, 73, 99

Educational Talent Search 15

Electronics
- Courses 100-101
- Technician Certificate 54

Electronics/Wireless Telecommunications
- Engineering Program 54-55

Emergency Medical and Health Services
- Courses 101-102
- Program 56

Employment Security Services 15

Engineering
- Courses 102-103
- Degree Specialization 39

English
- Composition Courses 103-104
- Literature Courses 104-105

English as a Second Language
- Courses 105-106

Enrollment
- Concurrent 10
- Services 7-13

Environmental Sciences
- Courses 106-107
- Degree Specialization 39

Equal Opportunity Employer
- and Educator 17

Ethical Development, Center for 141

Excessive Credit Policy 31

F

Faculty 142-145

Family Educational Rights and
- Privacy Act 17

Fees, Special 10

Financial
- Aid 11
- Assistance 11-12

Food Court 16

Foreign Language Courses 107

Foundation 16, 141

French Courses 107

Fresh Start 7

Frequently Called Numbers 2

G

General Education Development
- (GED) Courses 80

Geography Courses 107

German Courses 107

Geology Courses 108

Gig Harbor Campus 5

Global Business
- Courses 108
- Degree 57

Government, Student 19

Grades
- and Academic Polices 28-31
- Change of 29
- Grievance 28-29
- Incomplete 29
- Satisfactory/Unsatisfactory 29

Graduation 32

H

Handbook, Student 16

Health Information Technology
- Courses 108-109
- Program 58-59

Health Technology Courses 58, 109-110

Help Cesk Certificate 61

High School Completion Courses 110

History Courses 111-112

Home and Family Life Education
- Courses 112-113

Honors, Scholastic 32

Honor Societies 32

Horticulture (see Botany) Courses 93

Housing Information 16

Human Development
- Courses 113
- Instruction 22

Human Services
- Courses 113-114
- Program 60

Humanities Courses 115

I

ID Cards 16
Incomplete Grade 29
Information Commons 21
Information Technology
Courses 115-117
Program 61-64
Information Technology Certification
and Testing Center (ITCTC) 81
Instruction 21-32
Instructional
Services 21-22
Policies 26-31
Intercollegiate Athletics 20
Interdisciplinary Courses
Bridge Program 93-94
International Baccalaureate 27
International Student
Admissions 8
Services 17
Internships 23

J

Japanese Courses 107
Job Assistance Center 15
Journalism Courses 117-118
Jump Start 23

L

Late Registration 12
Learning
Center 21
Communities 22
Labs 23
Library Science Courses 118
Library 21

M

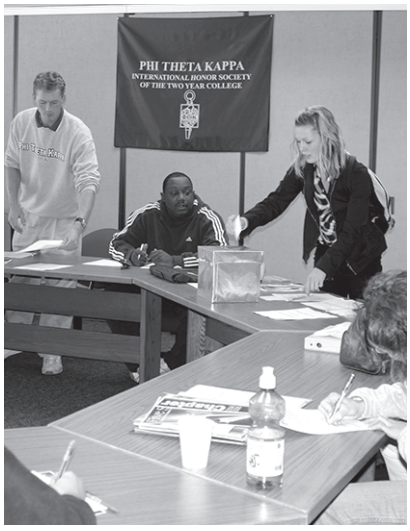
Management, Certificate 51
Map (Campus) ..... Inside Back Cover
Math
Courses 118-120
Center 23
Technical Courses 120
Media Services 21
Medical Billing Specialist Certificate 65
Medical Imaging Courses 120
Medical Office
Courses 120-121
Professional Program 66-67
Medical Transcriptionist Certificate 67
Men's Services 15
Mission, College 4
Multi-Ethnic/Cultural Affairs (MECA) 14
Multimedia Services 21
Multiple Degrees 25
Museum/Gallery Operations Program 68
Music Courses 121-122

N

Network Administration and
Support Certificates 62
Newspaper, Student 20
Non-Credit (see Continuing Education)
Class Refunds 11
Course Enrollment 12
Non-Degree Seeking Status 8
Non-Resident Student (see Residency) .. 9-10
Nursing
Certified Assistant 82
Courses 122-124
Program 69-70
Nutrition Courses 124

