### TACOMA COMMUNITY COLLEGE

# 2012-2013 Catalog



### TCC at a Glance

### **COLLEGE TRANSFER**

### **DEGREES**

Associate in Arts and Sciences

- Option A
- Option B

Associate of Biology

Associate in Business

Associate in Elementary Education

Associate in Pre-Nursing

### Associate of Science

- Biological and Chemical Engineering
- Biology
- Chemistry
- Computer and Electrical Engineering
- Computer Science
- Earth Sciences
- Engineering
- Environmental Sciences
- Mechanical, Civil, Aeronautical, Industrial and Material Science Engineering
- Physics

### **PROGRAM AREAS**

### Arts, Humanities & Social Sciences

- American Ethnic and Gender Studies
- Anthropology
- Art
- Communication Studies
- Education
- English Composition
- English Literature
- History
- Humanities
- Library Science
- Music
- Political Science
- Psychology
- Sociology
- World Languages: Arabic, Chinese, French, German, Japanese, Spanish

### **Business**

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

### Physical Education

### Sciences, Mathematics & Engineering

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

### **CAREER TRAINING**

### **DEGREES/CERTIFICATES**

Associate in Applied Sciences

Certificate of Completion

### **PROGRAM AREAS**

### Allied Health

- Diagnostic Medical Sonography
- Emergency Medical and Health Services
- Health Information Management
- Nursing, Associate Degree
- Radiologic Science
- Respiratory Therapy

### Business and Technology

- Accounting
- Business
- Networking & Convergence Technologies

### Human Services

Medical Office Professional

Paraeducator, Early Childhood Emphasis

Paralegal

### **GIG HARBOR CAMPUS**

University Transfer Classes

Adult Basic Skills

Continuing Education

Medical Office Programs

### Learning Resource Center

- Student computers
- Advising
- Tutoring

Medical Office Skills Center

### **LEARNING RESOURCES**

eLearning

Library

### Learning Centers:

- Business Education Center
- Center for Academic Support & Achievement (TRIO/MECA)
- Learning Resource Center (Gig Harbor Campus)
- Math Advising Resource Center (MARC)
- Professional Skills Center
- Reading and Study Skills Center
- Writing and Tutoring Center

### Learning Labs:

Art Gallery

### STUDENT SERVICES

- Experiential Learning
- Fresh Start
- Human Development
- International Students
- Running Start
- Study Abroad
- Supplemental Instruction

### TRANSITIONAL STUDIES

English for Academic Purposes (EAP)

Developmental Education

Adult Basic Skills

- ABE Adult Basic Education
- AESL English as a Second Language
- General Education Development (GED)

Integrated Basic Education and Skills Training (I-BEST)

### **CONTINUING EDUCATION**

- Arts and Creativity
- Business and Computers
- Health and Wellness
- Home and Garden
- Performing Arts
- Photography
- Trips and Tours
- World Languages

### **INVISTA PERFORMANCE SOLUTIONS**

### (formerly Corporate Education)

- Leadership & Management
- Communication Skills
- Core Business Skills
- Software & IT Training
- Process Improvement
- Industrial & Technical Skills

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### Welcome to TCC!

### FOR ADDITIONAL COPIES OF THIS CATALOG:

Download a free version at www.tacomacc.edu/collegecatalog. Print it all or just the pages you need.

### NOTE:

Information in this catalog is accurate at the time of publication. However, Tacoma Community College reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of changes. Nothing included in this catalog should be construed to create any contractual rights.

### TCC AT A GLANCE

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

Students can pursue degrees or receive career training for affordable tuition at convenient locations during the day, evenings, weekends or online. TCC offers 50 transfer areas of study and 49 career-oriented certificate and degree programs. Students who enroll at the college enjoy intimate class sizes, diverse classmates and highly qualified instructors. Of TCCs' 130 full-time faculty, 83 hold master's degrees and 30 hold doctorates.

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

### **MISSION**

TCC creates meaningful and relevant learning, inspires greater equity, and celebrates success in our lives and our communities.

### **CORE THEMES**

Create learning, achieve equity, and engage 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 core values of:

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

### **EDUCATIONAL OPTIONS**

TCC serves more than 18,000 students each year. Students can choose:

- University Transfer: TCCs' Associate in Arts and Sciences, Associate in Business and Associate of Science degrees are ideal for students who wish to earn the first two years of a bachelor's degree while discovering their interests or pursuing studies in particular areas.
- Career Training: TCCs' 49 certificate and degree programs provide training for high demand careers.
- Transitional Studies: These programs help students improve their basic reading, writing and math skills, earn a GED or IBEST job-ready certificate, or study English for Academic Purposes (EAP).
- Continuing Education: TCC provides customized training services to businesses and classes to meet individual needs for improved job skills, employment certification, or personal enrichment.

### TCC IS A SMART INVESTMENT

While the cost of attending four-year colleges and universities is beyond the reach of many students, tuition at Tacoma Community College remains affordable, and TCC academic credits will transfer to most four-year colleges and universities.

- Tuition and fees at four-year private colleges and universities average \$28,500 per year.
- Tuition and fees at four-year public colleges and universities average nearly \$8,244 per year.
- Tuition and fees at Tacoma Community College average about \$3,600 per year.

TCC offers a variety of financial aid packages to help students reach their educational goals. In 2010-2011, the average TCC award --

including grants, loans, work study employment and scholarships -- was \$5,782. Students received \$1.3 million in scholarships.

TCC's Financial Aid office offers limited work study jobs to eligible students, and the TCC Career Center posts some 100 new jobs each month and offers job search services to students.

### STUDENT SUPPORT SERVICES

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

- A nationally accredited Early Learning Center for child care
- Counseling and Advising Center
- Career Center
- Access Services for students with disabilities
- Center for Academic Support and Achievement (CASA) (TRIO Program)
- Center for Multi-Ethnic and Cultural Affairs (MECA) (College Success Foundation Scholars)
- International Student Services and Programs
- Free tutoring and writing services (Writing and Tutoring Center, Business Education Center); MARC and other instructional labs
- Comprehensive financial aid programs
- Scholarships and grants through the TCC Foundation
- Worker Retraining program
- Opportunity Grants
- Veteran Services
- Students In Service scholarship program
- Supplemental Instruction
- Computer Assisted Learning (CAL) Lab
- Reading & Study Skills

### STUDENT LIFE

The TCC experience doesn't end when students leave their classes. TCC students find many opportunities for involvement in college life, through clubs, concerts, multicultural programs, student government and other activities.

### MEET OUR STUDENTS

Its diverse student body is one of Tacoma Community College's greatest strengths. Students of color comprise 40 percent of all TCC students. TCC also hosts more than 300 international students each quarter, whose global perspectives enhance the TCC experience. Whether teenagers or members of the over-50 population, students are likely to find classmates like them in their TCC courses.

### RECRUITMENT AND COMMUNITY OUTREACH

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

• Campus tours

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

### DEGREE LEARNING OUTCOMES

TCC has a responsibility to the larger community to guide its students toward becoming thoughtful, skilled, contributing citizens. To that end, we have developed outcomes (listed below) that we expect every degree recipient to meet. Yet much of what we hope students learn is not easily measurable, nor is it necessarily completed when they acquire a degree here. Intellectual curiosity and creativity, appreciation for a broad education, respect for self and others, a strong ethical conscience, resourcefulness in the face of change – these are qualities that may take time to develop, and may be attained beyond TCC in communities, workplaces, and other institutions of higher learning. We take seriously our role in nurturing these qualities while students are here and we try to cultivate in our graduates an awareness that the degree they earn here is not the end of their learning, but a beginning.

While students attend TCC, we hold ourselves accountable both to them and to the wider community for the following Degree-related Learning Outcomes:

Upon completing a degree at Tacoma Community College, students will be able to:

#### Core of Knowledge (COK)

Demonstrate a basic knowledge of each of the distribution areas (Written Communication, Humanities, Quantitative Skills, Natural Sciences and Social Sciences; or, as applicable, specific career training programs), integrate knowledge across disciplines, and apply this knowledge to academic, occupational, civic and personal endeavors.

### • Communication (COM)

Listen, speak, read, and write effectively and use nonverbal and technological means to make connections between self and others

### • Critical Thinking and Problem Solving (CRT)

Compare, analyze, and evaluate information and ideas, and use sound thinking skills to solve problems.

### • Information and Information Technology (IIT)

Locate, evaluate, retrieve, and ethically use relevant and current information of appropriate authority for both academic and personal applications.

### Living and Working Cooperatively/ Valuing Differences (LWC)

Respectfully acknowledge diverse points of view, and draw upon the knowledge and experience of others to collaborate in a multicultural and complex world.

### • Responsibility & Ethics (RES)

Demonstrate an understanding of what constitutes responsible and ethical behavior toward individuals, the community, and the environment

### **ACCREDITATION**

Tacoma Community College is accredited by the Northwest Commission on 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:

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

### THE COLLEGE CAMPUSES

Tacoma Community College is a comprehensive state-supported institution serving more than 720,000 residents of the Tacoma-Pierce County area. The college's service district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula and serves the Tacoma and Peninsula school districts. TCC is one of 34 community and technical colleges in a statewide system. The college has an annual operating budget of \$32 million.

### TACOMA CAMPUS

### 6501 South 19th Street, Tacoma 253.566.5001

Located on a 150-acre site in west Tacoma, the Tacoma Campus houses 31 buildings including a computer center, learning resource center, art gallery, gymnasium, student center, children's center, auditorium and bookstore. The Tacoma-Pierce County area, located on Puget Sound between the Cascade and Olympic mountain ranges, offers residents and visitors a wealth of cultural and recreational opportunities. The city of Seattle is located 35 miles north of Tacoma.

### GIG HARBOR CAMPUS

### 3993 Hunt Street, Gig Harbor 253.460.2424

Located in a 13,000-square-foot facility, the Gig Harbor Campus provides educational services to residents and organizations in Gig Harbor and throughout the Peninsula.

The Gig Harbor Campus offers courses for credit toward an associate degree, career training and Worker Retraining programs, adult basic skills, and personal enrichment classes. Classes are available at day, evening and weekend times. Services available to Gig Harbor students include registration, assessment, advising, career exploration, and cashiering. Students have internet access through campus labs, laptops for in-building checkout, and can use the online library to order materials from the Tacoma campus.

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

### Credit Curriculum

Classes required for the Associate in Arts and Sciences degree are offered in morning and evening schedules. The Medical Office Skills Center offers self-paced classes for credit.

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

### Continuing Education Programs

TCC's Gig Harbor Campus offers a variety of 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 computer labs.

### BRIDGE PROGRAM AT THE EVERGREEN STATE COLLEGE - TACOMA

### 1210 South Sixth Avenue, Tacoma 253.680.3022

Tacoma Community College's Bridge Program is presented in partnership with The Evergreen State College-Tacoma (TESC-T). The Bridge Program's liberal arts curriculum is intended for students interested in pursuing bachelor's degrees at The Evergreen State College. Students who fulfill the requirements of this Option B degree are eligible to apply to the upper-division baccalaureate degree program at The Evergreen State College's Tacoma or Olympia campuses. Courses included in this degree can be transferred to other colleges and universities on a course-by-course basis.

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

Bridge Program courses are offered in the evening at the TESC-T campus. For more information, call the Bridge program at 253.566.5366 or TESC-Tacoma at 253.680.3000.

### **ACADEMIC CALENDAR**

Please note: Dates are subject to change.

### 2012-2013

SUMMER	June 25-August 16
Day/evening classes begin	June 25
Last day of class	August 16

Grades due in Enrollment Services August 20

**FALL** SEPT. 24-DEC. 7
Day/evening classes begin September 24

Educational Planning Day October 23 (no day classes)

Veteran's Day holiday
November 12
Thanksgiving holidays
November 21-23
Last day of class
December 7
Final exams and grading
December 10-13
Grades due in Enrollment Services
December 17

WINTER JAN. 2-MARCH 15

Day/evening classes begin January 2 M.L. King Jr.'s Birthday observed January 21

Educational Planning Day February 8 (no day classes)

President's Day observed February 18
Last day of class March 15
Final exams and grading March 18-21
Grades due in Enrollment Services March 25

SPRING APRIL 1-JUNE 10

Day/evening classes begin April 1
Professional Development Day April 19 (no classes)
E ducational Planning Day May 9 (no day classes)

Memorial Day observedMay 27Last day of classJune 10Final exams and gradingJune 11-14Grades due in Enrollment ServicesJune 17

### **Enrollment Services**

### FREQUENTLY CALLED NUMBERS

253.566.5144	Adult Basic Skills
253.566.6091	Advising
253.566.5093	Assessment/GED Testing
253.566.5158	Assessment Information Line (24 hours)
253.566.5122	Counseling
253.566.5325	Enrollment Services (Registration and Records)
253.566.5080	Financial Aid
253.566.5086	Fresh Start Program
253.460.2424	Gig Harbor Campus
253.566.5229	I-BEST Programs
253.566.5190	International Student Services and Programs
253.566.6042	Outreach Services
253.566.6061	Running Start
253.566.5081	Veterans Services
253.566.5188	Worker Retraining Program

### **GET STARTED AT TCC**

### **GET ON THE INSIDE**

InsideTCC is a service that can give you the information you need to get started at TCC. Just go to https://insidetcc.tacomacc.edu and sign up. TCC will instantly build you a personalized TCC web site that links directly to each of your interests and guides you through the process of starting college.

### ΔΡΡΙ Υ

- Online by selecting Start Here at www.tacomacc.edu.
- On campus in Enrollment Services in Bldg, 7 or at the Gig Harbor Campus
- Call the TCC Outreach office at 253.566.6042 to have an application sent to you.

### RESEARCH FINANCIAL AID OPTIONS

- Complete your FAFSA at www.FAFSA.gov.
- Go online at www.tacomacc.edu/costsandaid/ for financial aid and scholarship information.
- Visit the Financial Aid office in Bldg. 14 at the Tacoma campus.

### ASSESS YOUR COLLEGE SKILLS

If you are a first-time college student, you will be required to take an assessment test. If you have attended TCC and tested within the past two years, your tests are still valid. If you have previously attended another college you may be able to skip assessment based on a transcript review of your previous course work.

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

### SIGN UP FOR ORIENTATION AND ADVISING

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

- To reserve your seat at an on-campus orientation, sign up at www.tacomacc.edu/newstudentorientation
- If you are taking online classes only, follow the enrollment process steps. Step 6, get oriented has a link to our Online Orientation under Distance-Learning Students. Be sure and complete the form at the end of the orietation to be assigned to an advisor who you will contact for any further assistance..
- Returning students who have not attended classes at TCC for one
  year or longer must reapply to the college. They are also advised to
  complete an on-campus or an online orientation session. Students
  should complete the NSO form at the end of the Online NSO to
  update their advisor and receive their registration PIN.
- Gig Harbor students, call the Gig Harbor Campus at 253.460.2424 for an orientation appointment.

### REGISTER ONLINE & PAY TUITION AND FEES

Go to www.tacomacc.edu/theenrollmentprocess. Use the quarterly registration PIN you received at orientation. Tuition and fees must be paid by the published deadline. Unpaid tuition may result in cancelled enrollment.

Start classes!

### **GETTING STARTED**

### ADMISSION TO TCC

The College has an open-door admission policy which reflects its commitment to access to higher education. Consistent with its open-door 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 veteran.

New student admission is a simple process. Simply submit an admissions application on the web or to Enrollment Services as early as possible and at least 30 days prior to the quarter in which you want to begin. Admission to TCC is available to individuals who are high school graduates, at least 18 years of age, or have obtained a GED. Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs. Other applicants, age 16-18, must obtain written releases 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. If the student attended within the past year, he or she may reapply verbally over the phone. If it has been over a year, the student can apply online or in person at the college. For more information, contact Enrollment Services at 253.566.5325.

Students with transfer work from other colleges or universities should have their official transcripts sent to Enrollment Services for evaluation. Transfer credits cannot be used to assign priority registration or to satisfy TCC course prerequisite requirements until they have been evaluated. Evaluations usually take four to six weeks. A copy of the evaluation is mailed to the student. To learn more about transferability of credits earned from other institutions on page 27, contact the credential evaluator in Enrollment Services located in Bldg, 7, or call 253.566.5325.

Students who plan to enter a career training program, the English for Academic Purposes program for international students, the Running Start, Fresh Start, or Worker Retraining programs or take continuing education or personal enrichment courses, and students who are not seeking degrees should check below for additional admissions information.

### TRANSITIONAL STUDIES (ABE) ADMISSIONS

The Transitional Studies (formerly Adult Basic Skills) department offers a variety of courses and programs designed to help individuals who wish to improve their basic reading, writing, math conversation, employment, parenting and life skills. Programs are designed for adults 18 years of age or older. Youth, ages 16-18, must obtain a high school release to be eligible for participation. Tuition for the Transitional Studies program is \$25 each quarter. Some courses may also have additional material fees. Partial tuition assistance is available for qualified low-income individuals. For more information about placement testing, class location and registration, call the Transitional Studies main office at 253.566.5144. Refer to the Transitional Studies catalog section for additional program details.

### FRESH START ADMISSIONS

Fresh Start is a program for out-of-school youth between the ages of 16 and 21 years who want to resume their education in order to prepare for employment or college admission.

The Fresh Start program offers assistance with goal clarification; training in life skills, study skills, and job search strategies; high school completion; and enrollment in TCC's career training certificate and degree programs. Interested students should call 253.566.5086.

### INTERNATIONAL STUDENT ADMISSIONS

TCC welcomes international students from more than 30 countries around the world. Whether you're entering college for the first time, seeking specific skills for a career path, or upgrading your expertise TACOMA COMMUNITY COLLEGE | 2012-2013 CATALOG

to compete in today's marketplace, TCC is a great place to learn and grow.

To apply to TCC, simply log on to the online application at www.tacomacc.edu/internationalstudents/applynow. Along with the application form, you will need to submit the following documents:

- Bank statement in English showing sufficient funds available for the first year of study.
- Copies of your high school or college transcript in English.
- Applicable fees includes mandatory \$55 application fee and other fees, including housing placement fee. Fees are payable by credit card, money order from the postal service (not Western Union), bank draft or check from an American bank.
- Transfer Students if you are currently studying at a different U.S. college or university you are required to submit a transfer form after it has been signed by the International Advisor at your current institution.

### I-20 Form

The I-20 is a document that indicates you have been accepted to study at TCC. TCC will send you an I-20 form within two working days of receiving your complete application. The U.S. consulate in your home country will require that you bring the I-20 to your F-1 visa interview. TCC will also send you a consulate letter stating TCC's support for your application to study in America.

### F-1 Visa Interview

You will need to make an appointment for an interview at the U.S. consular office nearest your home. The U.S. government requires all F-1 visa applicants to interview and pay a SEVIS fee and a visa fee. Go to www.tacomacc.edu/internationalstudents/applynow for additional tips for your interview.

### Arrival in the U.S.A. and Orientation

As soon as you receive your F-1 visa, please inform TCC so we can plan for your arrival. The TCC Housing Coordinator will need to know your travel plans (including flight number, date and time) so airport pickup can be arranged for you. Airport pickup dates are available on our international web site. Plan to arrive no more than one week before TCC's New Student Orientation begins.

### English Proficiency

Upon arrival, students are required to take TCC's English proficiency exam for placement at the appropriate level of English instruction. TOEFL is not required.

### Other Visa Status

Students with other visa status than F-1 will need to contact Enrollment Services directly.

For more information regarding the international student admission process, contact the International Office at 253.566.5190 or go to www.tacomacc.edu/internationalstudents/applynow.

### CAREER TRAINING PROGRAM ADMISSIONS

Admission to a particular TCC career training program is dependent on individual qualifications and the availability of space in the desired program. New TCC students must complete college applications and if applicable, specific program applications. For program specific information, contact the program chair identified for each program in the career training section of the catalog.

### **RUNNING START ADMISSIONS**

Running Start is a partnership between the Washington State's community college system and Washington's public school districts through which eligible high school juniors and seniors may enroll in TCC courses at no tuition cost. College credits earned through Running Start apply toward high school graduation and satisfy college requirements. To be eligible for Running Start, students must have college-level English skills. To apply, interested students should contact their high school counselor or the TCC Running Start program at 253.566.6061.

### WORKFIRST PROGRAM ADMISSIONS

The WorkFirst program serves students who are receiving Temporary Assistance for Needy families (TANF). Students are referred to TCC by their DSHS Case Worker and prior to beginning training, eligible students receive assessment and career planning to prepare them to enter the workforce in wage progression positions. WorkFirst offers:

- Educational assessment testing, including screening for learning disabilities
- Training in basic skills, including GED preparation, reading, writing and mathematics
- Entry and beginning level computer classes
- Financial aid and work-study positions are available for qualified students

Call 253.460.4494 for more information.

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

I-BEST programs are offered for students who wish to improve their English language or basic skills while earning a college-level certificate or two-year degree. I-BEST students have two teachers in each class, one career training instructor, and one English language or basic skills instructor. I-BEST students receive additional support for each career training course. TCC offers the following I-BEST programs:

- Medical Office leading to a short-term certificate/three-quarter program for entry-level employment in medical office field
- Accounting Office Associate, leading to a short-term certificate/three-quarter program for entry-level accounting positions.

For information on how to enroll in I-BEST programs stop by the Transitional Studies office in Bldg. 7, or call 253.566.5229.

### YOUR ACADEMIC FUTURE

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

### **ASSESSMENT**

In an effort to provide effective educational services for students, Tacoma Community College's entry skills assessment process helps identify each student's strengths and weaknesses in English and math. Assessment 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 for:

- o Six or more credits
- o English or math
- Courses with a math, reading or English prerequisite which the student has not satisfied
- o A degree, certificate or transfer program
- The Running Start or Fresh Start program

International students take an English language placement exam upon arrival and are required to demonstrate English proficiency before beginning college academic classes. Students whose English proficiency is not at college level take classes in TCC's English for Academic Purposes (EAP) program.

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

Students with disabilities may request testing accommodations by contacting the Access Services Coordinator in Bldg. 7, at 253.566.5328.

### Math Placement Options

Certain recent high school graduates may be placed into math courses based on their high school math courses and grades. This option only applies to students from the Tacoma School District and selected high schools in the Peninsula School District who are entering Tacoma Community College within one year of high school graduation and are taking their first TCC math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 or the MARC analyze the student's high school transcript as well as the student's assessment score to gain the best placement for eligible students.

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

### **NEW STUDENT ORIENTATION**

To encourage student success, entering students attend a new student orientation session. At the orientation students are introduced to academic programs and services of the college and receive academic advising. Orientation also helps students build TCC connections with faculty, staff and fellow students.

All students are required to complete New Student Orientation unless they have successfully completed college-level courses at other colleges. To sign up for the next available orientation, go to www.tacomacc.edu/newstudentorientation. Students who are taking all their TCC courses online, returning students who have been away for more than a year, and students who are transferring from another college may use the Online NSO to save time. It is important to complete the form at the end of the Online NSO to get an updated advisor assignment and registration PIN.

### **ADVISING**

Advising at TCC is integrated and student-centered. TCC encourages students to make appropriate choices based on their abilities, interests and values and supports them in achieving their personal, academic, and career goals.

Academic advisors assist new students with the planning and completion of class schedules consistent with their educational goals. Students are encouraged to meet with their academic advisors each quarter to track their educational progress. Once students have identified educational goals, developed plans for achieving their goals, and demonstrated progress, they are assigned faculty advisors.

The Advising Center in Bldg. 7 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students. Academic advisors are available by appointment or on a drop-in basis. The Center also provides information on transfer requirements for students planning to pursue degrees at four-year colleges and universities. Gig Harbor students may also call the Gig Harbor Campus at 253.460.2424 for advising information.

### HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

Students who assess at the developmental level in English are required to enroll in Human Development 101 (HD 101) during their first TCC quarter. The HD 101 Student Success Seminar is recommended for all students.

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

The courses are offered quarterly and are supplemented by special interest, short-term workshops, seminars and independent study projects. Details are available in the catalog course descriptions and at the Counseling and Advising Center, Bldg. 7.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of Human Development (HD) courses, students will:

- Determine/identify their own capabilities, interests, and values.
- Design their own educational, personal, social, or career action plan.
- Explain how their own personal responsibility determines their success as a college student.
- Locate, use, and evaluate information technology and other college resources.
- Participate in the college community.
- Contribute to team projects.
- Demonstrate an understanding of college culture.

# DUAL ENROLLMENT PROGRAM BETWEEN THE UNIVERSITY OF WASHINGTON-TACOMA AND TACOMA COMMUNITY COLLEGE

The Dual Enrollment program allows eligible Tacoma Community College students to take up to 25 credits at the University of Washington Tacoma before submitting a complete application to UW Tacoma as a degree-seeking student. Current eligibility requirements include the completion of 15 transferable, college-level credits at TCC with a 2.75 GPA or higher and completion of a college-level English composition course with a grade of 2.0 or higher.

Prospective Dual Enrollment students should comply with UW Tacoma application deadlines for the quarters in which they intend to dually enroll, and those who enroll in the program will be responsible for payment of tuition and fees to both TCC and UW Tacoma based on each school's respective tuition rate.

Admission to the Dual Enrollment program does not guarantee admission to UW Tacoma as a degree-seeking student. For additional information contact the Advising Center, 253.460.4468.

### **TUITION AND FEES**

Tuition rates are set by the Washington State Legislature. Current quarterly tuition and fee rates are published in the *Quarterly Preview*.

Tuition and fees are due approximately three weeks before the start of classes (www.tacomacc.edu/academiccalendar). Late payments may result in cancellation of registration. Payments may be made via:

- Cashier's Office in Bldg. 14
- VISA or MasterCard at the TCC website or by calling 253.566.5011
- Gig Harbor Campus
- Automatic Payment Plan on page 14 (NELNET)
- Financial Aid on page 13

### SPECIAL FEES

The college charges course fees at the time of registration for most courses. Students are charged for individualized instruction and other incidentals. Additionally, the college charges facilities use and safety fees. These fees are published in the *Quarterly Preview*.

### **RESIDENCY**

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

- Be a U.S. citizen or have permanent resident immigration status in the U.S. for at least one year, or hold an eligible visa classification (A, E, G, H, I, K or L)
- Be physically present (or his/her parent or legal guardian) in Washington for 12 continuous months prior to the beginning of the quarter
- 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 intent to become a permanent resident of Washington. Other factors include:

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

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

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

 U.S. citizens, and immigrants who hold permanent resident alien status who have not yet established Washington residency may qualify for the nonresident on waiver tuition rate.

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

### FINANCIAL ASSISTANCE

### FINANCIAL AID

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

Applying for financial aid takes time. Information is available online at www.tacomacc.edu/costsandaid/ or you may contact Financial Aid Services in Bldg. 14. 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 quarterly deadlines are available from Financial Aid and online at www.tacomacc.edu/applyforaid. Basic eligibility requirements for financial aid are as follows. A student must:

- o Have a high school diploma or GED.
- Be in a financial aid-eligible degree program or an eligible certificate program.
- o Be a U.S. citizen or eligible noncitizen.
- Be making satisfactory academic progress as defined by the TCC satisfactory academic progress requirements.
- Be registered with selective service (if required).

 Provide a valid Social Security number, and not owe any repayments or be in default on any federal student loans

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

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with the Financial Aid office first. Failure to successfully complete their enrolled credits may cause financial aid to be cancelled and may require repayment of a portion of the aid received and all or a portion of the related tuition. A complete policy regarding these standards is available in Financial Aid upon request and is mailed to all aid receipients.

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

### **AUTOMATIC PAYMENT PLAN (NELNET)**

Students who owe \$200 or more in quarterly tuition and fees may enroll in the automatic payment plan, which offers easy online enrollment, monthly payment plans, with flexible payment options with no interest. Payment methods include automatic bank payment (ACH) and credit card/debit card payment. NELNET does not accept VISA. There are minimal costs to participate in this automatic payment plan. Follow these simple steps to enroll in the payment plan:

- Go to www.tacomacc.edu/ myeservices and click on Registration Login
- Enter your student ID (SID) and quarter PIN to login to Registration.
- After registering for classes click Finish.
- Click on the Pay by FACTS link on the left side.
- Follow the on-screen instructions to enroll in the FACTS automatic payment plan.

Students with financial aid or coverage by a third party should not sign up for the automatic payment plan. Contact Nelnet Business Solutions at 800.609.8056 or the TCC Business Office at 253.460.4311 for more information.

### **OPPORTUNITY GRANTS**

Students in specific approved career training programs may be eligible for funding under the Opportunity Grant for tuition, books, transportation and other assistance. For more information, contact the Worker Retraining program in Bldg. 7, call 253.566.5188, or visit www.tacomacc.edu/opportunitygrant.

### PASSPORT TO COLLEGE PROGRAM

Students who have been in foster care in Washington state may be eligible for this scholarship and grant. Contact the Financial Aid office in Bldg. 14 for more information or call 253.566.5080.

### **SCHOLARSHIPS**

An information board listing scholarships is maintained in Bldg. 14 and online at www.tacomacc.edu. The posted information summarizes scholarship criteria and the application process.

### VETERANS, ACTIVE DUTY MILITARY AND RESERVIST SERVICES

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

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

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

Benefits may be terminated for unsatisfactory progress or conduct. If terminated, benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met. Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 28 and Title 10, U.S. Code.

### WORKER RETRAINING PROGRAM

Financial assistance may be available to students who qualify for TCC's Worker Retraining program. A student may be eligible if in the past 24 months any of the following apply:

- Collected unemployment insurance in Washington state
- Separated from the military with an honorable discharge
- Became a displaced homemaker
- Ended self-employment for economic reasons
- Is currently employed but meets at least two of the following:
  - o Is in a declining occupation
  - o Needs training to keep his or her current job

 Does not already have a year of college and a related certificate or degree

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

### **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 percent
- Withdrawal prior to the first instructional day of the quarter 100 percent
- Withdrawal during the first five instructional days of the quarter -80 percent
- Withdrawal from the sixth through the 20th calendar day of the quarter 40 percent
- Withdrawal after the 20th calendar day of the quarter 0 percent 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, courses which do not follow the regular college calendar, early/late starting courses, and short courses have prorated refund periods. Contact Enrollment Services at 253.566.5235 for the related refund dates.

### **REFUNDS - NON-CREDIT COURSES**

TCC reserves the right to change or reschedule non-credit classes as needed. Payment for all non-credit classes is payable in advance. If a student elects to withdraw from a class, a written request must be made before a refund is issued. If the written request is received at least seven calendar days before the first day of class, the class fee minus a \$20 processing fee will be returned to the student. The student may transfer the full class fee to another course offered within 90 days of submitting their written request. Students should allow three to four weeks for processing reimbursement.

### 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 at the college's website. Summer quarter and short courses have prorated deadlines.

### NON-CREDIT COURSE ENROLLMENT

Students may register online, by phone or by coming to the Continuing Education office in Bldg. 6 at TCC. (Cash payments must be made to the cashier in Bldg. 14.) For credit card payments only, students may enroll in continuing education courses by phoning 253.566.5020 or by enrolling online at www.tacomacc.edu/ce, and charging their course fees to Visa or MasterCard. For non-credit course enrollment at the Gig Harbor Campus call 253.460.2424.

### NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

Students register for classes using the college website. New students are required to attend a mandatory on-campus New Student Orientation before registering. Students taking only online courses and students transferring college-level courses to TCC from another institution are exempt from orientation.

Readmitting students receive registration assistance during their advising appointment. New students registering for five credits or less may contact Enrollment Services at 253.566.5325 for additional options.

### **CURRENTLY ENROLLED STUDENTS**

Students currently enrolled in credit courses register for the following quarter using the college website. Registration appointments are determined by number of credits completed at TCC and/or transfer-in credits. If students have completed courses at other institutions, those courses can be counted when they have been transferred in through the official evaluation process. Students may also use myTCC to check the status of financial aid applications, tuition and fees owed, wait list status, and final grades at the end of a quarter.

### LATE REGISTRATION

Students who have been admitted may register through the third instructional day of the quarter. From the fourth instructional day through the tenth instructional day of the quarter, students may register with the written permission of their instructors. Registration requests after the tenth instructional day of the quarter, with the exception of continuous enrollment or late-starting classes, must be petitioned and are subject to a \$36.50 per class late add/reinstatement fee if approved.

### SCHEDULE CHANGES

Students may add or drop a course using the college website through the third instructional day of the quarter. Changes after this date must be made on an add/drop form and submitted to Enrollment Services in Bldg. 7. The effective date of the transaction is the date the completed form is received at Enrollment Services.

### To Add a Class:

Note: Summer quarter, early/late starting, and short courses have pro-rated deadlines.

- Add transactions completed on or before the third day of the quarter can be made on the college website. Follow directions online at my eServices,
- 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. Add/drop forms must be submitted to Enrollment Services no later than the tenth instructional day of the quarter. Adds will not be accepted after the tenth instructional day of the quarter, with the exception of continuous enrollment or late-starting classes.

### To Drop a Class:

Note: Summer quarter, early/late starting, and short courses have pro-rated deadlines)

- Drop transactions completed through the third day of the quarter can be done on the college website. These classes will not appear on student transcripts.
- Drop transactions completed on the fourth through the tenth instructional day of the quarter require add/drop forms (instructor's signature is not required for a drop during this period). Forms are submitted to Enrollment Services on or before the tenth instructional day of the quarter. These classes will not appear on student transcripts.
- While faculty permission is not required, drop transactions completed on the 11th instructional day through the 55th calendar day of the quarter require completed add/drop forms submitted to Enrollment Services with either an instructor's signature or an email to the instructor with a response. A grade of 'W' will appear on the transcript indicating official withdrawal from the course.

After the 55th calendar day of the quarter, students no longer have the option to withdraw from a course. An instructor may grant a grade of 'WI' or any other appropriate letter grade.

Students who are physically unable to come to campus to complete an add/drop form must notify the registrar in writing of their intent to officially withdraw. An email to online@ tacomacc.edu must be dated or a letter must be postmarked by the 55th calendar day of the quarter and should be sent from the student's TCC email account.

Students who register for a quarter but do not attend classes must complete official withdrawals. 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 obligations the student may have regarding financial aid awards, veteran benefits or U.S. Citizenship and Immigration (USCIS) status. Students are advised to review possible consequences before proceeding with withdrawal from one or more classes (see also Refund Policy on page 15).

### **WITHDRAWALS**

Medical or military withdrawals may be granted in cases where students experience serious unanticipated illnesses, family or medical emergencies, or are called up for active-duty military service. Petition forms are available at Enrollment Services in Bldg. 7. Written documentation must be provided at the time petitions are submitted. Refunds will not be granted for requests received after the quarter has ended.

Administrative withdrawals are initiated by the college to withdraw students for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Students who are administratively withdrawn for disciplinary reasons are not eligible for tuition refunds. (See Grade Policies for Course Repeat on page 30 and Course Audit options on page 30.)

### NO-SHOW INSTRUCTOR WITHDRAWAL

Students registered in regular quarter-length classes who fail to attend initial class sessions and fail to make arrangements with their instructors for excused absences may be subject to instructor withdrawal.

This withdrawal is at the discretion of the faculty and can be completed only for class sections with students waiting to add the class.

### WAIT LISTS

Some classes have automated wait lists. Not all classes are assigned wait lists. The length of a wait list varies. The length of a wait list for a class is determined by the department/program.

When students attempt to register for full classes that have wait lists, they are offered the opportunity to be placed on a wait list. Students are placed on the wait list on a first-come, first-served basis. Students can be on a total of no more than two wait lists at a time.

Once a class has an active wait list, all regular registration activity for that class stops. As other students drop these classes, wait-listed students are automatically registered into available class openings from the wait list in the order they were received.

It is the student's responsibility to track their status to see if they have been moved from the wait list to registration in the class. When a student is moved from a wait list into a class, they are notified through their TCC email account.

Wait lists are frozen the last business day prior to the start of a quarter. Students who have not been registered into a class by this point are encouraged to attend the first day of class to see if the instructor will permit an overload. Refer to myTCC for more detailed information.

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### **Students**

FREQUENTLY CALLED NUMBERS			
253.460.3995	Access Services		
253.566.6091	Advising		
253.566.5040	Bookstore		
253.566.5191	Career Center		
253.566.5025	Center for Academic Support and		
	Achievement (TRIO SSS / MECA)		
253.566.5122	Counseling Center		
253.566.5180	Early Learning Center		
253.566.5110	Educational Talent Search		
253.566.6023	Food Court		
253.460.2424	Gig Harbor Campus		
253.566.5173	ID Cards		
253.566.5190	International Student Services and Programs		
253.566.5122	Men's Services		
253.566.6072	Parking on Campus		
253.566.5173	Safety and Security Office		
253.566.5003	Tacoma Community College Foundation		
253.566.5122	Women's Services		

### STUDENT SERVICES

### ACCESS SERVICES: SERVING STUDENTS WITH DISABILITIES

TCC's Access Services assures that students with disabilities have equal access to programs and activities offered at the college. Access Services staff coordinates services and fosters student independence. To receive academic accommodations, students must provide official documentation to the disability specialist. To learn about options and opportunities:

- o visit Access Services, located in the in Bldg. 7.
- o call 253.460.3995 to make an appointment.
- o visit http://www.tacomacc.edu/accessservices.

### CAREER CENTER

The Career Center, located in Bldg. 7, offers extensive resources to assist students in making career and educational decisions including:

- Individual career counseling to explore interests, identify personal strengths and match skills with career opportunities
- Washington Occupational Information Services (WOIS), a system providing access to accurate, up-to-date occupational and educational information specific to Washington State
- Computer programs designed to help students investigate their learning styles, personalities and temperaments
- · Catalogs for Washington colleges and universities
- Assistance in finding full-time, part-time, temporary and seasonal employment

- Assistance with job-search skills, including resume assistance and interviewing techniques
- Internships and volunteer opportunities

### CENTER FOR ACADEMIC SUPPORT AND ACHIEVEMENT

The Center for Academic Support and Achievement (CASA) houses two separate programs to support student success: TRIO Student Support Services (SSS) and the Center for Multi-Ethnic/Cultural Affairs (MECA).

### TRIO Student Support Services (SSS)

Student Support Services 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 and financial literacy advising, mentoring, scholarship search assistance, tutoring resources and transfer services, including transfer advising and college tours.

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

MECA's primary mission is to offer additional support services to traditionally under-represented student populations to assist them in achieving their educational goals. MECA promotes academic excellence for all students. Programs and services offered include academic advising; peer-to-peer mentoring, financial aid and financial literacy advising, scholarship and grant information, and emergency book loan.

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

Visit the center, located on the first floor of the Student Center (Bldg. 11) or go to www.tacomacc.edu.

### EARLY LEARNING CENTER

The Early Learning Center is a state-certified, nonprofit campus (Bldg. 3) center that offers a high-quality, affordable child care program designed to enable parents to pursue education at TCC by providing a safe, nurturing environment for their children. Additional services provided by the Center include breakfasts, hot lunches and afternoon snacks; developmental screening assessment; and family resources and referrals. Spaces are also available to children of TCC staff and faculty. TCC students taking 10 or more credits are given priority for enrolling their children.

The Center accepts children from one month to five years of age and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is determined by a sliding fee scale, based on parents' income. Eligible four-year-olds can enroll in the preschool ECEAP program which provides 2-1/2 hours of free preschool per day.

The ELC offers a camp at the beginning of the summer quarter for children who attend elementary school and who are between the ages of five and eight at the beginning of summer.

Center hours are 7:30 a.m.-5:30 p.m., Monday-Friday. Summer hours are 7 a.m.-5:30 p.m., Monday-Thursday.

Families using the center are required to participate in a series of parent education courses or other activities to be determined.

Parents can place their children's names on the waiting list by coming to Bldg. 3, or call 253.566.5180.

### **COUNSELING CENTER**

The Counseling Center staff offers a wide variety of services to students in an atmosphere of mutual trust and confidentiality. Services available to students include:

- Counseling to assist in educational planning and resolving problems relating to studies
- Counseling to address personal concerns
- Counseling to assist in choosing academic majors, programs or careers
- Career interest assessment
- Current information on educational and career opportunities
- Classes in human development, career and life planning
- · Special-interest workshops and class presentations
- Information on substance abuse prevention and recovery.
   Referral to a wide variety of community resources when additional services are needed

Most Counseling Center services are free to enrolled students. For an appointment, stop by the Counseling Center in Bldg. 7 or call 253.566.5122.

### **EDUCATIONAL TALENT SEARCH**

E ducational Talent Search (ETS) is a federally funded TRIO program designed to assist 6th- through 12th-graders enrolled at Jason Lee Middle School and Stadium and Foss high schools to better understand their educational opportunities and options. ETS provides tutoring, academic advising, personal counseling, career and college preparation and mentoring and is committed to educational access, diversity, excellence and the belief that each student is a valuable member of the educational community.

### INTERNATIONAL STUDENT SERVICES AND PROGRAMS

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

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Through the college's International Student Services and Programs office, students receive support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. In addition, the office provides information on United States Citizenship and Immigration Services regulations.

Services for international students also include housing and activities. Students who request help with accommodations are matched with local families for home-stays or referred to nearby apartments. TCC's International Student Organization (ISO), a large and active student club, plans numerous events of special interest to international students.