O

Oceanography Courses 124
Office Professional Courses 124-125
Office Professional Technologies
Program 71-72
Orientation 9



P

Pacific Rim Studies Degree 35

Paraeducator, Early Childhood Emphasis
- Courses 125
- Program 72

Paralegal
- Courses 125-127
- Program 73-74

Paramedic
- Courses (see Emergency and Health Services) 100
- Certificate 56

Parking 16

Personal Enrichment 83

Pharmacy Technician
- Courses 127-128
- Program 75

Philosophy Courses 128

Photography Courses
- (see ART 146, 147, 246, 247) 88-90

Physical Education
- Courses 128-129
- Non-Activity Courses 129
- Professional Courses (non-activity) ..129

Physical Science Courses 129

Physics
- Courses 129-130
- Degree Specialization 39

Political Science Courses 130-131

Policy Appeals 18

Pregnancy Policy-Radiologic Technology Program 17

President's Medal Awards 32

Prior Learning Assessments 26

Probation, Academic 30

Professional/Technical Programs
- Admissions 8
- List of Program Options 45
- Programs 46-78

Psychology Courses 131

Q

Quarter, Definition of 26

R

Radiologic Science
- Courses 131-133
- Program 76

Reading
- Courses 133
- Labs 21, 23
- Lab Courses 133-134

Real Estate Courses 83

Receptionist-Clerk Certificates 70

Re-enrollment Following Academic Suspension 31

Refunds 11

Regents exam 27

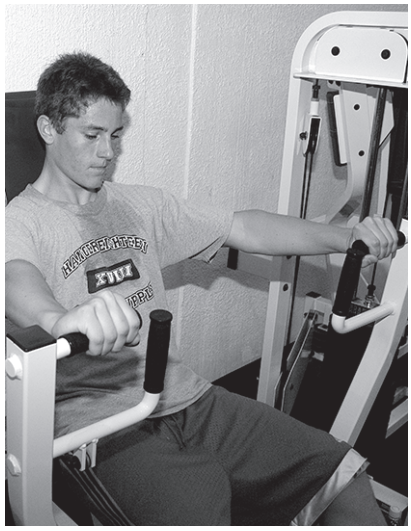
Registration Procedures 12-13

Repeating a Course 29

Residency 9

Respiratory Therapy
- Courses 134-135
- Program 77

Running Start Admissions 8



S

Safety and Security Office 16
Satisfactory/Unsatisfactory Grade 29
Schedule Changes 12
Scholarships 12
Scholastic Honors and Awards 32
Secretarial Office Skills (see Office Professional Technologies Program) 71-72
Services for Students with Disabilities 14
Servicemen's Opportunity College 27
Sexual Harassment Policy 17
Small Business Management Courses 136
Smoking Policy 17
Sociology Courses 136
Space-Available Tuition Waivers 10
Spanish Courses 107
Special Fees 10
Speech Courses 136-137
Student
- Ambassadors 19
- Clubs and Organizations 19-20
- Computer Lab 21
- Government 19
- Handbook 16
- Leadership Opportunities 19
- Learning Center 21
- Learning Outcomes 4
- Newspaper 20
- Policies and Notices 17-18
- Rights and Responsibilities 17-18
- Right to Know 18
- Services 14-16
- Status 26
- Support Services 3

Student Life, Office of 19-20
Study Abroad 23
Study Skills
- Courses 137
- Lab 21

Substance Abuse 18
Supervision & Management
- Certificate Program 78
- Courses 137-138

Suspension, Academic 30-31

T

Tacoma Community College
- Board of Trustees 140
- Overview 3-6
- Foundation 141
- Mission, Visions and Values 4

Tax Preparation Certificate 49
Technical Support Certificate 62
Tech-Prep/Dual Credit Agreement 21
Telecommunications/Field Operations
- Certificate 55

Transcripts
- From Other Schools 30
- To TCC 26

Transfer 24, 33
Transitional Studies 79-80
Transition to Wireless Certificate 62
TRIO Programs 16
Tuition and Fees 9-10
- Space-Available Waivers 10

Tutoring Center 22

U

University Transfer 33-44
- Transfer Areas 33

V

Values and Vision, College 4
Veterans, Active Duty Military and Reservist Services 12
Visual Basic.Net Certificate 62