TCC offers direct transfer agreements for international students transferring to the University of Washington Tacoma, Saint Martin's University in engineering, Pacific Lutheran University, Washington State University, Brandman University, Central Washington University, Concordia University, Portland State University, Indiana University South Bend, and more. For more information visit www.tacomacc.edu/internationalstudents.

#### MEN'S SERVICES

Men are encouraged to stop by the Counseling Center in Bldg. 7 or call 253.566.5122 to inquire about resources addressing men's issues or concerns. A men's support group is offered when interest is expressed. See also the Human Development course, Life Choices for Men (HD 116). TCC's Early Learning Center provides information on classes of interest to parents.

### WOMEN'S SERVICES

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 to assist women in transition. Women may call the Counseling Center with questions about women's services. TCC's Early Learning Center provides information on classes of interest to parents.

### **OTHER SERVICES**

### **COLLEGE BOOKSTORE**

New and used textbooks for TCC courses may be purchased in the Bookstore, Bldg. 11. Art and classroom supplies, nursing uniforms and postage stamps are also available. Anyone can place special book orders through the Bookstore.

Students can order textbooks online approximately four weeks before classes start. The online store www.tacomacc.edu/bookstore also provides an assortment of clothing, supplies, TCC imprinted items, graduation regalia and bargain books. Orders can be shipped or picked up in-store or at the Gig Harbor Campus.

### **FOOD COURT**

The TCC Food Court is located in the Opgaard Student Center, Bldg. 11. A variety of food and beverages are available in the Food Court including sandwiches, pizza, bagels, Asian food, and espresso. In addition, the grill provides breakfast and lunch items.

The Food Court is closed on professional development days, and hours vary on mid-quarter educational planning days, holidays, finals week and summer quarter.

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

### **ID CARDS**

Photo identification cards providing access to TCC's library, computer lab and fitness center, are available through the Campus Public Safety office, Bldg. 14.

### PARKING ON CAMPUS

Students are required to display a parking permits when parking in designated student parking areas (red or unmarked spaces). Administrators, faculty, and staff are required to have valid parking permits which authorizes their vehicles to park in designated administrative or faculty/staff designated parking 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 students during registration and to employees at the time of employment. Parking permits may be obtained through the Campus Public Safety office, Bldg. 14.

### SAFETY AND SECURITY OFFICE

TCC's Safety and Security office is responsible for providing a safe and healthy educational and working environment for students and employees, maintaining TCC's accident prevention program, and the protecting people and property. Safety and Security employees 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 by calling 253.566.5111.

### TCC FOUNDATION

The Tacoma Community College Foundation, a 501(C)(3) not-for-profit benefit corporation accepts and administers philanthropic support for the college.

Through gifts and bequests, the Foundation is able to support a wide range of college goals including scholarships and grants, 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 support access to top-quality education in Tacoma and Pierce County.

### STUDENT POLICIES AND NOTICES

### EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR

The principles of equal employment opportunity, affirmative action and nondiscrimination are fundamental to the mission, goals and objectives of Tacoma Community College. The college complies with applicable federal and state laws designed to promote equal employment opportunity and affirmative action.

- 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 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 veteran, the presence of any sensory, mental, or physical disability, or genetic information.

The college maintains a program of affirmative action as provided for by state and/ or federal law. This policy is applicable to 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.

Individuals who feel they are being discriminated against are encouraged to seek help. For more information contact one of the following offices: Vice President for Student Services, 253.566.5115, or Human Resources, 253.566.5356. The college's policy statement and procedures for filing discrimination complaints is available from TCC administrative offices, the office of the Vice President for Student Services, 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 can be released without a student's permission. It includes student names, 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 most recent previous educational institution attended. Release of non-directory information requires a release signed by the student.

Students should be advised that military recruiters may request and receive address and phone listings as well as the above directory information without a signed release.

A student may request directory information be withheld from public release by filing an annual request with the Registrar in Bldg. 7. However, the college may authorize designated persons and agencies access to students' educational records under certain conditions listed in the college policy without the student's consent.

Copies of the college's student educational records policies and procedures may be obtained from the office of the Vice President for Student Services in Bldg. 7.

Students may file complaints concerning alleged failures by the college to comply with the Act or regulations promulgated there under with the United States Department of Education (FERPA), Office of the Review Board, Washington, D.C. 20202.

### HIV/AIDS

The college is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of chronic, communicable diseases, including human immune deficiency virus (HIV) and acquired immune deficiency syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the college takes appropriate measures to ensure a safe environment through educational services.

### RADIOLOGIC TECHNOLOGY PROGRAM PREGNANCY POLICY

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

### RESTRICTED SMOKING POLICY

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

### STUDENT RIGHT TO KNOW

Information required under the Student Right to Know Act is available on the college website. This includes:

- Campus Safety and Substance Awareness
- Student Right to Know Guide
- Completion and Graduation Rules

Additional information is available in the Student Services Administration office in Bldg. 7 and Safety and Security office in Bldg. 14. The Equity in Athletics Disclosure Act Report is available in the Athletic Department, Bldg. 20.

### CODE OF STUDENT CONDUCT

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.

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The Code of Student Conduct identifies the responsibilities of students according to state law and college policy. The provisions of the code apply to all students whenever they are on the college campus or engaged in college-sponsored activities or functions.

Students who commit any of the following offenses are 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 Student Conduct Administrator or designee 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 Conduct identifies the due process guaranteed to students who are charged with violating provisions of the code.

The college's Code of Student Conduct is available in the office of the Vice President for Student Services in Bldg. 7 and on the college website.

### 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 referrals focusing on the prevention and treatment of substance abuse.

Information on substance abuse prevention is available in the Counseling Center, Bldg. 7. This information covers the many health risks associated with the use and abuse of illicit drugs and alcohol, which include liver damage, heart disease, ulcers, brain damage, malnutrition, cancer, and damage to a developing fetus. These risks may adversely affect one's learning environment, work and personal life.

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Student use, possession or distribution of alcoholic beverages, narcotic drugs, or controlled substances or being under the influence of alcohol or illicit drugs on campus or at any college-sponsored event is prohibited. (Exceptions for use of alcoholic beverages may be made with permits and by approval of the college president.) Violations of this policy by any student may result in disciplinary warning, probation, suspension or expulsion. In addition, state and federal laws make possession or distribution of illicit drugs and alcohol a crime subject to imprisonment, fine or both.

### POLICY APPEALS

The college provides a process for students to appeal operating policies or procedures. Appeals are typically addressed to the manager responsible for administration of the specific 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 based on state or federal laws; in most situations, laws may not be appealed. To find out who to contact regarding a particular appeal, contact the office of the Vice President for Student Services in Bldg. 7.

### STUDENT LIFE

The mission of Student Life at Tacoma Community College is to provide cultural, educational, recreational, and social learning opportunities that will enhance a student's personal experience.

Student Life at TCC is committed to active participation in the college's diverse learning community and providing programs that enhance student learning outcomes. Students are challenged to expand upon their learning through the programs and activities in which they become involved, the resources they use, and interactions with the college's multicultural community.

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

- Self awareness
- Ability to work well with diverse people
- Ability and willingness to take action
- Commitment to service

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

### STUDENT LEADERSHIP OPPORTUNITIES AT TCC

### **ASTCC Student Government**

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

### **ASTCC Senators**

Any student registered for a minimum of one or more TCC credits may become an active participant in Student Government. Students become ASTCC senators by attending three consecutive senate meetings and successfully completing a Parliamentary Procedure test. Senate meetings are held bimonthly.

Associated Student Productions is a leadership team responsible for developing student programs and activities on campus. AS Productions leaders plan, promote, implement and evaluate campus events. These events are diverse in nature and may include educational, multicultural, recreational and social opportunities to enhance campus life.

#### Student Volunteerism

Student volunteers, with direction from a lead student ambassador, represent Tacoma Community College both on campus and in the community. Students provide leadership to fellow students, assist and serve the college in its outreach, student success efforts and special events throughout the year.

### **Artist & Lecture Series**

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

### TCC CLUBS AND ORGANIZATIONS

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

- African Student Union
- American Society of Mechanical Engineers
- Asian/Pacific Islanders Club
- Black Student Union
- Christians on Campus
- Clay Club
- Diagnostic Medical Sonography Club 0
- Environmental Club 0
- 0 Figure Drawing Club
- Film Club
- 0 Free Thought Alliance Club
- Gamers Club
- International Student Organization
- Lambda Juris Law Club
- Latino Embracing Diversity Club 0
- Lion Club
- Native American Student Union
- 0 Phi Theta Kappa
- Pride and Allies Club
- Radiologic Technicians Club

- o Respiratory Care Club
- o Student Nursing Organization
- Titan Records
- Veterans Club

For more information on Student Life,

- o stop by the Student Life offices, upstairs Bldg. 11
- o call 253.566.5118
- visit www.tacomacc.edu/campuslife
- o go to Student Life and Events on myTCC

### STUDENT NEWSPAPER

The Challenge, TCC's student news site, is a fully online news source located on the front page of myTCC. Monitored, written, edited and designed by TCC students, The Challenge provides the TCC community with campus news and information. The news site is divided into four sections: news, arts and entertainment, sports and opinions. Along with stories and photos, The Challenge news site also supports podcasts, slide shows, and other multi-media presentations. With the ability to post stories minutes after an event, the news site is always current.

### **ATHLETICS**

TCC's athletic program emphasizes both academic and athletic success for its student athletes. Men's varsity sports include soccer, basketball and baseball. Varsity sports for women include volleyball, basketball and soccer. Athletic facilities include the TCC gym (Bldg. 20), Minnitti baseball field, and a soccer field.

The Titans have a strong competitive record in the Northwest Athletic Association of Community Colleges (NWAACC). Each year many athletes transfer to universities to continue their academic and athletic pursuits.

To be eligible for athletic competition, students must:

- Have passed 12 credit hours in their previous quarter of attendance at any post-secondary institution.
- Must be enrolled in at least 12 credit hours during the quarter of participation.
- o 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, students must:

- Have completed 36 credit hours since their first quarter of participation.
- o Have an overall G.P.A. of at least 2.0.

Students may request copies of the Equity in Athletics Disclosure Act report, filed by the Athletic Department each October. This report provides a summary of participation rates, athletics-related student aid, expenses related to athletics, revenue generated through athletics, and graduation and transfer rates of athletes. Information requests should be made to the athletic director.

For information on athletic scholarship opportunities, call TCC's athletics office at 253.566.5097.

### Instruction

### FREQUENTLY CALLED NUMBERS

253.460.4306	Art Gallery
253.566.5048	Assessment
253.460.4411	Business Education Center (BEC)
253.566.5369	Computer Assisted Learning (CAL) Lab
253.566.5176	eLearning
253.566.5325	Enrollment Services
253.460.2424	Gig Harbor Campus
253.566.5087	Library
253.566.5145	Math Advising Resource Center (MARC)
253.566.5191	Prior Learning Assessment
253.566.5143	Reading and Study Skills Center
253.566.5191	Service and Experiential Learning
253.566.5176	Student Computer Lab
253.566.5190	Study Abroad
253.566.5035	Transcripts
253.566.6032	Writing and Tutoring Center (WTC)

### **INSTRUCTIONAL SUPPORT SERVICES**

### **ELEARNING SUPPORT**

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

### **Online Courses**

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

### **Multimedia Production**

TCC's Multimedia Production group delivers multimedia resources and support for classes and events held at the college. Staff assists students and faculty to scan materials into digital formats, create digital media content like video and photos, and use Microsoft Word, Excel, and PowerPoint software. Students can check out multimedia presentation projectors with laptop computers, digital camcorders, and digital still cameras. Staff also assist in the distribution of multimedia content in digital or physical formats.

### INFORMATION COMMONS STUDENT COMPUTER LAB

TCC's Information Commons provides 89 student computers with internet access and Microsoft Office and other software programs, and two small-group study rooms equipped with computers and video projectors. Height adjustable surfaces and software are also available to accommodate students with disabilities. Help Desk staff answer student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve group study rooms.

#### LIBRARY

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

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

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

### SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically difficulty courses. SI is provided for all students who want to improve their understanding of course material and improve their grades.

- Participation is voluntary, free and open to all students
- SI can help students develop essential academic and learning skills in their courses
- SI sessions begin during the first or second week of the quarter, before students encounter academic difficulties
- SI leaders do not lecture; instead they direct collaborative learning exercises that encourage students to take responsibility for processing course content

• In schools around the world, SI students earn higher final course grades and withdraw less often than non-SI participants

#### STUDENT LEARNING CENTERS

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

### Math Advising Resource Center (MARC)

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

- o Study areas
- o Drop-in tutoring
- o Math advising
- o Math handouts and resources
- o Books, calculators, rulers and whiteboards
- o Computer lab equipped with math software
- o Quarterly graphing calculator rentals

Classes to support students enrolled in developmental math courses, including:

- o MARC 075 Tools for Review Arithmetic Success
- o MARC 085 Tools for Introduction to Algebra Success
- o MARC 090 Tools for Elementary Algebra Success
- o MARC 095 Tools for Intermediate Algebra Success.

For additional information, current hours, and online resources, visit the portal.

### Computer Assisted Learning (CAL) Center

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

### Gig Harbor Campus Learning Resource Center

TCC's Gig Harbor Campus Learning Resource Center provides a student computer lab, writing and math tutors, and other resources, including transfer materials, tutoring handouts, and scholarship information.

### Reading and Study Skills Center

TCC's Reading and Study Skills Center provides self-paced courses to TCC students and supervised assistance for reading students. Participating students build vocabulary, textbook comprehension, and study skills. The Center also provides specialized tutoring in reading and study skills. An online description is available at www.tacomacc.edu.

### Writing and Tutoring Center

TCC's Writing & Tutoring Center offers TCC students:

 Individual tutoring appointments in math and sciences, social sciences, English and reading, EAP/ESL, ABE/GED courses, Spanish, Computer User, and other courses

- Assistance in developing new learning strategies, understanding concepts, learning good study habits, studying for exams and understanding about one's own learning process
- Writing assistance, at any stage of the writing process
- Drop-in help at a variety of campus locations, including the Bldg.
   15 Active Learning Lab (science), the library reference desk (writing and research), the Bldg. 7 Grammar Corner (EAP and grammar), and the Bldg. 7 Writing & Tutoring Center (all courses)
- Computers for drafting, research, and computer-assisted tutorials
- Online tutoring through eTutoring, located on myTCC
- Tutor training and certification
- Credit courses include:
  - o WRITE 096 Writing Center Tutorials
  - o WRITE 140, 141, and 142 Writing Tutor Practicum.

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

### The Business Education Center

TCC's Business Education Center provides:

- Individual and drop-in appointments with peer and staff tutors
- Tutoring in business subjects, including business algebra and calculus, statistics, accounting, computer user courses, and economics
- Assistance in developing new learning strategies, understanding concepts, learning good study habits, studying for exams and understanding one's own learning process
- A place to study, do homework, and use computers
- Tutor training and certification

  For information on hours, making appointments, and contact information, go to www.tacomacc.edu/bec.

### LEARNING LABS

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

### Art Gallery

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

### Medical Office Skills Center

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

### **LEARNING FORMATS**

In addition to diverse classroom offerings, Tacoma Community College provides a wide range of alternative learning formats in the same subjects taught in the traditional classroom. Courses provided

in the following formats are identified in TCC's online class schedule.

### **ONLINE COURSES**

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

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

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

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

Students enrolled in online/lab courses attend an on-campus orientation before using web-based instructional materials.

Instructor assistance is available at scheduled hours in a computer lab.

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

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

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

### COMPUTER-BASED LEARNING

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

Students learn by using computer software under their instructor's direction, often working independently or in small groups. Students are required to complete material within a time line established by the instructor. Additional time is required working on a home computer or in a TCC computer lab.

### COORDINATED STUDIES/LEARNING COMMUNITIES

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

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

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

Regularly offered coordinated studies and linked class are identified in the quarterly schedule.

### CONDENSED FORMAT

### Jump Start

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

### **Computer User Courses**

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

$\mathbf{CU}$	Course Title	CREDIT	WEEKS
100	Intro. to Windows & WWW	1	2 or 10
102	Word I	2	4 or 10
103	Excel I	3	6 or 10
104	PowerPoint	1	2 or 10

### Intensive Review

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

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

### **EXPERIENTIAL LEARNING**

### Internships

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

### Service Learning

The Service Learning format integrates course content with relevant community service. Through assignments and class discussions, students critically reflect on their service in order to increase their understanding of course content, gain broader appreciation of the discipline, and enhance their sense of civic responsibility.

Students are encouraged to talk with their academic advisors to learn more about earning credit through service in EXPLR 295 Service Experience or EXPLR 296 Capstone Experience. For more information about community service and volunteer opportunities contact the Career Center, Bldg. 7, or call 253.566.5191.

### Prior Learning Assessment through a Portfolio (PLA)

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

PLA credits are noted on TCC transcripts as the TCC equivalent courses. Credit usually is awarded only if TCC offers an equivalent course. However, if the PLA experience can be shown to have direct application to a student's technical program the credit may be posted to the student transcript as elective credit.

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

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

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

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

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

### STUDY ABROAD

TCC offers quarter-long study abroad programs to students who wish to experience new cultures and develop global competencies. Credits earned apply to TCC's AAS degree. For more information, visit International Student Services, Bldg. 11, or go to www.tacomacc.edu/internationalstudents/studyabroad/. For information on funding assistance, visit the TCC Financial Aid office, Bldg. 14, or go to wcccsa.com.

### **COLLEGE DEGREES**

Tacoma Community College grants the following college degrees: TACOMA COMMUNITY COLLEGE | **2012-2013 CATALOG** 

- College transfer associate degrees on page 37: Awarded for completion of a transfer curriculum paralleling the first two years of college study.
- Associate in Applied Sciences on page 52: Awarded for completion of an approved TCC career training program. This is a terminal degree that is not generally transferable to universities. In some cases, articulation agreements with specific universities enable transfer. Program chairs can provide information regarding transfer opportunities associated with specific programs.
- Associate in General Studies on page 50: Awarded for completion of a two-year academic program designed to meet a particular educational goal.

### REOUIREMENTS FOR ALL DEGREES

General requirements for all degrees are:

- A combined cumulative college-level grade point average of 2.00 in TCC and transferred-in college-level coursework. College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. For questions regarding transfer credit, see the credential evaluator, Bldg. 7.
- A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- At least 30 applicable credits must be earned at Tacoma Community College.

Advisors will assist students in understanding these requirements, but final responsibility for meeting all academic and graduation requirements rests with the individual student. See Grade Policies on page 30.

### CREDITS TRANSFERRED TO TCC

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

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

The college subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges, and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information about transfer credits, contact the Enrollment Services office, Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions attended as soon as they are admitted to the college. Credit evaluations usually take four to six weeks to complete. Transfer coursework will not be used to satisfy degree requirements until official transcripts have been evaluated.

### TRANSFER AMONG WASHINGTON STATE COMMUNITY & TECHNICAL COLLEGES

Washington state community and technical colleges have adopted an Inter-College Reciprocity Policy designed to help students transfer courses that have met distribution requirements at one community or technical college to another. This policy does not address transfer of courses between two-year and four-year colleges.

- Individual Courses: If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement for a specific transfer degree at the sending two-year college, that course is considered to have met the TCC requirement for a similar transfer degree, even if the course does not have an exact equivalent at TCC.
- Distribution Areas/Specific Requirements: TCC will accept an entire Distribution, Communication Skills, Quantitative Skills or other requirement for a transfer degree as met if that student has met certain requirements. A student can also meet their multicultural requirement through this process. It is the student's responsibility to initiate the reciprocity process.
- It is the responsibility of the student to notify the college if transfer courses fall into the Inter-College Reciprocity Policy.

### CREDITS TRANSFERRING FROM TACOMA COMMUNITY COLLEGE

### Transfer of Credits

Tacoma Community College's credit courses fall into three general categories:

- College Transfer
- Career Training
- Transitional Studies

Courses that fulfill requirements for university transfer degrees are generally transferable to four-year colleges and universities (baccalaureate institutions). General education courses that are taken to meet requirements for career training degrees are transferable. Courses that are specific to career training programs are not transferable to four-year institutions unless a specific articulation agreement, providing for acceptance of those courses, exists between TCC and the four-year institution. Courses included in TCC's Transitional Studies program numbered below 100, are not considered college-level and do not transfer.

Each baccalaureate institution maintains its own policies on acceptance of credits for transfer. While TCC advisors make a good faith effort to assist students with the transferability of courses, TCC is not responsible for acceptance of credits and courses at other institutions.

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

### Transfer of Degrees

Tacoma Community College offers several two-year degrees designed to transfer to four-year colleges or universities. See College Transfer on page 34 for these transfer degrees. These degrees are directly transferable to most Washington baccalaureate (four year) institutions. TCC, along with 30 community colleges and 20 four-year Washington colleges and universities, subscribes to the Policy on Intercollege Transfer and Articulation among Washington Public Colleges and Universities (at www.sbctc.edu).

### CHANGING DEGREE REQUIREMENTS

When degree requirements change while a student is enrolled at Tacoma Community College, the college will adhere to the following

- If the degree is completed within five years of the student's original enrollment date the student may choose to graduate under the provisions of the TCC degree requirements in effect when he or she originally enrolled at TCC.
- If the student transfers to TCC with a minimum of 55 credits, the student may choose to graduate under the provisions of the TCC degree in place at the time they enrolled at the transfer college as long as the college is accredited by the Northwest Commission on Colleges and Universities or other accrediting body duly recognized by TCC, and within five years of their graduation date. The college encourages all students to fulfill the degree requirements in effect at the time of their graduations. Students who do not

complete their degree requirements within five years must fulfill the requirements in effect when they graduate.

### MULTIPLE DEGREES

A student may earn more than one degree from Tacoma Community College. In addition to meeting the specific requirements for each degree, a candidate must earn an additional 30 credits for each additional degree. (Example: 90 credits for a first degree, 120 credits for a second degree, and 150 credits for a third degree). Fifty (50) credits must be earned in residence at Tacoma Community College for a student to be eligible to receive two degrees.

### APPLICATION FOR DEGREES OR CERTIFICATES.

Students preparing for graduation must complete formal applications for degrees or certificates. Application forms are available from Enrollment Services, Bldg. 7. A completed application form, signed by the advisor or program coordinator, must be on file at Enrollment Services no later than two weeks prior to the end of the quarter in which a student plans to graduate. A \$10.50 non-refundable fee is attached to the application. Students applying to graduate with the Associate in Arts and Sciences degree, Option B, must complete Option B application forms, which must be signed by advisors. See additional information under Option B Degrees on page 38.

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

### **INSTRUCTIONAL POLICIES**

### CREDIT HOURS AND QUARTER

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

Students who wish to enroll for 20 or more credit hours must request advisor permission. Forms for this purpose are available in the Counseling and Advising Center, Bldg. 7.

TCC's academic year is divided into four quarters. See the Academic Calendar on page 8 for specific quarter start and end dates.

### Instructional and Calendar Days

The quarter's instructional and calendar days are referenced in various policies. Instructional days are those days starting with the first day of the quarter on which the campus is open, and counting each day classes are held through the last class day of the quarter. Weekends and holidays when classes are not in session are not counted when calculating deadlines based on instructional days.

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

### STUDENT STATUS

### Full-time Student

Tacoma Community College's degree programs are structured with the expectation that students who intend to complete associate's degrees within two years, will enroll for an average 15 college-level credits each quarter. The college considers students enrolled in 12 or more credits in a given quarter to be full-time.

### Part-time Student

A student registered for fewer than 12 credits.

### First-year Student

A student who has earned fewer than 45 college-level credits. TACOMA COMMUNITY COLLEGE  $\mid$  2012-2013 CATALOG

### Second-year Student

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

### **Auditing Student**

A student who registers for a class for no credit and pays the standard tuition and fees for the class For more information, see Course Audit on page 30.

### Non-Degree Seeking Student

A student attending TCC for purposes other than to obtain a degree or certificate. Non-degree seeking students are restricted to registration for five credits or fewer per quarter and are self-advised.

### **TRANSCRIPTS**

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request official transcripts online or at the Enrollment Services office, Bldg.

Unofficial transcripts for advising purposes are available online or at the Enrollment Services office in Bldg. 7.

All outstanding fees and/or fines must be paid before transcripts will be released. Picture ID is required to order transcripts to be picked up. Transcripts will not be released to third parties without students' written permission.

For transcript fees and information on how to request transcripts by mail or online call 253.566.5036, or go to the college website.

### **Transcripts from Other Schools**

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

Official transcripts from other institutions must be received by TCC from sending institutions electronically or in unopened, sealed envelopes. For more information about transfer credit see Credits Transferred to TCC on page 26.

### NATIONALLY-RECOGNIZED EXAMS

### **Advanced Placement**

Tacoma Community College grants credits to entering first-year students who have earned scores of 3 or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. Students who wish to receive advanced placement credits must send their ETS test scores to TCC's credential evaluator for evaluation. The number of credits and grades of 'S' recorded for all courses for which credit is granted will be noted on the transcript. Advanced placement credits fulfill either distribution or elective requirements for an associate degree. The following TCC departments currently grant advanced placement credits:

 Art: A student scoring 5 on the Art History exam will receive five credits each for ART 201, ART 202, and ART 203.

- Biology: A student scoring 3 on the Biology exam will receive five credits for BIOL& 100. A student scoring 4 or 5 may receive additional credit upon consultation with the Science and Engineering department.
- Chemistry: A student scoring 4 on the Chemistry exam will receive credit for CHEM& 161 and 162. A student scoring 5 on the Chemistry exam will receive credit for CHEM& 161, 162 and 163
- Computer Science: A student scoring 4 or 5 on the Computer Science A exam will receive credit for CS 142. A student scoring 3 on the Computer Science AB exam will receive credit for CS 142. A student scoring 4 or 5 on the Computer Science AB exam will receive credit for CS 142 and CS 143.
- English: A student scoring 4 on the composition and literature exam will receive credit for ENGL& 101. A student scoring 5 will receive credit for ENGL& 101 and ENGL 103.
- Environmental Science: A student scoring 3 on the Environmental Science AP examination will receive 5 credits for ENVS& 101
- Mathematics: A student scoring 3, 4 or 5 on the statistics exam will receive five credits for MATH& 146. A student scoring 3 on the calculus AB or BC exam will receive five credits for MATH& 151. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.
- History: A student scoring 4 or higher on the European history exam will receive five credits in HIST 210.
- History: A student scoring 5 on the American history exam will receive five credits each for HIST& 146, HIST& 147, and HIST& 148
- Physics: A student scoring 3 or 4 on the physics B exam will receive credit for PHYS& 114. A student scoring 5 on the Physics B exam will receive credit for PHYS& 114 and 115. A student taking the Physics C exam will receive credit for PHYS 221 and/or 222 depending upon the test focus and score.
- Political Science: A student scoring 3 or higher on the American government exam will receive five credits for POLS& 202.
- Psychology: A student scoring 3 or higher on the psychology exam will receive five credits in PSYC& 100.

Note: Transfer schools are not required to accept courses transferred to TCC by AP exam. Students should check with their intended transfer institutions regarding AP exam policies.

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

### International Baccalaureate (IB)

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

#### CLEP/DANTES

Tacoma Community College grants up to 30 credits toward the Associate in General Studies degree to students who score at the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examinations with division or department chairperson approval. For more information, contact the credential evaluator in Enrollment Services, Bldg. 7.

### ARTICULATION AGREEMENTS

### Tech-Prep/Dual Credit Agreement

TCC and the Pierce County Careers Connection have developed an agreement to award college credit to high school students who successfully complete college-level tech-prep courses. Dual credit agreements are entered into when common objectives and competencies exist between courses offered by colleges and local school districts. Upon review of course objectives and competencies, high school students who have passed all college competencies are eligible and will be allowed to enroll in college-level courses based on existing specific dual credit agreements between college and high school programs. High school students must complete dual credit classes with grades of 'B' or higher. They must identify the college at which they intend to register. Interested students should contact their high school instructors for program details.

### College in the High School Program

TCC develops articulation agreements with local school districts that permit students to earn college credit completing approved courses at their high schools. Interested students should contact their high school instructors for registration and fee information.

### Servicemen's Opportunity College (SOC)

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

- Accepting a maximum of 45 quarter-hour credits from military service schools
- Military credits are transferred in by ACE Guide recommendations

### OTHER OPTIONS

### Departmental Challenge Exam

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

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

### **GRADES AND ACADEMIC POLICIES**

### **GRADING POLICIES**

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

GRADE	DESCRIPTION	GRADE POINTS
A	Honor	4.0
A-		3.7
B+		3.3
В	Good	3.0
B-		2.7
C+		2.3
С	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
E	Failure to complete minimum	0.0
	requirement	
W	Official withdrawal from course	0.0
	Applies 11th through 55th calendar day *	
WI	Instructor approved withdrawal	0.0
	Applies after 55th calendar day *	
V	Unofficial withdrawal	0.0
	Student commenced attendance, then stopped at	tending before
	instructor had sufficient data to evaluate. Instruc	
	attendance on grade sheet.	
I	Incomplete (see Incomplete Grade for	0.0
	more detail)	
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade poin	t) 0.0
N	Audit (see Course Audit for detail)	0.0
R	Repeat R beside lowest grade	0.0
Z	Unofficial withdrawal with zero attenda	nce 0.0

A, B, C, D and S grades are considered passing. 'S' and 'U' identify courses taken on pass/fail basis and are not counted in computing grade point averages. 'S' is given only if the student performed at a grade of 'C' or higher. For more detailed information see Satisfactory/Unsatisfactory Grade on page 30. An 'E' grade is not considered passing and does not earn credit toward a degree or certificate.

#### Final Course Grade Grievance

Students who believe a final course grade has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade by referring to the Student Grievance Procedure for Final Course Grades. The procedure is available in the office of the Vice President for Student Services or at the college website.

### Incomplete Grade

An 'T' grade is given at the instructor's discretion when a student has completed more than 60 percent of the quarter and has a plan to finish remaining course work. The student and instructor must fill out a contract form that identifies specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one given to the student, and one given to the department chair or division dean. An 'T' grade will revert to 'E' if not completed within one year.

### Satisfactory/Unsatisfactory Grade

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

- Must choose the 'S/U' grade option in writing at Enrollment Services, Bldg. 7, by the 15th instructional day of the quarter.
- o Must understand that once the choice for the 'S/U' grade has been made, it will not be changed to the regular letter grade option. Students should be aware that courses with 'S' grades may not satisfy transfer requirements. Some universities do not accept 'S' graded courses to satisfy distribution requirements. Students are urged to confer with their advisors and consult catalogs of their transfer institutions.

### **Course Repeat**

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

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

### Course Audit

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

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determine participation and attendance requirements for their courses. Audited courses are identified on transcripts by 'N' grades. If attendance or other requirements are not met, 'WI' grades indicate course withdrawal.

Students may not convert from audit to credit or from credit to audit after the 30th calendar day of the quarter. To select audit status, students must submit an add/drop form indicating audit to Enrollment Services, Bldg. 7.

### Change of Grade

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

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

### Academic Forgiveness Policy

With an advisor's written approval, a student may petition the Vice President for Student Services (or designee) to have Tacoma Community College course work set aside.

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

Forgiven course work is not used to determine number of credits earned at TCC, calculate cumulative grade point average or calculate honors. Forgiven course work may not be reinstated or used to satisfy prerequisite or degree requirements. Course numbers, titles, and original grades of all forgiven course work remain on student transcripts. A decision to set aside course work may or may not be honored by other colleges and universities, since each institution interprets transcripts using its own policies.

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

### ACADEMIC REVIEW POLICY AND PROCEDURES

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

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

### Academic Deficiency

A student is placed on academic deficiency at the end of any quarter in which his or her grade point average falls below 2.00, provided the student is enrolled in six or more credits after the 10th instructional day of that quarter. No later than the second week of the subsequent quarter, the Vice President for Student Services will notify the student that he or she is academically deficient. The student will be encouraged to take advantage of available campus resources to improve his or her academic standing.

### **Academic Probation**

A student placed on academic deficiency must earn a 2.00 quarterly grade point average the succeeding quarter he or she is enrolled for six or more credits after the 10th instructional day of that quarter, or be placed on academic probation. No later than the second week of the subsequent quarter, the Vice President for Student Services will notify the student that he or she has been placed on academic probation.

### Removal of Academic Probation

A student is removed from academic probation at the end of the quarter in which he or she is enrolled for six or more credits after the 10th instructional day of that quarter and earns a quarterly grade point average of 2.00 or higher.

### **Academic Suspension**

A student who has been placed on academic probation and fails to earn a 2.00 quarterly grade point average or higher the next quarter he or she is enrolled for six or more credits after the 10th instructional day of that quarter will be suspended for one quarter. As it applies to the period of academic suspension, summer quarter shall count as part of fall quarter.

The Vice President for Student Services will notify a student by mail by the first day of classes of the subsequent quarter that he or she has been suspended. A student who has already enrolled for classes prior to suspension status being determined will be administratively withdrawn, and tuition paid will be refunded.

Following a one-quarter suspension, a student may enroll following procedures outlined in the college's *Re-enrollment Procedures Following Academic Suspension* available in the Student Services Administration office in Bldg. 7.

A student readmitted after one quarter of academic suspension re-enters the college on academic probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher at the end of the first quarter in which he or she is enrolled in six or more credits after the 10th instructional day, the readmitted student is suspended for three consecutive quarters.

### **Appeal Procedures**

Academic suspension may be appealed to the Vice President for Student Services if there are strong and unavoidable extenuating circumstances, such as serious illness or accident requiring hospitalization. A student will not be suspended during the course of the appeal process.

If a student on academic appeal status fails to attain a quarterly grade point average of 2.00 or higher at the end of the next quarter in which he or she is enrolled in six or more credits after the 10th instructional day of the quarter, the student will be academically suspended for three consecutive quarters.

Appeal procedures are available in the Student Services Administration office in Bldg. 7.

### Re-enrollment Procedures Following Academic Suspension

To re-enroll following an academic suspension, a student shall present a petition for re-enrollment to the Vice President for Student Services. The petition must include, but not be limited to, the following:

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

The student must meet with an advisor to review the petition and have the advisor sign the petition before it is submitted to the Vice President for Student Services.

The petition shall be filed with the Vice President for Student Services no later than one week before the start of classes for the quarter in which the student is seeking readmission to the college. After reviewing the student's academic record and petition, as well as other pertinent information, the Vice President shall decide to take one or more of the following actions:

- Permit the student to register according to his or her proposed program of studies and class schedule
- Impose conditions on the student's enrollment
- Require that the student undergo further academic assessment prior to registration
- Refer the student for learning assistance and/or counseling during the subsequent quarter

A student re-enrolling following academic suspension re-enters on probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher the succeeding quarter he or she is enrolled for six or more credits after the 10th instructional day of that quarter, the student readmitted after suspension will be suspended for three consecutive quarters.

### ACADEMIC DISHONESTY

Students at Tacoma Community College are expected to be honest and forthright in their educational endeavors. Cheating, plagiarism, fabrication and 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 Student Conduct. A student accused of academic dishonesty may be reported to the appropriate college official 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 Conduct are available in the office of the Vice President for Student Services in Bldg. 7.

### **HONORS & AWARDS**

### **HONORS**

### **Quarterly Honors**

Students who earn 12 or more TCC graded college-level credits numbered 100 and above (excluding 'S' and 'U') in a quarter with grade point averages of 3.33 to 3.65 are placed on the quarterly Honors List. (Grades of 'N', 'T', '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 grade point averages of 3.66 to 4.00 are placed on the quarterly High Honors List. (Grades of 'N', 'I', 'W', 'WI', and 'V' are not considered earned credits.)

### **HONOR SOCIETIES**

Three nationally recognized scholastic organizations have TCC chapters: Phi Theta Kappa, Psi Beta, and Alpha Delta Omega.

### Phi Theta Kappa

Academic excellence is the primary hallmark of Phi Theta Kappa, an honor society serving two-year colleges that offer associate degree programs. Prospective members must have 3.5 or better grade point averages to apply. PTK provides members opportunities to develop interpersonal communication and leadership skills, compete for special scholarships, and provide a variety of services to the college and community.

### Psi Beta

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

### Alpha Delta Omega

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

### **GRADUATION**

Degrees are conferred at the end of each quarter. Commencement ceremonies are held annually in June, at the end of spring quarter. All students who have earned degrees and/or certificates of 45 credits or more in the current academic year are invited to participate in the June commencement. Students within two courses of degree completion, who have enrolled in the required courses for summer quarter, may also apply to participate in commencement. For degree and early commencement applications, contact the credentials evaluator, Bldg. 7.

### GRADUATION AWARDS

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

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

**Graduation with High Honors** – Students with graduation grade point averages of 3.66 or higher for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met the award criteria described below graduate with "High Honors."

### AWARDS CRITERIA

### Graduation with Honors and Graduation with High Honors

Grade point average computations for degrees and awards at graduation are based on all college-level credits (numbered 100 and above) earned at Tacoma Community College as well as credits used

to meet degree requirements, which are transferred from other institutions.

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

#### President's Medal Awards

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

### **College Transfer**

## COLLEGE-LEVEL EDUCATION (TRANSFER)

Students interested in pursuing fields that require 4-year degrees complete the first two years of courses through enrollment in Tacoma Community College's comprehensive college parallel programs.

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

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

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

### **COLLEGE TRANSFER AREAS**

Students can prepare at TCC for the following university transfer areas, and others, while completing requirements for the two-year associate degree:

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■ Accounting ■ American Ethnic & Gender Studies ■
Anthropology ■ Architecture ■ Art ■ Biochemistry ■
Biology ■ Botany ■ Business ■ Chemistry ■
Chiropractic ■ Communications ■ Computer Science ■
Dental Hygiene ■ Dentistry ■ Earth Science ■ Economics
■ Education ■ Engineering ■ English ■ Environmental
Science ■ Evergreen Bridge Program ■ Exercise Science ■
Forensic Science ■ Forestry ■ Genetics ■ Geology ■
History ■ Humanities ■ International Business ■ Japanese
■ Law ■ Liberal Arts ■ Mathematics ■ Medical
Technology ■ Medicine ■ Microbiology ■ Molecular
Biology ■ Music ■ Naturopathic Medicine ■
Nursing/BSN ■ Nutrition ■ Occupational Therapy ■
Oceanography ■ Optometry ■ Pacific Rim Studies ■
Pharmacy ■ Physical Education ■ Physical Therapy ■
Physics ■ Political Science ■ Pre-Nursing ■ Psychology ■
Social Science ■ Social Work ■ Sociology ■ Spanish ■
Speech ■ Veterinary Medicine ■ Wildlife Biology ■ World
Languages ■ Zoology
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### "WASHINGTON 45"

The "Washington 45" is a list of courses that are accepted at all public colleges and universities in the State of Washington.

### LIST OF ONE YEAR TRANSFER COURSES.

Adopted: May 2012 Implemented: Fall 2012

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state.

For transfer purposes, a student must have a minimum grade of 'C' or better (2.0 or above) in each course completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

### FIRST YEAR TRANSFER LIST OF GENERAL EDUCATION COURSES

- Communications (5 credits) -ENGL & 101, ENGL & 102
- Quantitative and Symbolic Reasoning (5 credits) –MATH& 107, MATH& 148 or MATH& 151
- Humanities (10 credits in two different subject areas or disciplines)—PHIL& 101, MUSC& 105, DRAM& 101, ENGL& 111, or HUM& 101
- For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- Social Science (10 credits in two different subject areas or disciplines) –PSYC& 100, SOC& 101, POLS& 101, POLS& 202
- For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- Natural Sciences (10 credits in two different subject areas or disciplines) - BIOL& 100, BIOL& 160 with lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab.
- Additional 5 credits in a different discipline can be taken from any category listed above.

NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

1 Many private non-profit colleges and universities have distinct general education requirements. Students should check with institution(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

2 Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).

#### COLLEGE TRANSFER DEGREES

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

#### Associate in Arts and Sciences

- o Option A on page 37
- o Bridge Program-Option B on page 38

#### Associate of Biology

o Associate of Biology on page 39

### Associate in Business

o Associate in Business on page 40

#### Associate in Elementary Education

o Associate in Elementary Education on page 41

#### Associate in Pre-Nursing

o Associate in Pre-Nursing on page 42

## Associate of Science

- o Biological and Chemical Engineering on page 43
- o Biology on page 44
- o Chemistry on page 44
- o Computer and Electrical Engineering on page 44
- Computer Science on page 44
- o Earth Sciences on page 44
- o Engineering on page 44
- o Environmental Sciences on page 44
- Mechanical, Civil, Aeronautical, Industrial, and Material Science Engineering on page 45
- o Physics on page 45

#### TRANSFER RIGHTS AND RESPONSIBILITIES

#### Student Rights and Responsibilities

- Students have the right to clear, accurate, and current information about degree requirements, transfer admission requirements, transfer admission deadlines, and transfer policies that include course equivalencies.
- Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.