W

Waitlists 13
Web
- Graphics Certificate 63
- Programming Certificate 73

Wireless Installation Certificate 54
Withdrawals 13
Women's Programs 15
Worker Retraining Program 8, 12
WorkFirst Program 8, 78
Writing Center 22
- Courses 138-139

CAMPUS GUIDE

1
Duplicating Services 566.5126
Facilities 566.5152
Mail Services 566.5112
Purchasing 566.5044
Receiving 566.5047

2
Business Office 566.5012

2A
Fresh Start 566.5086

3 College Auditorium
College Auditorium

4
Human Resources 566.5349
Employment; Payroll; Benefits

5
Art Classrooms

5A
Carpenter Shop

5B Art Gallery
Art Gallery 460.4306

6
Continuing Education 566.5020
Institutional Advancement 566.5003
College Development 566.5336
External Relations 566.5030
Grants 566.5005
Marketing and Communications 566.6050
TCC Foundation 566.5003

7 Learning Resource Center
Adult Learning Center 566.5144
CASA Student Support Services 566.5153
Cascade Conference Center 566.6008
Distance Learning 460.3958
High School Completion 566.5144
Library 566.5087
Music Classrooms 566.5199
Media Services 566.5095
Professional Development 566.5015

8
Classrooms
The Challenge 566.5042

9
Athletic Department 566.5097
Faculty Offices 566.5070
Workforce and Basic Skills Education 566.5131

10
Lecture Hall

11 Opgaard Student Center
Bookstore 566.5040
Cashier 566.6084
Convenience Store 566.6076
Dining Services 566.6023
Espresso Stand
International Student Services and Programs 566.5190
Multi-Ethnic & Cultural Affairs 566.5025
Office of Student Life 566.5118
Outreach Services 566.5335
Parking Permits 566.5173
Student Government 566.6025
Tutoring Center 566.6032

12
Faculty Offices 566.5060
Sciences Division 566.5345

14
Sciences Classrooms

15
Lecture Hall

16
Lecture Hall

17
Classrooms
CAL Lab 566.5369
Information Systems Services .. 566.5006
Reading Lab 566.5143
Writing Center 566.5184

18
Access Services 566.5328
for students with disabilities;
Admissions 566.5001
Advising 566.6091
Assessment 566.5093
Career Center 566.5027
Counseling 566.5122
Financial Aid 566.5080
Institutional Effectiveness 566.5124
Job Assistance Center 566.5191
Records 566.5037
Registrar 566.5326
Registration 566.5035
Running Start 566.6061
SPRUCE 566.5061
Student Records 566.5037
Student Services 566.5115
Veteran Affairs 566.5081
Worker Retraining 566.5188

19
Classrooms
Faculty Offices
Health, Justice and Human Services Division 566.5162
Independent Study Lab for Business Programs
Math Center 566.5145

20
Arts, Humanities and Social Sciences Division 566.5069
Faculty Offices 566.5065

21
Physical Education Building

21P
Portable Building

22
Classrooms
Security 566.5111

23 Children's Center
Children's Center 566.5180

25
Building & Grounds 566.5329
Custodial Services 566.5171
Grounds Maintenance 566.5152
Motor Pool

27 Classroom Administration Building
Classrooms
President's Office 566.5101
Academic & Student Affairs 566.5023
Administrative Services 566.5051