- Students have the right to seek clarification regarding their transfer evaluations and may request the reconsideration of any aspects of those evaluations. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
- Students have the responsibility to complete all materials required for admission and to submit applications on or before published deadlines
- Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program at which they intend to earn a bachelor's degree.
- When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

#### College and University Rights and Responsibilities

- Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
- Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
- Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

#### AMERICAN ETHNIC AND GENDER STUDIES CERTIFICATE

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

#### Certificate requirement:

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

# PROGRAM LEARNING OUTCOMES (PLO)

The following learning outcomes were developed through faculty conversations regarding what TCC wants students to be able to

know and do after they complete our programs. Outcomes gained through programs that support TCC's transfer degrees will be used by students at the baccalaureate institutions to which they transfer.

#### WRITTEN AND ORAL COMMUNICATION

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

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

#### QUANTITATIVE SKILLS

Students will demonstrate increasing levels of mastery of the Program Learning Outcomes. Upon successful completion of the Quantitative Skills requirement for the Associates degree, students will:

- Interpret, analyze, and create graphs and charts that communicate quantitative or relational information.
- Determine, create, and use appropriate and reasonable mathematical constructs to model, understand, and explain phenomena encountered in the world.
- Determine and carry out appropriate algorithms to solve problems that are amenable to mathematical solutions.
- Communicate mathematical information formally, using appropriate math notation and terminology, and informally by using everyday language to express ideas.
- Use technology to analyze and solve mathematical problems and effectively communicate solutions to problems, particularly those that cannot be solved efficiently by other means.

## NATURAL SCIENCES

Upon successful completion of the Natural Sciences distribution requirements for the AAS Option A or B, the Associate of Sciences degrees, or the Associate of Biology degree, students will:

- Evaluate information scientifically in the context of their own lives.
- Explain the importance of observation and hypothesis testing in the scientific process, and distinguish between the scientific process and other human endeavors.
- Communicate the primary principles and processes underlying at least one natural system (for example: atoms and molecules, cells and organisms, the oceans and atmosphere, the solid earth, or the cosmos)
- Perform and effectively communicate the results of scientific investigations, and explain how research is done in science.

 Demonstrate the safe and proper use of scientific instrumentation, measuring devices, chemical reagents, media, and/or tools of science in a laboratory or field setting relevant to specific disciplines of science.

#### SOCIAL SCIENCES

Upon successful completion of the Social Sciences distribution requirements for the Associates Degree, students will:

- Demonstrate knowledge of some major empirical findings of the social sciences.
- Demonstrate an understanding of some of the concepts, theories, and methods used within the social sciences to understand human behavior/events.
- Objectively identify some social variables that have shaped one's own point of view.
- Engage with or accurately represent a point of view that is different from one's own.
- Apply concepts and tools from the social sciences to explain or analyze a social phenomenon, process, event, conflict, or issue.
- Evaluate the quality/credibility of information from various kinds of sources (academic, journalistic, popular media).
- Present social science information according to appropriate academic standards.

#### **HUMANITIES**

Upon successful completion of the Humanities distribution requirements for the Associates Degree, students will:

- Distinguish the many forms of human expression.
- Exercise skills in interpretation and analysis.
- Explain the importance of the creative process.
- Express and produce work that demonstrates heightened awareness to both cultural and historical diversity.
- Confidently and competently practice performance skills.

## PHYSICAL EDUCATION

Upon successful completion of the Physical Education distribution requirements (three credits) for the Associates Degree, students will:

- Critically evaluate and communicate health and/or fitness information.
- Engage regularly in physical fitness and/or sports activities using skills developed in the physical education program.
- Practice a personal wellness/fitness plan based upon a periodic evaluation of personal fitness status.
- Exhibit personal and social behavior that respects self and others in physical activities.

## **ASSOCIATE IN ARTS AND SCIENCES**

(DTA Transfer Degree)

#### **DEGREE REQUIREMENTS**

- 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading Option A or the requirements of an approved Option B plan.
- At least 30 applicable credits 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.
- No more than three physical education activity credits will apply toward the degree.

#### OPTION A DEGREE

This TCC degree is directly transferable to most Washington baccalaureate institutions (four-year colleges and universities). The Associate of Arts and Sciences is a general transfer degree appropriate for a wide variety of major areas of study. Students who complete this degree will normally have satisfied the General Education (distribution) requirements and be granted junior standing upon transferring to Washington baccalaureate institutions. While this degree does not guarantee admission, completion of the degree is a criterion for acceptance by many colleges and universities.

At least one course (five credits) of the 90 credits applied toward graduation must be a designated multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List on page 46 and in the Credit Course Descriptions on page 90 section. Students who plan to transfer to The Evergreen State College or to the University of Washington-Tacoma are strongly advised to include at least one learning community (coordinated studies or linked course) as part of their degree. See the distribution electives below.

#### BASIC REQUIREMENTS 15 CREDITS

## WRITTEN COMMUNICATION SKILLS (10 CREDITS)

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

## QUANTITATIVE SKILLS (5 CREDITS)

Select from the courses listed below. Each of these courses carries a prerequisite of MATH 95, MATH 140 or TMATH 100.

MATH& 107	Math in Society
MATH& 131	Math for Elementary Education 1
MATH& 132	Math for Elementary Education 2
MATH 136	Inferential Statistics

MATH& 141	Precalculus I
MATH& 142	Precalculus II
MATH& 146	Introduction to Statistics
MATH 147	College Algebra for Business and
	Economics
MATH& 148	Business Calculus
MATH& 151	Calculus I
MATH& 152	Calculus II
MATH& 153	Calculus III
MATH 220	Linear Algebra
MATH 238	Elements of Differential Equations
MATH& 254	Calculus IV

## DISTRIBUTION REQUIREMENTS 60 CREDITS

Individual credits may be counted in only one distribution area.

**Humanities (15 credits):** Select courses from the Humanities section of the Approved Distribution Course List on page 46. Courses must be selected from at least two disciplines. No more than five credits of studio/performance/skills course(s) can be used to satisfy this requirement.

**Social Sciences (15 credits):** Select courses from the Social Sciences section of the Approved Distribution Course List on page 46. Courses must be selected from at least two disciplines.

**Natural Sciences (15 credits):** Select courses from the Natural Sciences section of the Approved Distribution Course List on page 46. Courses must be selected from at least two disciplines and must include at least two laboratory courses.

**Multicultural (5 credits):** Select one course from the Multicultural section of the Approved Distribution Course List on page 46. (See NOTE on Distribution List.)

**Physical Education (3 credits):** Any three activity credits. No more than three PE activity credits apply toward the degree.

**Distribution Electives (7 credits):** Distribution electives must be selected from courses listed under Basic Requirements, Humanities, Social Sciences, or Natural Sciences. Students are advised to take at least one writing intensive course (other than a written communication skills course) as part of their degree requirements and electives. Approved Writing Intensive courses are designated at the end of the Approved Distribution Course List on page 46 and in the course description section.

## OTHER COLLEGE-LEVEL ELECTIVES 15 CREDITS

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

## TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement
See Approved Distribution Course List on page 46.

#### OPTION B DEGREE

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

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

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

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

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

#### BRIDGE PROGRAM-OPTION B

Tacoma Community College's Bridge Program is presented in partnership with The Evergreen State College—Tacoma (TESC—Tacoma). This liberal arts curriculum is intended for students interested in pursuing bachelor's degrees at The Evergreen State College. Courses included in this degree can be transferred on a course-by-course basis to other colleges and universities. Students who fulfill the requirements of this Associate in Arts and Sciences Option B degree are eligible to apply to the upper-division baccalaureate degree program at Evergreen's Tacoma or Olympia campuses.

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

Bridge Program courses are offered in the evening at the TESC-T campus at 1210 So. Sixth Avenue. For more information, call the Bridge Program Advisor, Margaret Robinson, at 253.566.5366 or TESC-T at 253.680.3000.

#### BASIC REQUIREMENTS

15 CREDITS

## WRITTEN COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101 English Composition I

ENGL& 102 Composition II: Argument and Persuasion

#### QUANTITATIVE SKILLS (5 CREDITS)

MATH& 146 Introduction to Statistics

#### DISTRIBUTION REQUIREMENTS 75 CREDITS

#### HUMANITIES (15 CREDITS)

CMST& 101, ENGL 280 and HUM& 101

#### SOCIAL SCIENCES (15 CREDITS)

SOC& 101, ANTH& 100 and PSYC& 100

#### NATURAL SCIENCES (15 CREDITS)

ENVS& 101

Select two additional courses from the approved Natural Sciences Distribution Course List.

#### MULTICULTURAL (5 CREDITS)

ANTH& 206

#### **HUMAN DEVELOPMENT (3 CREDITS)**

HD 101

#### Information Technology (5 credits)

CU 105

### DISTRIBUTION ELECTIVE (5 CREDITS)

HUM 120

#### GENERAL ELECTIVES (12 CREDITS)

TCC courses numbered 100 level and above

## TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement

MRP: Major Related Program

## **ASSOCIATE IN BIOLOGY**

#### (DTA/MRP Transfer Degree)

This TCC degree is designed for students who intend to transfer to Biological Science majors at baccalaureate institutions.

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

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

#### **DEGREE REQUIREMENTS**

- A minimum of 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits 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 an approved multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List on page 46, and in the Credit Course Descriptions on page 90.

## BASIC REQUIREMENTS

#### 15 CREDITS

## WRITTEN COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101 English Composition I
ENGL& 102 Argument and Persuasion

#### QUANTITATIVE SKILLS (5 CREDITS)

MATH& 151 Calculus I

## DISTRIBUTION REQUIREMENTS 60 CREDITS

#### **HUMANITIES (15 CREDITS)**

- Select humanities courses from the Approved Distribution Course List on page 46.
- Select courses from at least two different disciplines.
- No more than five Humanities credits of foreign language or skills/performance classes can be used to satisfy this requirement.

#### SOCIAL SCIENCE (15 CREDITS)

- Select social sciences courses from the Approved Distribution Course List on page 46.
- · Select courses from at least two different disciplines.

## NATURAL SCIENCES (30 CREDITS)

BIOL & 221 Introduction to Evolution, Ecology and Biodiversity

BIOL& 222	Introduction to Cellular and Molecular
	Biology
BIOL& 223	Introduction to the Biology of Organisms
CHEM& 161	General Chemistry w/Lab I
CHEM& 162	General Chemistry w/Lab II
CHEM& 163	General Chemistry w/Lab III

### COLLEGE-LEVEL ELECTIVES 15 CREDITS

- Select remaining college-level courses to reach a total of 90 credits
- Selected courses must include two elective physical education credits
- Select no more than five elective credits 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 on page 46.

TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement MRP: Major Related Program

## **ASSOCIATE IN BUSINESS**

(DTA/MRP Transfer Degree)

This TCC degree is designed for students who intend to transfer to business schools at baccalaureate institutions.

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

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

#### PROGRAM LEARNING OUTCOMES

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

- Discriminate between different business forms and take into consideration the ethical and other constraints of differing business structures in selecting the appropriate form to conduct a business enterprise.
- Employ a group process to explain the relationship of supply and demand in assessing the impact these factors have on the price of goods and services.
- Using a wide variety of electronic tools, explain the differences between and the information communicated on the balance sheet, income statement, and statement of owners' equity when making business decisions

#### **DEGREE REQUIREMENTS**

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- At least one course applied to the degree must be an approved multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List on page 46 and in the Credit Course Descriptions on page 90.

#### BASIC REQUIREMENTS

20 CREDITS

#### WRITTEN COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101 English Composition I
ENGL& 102 Argument and Persuasion

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or ENGL 103 College Composition: Writing about

Literature

#### QUANTITATIVE SKILLS (10 CREDITS)

MATH 147 College Algebra for Business and

**Economics** 

MATH& 148 Business Calculus

#### DISTRIBUTION REQUIREMENTS 65 CREDITS

#### **HUMANITIES (15 CREDITS)**

Select courses from at least two disciplines on the Approved Distribution Course List on page 46. Select no more than five credits of studio/performance/skills course(s).

#### SOCIAL SCIENCE (15 CREDITS)

ECON& 201 Micro Economics
ECON& 202 Macro Economics

Select one additional Social Science course in a discipline other than E conomics, from the Approved Distribution Course List on page 46.

#### MULTICULTURAL

One of the Humanities or Social Science courses from the above Distribution Areas, or the Elective course selected in the section below, must be an approved multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List on page 46.

#### NATURAL SCIENCES (10 CREDITS)

Select two courses from two disciplines on the Approved Distribution Course List on page 46.

#### STATISTICS (5 CREDITS)

BUS 256 Statistical Analysis or MATH&146 Introduction to Statistics

## Business (20 credits)

ACCT & 201 Principles of Accounting I
ACCT & 202 Principles of Accounting II
ACCT & 203 Principles of Accounting III

BUS& 201 Business Law

## COLLEGE-LEVEL ELECTIVES 5 CREDITS

Elective courses must be numbered 100 or above.

TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement MRP: Major Related Program

## **ASSOCIATE IN ELEMENTARY EDUCATION**

#### (DTA/MRP Transfer Degree)

This TCC degree is directly transferable to most Washington baccalaureate institutions. Students who complete the degree have the minimum preparation for consideration for admission to Washington State's elementary education teacher preparation programs.

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

Successful completion of courses for this degree does not guarantee admission to a university college of education. Additional criteria, such as grade point average, leadership activities, prior classroom experience, and community service, such as volunteer tutoring may also be used in making admission decisions.

#### **DEGREE REQUIREMENTS:**

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree, and a cumulative grade point average of 2.00 in all TCC college-level courses.
- At least one course applied to the degree must be selected from the list of approved multicultural courses in the Approved Distribution Course List on page 46 and in the Credit Course Descriptions on page 90.

## BASIC REQUIREMENTS 20 CREDITS

## WRITTEN COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101 English Composition I
ENGL& 102 Argument and Persuasion

or ENGL 103 College Composition: Writing about

Literature

## QUANTITATIVE SKILLS (10 CREDITS)

MATH& 131 Math for Elementary Education I
MATH& 132 Math for Elementary Education II

## DISTRIBUTION REQUIREMENTS 50 CREDITS

## **HUMANITIES (15 CREDITS)**

CMST& 220 Public Speaking
MUSC 120 Music in the Classroom
or MUSC 100 Fundamentals of Music
or MUSC& 105 Music Appreciation

ART 180 Art for Elementary Education

or ART & 100 Art Appreciation

#### SOCIAL SCIENCES (20 CREDITS)

Required (15 credits):

EDUC & 205 Introduction to Education

(with field experience)

Select U.S. History

 $Select\ World\ Civilization\ or\ non-Western\ History$ 

Recommended (5 credits): Economics, Geography, Political Science, Psychology, Sociology or additional History.

Note: WSU, CWU and SM require:

PSYC& 200 Lifespan Psychology

#### NATURAL SCIENCES (15 CREDITS)

Select Biology

Select Oceanography, GEOG 205, or GEOG 210

Select Chemistry or Physics

Course must include two laboratory sciences

#### ADDITIONAL REQUIREMENTS

20 CREDITS

#### MULTICULTURAL (5 CREDITS)

EDUC 220 Diversity in Education or SOC 262, SOC 287, ANTH& 206

### PHYSICAL EDUCATION (3 CREDITS)

PE 295 PE for Elementary Teachers

or 3 PE activity credits

#### ELECTIVES (12 CREDITS)

Select additional content courses, such as, social sciences, humanities, sciences, or mathematics, in order to meet endorsement competencies and/or satisfy requirements for academic majors. Recommended:

ENGL 280 Children's Literature

TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement MRP: Major Related Program

## **ASSOCIATE IN PRE-NURSING**

#### (DTA/MRP Transfer Degree)

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

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

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

#### **DEGREE REQUIREMENTS:**

- 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree, and a cumulative grade point average of 2.00 in all TCC college-level courses.

#### **PREPARATION**

While in high school, students should complete all available courses in mathematics, chemistry and biology.

## PROGRAM PLANNING

Students should meet with advisors as soon as they are admitted to Tacoma Community College. Prerequisites for many courses are offered only once or twice a year and/or are sequential, so timely program completion depends on careful quarterly class selection. Certain colleges and universities have additional admission requirements. For example, some universities require two years of high school foreign language or two or three quarters of college foreign language, additional college-level math, practical experience in a healthcare setting, or specific additional courses. It is important to consult catalogs, websites and four-year college advisors early in the process.

## BASIC REQUIREMENTS

15 CREDITS

## WRITTEN COMMUNICATION SKILLS (10 CREDITS)

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ENGL& 101 English Composition I
ENGL& 102 Argument and Persuasion

or ENGL 103 College Composition: Writing about

Literature

#### QUANTITATIVE SKILLS (5 CREDITS)

MATH& 146 Introduction to Statistics

#### DISTRIBUTION REQUIREMENTS 75 CREDITS

## HUMANITIES (15 CREDITS)

CMST& 220 Public Speaking

Select two additional courses from the Humanities section from the Approved Distribution Course List on page 46. At least one course must be selected from a discipline other than Communication Studies (CMST). Select no more than five credits of studio/ performance/ skills courses and no more than five foreign language credits.

#### SOCIAL SCIENCES (15 CREDITS)

PSYC& 100 General Psychology
PSYC& 200 Lifespan Psychology
SOC& 101 Introduction to Sociology

#### NATURAL SCIENCES (37 CREDITS)

BIOL & 160 General Cell Biology

CHEM& 121 Introduction to Inorganic Chemistry
CHEM& 131 Introduction to Organic Biochemistry

NUTR& 101 Human Nutrition

BIOL & 241 & 242 Human Anatomy and Physiology 1, 2

BIOL & 260 General Microbiology

#### ADDITIONAL REQUIREMENTS (8 CREDITS)

PE 100 (2 credits) Total Fitness

PE Activity (1 credit) Electives (5 credits)

## TOTAL: 90 CREDITS

DTA: Direct Transfer Agreement MRP: Major Related Program

## **ASSOCIATE OF SCIENCE DEGREE**

(AS-T Transfer Degree)

This TCC degree is designed for students who plan to transfer to specific science majors at four-year colleges or universities. Students pursuing this degree are required to select a field of specialization from the approved list and will be assigned TCC advisors who understand the specialization requirements.

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

This degree does NOT satisfy all General Education requirements of baccalaureate institutions. Like native students who begin science studies at four-year colleges and universities as freshmen, students who transfer with Associate of Science degrees will typically be required to complete some general education requirements during their junior and senior years.

#### **DEGREE REQUIREMENTS:**

- Minimum of 90 quarter credit hours in courses numbered 100 or above.
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- At least one course applied to the degree must be an approved multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List on page 46 and in the Credit Course Descriptions on page 90.

#### BASIC REQUIREMENTS

15 CREDITS

#### WRITTEN COMMUNICATIONS SKILLS (5 CREDITS)

ENGL& 101 English Composition I

## QUANTITATIVE SKILLS (10 CREDITS)

MATH& 151 Calculus I
MATH& 152 Calculus II
or above, with advisor approval

## HUMANITIES & SOCIAL SCIENCES DISTRIBUTION REQUIREMENTS 15 CREDITS

Select five Humanities credits from the Approved Distribution Course List on page 46.

Select five Social Sciences credits from the Approved Distribution Course List on page 46.

Select five additional Humanities or Social Sciences credits from the Approved Distribution Course List on page 46. At least one of the courses selected above for Humanities or Social Science must be an approved multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List on page 46 and in the Credit Course Descriptions on page 90.

#### SPECIALIZATION COURSES

40-75 CREDITS

Select a set of courses, approved by the department, the science division, and the registrar, that meet your specialization requirements. See the details of approved specializations on page 43.

## COLLEGE-LEVEL ELECTIVE COURSES

0-30 CREDITS

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

Select no more than five credits in this category from courses that do not appear on the Basic Requirements for the Associate in Arts and Sciences degree or the Approved Distribution Course List on page 46.

PE activity courses cannot be used as electives.

Specializations approved at the time of printing are published below.

#### TOTAL:

90-110 CREDITS

See Approved Distribution Course List on page 46.

#### SPECIALIZATION COURSES

#### **Biological & Chemical Engineering**

ENGR& 104 (5 credits) is highly recommended for this specialization and partially satisfies Section 2 Social Science credits. In addition, the following course sets fulfill the specialization requirement of the Associate of Science degree and are appropriate for students studying Biological or Chemical Engineering. This specialization requires a total of 98 credits.

Specialization Courses (68 credits)

- PHYS& 221, 222, 223 (18 credits).
- MATH& 153, MATH 238 (10 credits).
- CHEM& 161, 162, 163, 261 (20 credits).
- Select four additional courses from the following electives list:
   ENGR& 204, 224; MATH 220, MATH& 254; BIOL& 222, 223;
   CS 142; ENGL& 235; CHEM& 262 (20 credits). One of the additional courses must be either CHEM& 262 or BIOL& 222.

• This specialization allows no credits in Section 4 (Electives).

#### **Biology**

The following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying biological sciences, including biology, botany, genetics, microbiology, molecular biology, and zoology.

Specialization Courses (50 credits)

- BIOL& 221, 222, 223 (15 credits).
- CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- MATH& 153 or MATH& 146 (5 credits).
- Select 10 credits in Section 4 (Electives) to reach a total of 90 credits. PHYS& 114, 115 or PHYS& 221, 222 are strongly recommended as elective courses.

#### Chemistry

The following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying chemistry.

Specialization Courses (53 credits)

- CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- MATH& 153 (5 credits).
- PHYS& 221, 222, 223 (18 credits).
- Select 7 credits in Section 4 (Electives) to reach a total of 90 credits

#### **Computer & Electrical Engineering**

ENGR& 104 (5 credits) is highly recommended for this specialization and partially satisfies Social Science degree requirement. ENGR& 114 is also highly recommended as an elective course under Section 2 Humanities courses. In addition, the following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying Computer or Electrical Engineering. This specialization requires a total of 103 credits for the degree.

Specialization Courses (73 credits)

- CS 142, 143, ENGR& 204 (15 credits).
- PHYS& 221, 222, 223 (18 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161 (5 credits).
- Select four additional courses to be chosen from the following electives list (20 credits):
  - o ENGR& 214, 215, 224
  - o ENGL& 235
  - o MATH& 254
  - o BIOL& 222
  - o CHEM& 162
- This specialization allows for no elective credits.

#### **Computer Science**

The following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying computer science. Specialization Courses (48credits)

- CS 142, 143 (10 credits).
- PHYS& 221, 222, 223 (18 credits).
- MATH& 153, 220 and one of the following: MATH 238, MATH& 254 (15 credits).
- Science course approved by a computer science advisor (5 credits)
- Select 12 elective credits to reach a total of 90 credits. MATH&
   146 and MATH 238 are highly recommended elective courses.

#### **Earth Sciences**

The following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying earth sciences such as geology.

Specialization Courses (43 credits)

- MATH& 153 (5 credits).
- CHEM& 161, 162, 163 (15 credits).
- PHYS& 221, 222, 223 (18 credits).
- GEOL& 101 (5 credits).
- Select 17 elective credits to reach a total of 90 credits.
   GEOG/ENVS 210 is recommended.

#### Engineering\*

ENGR& 104 (5 credits) is highly recommended for this specialization and partially satisfies the Social Science degree requirement. In addition, the following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying engineering.

Specialization Courses (63 credits minimum)

- CS 142 (5 credits).
- PHYS& 221, 222, 223 (18 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161, 162 (10 credits).
- This specialization requires 15 credits from the following list.
   Selection depends on the intended engineering major. These 15 credits must be approved by an engineering advisor.
  - o ENGR& 114, 214, 215, 224, 225
  - o ENGL& 235
  - o CHEM& 163, 261, 262
  - o BIOL & 221, 222, 223 (Bioengineering only)
  - o MATH& 254 (required for UW transfers)
- This specialization allows for no elective credits.
  - \* The engineering specialization requires 63 credits. However, in some cases this will not satisfy entry requirements for specific baccalaureate engineering departments. Most students are advised to complete one of the specialized engineering Associate of Science degrees, rather than this general engineering Associate of Science degree.

#### **Environmental Sciences**

The following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying environmental science.

Specialization Courses (46 credits)

- CHEM& 161, 162, 163 (15 credits).
- BIOL& 221, 222, 223 (15 credits).
- MATH& 146 or BUS 256 (5 credits).
- PHYS& 114 (6 credits).
- GEOL& 101 (5 credits).
- Select 14 credits in Section 4 (Electives) to reach a total of 90 credits. Selection from the following courses is strongly recommended:
  - o GEOL 179 or OCEA 179 or ENVS 179 (3 credits)
  - o ENVS 210 or GEOG 210 (5 credits)
  - Humanities or Social Science (5 credits)

## **Physics**

The following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying physics.

#### Specialization Courses (53 credits)

- PHYS& 221, 222, 223 (18 credits).
- MATH& 153, MATH 220, 238, MATH& 254 (20 credits).
- CHEM& 161, 162 (10 credits).
- CS 142 (5 credits).
- Select seven credits in Section 4 (Electives) to reach a total of 90 credits. ENGR& 104 is highly recommended to satisfy the Social Sciences degree requirement or as an elective.

## Mechanical, Civil, Aeronautical, Industrial and Material Science Engineering

ENGR& 104 (5 credits) is highly recommended for this specialization and partially satisfies the Social Science degree requirement. ENGR& 114 is also highly recommended as an elective course under Section 2 Humanities courses. In addition, the following course set fulfills the Specialization Requirement of the Associate of Science degree and is appropriate for students studying Mechanical, Civil, Aeronautical, Industrial or Material Science Engineering. This specialization requires a total of 108 credits.

#### Specialization Courses (78 credits)

- ENGR& 214, 215, 225 (15 credits).
- PHYS& 221, 222, 223 (18 credits).
- MATH& 153, MATH 220, 238 (15 credits).
- CHEM& 161, 162 (10 credits).
- Select four additional courses: ENGR& 114, 204, 224; CS 142; ENGL& 235; MATH& 254 (20 credits).
- This specialization allows for no elective credits. See Approved Distribution Course List on page 46.

## APPROVED DISTRIBUTION COURSE LIST

Each Associate Degree includes basic English and math
requirements, which are identified with the degree descriptions. All
transfer degrees also include Humanities, Social Sciences, Natural
Sciences and Multicultural Distribution Requirements. Courses that
satisfy Distribution Requirements for these degrees are identified
below.

This list applies to TCC's Associate in Arts and Sciences, Associate in Business, Associate in Elementary Education, Associate in Pre-Nursing, Associate in Biology, and Associate of Science degrees.

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

## **HUMANITIES**

			ENGR&	114	Engineering Graphics
ANTH&	207	Linguistic Anthropology	HIST&	219	Native American History
ART&	100	Art Appreciation	HIST	231	American History, American Film
ART	101*	Art Basics	HUM&	101	Introduction to Humanities
ART	102*	Two-Dimensional Design	HUM	110	Introduction to Pacific Rim Cultures
ART	103*	Three-Dimensional Design	HUM&	116	Introduction to Humanities I
ART	105*	Beginning Drawing	HUM&	117	Introduction to Humanities II
ART	106*	Drawing	HUM&	118	Introduction to Humanities III
ART	110	Beginning Graphic Design	HUM	120	The American Multicultural Arts
ART	111	Intermediate Graphic Design			Experience
ART	131*	Beginning Ceramics	HUM	130	Introduction to Film
ART	146*	Beginning Photography	HUM	260	Themes/Topics in Humanities
ART	147*	Introduction to Digital Photography	HUM	285	The City
ART	150*	Beginning Printmaking	MUSC	100	Fundamentals of Music
ART	156*	Beginning Painting	MUSC&	105	Music Appreciation
ART	172*	Beginning Sculpture	MUSC	106	World Music
ART	180	Art for Elementary Teachers	MUSC	120	Music in the Classroom
ART	199	Gallery Viewing Lab	MUSC	123*	Class applied Music: Guitar
ART	201	History of Western Art: Ancient	MUSC	124*	Class Applied Music: Piano I
ART	202	History of Western Art: Medieval and	MUSC	125*	Class Applied Music: Piano II
		Renaissance	MUSC	126*	Class Applied Music: Piano III
ART	203	History of Western Art: Baroque	MUSC	130*	Private Vocal or Instrumental
		through Modern			Instruction
ART	258*	Watercolor	MUSC	141	Music Theory I
CMST&	101	Introduction to Communications	MUSC	142	Music Theory II
CMST	110	Multicultural Communications	MUSC	143	Music Theory III
CMST&	220	Public Speaking	MUSC	150	Special Topics in Music
ENGL&	220	Introduction to Shakespeare	MUSC	160*	Chamber Orchestra
ENGL	234	Introduction to Mythology and Folk	MUSC	165*	Independent Orchestra
		Stories	MUSC	166*	Independent Choral
ENGL	242	Contemporary Non-Western Literature	MUSC	170*	TCC Singers
ENGL&	244	American Literature I	MUSC	175*	Gospel Choir
ENGL&	245	American Literature II	MUSC	180*	TCC Voices
ENGL&	246	American Literature III	MUSC	230	Private Vocal or Instrumental

ENGL

ENGL

ENGL

ENGL

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**ENGL** 

**ENGL** 

ENGL ENGL

ENGL

ENGL

260

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264

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271

276\*

277\*

278\*

279\*

280

282

Themes or Social Issues in Fiction/Drama/Poetry

English Literature: From Beowulf

English Literature: From Donne

Contemporary American Literature

The Bible as Literature

Children's Literature

through Shakespeare

Creative Writing - Fiction

Creative Writing - Fiction

Creative Writing - Poetry

Creative Writing – Poetry

Writing the Autobiography

Literatures of Diversity

through Blake

		Instruction
MUSC	260*	Chamber Orchestra
MUSC	270*	TCC Singers
MUSC	280*	TCC Voices
MUSC	290*	Symphonic Band
MUSC	291*	Jazz Band
MUSC	299	Independent Study
PHIL&	101	Introduction to Philosophy
PHIL	105	Introduction to Critical Thinking
PHIL	190	World Philosophy
PHIL	215	Introduction to Ethics
PHIL	230	Contemporary Philosophy
PHIL	260	Philosophy of Science
PHIL	267	Problems in Philosophy of Religion
PHIL	270	Great Thinkers of the Western World
PHIL	290	Political Philosophy and Ideology
* D C	C 1 · 11	

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

#### WORLD LANGUAGES (DISCIPLINE):

ARAB 121, 122, 123	Arabic 1, 2, 3
CHIN& 121, 122, 123	Chinese 1, 2, 3
FRCH& 121, 122, 123	French 1, 2, 3
GERM& 121, 122, 123	German 1, 2, 3
JAPN& 121, 122, 123	Japanese 1, 2, 3
SPAN& 121, 122, 123	Spanish 1, 2, 3

### **SOCIAL SCIENCES**

100	Survey of Anthropology
204	Archaeology
205	Biological Anthropology
206	Cultural Anthropology
207	Linguistic Anthropology
210	Indians of North America
220	Ethnographies of American Cultures
237	Human Osteology
245	Primatology
101	Introduction to Business
150	Global Business
201	Business Law
230	Business Ethics & Corporate
	Responsibility
201	Micro Economics
202	Macro E conomics
205	Introduction to Education with Field
	Experience
220	Diversity in Education
104	Introduction to Engineering and Design
110	Geography of the Pacific Rim
126	World Civilizations I
127	World Civilizations II
128	World Civilizations III
	204 205 206 207 210 220 237 245 101 150 201 230 201 202 205 205 2104 110 126 127

		*
HIST&	147	U.S. History II
HIST&	148	U.S. History III
HIST	211	Chinese History
HIST	214	Pacific Northwest History
HIST&	219	Native American History
HIST&	220	African-American History
HIST	230	Japanese History
HIST	231	American History, American Film
HIST	240	Religion in America and the Modern
		World
HIST	244	A Decade: Revolving Time Periods
HIST	249	20th Century American Diplomatic
		History
HIST	280	Themes of Social Issues in History
POLS&	101	Introduction to Political Science
POLS&	202	American National Government and
		Politics
POLS&	203	International Relations
POLS	205	State and Local Government and Politics
POLS	220	Constitutional Law
POLS	221	Politics of Civil Liberties
POLS	222	Law and Society
POLS	231	Politics and Film
POLS	290	Political Philosophy and Ideology
PSYC&	100	General Psychology

Human Sexuality

Biopsychology

Lifespan Psychology

Abnormal Psychology

Social Psychology Introduction to Sociology

Social Problems

Sociology of Sport

Introduction to Personality

Fundamentals of Psychological Research

Introduction to Women's Studies

Sociology of African Americans

Media, Politics and Society

Race and Ethnic Relations

Sociology of Asian Americans

Sociology of Gender and Sexuality

Entrepreneurial & Innovative Mindset

U.S. History I

HIST&

PSYC&

PSYC&

PSYC

PSYC

PSYC

PSYC& PSYC

SOC&

SOC&

SOC SOC

SOC

SOC

SOC

SOC

SOC

SOC

180

200

202

205

209

220

240

101

120

201

205

222

247

262

265

287

295

146

## **NATURAL SCIENCES**

ANTH&	205	Biological Anthropology (non-lab)
ANTH&	237	Human Osteology (non-lab)
ANTH&	245	Primatology (non-lab)
ASTR&	101	Introduction to Astronomy (lab)
BIOL&	100	Survey of Biology (lab)
BIOL	105	Fossils and the History of Life (lab)
BIOL	108	Northwest Plants and Animals (lab)
BIOL	125	Biology in the Field (lab)

BIOL	140	Marine Biology (lab)	ANTH&	210	Indians of North America
BIOL&	160	General Cell Biology (lab)	ANTH	220	Ethnographies of American Culture
BIOL&	170	Human Biology (non-lab)	ART&	100	Art Appreciation
BIOL&	175	Human Biology (with lab)	BUS	150	Global Business
BIOL	179	Special Topics in Biology	CMST	110	Multicultural Communications
BIOL&	221	Intro. to Evolution, Ecology and	EDP	130	Individual and Cultural Diversity
DIOLX	221	Biodiversity (lab)	EDIC	220	Diversity in Education
BIOL&	222	Intro. to Cellular and Molecular Biology	ENGL	234	Introduction to Mythology and Folk
DIOLX	222	(lab)	ENGL	254	Stories
BIOL&	223	Intro. to the Biology of Organisms (lab)	ENGL	242	Contemporary Non-Western Literature
BIOL&	241	Human Anatomy and Physiology 1 (lab)	ENGL&	244	American Literature I
BIOL&	242	Human Anatomy and Physiology 2 (lab)	ENGL&	245	American Literature II
BIOL&	260	General Microbiology (lab)	ENGL&	246	American Literature III
BOT	101	General Botany (lab)	ENGL	261	The Bible as Literature
BOT	179	Special Topics in Botany	ENGL	262	Children's Literature
CHEM&	110	Chemical Concepts with Lab	ENGL	271	Contemporary American Fiction
CHEM&	121	Introduction to Inorganic Chemistry with	ENGL	280	Literatures of Diversity
GIIEMA	121	Lab	HD	110	Human Relations
СНЕМ&	131	Survey of Organic and Biochemistry with	HIST&	126	World Civilization I
GIIEMA	131	Lab	HIST&	127	World Civilization II
CHEM&	161	General Chemistry with Lab I	HIST&	128	World Civilization III
CHEM&	162	General Chemistry with Lab II	HIST	210	History of Modern Europe
CHEM&	163	General Chemistry with Lab III	HIST	211	Chinese History
CHEM&	261	Organic Chemistry with Lab I	HIST&	219	Native American History
CHEM&	262	Organic Chemistry with Lab II	HIST&	220	African-American History
CHEM&	263	Organic Chemistry with Lab III	HIST	230	Japanese History
ENVS&	101	Introduction to Environmental Science	HIST	231	American History, American Film
		(lab)	HIST	240	Religion in America and the Modern
ENVS	179	Special Topics in Environmental Science			World
ENVS	210	Maps, GIS and the Environment (lab)	HSP	126	Cultural Competencies for Human
GEOG	205	Physical Geography (lab)			Services
GEOG	210	Maps, GIS and the Environment (lab)	HUM&	101	Introduction to Humanities
GEOL&	101	Introduction to Physical Geology (lab)	HUM	110	Introduction to Pacific Rim Cultures
GEOL	108	Fossils and the History of Life (lab)	HUM&	116	Introduction to Humanities I
GEOL	125	Geology in the Field (lab)	HUM&	117	Introduction to Humanities II
GEOL	179	Special Topics in Geology	HUM&	118	Introduction to Humanities III
GEOL&	208	Geology of Pacific Northwest (lab)	HUM	120	The American Multicultural Arts
NUTR&	101	Human Nutrition (lab)			Experience
OCEA&	101	Introduction to Oceanography (lab)	MUSC	106	World Music
OCEA	179	Special Topics in Oceanography	PHIL	190	World Philosophy
PHYS&	114	General Physics (lab)	PSYC&	200	Lifespan Psychology
PHYS&	115	General Physics (lab)	SOC&	101	Introduction to Sociology
PHYS&	116	General Physics (lab)	SOC	120	Introduction to Women's Studies
PHYS&	221	Engineering Physics (lab)	SOC	205	Sociology of African Americans
PHYS&	222	Engineering Physics (lab)	SOC	222	Sociology of Sport
PHYS&	223	Engineering Physics (lab)	SOC	262	Race and Ethnic Relations
SCI	100	Physical Science and Technology (lab)	SOC	265	Sociology of Asian Americans
			SOC	287	Sociology of Gender and Sexuality World
MULTIC	ULTU	JRAL			Languages:

ANTH&	100	Survey of Anthropology	ARAB 121, 122, 123	Arabic 1, 2, 3
ANTH&	206	Cultural Anthropology	CHIN& 121, 122, 123	Chinese 1, 2, 3
ANTH&	207	Linguistic Anthropology	FRCH& 121, 122, 123	French 1, 2, 3

GERM& 121, 122, 123	German 1, 2, 3
JAPN& 121, 122, 123	Japanese 1, 2, 3
SPAN& 121, 122, 123	Spanish 1, 2, 3

## NON-DISTRIBUTION MULTICULTURAL COURSES

The following courses do not satisfy distribution requirements. If one of the following courses is selected to satisfy the multicultural requirement, distribution electives must be increased by the same number of credits to assure that a minimum of 60 distribution credits are completed.

EDP	130	Individual and Cultural Diversity
HD	110	Human Relations
HSP	126	Cultural Competencies for Human
		Services

### WRITING INTENSIVE

Recommended for some transfer students.

BUS	150	Global Business
ENGL&	220	Introduction to Shakespeare
ENGL	234	Introduction to Mythology and Folk
		Stories
ENGL	242	Contemporary Non-Western Literature
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	260	Themes/Social Issues in
		Fiction/Drama/Poetry
ENGL	261	The Bible as Literature
ENGL	262	Children's Literature
ENGL	264	English Literature: From Beowulf
		through Shakespeare
ENGL	265	English Literature: From Donne through
		Blake
ENGL	271	Contemporary American Fiction
ENGL	276	Creative Writing – Fiction
ENGL	277	Creative Writing – Fiction
ENGL	278	Creative Writing – Poetry
ENGL	279	Creative Writing – Poetry
ENGL	280	Literatures of Diversity
HIST	244	The 1960s
HUM&	101	Introduction to Humanities
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM	130	Introduction to Film
PHIL&	101	Introduction to Philosophy
POLS	220	Introduction to Constitutional Law
PSYC	209	Fundamentals of Psychological Research

## COMMON COURSE NUMBERING

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

## **ASSOCIATE IN GENERAL STUDIES**

TCC's Associate in General Studies degree is designed for students who want to earn associate degrees while allowing for maximum flexibility in course selection.

This degree is not considered a transfer degree nor is it included in Washington's Inter-College Transfer and Articulation Agreement. Four-year colleges and universities may accept some courses used to satisfy requirements of this degree as transfer credit. Courses applied to TCC's Associate in General Studies degree are usually individually evaluated by transfer institutions. Students who plan to transfer to four-year colleges and universities are strongly advised to pursue the Associate in Arts and Sciences degree, which is a transfer degree.

## **DEGREE REQUIREMENTS**

- A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- At least 30 applicable credits must be earned at Tacoma Community College.
- Ninety (90) quarter hours in courses numbered 100 or above, including the following requirements.
- No more than three physical education activity credits can be applied to the degree.

#### COURSES APPLICABLE TO AGS DEGREE

Students pursuing Associate in General Studies degrees must select courses from the Approved Distribution Course List to meet Humanities, Math/Science and Social Sciences distribution requirements. Each credit can be counted in only one distribution area.

With the exception of English composition and physical education activity courses, any TCC course numbered 100 and above and not used may be used to satisfy Humanities, Math/Science or Social Sciences distribution requirements are considered to be electives and may be used to satisfy the elective requirement portion of the 90 total quarter hour degree.

## DISTRIBUTION REQUIREMENTS

Credits may be applied to only one distribution area. See the Approved Distribution Course List on page 46.