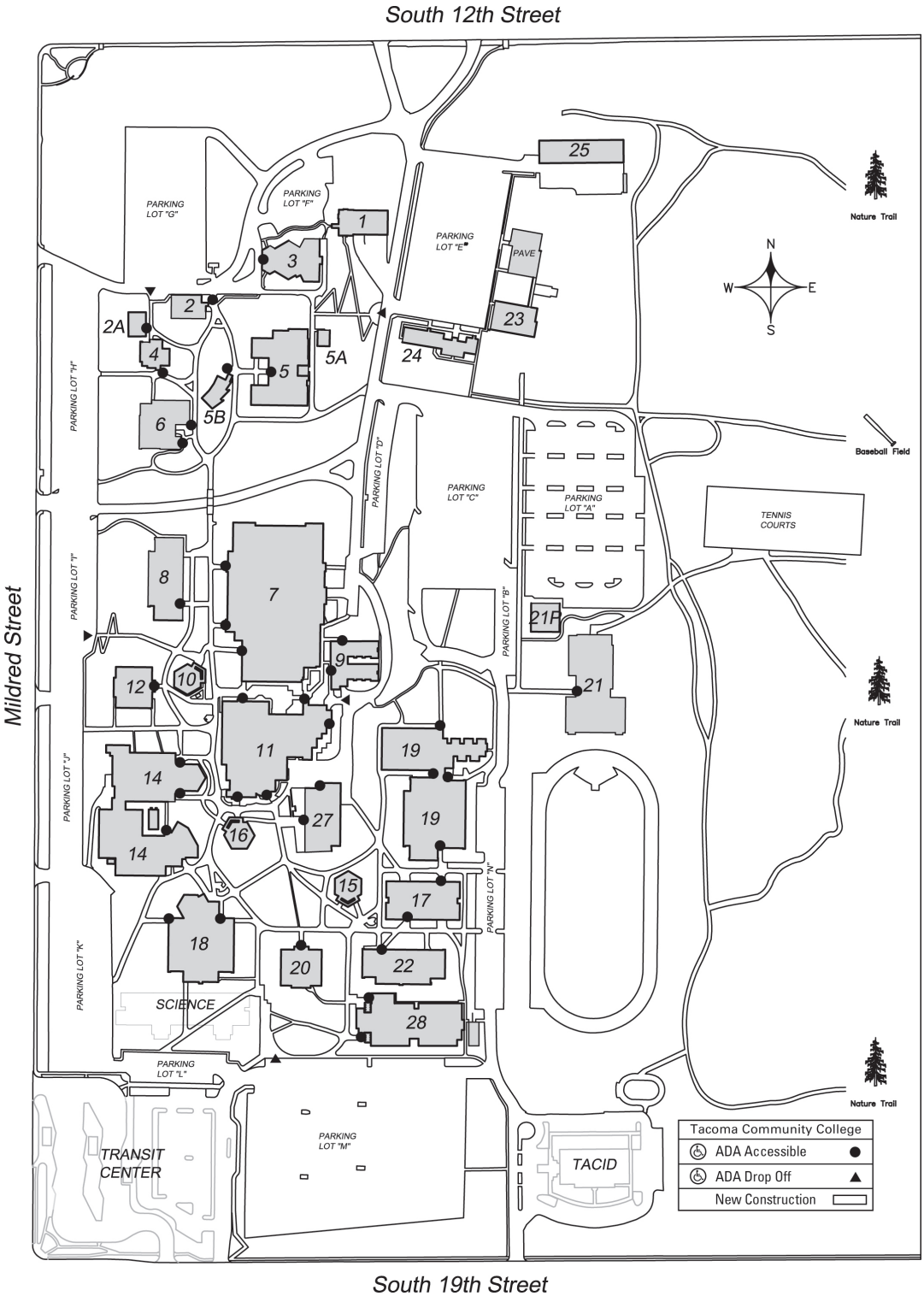
28 Information Technology Instructional Building
Classrooms
Business Division 566.5072
Information Technology Certification Center 460.4364
Information Commons
Student Computer Labs 566.5157

B-N
Parking Lots

Bldg #
Description ..... Phone Number (253)

Tacoma Community College Main Campus

6501 South 19th Street
Tacoma, WA 98466



Tacoma Community College classes are also taught at the following locations:

- Gig Harbor Campus | 3993 Hunt Street, Gig Harbor | 253.851.2424
- Bridge Program at The Evergreen State College–Tacoma | 253.680.3022
- James Center | 1612 South Mildred, Suite A, Tacoma | 253.565.9610
- Sacred Heart School | 4530 McKinley Avenue, Tacoma | 253.474.2870
- Family/Workplace Literacy–Madison School | 3102 South 43rd, Tacoma | 253.571.1887
- Pierce County Corrections Center
- Washington Corrections Center for Women

TACOMA COMMUNITY COLLEGE

6501 South 19th Street
Tacoma, WA 98466

253.566.5000
www.tacomacc.edu