#### **COMMUNICATIONS (10 CREDITS)**

ENGL& 101 English Composition I

and one of the following:

ENGL & 102 Argument and Persuasion

ENGL 103 College Composition: Writing about

Literature

CMST & 101 Introduction to Communication
CMST 110 Multicultural Communication

CMST & 220 Public Speaking

#### HUMANITIES (10 CREDITS)

Select five credits from each of the following: Performing and Fine Arts (Music, Art) Literary Arts (Literature, World Language, Humanities, Philosophy)

#### SOCIAL SCIENCE (10 CREDITS)

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

#### MATH/SCIENCE (10 CREDITS)

Select five credits from two of the following: Natural Science (Astronomy, Biology, Botany, Environmental Science, Nutrition)

Physical Science (Chemistry, Geography, Geology,

Oceanography, Physics, Physical Science)

Mathematics (100 or above)

ANTH& 205 Biological Anthropology

ANTH& 245 Primatology

GEOG 205 Physical Geography (lab)

## PHYSICAL EDUCATION (3 CREDITS)

Select any three activity credits

**ELECTIVES (47 CREDITS)** 

TOTAL: 90 CREDITS

## **Career Training**

Tacoma Community College offers 49 career training programs to prepare students to enter the workforce. Career training programs at TCC lead to a two-year Associate in Applied Science degree or shorter-term program certificates. Many of the programs and courses are available to help students prepare for career advancement, update their skills, or retraining for new careers.

Some of the programs have application and admission requirements in addition to those required for admission to Tacoma Community College. For more information, interested students should contact individual program chairs or division offices. TCC provides career training and retraining in the following areas:

- o Health careers
- o Business and Technology careers
- o Human Services careers
- o Paraeducator careers
- o I-BEST training for careers

## **CAREER TRAINING PROGRAMS**

CAREER TRAINING PROGRAMS	CERTIFICATE	AAS DEGREE
Business and Technology		
Accounting		•
Accounting Office Associate	•	
Assistant Bookkeeping Clerk	•	
Bookkeeping Systems	•	
Computerized Accounting	•	
Tax Preparation	•	
Business		•
Customer Service	•	
Entrepreneurship	•	
Global Transportation and Secure Logistics	•	
Human Resource Specialist	•	
Management	•	
Marketing	•	
Networking & Convergence Technologies		•
e-HIM	•	
Help Desk	•	
Network Administration & Support	•	
Technical Support	•	
Certificates offered in partnership with Corporate Education		
General Warehouse Clerk	•	
Manufacturing Leadership Management	•	
Retail Leadership Development	•	
Supervision and Management	•	
Tribal Enterprise & Gaming Management	•	
Health		
Diagnostic Medical Sonography		•
Emergency Medical and Health Services		
Emergency Medical Technician-Basic	•	

Paramedic		
Health Information Management		•
Medical Office Professional		•
Medical Billing Specialist	•	
Medical Office Assistant	•	
Medical Office Clerk		
Medical Registration & Admissions Specialist	•	
Nursing, Associate Degree		•
Radiologic Science		•
Respiratory Therapy		•
Human Services Human Services Case Aide		
I-BEST (Integrated Basic Education Skills Trainin	ng)	
Accounting Office Associate	•	
Child Development Specialist	•	
Medical Office Clerk	•	
Paraeducator		
Paraeducator, Early Childhood Emphasis	•	
Management of Early Learning	•	

Paralegal		
Paralegal		•
Paralegal Preferred Pro-Certificate	•	

#### **CERTIFICATES**

Certificates of completion are granted to students who meet the requirements for programs of less than 90 credits. To receive certificates, students must submit Tacoma Community College's Application for Vocational Certificate (no fee required). Applications must be submitted to the program chair no later than the end of the second week of the quarter in which requirements are completed.

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

## ASSOCIATE IN APPLIED SCIENCES DEGREE

The Associate in Applied Sciences degree is designed for students who complete an approved course of studies in professional, occupational, or technical areas. Refer to the career training program list for TCC programs leading to Applied Sciences degrees. The AAS degree is a terminal (non-transfer) degree designed for students in TCC's career training programs. In some cases articulation agreements with specific universities may enable transfer. Program chairs can provide information regarding available transfer opportunities for their specific programs.

#### Degree Requirements (General)

- 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.
- Ninety (90) quarter hours in courses numbered 100 or above, including program and related instruction requirements.

TCC faculty, along with a program advisory committee composed of business and community members determine the curriculum for each career training program. Requirements for each program include major program requirements, related instruction requirements, and elective courses. See individual programs for specific degree requirements.

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## RELATED INSTRUCTION REQUIREMENTS

#### **COMMUNICATION (5 CREDITS)**

- o ENGL& 101
- o ENGL& 102
- o CMST& 101, 220
- o CMST 110

#### QUANTITATIVE SKILLS (5 CREDITS)

- o BUS 110
- o MATH 97
- o MATH 95
- o TMATH 100
- o any MATH 100 or above

#### **HUMAN RELATIONS (10 CREDITS)**

- o embedded in all Paralegal classes
- o embedded in EDP 211, 212, 213
- o embedded in EMC 120, 121, 122, 130, 131, 132
- o embedded in all HSP classes
- o embedded in all NURS classes
- o embedded in RC 181, 182, 183, 280, 281, 282, 283, 290
- o BUS 102
- o BUS 163
- o BUS 164
- o BUS 165
- o DMS 140
- o HIM 242
- o PSYC& 100
- o PSYC& 200
- o RS 170
- o SOC& 101
- o HD 110
- o HSP 126
- o PSYC& 101
- o CMST 110

#### **ACCOUNTING**

#### PROGRAM CHAIR

Annalee Rothenberg 253.566.5181 arothenberg@tacomacc.edu

TCC's Accounting program prepares students for employment in a wide variety of business accounting environments. The program structure is progressive, leading to four levels of achievement associated with increasing levels of job responsibility. The certificates can be taken as stand-alone options or applied to the Associates in Applied Sciences degree. TCC also offers specialized accounting certificates in Computerized Accounting and Tax Preparation.

This program is not intended for transfer to most four-year colleges and universities. Students who plan to transfer should meet with the program chair prior to program enrollment.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS Accounting degree, students will:

- Generate accurate financial statements for a company and communicate a company's financial position.
- Simulate an accounting department (group process) to prepare accounting documents using automated software to record business transactions for an entity or tax agency, and integrate current regulations.
- Demonstrate analysis of existing documentation to verify the accuracy of information for an entity and perform necessary reconciliations.
- Present analysis of financial regulations in an automated environment.

### PROGRAM ADMISSION REQUIREMENTS

- Assessment above or completion of ENGL/ 095 and MATH 085.
- Knowledge of CU 091, CU 100 and HD 101.

## **Accounting Office Associate Certificate**

(12 credits)

Designed for graduates seeking entry-level employment in general accounting office support positions.

Take ACCT & 201 if you need transfer-level accounting.

ACCT 101	Practical Accounting I	5
BUS 102	Customer Service	2
CU 105	Word I, Excel I	5

#### Assistant Bookkeeping Clerk Certificate

(15 additional credits = total 27 credits)

Prepares students for entry-level positions as assistant clerks in accounts payable or accounts receivable.

Students must complete the Accounting Office Associate certificate before enrolling for Assisting Bookkeeping Clerk certificate. For transfer level math take MATH 147. For transfer level leadership & Human Relations take PSYC& 100.

ACCT& 201	Principles of Accounting I	5
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5

## **Bookkeeping Systems Certificate**

(15 additional credits = total 42 credits)

Prepares students for entry-level positions as accounts payable clerks, accounts receivable clerks, and payroll assistants.

Students must complete the Assistant Bookkeeping Clerk certificate before enrolling for the Bookkeeping Systems certificate.

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

#### Associate of Applied Science Degree

(48 additional credits = total 90 credits)

Prepares students for entry-level accounting positions that work with integrated computerized accounting systems.

Students must complete the Bookkeeping Systems certificate before enrolling for the Accounting AAS degree program. BUS& 201 is a transfer-level class.

## CORE REQUIREMENTS

ACCT& 201	Principles of Accounting II	5
ACCT 165	Accounting with Peachtree	5
ACCT 175	Accounting with QuickBooks	5
ACCT 290	Work Internship	5
BUS& 201	Business Law	5
CU 203	Excel II	3
SPECIALIZED RI	EQUIREMENTS	
ACCT 250	Federal Income Tax	5
BUS 280	Career Readiness Skills	2
Electives:	ACCT, BUS, CU, ECON, ENGL, HD, IT,	13
	LOG, MATH	

#### SPECIALIZED ACCOUNTING CERTIFICATES

Designed for individuals currently in the workforce who are returning to school to enhance or update skills for the accounting

industry. Courses taken for this certificate can be applied to the Associate in Applied Sciences degree in Accounting.

## **Computerized Accounting Certificate**

(13 credits)

Designed for students currently in the workforce who are returning to school to gain knowledge of application programs commonly used in the accounting industry.

ACCT 165	Accounting with Peachtree	5
ACCT 175	Accounting with QuickBooks	5
CU 203	Excel II	3

## **Tax Preparation Certificate**

(15 credits)

This certificate is for students currently in the workforce who are returning to school to learn about income, payroll and business taxes. The certificate also covers preparation of payroll checks and related documents.

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

#### **BUSINESS**

#### PROGRAM CHAIR

Erika Bowles

253.566.5253 ebowles@tacomacc.edu

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

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

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associates in Applied Sciences degree in Business, students will:

- Be able to identify, select, communicate, and implement sound and appropriate business management or logistic concepts, strategies, and best practices in the pursuit of effective and efficient business operations.
- Demonstrate an ability to critically evaluate, problem solve, make and communicate effective decisions about business or logistic situations.
- Display effective interpersonal communication, leadership, motivation, and team dynamics skills in their interactions with others
- Communicate effectively about business management or logistic issues, including the demonstration of competence with a wide variety of electronic tools to research, analyze, manage, and present information orally and in writing.
- Consistently apply, role model, and communicate high standards of ethical judgment and behavior in the conduct of personal and business affairs.

#### PROGRAM ADMISSION REQUIREMENTS

• Assessment above or completion of ENGL/095 and MATH 085

## **Customer Service Certificate**

(12 Credits)

Prepares students to deliver consistently superior customer service, both internally and externally.

BUS 102	Customer Service	2
BUS 164	Leadership and Human Relations	5
CU 105	Word I, Excel I	5
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## Marketing Certificate

(25 additional credits = total 37 credits)

Prepares students for entry-level opportunities with organizations that provide products or with direct marketing agencies. Students must complete the 12-credit Customer Service certificate before enrolling for the Marketing certificate.

BUS& 101	Introduction to Business	5
BUS 110	Business Math*	5
BUS 140	Marketing and Business Development	5
BUS 145	Retailing Management	5
ENGL& 101	English Composition I	5
*Substitute MATH 14	17 for BUS 110 if transfer level math is needed	

## **Management Certificate**

(18 additional credits = total 55 credits)

Prepares students to manage a variety of retail sales operations or merchandise lines. Students must complete the 37-credit Marketing certificate before enrolling for the Management certificate.

ACCT 101	Practical Accounting I*	5	
BUS 163	Management. Principles and Organizational	5	
	Systems		
BUS 165	Human Resource Management	3	
CMST& 101	Introduction to Communication	5	
*Substitute ACCT& 201 for ACCT 101 if transfer-level accounting is needed			

## Associate of Applied Science Degree

(17 additional credits and an area of concentration = total 90-98 credits)

Students must complete the 55-credit Management certificate, the following courses, and one of the concentrations described below before completing the Associates in Applied Science degree.

BUS& 201	Business Law	5
BUS 150	Global Business	5
BUS 280	Career Readiness	2
IT 230	Introduction to Project Management	2
LOG 112	Importing and Exporting	3

AREAS OF CONCENTRATION - CHOOSE ONE OF THE FOLLOWING

## **Entrepreneurship and Small Business Management Concentration**

(18 credits)

Prepares students to start new businesses or better understand small to mid-size business opportunities.

BUS 160	Small Business Entrepreneurship	5
BUS 290	Internship or 5 elective credits from ACCT, BUS,	5
	LOG, or IT	
BUS 295	Entrepreneurial and Innovative Mindset	5
IT 257	Social Media	3

## **Global Logistics Concentration**

(26 credits)

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

LOG 102	Transportation and Distribution	5
LOG 104	Warehousing and Inventory Management	5
LOG 110	International Logistics	3
LOG 115	Logistics Security and Risk Management	3
LOG 141 or BUS	Purchasing and Supply Management or	3
290	Internship	
LOG 142 or	Sourcing and Supplier Relations Fundamentals	5
Elective	or 5 elective credits from ACCT, BUS, or IT	

#### SPECIALIZED BUSINESS CERTIFICATES

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

## **Entrepreneurship Certificate**

(26 credits)

This certificate is designed to provide students with an entrepreneurial mindset and the business skills to create a sustainable venture.

ACCT 101	Practical Accounting I (may substitute ACCT&	5
	201)	
BUS 140	Marketing and Business Development	5
BUS 160	Small Business Entrepreneurship	5
BUS 295	Entrepreneurial & Innovative Mindset	5
IT 257	Social Media	3
LOG 112	Importing and Exporting	3

## General Warehouse Clerk Certificate

(12 credits)

Instruction is offered in the following areas: global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operations, quality control principles, workplace communications, teamwork, and workplace behavior to solve problems using

computers. Equivalents of BUS 102 (Customer Service) and CU 91 (Keyboarding) are prerequisites to the certificate.

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

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

## Global Transportation and Secure Logistics Certificate (21credits)

Provides a big-picture perspective on the transportation and logistics industry and the international aspects of logistics and technology needed to make the transportation of goods more efficient.

LOG 102	Transportation and Distribution	5
LOG 104	Warehousing and Inventory Management	5
LOG 110	International Logistics	3
LOG112	Importing and Exporting	3
BUS 150	Global Business	5

## **Human Resource Specialist Certificate**

(20 credits)

Prepares students for careers in a Human Resources departments. This certificate is for individuals who currently in the workforce who are returning to school to enhance their skills.

ACCT 145	Payroll and Business Taxes	5
BUS 102	Customer Service	2
BUS 163	Management Principles and Organizational	5
	Systems	
BUS 164	Leadership and Human Relations	5
BUS 165	Human Resource Management	3

## WAFC Retail Management Certificate

(48 credits)

The WAFC Retail Management certificate program is a 10-course college-level program that has been fully endorsed by the Washington Association of Food Chains and its member companies. The certificate's curriculum was developed out of a collaborative effort between several food industry and college professionals and encompasses several business essentials, including the "soft skills" of management and communication required for career success in the retaul food industry.

ACCT 101	Practical Accounting I (may substitute ACCT&	5
	201)	
BUS 110	Business Math (may substitute MATH 147)	5

BUS 140	Marketing & Business Development	5
BUS 145	Retailing Management	5
BUS 163	Management Principles and Organizational	5
	Systems	
BUS 164	Leadership and Human Relations	5
BUS 165	Human Resource Management	3
CMST& 101	Introduction to Communication	5
CU 105	Word I, Excel I	5
ENGL& 101	English Composition I	5

THE BUSINESS PROGRAM PARTNERS WITH INVISTA PERFORMANCE SOLUTIONS TO OFFER THE FOLLOWING CERTIFICATE PROGRAMS. FOR INFORMATION ABOUT THESE CERTIFICATES, CALL 253.583.8863 OR VISIT WWW.TACOMACC.EDU/CE.

## Manufacturing Leadership Management Certificate (8 credits)

Prepare individuals for leadership in the manufacturing industry.

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

## **Retail Leadership Development Certificate**

(18 credits)

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

BUS 102	Customer Service	2
BUS 164	Leadership and Human Relations	5
BUS 145	Retail Management	5
BUS 280	Career Readiness Skills	1
BUS 290	Work Internship	5

## **Supervision and Management Certificate**

(15 credits)

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

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

## Tribal Enterprise and Gaming Management Certificate Concentration

(14 credits)

(Invista Performance Solutions training only)

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

TEGM 110	Casino and Enterprise Finance Essentials	2
TEGM 163	Supervisory Essentials & Front Line Leadership	2
TEGM 165	Casino HR & Personnel Management	2
TEGM 200	Casino Regulations Compliance & Game	2
	Protection	
TEGM 240	Casino Hospitality & Guest Service	2
TEGM 292	Enterprise Operations	2
TECM 203	Casino Game Management	2

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

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

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography, and upon successful program completion along with any required work experience, graduates are eligible to take the certifying examinations of the American Registry of Diagnostic Medical Sonographers in the specialty areas of ultrasound physics and instrumentation, abdomen, and obstetrics-gynecology.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Diagnostic Medical Sonography, students will:

- Demonstrate the required technical and critical thinking skills to perform as ARDMS-certified entry-level sonographers, providing accurate and efficient general diagnostic sonographic examinations and procedures.
- Obtain, review and integrate pertinent patient history and supporting clinical information/data to optimize diagnostic results.
- Record sonographic diagnostic, pathologic and/or physiologic information for interpretation by a physician.
- Interact effectively, professionally, and ethically in oral and written communications with patients, their families, physicians and other health care professionals, adhering to the recognized SDMS scope of practice.
- Provide basic patient care and comfort, anticipating and responding to patient needs.

#### **PREREQUISITES**

(36 credits)

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

ENGL& 101 English Composition I 5

CMST& 101	Introduction to Communication	5
or CMST 110	Multicultural Communication	
HIM 130	Medical Terminology I (or higher level	3
	equivalent Medical Terminology course)	
MATH& 141	Pre-Calculus I	5
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
PHYS& 115	General Physics	6

#### ADDITIONAL REQUIREMENTS

Contact the DMS program for information about:

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

Students are responsible for arranging dependable transportation to and from clinical sites and dependable child/dependent care. Admission to the Diagnostic Medical Sonography program is competitive. There are usually more applicants to the program than available positions. Completing prerequisite courses and satisfying other requirements for a complete application, does not guarantee program admission.

#### Associate in Applied Sciences Degree

(109-111 credits)

#### FALL QUARTER (18 CREDITS)

•	` ,		
DMS 101	Sonography Lab I	2	
DMS 105	Ultrasound Cross-Sectional Anatomy	5	
DMS 110	Pathophysiology I	3	
DMS 120	Abdominal Sonography	3	
DMS 130	Physics and Instrumentation I	3	
DMS 175	Orientation to DMS (Early Start)	2	
WINTER QUAR	RTER (15 CREDITS)		
DMS 102	Sonography Lab II	3	
DMS 111	Pathophysiology II	3	
DMS 121	Small Parts and Superficial Structures	3	
	Sonography		
DMS 122	Gynecological Sonography	3	
DMS 131	Ultrasound Physics and Instrumentation II	3	
SPRING QUARTER (16-18 CREDITS)			
DMS 103	Sonography Lab III	2	
DMS 123	Obstetrical Scanning and Pathophysiology	5	
DMS 124	Introduction to Vascular Sonography	3	
DMS 125	Advanced Sonography	2	
DMS 140	Patient Care and Scope of Practice	2	
DMS 150	Introduction to Clinical I	2	

#### SUMMER QUARTER (15 CREDITS)

DMS 151	Ultrasound Clinical II	13	
DMS 160	Ultrasound Seminar and Critique I	2	
DMS 299	Independent Study	2-15	
FALL QUARTER	R (15 CREDITS)		
DMS 250	Ultrasound Clinical III	13	
DMS 260	Ultrasound Seminar and Critique II	2	
Winter Quarter (15 credits)			
DMS 251	Ultrasound Clinical IV	13	
DMS 261	Ultrasound Seminar and Critique III	2	
SPRING QUART	ER (15 CREDITS)		
DMS 252	Ultrasound Clinical V	13	
DMS 270	Ultrasound Registry Review Seminar	2	

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## **EMERGENCY MEDICAL AND HEALTH SERVICES**

#### PROGRAM CHAIR

Melissa Stoddard, MICP 253.566.5219 mstoddard@tacomacc.edu

TCC's Emergency Medical and Health Services program prepares students for employment in the emergency medical services field. The program has two levels: the EMT-Basic certificate course and the Paramedic certificate/optional AAS degree.

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

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

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

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the certificate in Paramedic Education, students will:

- Function as competent, entry-level National Registered Paramedics.
- Use critical-thinking and decision-making skills to perform a differential diagnosis, identify patient care priorities, and develop and execute patient-care plans.
- Demonstrate verbal and written communication skills consistent with the practice of pre-hospital medicine.
- Function efficiently and effectively as members of a health care teams, including treating all patients with dignity, respect and courtesy consistent with the standards of the profession.
- Demonstrate professional and ethical behavior in all aspects of Paramedic care.

## ADMISSION REQUIREMENTS FOR THE EMT-BASIC COURSE

- ACCUPLACER assessment exam scores showing placement at ENGL/ 085 or higher, MATH 085 or higher or successful completion with a 'C' grade or higher in MATH 075.
- Current driver's license
- Current CPR card (Health Care Provider) card issued by the American Heart Association or Professional Rescuer card issued by the American Red Cross. No other cards are accepted.

#### **Emergency Medical Technician-Basic Certificate**

(8 credits)

The EMT-Basic program is the entry-level certification course for the Emergency Medical and Health Services field.

EMC 110 Emergency Medical Technician Basic

## ADMISSION REQUIREMENTS FOR THE PARAMEDIC PROGRAM

- EMT-Basic or EMT-Intermediate certification with work or volunteer experience for a minimum of one or more years ride time. Certification requires state licensure and/or national licensure with Registry (NREMT)
- o Completion of MATH 090, ENGL& 101 or showing placement in ENGL& 101 and MATH 090.

## ADDITIONAL REQUIREMENTS

Contact the EMS program for information about:

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

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

#### **Paramedic Education Certificate**

(65 credits)

NOTE: It is anticipated that summer 2013 will be the last admission quarter for a certificate only in Paramedic. Consult the TCC website for more information about the newly structured Associate in Applied Science in Paramedic Medicine.

#### Prerequisites (8 credits)

BIOL& 175	Human Biology	5	
HIM 130	Medical Terminology	3	
FALL QUARTER	(22 CREDITS)		
EMC 116	Introduction to Emergency Medical Care	4	
EMC 120	Paramedic I (didactic)	12	
EMC 130	Paramedic Clinical I	4	
PE 100	Total Fitness	2	
WINTER QUARTER (21 CREDITS)			
EMC 121	Paramedic (didactic) II	12	
EMC 131	Paramedic Clinical II	7	
PE 200	Advanced Total Fitness	2	
Spring Quarter (14 credits)			
EMC 122	Paramedic III (didactic)	5	

EMC 132 Paramedic Clinical III

## Associate in Applied Sciences Degree

(107 credits)

The AAS degree in Emergency Medical & Health Services requires the completion of the Paramedic Education Certificate (65 credits) and an additional 42 credits of required degree courses. With the exception of EMC 200, students may take all of the required degree courses in advance of the Paramedic Education certificate program.

## REQUIRED DEGREE COURSES (42 ADDITIONAL CREDITS))

EMC 200	Contemporary Issues in Pre-Hospital	2
	Care	
PSYC& 100	General Psychology	5
ENGL& 101	English Composition I	5
BUS 110	Business Math	5
or MATH& 107	Math in Society	
BUS 163	Management Principles and	5
	Organizational Systems	
or BUS 164	Leadership and Human Relations	
PHIL 105	Introduction to Critical Thinking	5
or ENGL& 102	Composition II: Argument and	
	Persuasion	
SOC& 101	Introduction to Sociology	5
CMST& 101	Introduction to Communication	5
or CMST& 220	Public Speaking	
CU 105	Word I, Excel I	5

## **HEALTH INFORMATION MANAGEMENT**

#### PROGRAM CHAIR

Char Gore, RHIA, CCS 253.566.5082 cgore@tacomacc.edu

TCC's online Health Information Management (HIM) program prepares students for employment in hospitals, ambulatory health care facilities, physician practices, skilled nursing facilities, state or federal health agencies, insurance providers, software vendors, and information technology departments.

The HIM program provides a combination of medical knowledge and business applications and leads to an Associate of Applied Sciences degree. Graduates are eligible to write the nationally recognized certification exam for Registered Health Information Technicians (RHIT) sponsored by the American Health Information Management Association (AHIMA). Prospective students are encouraged to visit the AHIMA careers website (http://hicareers.com) to view career opportunities and extensive professional resources.

Degree completion and attainment of the RHIT credential may provide the opportunity to enter a university level 2+2 Health Information Administration program and become eligible to sit for the Registered AHIMA Health Information Administrator (RHIA) credential. Students who wish to transfer to four-year colleges and universities should work closely with their TCC advisor and contact their transfer institutions to determine transfer requirements.

TCC's HIM program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Skills students acquire through the program are identified in the AHIMA Associate Degree Entry-Level Competencies for the profession (http://www.cahiim.org).

Entry into the HIM program is on a space available basis. There is no formal application process.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Health Information Management students will:

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

#### PROGRAM REQUIREMENTS

This is a full online learning program. Students are required to have 24/7 internet access with reliable computer hardware and software. For more information go to

www.tacomacc.edu/onlineclasses/gettingstarted/. Students must be familiar with and comfortable using computers. Those who need remedial computer training should take TCC's CU 100 course (2-credits) prior to program entry. Students are required to use Microsoft Office programs, specifically Word and PowerPoint. Those who are uncomfortable with either of these applications should take CU 102 Word I (2 credits) and/or CU 104 PowerPoint (1 credit) prior to program entry.

Professional Practice Experience internships for the program "Capstone" courses require:

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

### Associate in Applied Sciences Degree

(101-102 credits)

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

## PREREQUISITES (15 CREDITS)

High School diploma or GED

Assessment at college-level reading or completion of READ 95

	Assessment at college-level reading of completion of READ 95		
	BIOL& 175	Human Biology with Lab	5
	BUS 110	Business Math	5
	ENGL& 101	English Composition I	5
	1st Quarter (fall/spring) (13 credits)		
	HIM 101	Success Strategies for HIM Students	2
	HIM 110	Health Care Delivery Systems	3
	HIM 125	HIM Health Data Structure, Content and	5
		Standards	
	HIM 130	Medical Terminology I	3
2ND QUARTER (WINTER/FALL) (13 CREDITS)			
	HIM 131	Medical Terminology II	5
	HIM 140	Beginning ICD-9-CM Diagnostic Coding	2
	HIM 175	Clinical Classification Systems	3
	HIM 195	Health Care Privacy, Confidentiality, Legal and	3
		Ethics	
	3RD QUARTER (1	FALL/SPRING) (18 CREDITS)	
	HIM 145	Health Care Statistics and Research	2

HIM 145	Health Care Statistics and Research	2
HIM 160	Pathophysiology	5
HIM 175	Clinical Classification Systems	3
HIM 220	Intermediate ICD-9-CM Coding	5

CU 103	Excel 1 (can take anytime-if taking the IT track then must complete prior to taking CU 210)	3
4TH QUARTER (	FALL/SPRING) (15 CREDITS)	
HIM 216	CPT Coding	5
HIM 241	Data Quality and Performance Improvement	5
HIM 240	ICD-10-CM Coding	3
CU 110	Access I (can take anytime-if taking the IT track	2
	then must complete prior to taking CU 210)	
5TH QUARTER (	winter/fall) (16 credits)	
HIM 210	HIM Revenue Cycle - 2	5
HIM 215	Information and Communication Technologies	5
	· ·	
HIM 242	Health Information Management and	3
	Leadership	
ELECTIVE TRACK -	TAKE ONE OR THE OTHER	
HIM 245	Advanced Coding (coding track)	3
CU 210	Access II (IT track)	3
6TH QUARTER (	spring/winter) (14-15 credits)	
HIM 254	HIM Capstone	5
HIM 255	HIM Professional Practice Experience	5
IT 230	Introduction to Product Management (offered	2
	spring and summer only)	
ELECTIVE TRACK -	TAKE ONE OR THE OTHER	
HIM 250	Coding Clinical (Coding track)	2
IT 245	Data Modeling (offered spring only) (IT track)	3
or IT 248	Database Modeling (offered spring only) (IT	2
	track)	

## CERTIFICATE OPTION AVAILABLE

An e-HIM (electronic-Health Information Management) certificate is also offered in collaboration with TCC's Networking & Convergence Technologies program. This 43-credit certificate is designed to complement the Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential. The certificate program provides information technology skills that allow HIM professionals to participate on health information management IT teams working in electronic development and/or management of health information. For more information, visit www.tacomacc.edu/ehimcertificateprogram.

## **HUMAN SERVICES**

#### PROGRAM CHAIR

Jim Carroll 253.566.5214 jcarroll@tacomacc.edu

TCC's competency-based Human Services program prepares students for employment as practitioners in social service, health and addiction agencies. The program offers three completion options:

- a one-quarter (15 credits) Case Aide certificate
- a three-quarter (45 credits) Human Services certificate
- a two-year Associate in Applied Sciences (AAS) degree in Human Services.

The program's core courses and PSYC& 100 course currently satisfy the educational competencies for Chemical Dependency Trainee for the state of Washington.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree or the certificate in Human Services, students will:

- Assess client needs, plan strategies, respond to crisis, and document relevant interactions and information in styles and formats consistent with best practices.
- Construct personal and professional development plans to improve the ability to work collaboratively with clients and coworkers.
- Provide quality client care by integrating communication, advocacy, resources, and support into services in various social service and addiction treatment settings.
- Integrate cross-cultural competencies with sensitivity toward uniqueness to better meet the personal and professional needs of self and others.
- Resolve personal and professional challenges by developing, communicating, and practicing intellectual, physical, psychological, and spiritual self care.

#### PROGRAM ADMISSION REQUIREMENTS

To enter the Human Services program, students must assess at ENGL & 101 level or have completed ENGL / 095

### Case Aide Certificate

(15 credits)

The Case Aide Certificate is designed to prepare students for entry-level employment opportunities with a wide variety of human service agencies.

HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques	5
HSP 112	Best Practices in Human Services	5

## Associate in Applied Sciences Degree

(92 credits)

1st Quarter		
HSP 100	Introduction to Human Services	5
HSP 103	Therapeutic Approaches and Techniques	5
HSP 107	Behavioral Health and Wellness	5
2ND QUARTER		
HSP 112	Best Practices in Human Services	5
HSP 113	Advanced Helping Strategies	5
HSP 117	Ethics and Professional Development	5
3rd Quarter		
HSP 121	Survey of Addictions and Pharmacology	5
HSP 126	Cultural Competencies for Human Services	5
HSP 291	Supervised Clinical Practicum I	5
4TH QUARTER		
CU 102	Word I (or other approved computer course)	2
ENGL& 101	English Composition I	5
HSP 292	Supervised Clinical Practicum II	5
5TH QUARTER		
ENGL& 102	Composition II: Argument and Persuasion	5
PSYC& 100	General Psychology	5
HSP 293	Supervised Clinical Practicum III	5
6th Quarter		
HSP	Specialty Course (Select one from list below)	5
SOC& 101	Introduction to Sociology	5
BUS 110	Business Math	5
or MATH& 107	Math: A Practical Art	

#### **ELECTIVES**

1cm OTTARTER

Students completing the Applied Sciences degree or Arts and Sciences degree along with the Human Services program must select 10 credits of related elective courses. Students may select specialty courses from the Human Services program, human development courses, and/or behavioral sciences courses. Specialty courses are usually taken during the last three quarters of the program.

#### SPECIALIZATION COURSES

Students are encouraged to select two courses that relate to their academic and career goals. Ongoing academic advising is provided to help students adjust program requirements to meet specific needs. For information contact the HSP office at 253.566.5076.

HSP 130	Recovery Education	5
HSP 212	Advanced Case Management	5
HSP 224	Dynamics of Family Violence	5
HSP 225	Treatment Trends for Domestic Violence	5
HSP 230	Co-Occuring Disorders	5
HSP 241	Working with Youth and Families	5

HSP 251	Substance Abuse Prevention Strategies	5
HSP 252	Advanced Prevention Strategies	5
HSP 265	Aging and Adult Services	5
HSP 281	Clinical Supervision	5
HSP 282	Program Planning and Grant Writing	5

## CHEMICAL DEPENDENCY PROFESSIONAL CERTIFICATE

## **Human Services Certificate**

(45 credits)

The Human Services certificate meets the educational competencies for Chemical Dependency Professional (CDP) certification

NOTE: An Associates degree is required for the CDP certificate.

## 1st Quarter (15 credits)

•	-			
HSP 100	Introduction to Human Services	5		
HSP 103	Therapeutic Approaches and Techniques	5		
HSP 107	Behavioral Health and Wellness	5		
2ND QUARTER (	15 credits)			
HSP 117	Ethics and Professional Development	5		
HSP 113	Advanced Helping Strategies	5		
HSP 112	Best Practices in Human Services	5		
3rd Quarter (15 credits)				
HSP 291	Supervised Clinical Practicum I	5		
or PSYC& 100	General Psychology			
HSP 121	Survey of Addictions and Pharmacology	5		
HSP 126	Cultural Competencies for Human Services	5		

## **MEDICAL OFFICE PROFESSIONAL**

#### PROGRAM CHAIR

Charlene Gore 253.566.5082 cgore@tacomacc.edu

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

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

- Medical Office Clerk (one quarter) prepares students for employment as entry-level medical office clerks. Typical duties might include greeting clients, answering phones, typing, making appointments, and filing.
- Medical Registration and Admissions Specialist (two quarters) prepares students for employment in entry-level positions as patient registration specialists, admissions clerks, and patient access representatives in hospitals, specialty centers, clinics, and other health care agencies. Duties may include greeting patients, accurately entering patient demographics into electronic or paper records, maintaining admission forms, collecting co-payments and other cash transactions, and other duties.
- Medical Office Assistant (one year) prepares students for employment in entry-level positions as receptionists or clerical workers in physician's offices, hospitals, clinics, and other health care agencies. Duties may include greeting patients, scheduling appointments, preparing routine correspondence, processing bills, maintaining health information, and other duties.
- Medical Office Professional Associate in Applied Science degree (two years) prepares students to perform general duties in physician offices, hospitals, clinics, and other health care agencies. Duties may include reception, appointment scheduling, specialty services, surgical scheduling, scheduling and managing other medical employees, managing financial operations, interviewing and preparing patients prior to examination, maintaining medical records, and transcribing correspondence and medical reports. Students learn to apply knowledge of medical terminology, word processing and spreadsheet skills.

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

This program is managed through and offered at TCC's Gig Harbor Campus; however classes may be taken at the Tacoma Campus by prearrangement with the program chair. Students may pursue the program on a full- or part-time basis.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the Medical Office Professional AAS degree students will:

- Demonstrate effective oral and written communication techniques to be used with professional medical staff and patients.
- Use computer skills to make appointments, collect and maintain medical data, post procedures, and post payments.
- Interpret state and federal regulations that protect the privacy and security of patient information.
- Demonstrate effective and successful employment seeking skills including, but not limited to: job search, personal skill set awareness, application and/or resume/cover letter preparation, successful interviewing skills and personal ethics.
- Evaluate professional medical administrative support organizations.
- Exemplify good customer service skills.
- Construct a professional growth plan.

### CERTIFICATE AND DEGREE PREREQUISITES

- o High school diploma or GED
- ENGL/ 095 or assessment at college-level reading and English
- o MATH 085 or assessment at MATH 090
- o Minimum keyboard speed of 25 wpm

## ADDITIONAL REQUIREMENTS

Because most of the curriculum is presented either in online or hybrid online format, students must have 24/7 internet access and reliable computer hardware and software. Contact the program chair for information about:

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

NOTE: There may be changes to this program in the 2012-13 school year. Be sure to check the program website for latest information.

#### Medical Office Clerk Certificate

(17 credits)

#### CORE REQUIREMENTS (17 CREDITS)

BUS 102	Customer Service	2
CU 105	Word I, Excel I	5
or CU 102	Word I	
and CU 103	Excel I	
MO 106	Professional Document Production	2

HIM 130	Medical Terminology I	3
MO 100	Medical Office Procedures	3
MO 143	Medical Office Professional Development	2

## Medical Registration & Admissions Specialist Certificate

(12 additional credits = total 29 credits)

This program requires the completion of the Medical Office Clerk certificate (one-quarter program) and the following 12 credits (total 29 credits). All courses must be successfully completed with a grade of 'C' or higher.

#### CORE REQUIREMENTS

MO 139

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

#### **Medical Office Assistant Certificate**

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

Students must complete the Medical Office Clerk, the Medical Registration and Admissions Specialist certificate programs to enroll in this program. Students are encouraged to work closely with the Medical Office program chair in planning their academic schedules. All courses must be successfully completed with a grade of 'C' or higher. Courses are not listed below in the order in which they should be taken.

#### TECHNICAL CORE REQUIREMENTS (5 CREDITS)

GENERAL CORE REQUIREMENTS (15 CREDITS)				
	BUS 110	Business Math	5	
	BUS 164	Leadership and Human Relations	5	
	ENGL& 101	English Composition I	5	
	OPTIONAL ELECTIVES (MINIMUM 4-5 CREDITS)			
	CMST& 101	Introduction to Communication	5	
	CU 203	Excel II	3	
	CU 210	Access II	3	
	MO 159	Introduction to Medical Coding	5	

Introduction to Disease Process

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

#### Associate in Applied Sciences Degree

(41 additional credits = total 94-95 credits)

Students must complete the Medical Office Clerk, Medical Registration and Admissions Specialist, and Medical Office Assistant certificate programs to enroll in this degree program. Students are encouraged to work closely with the Medical Office program chair in planning their academic schedules. All courses must be successfully completed with a grade of 'C' or higher. Courses are not listed below in the order in which they should be taken.

#### TECHNICAL CORE REQUIREMENTS (21CREDITS)

	- · · · · · · · · · · · · · · · · · · ·	
BIOL& 170	Human Biology (without lab)	5
or BIOL& 175	Human Biology with Lab	
TACOMA COMMUN	ITY COLLEGE   <b>2012-2013 CATALOG</b>	

CU 203	Excel II	3		
CU 210	Access II	3		
MO 140	Medical Transcription I	5		
MO 159	Introduction to Medical Coding	5		
GENERAL CORE REQUIREMENTS (10 CREDITS)				
CMST& 101	Introduction to Communication	5		
ENGL& 102	Composition II: Argument and Persuasion	5		
or ENGL 103	College Composition III: Writing about Literature			
ELECTIVES (10 CREDITS)				
At least two college-level courses, one of which must be designated				
as a multicultural course.				

#### MEDICAL BILLING SPECIALIST

#### PROGRAM CHAIR

Char Gore

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TCC's Medical Billing Specialist (MBS) program prepares students for employment as medical billers, patient account representatives, and medical claim reviewers. Students who complete the program will acquire a general knowledge of the health care field with a focus on being able to understand and code medical diagnoses and procedures (ICD-9-CM, CPT, HCPCS) and to bill ethically and accurately for provider reimbursement. Employment locations may include physicians' offices, large group practices, surgery centers, insurance and managed care providers, and other health care settings.

## PROGRAM ADMISSION REQUIREMENTS

- High School diploma or GED.
- Assessment at ENGL& 101 or completion of ENGL/095
- Assessment at MATH 085
- CU 100 or equivalent through computer assessment test

#### ADDITIONAL REQUIREMENTS

Because this is a full online learning program, students must have 24/7 internet access and reliable computer hardware and software. Contact the program chair for information about:

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

## Medical Billing Specialist Certificate

(52 credits

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

## TECHNICAL CORE REQUIREMENTS (39 CREDITS)

BUS 102	Customer Service	2
CU 103	Excel I	3

H	HIM 130	Medical Terminology I	3
H	HIM 131	Medical Terminology II	5
Ν	//O 100	Medical Office Procedures	3
Ν	//O 139	Introduction to Disease Process	5
Λ	//O 143	Professional Development	2
Ν	ЛО 147	Medical Office Reimbursement I	3
Λ	//O 148	Medical Office Reimbursement II	3
Ν	ЛО 159	Intro. to Medical Coding	5
Ν	/IO 241	Clinical Applications	5
GENERAL CORE REQUIREMENTS (10 CREDITS)			
Е	BUS 110	Business Math	5
Е	NGL& 101	English Composition I	5
ELECTIVES (3 CREDITS)			
(	CU 110	Access I	2
(	CU 203	Excel II	3
H	HIM 140	Beginning ICD-9-CM Diagnostic Coding	2
H	HIM 220	Intermediate ICD-9-CM coding	2

## **NETWORKING AND CONVERGENCE TECHNOLOGIES**

#### PROGRAM CHAIR

Jeanette Smith-Perrone 253.566.5292 jsmith-perrone@tacomacc.edu

TCC's Networking and Convergence Technologies program prepares students for careers in network administration and technical support of both traditional and wireless networks. A series of technical and non-technical core courses provide fundamental computer and system concepts along with related business, office, and communication skills. Advanced course work includes training in PC hardware and operating systems, Windows servers, networking, routing, and security and wireless networking. Students can prepare for industry certifications such as A+, and Network+ in a hands-on lecture and laboratory environment.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the course requirements for the AAS degree in Networking and Convergence Technologies, students will:

- Demonstrate effective verbal and written communication skills necessary in information technology.
- Exemplify professional and ethical behaviors required to perform effectively as an information technology team member within an organization.
- Implement critical thinking skills to provide sound solutions for information technology issues.
- Plan to take responsibility for own lifelong learning including anticipation and adaptation to ever-changing business and technology environments.
- Demonstrate an integrated, comprehensive proficiency in the content area of information technology; interpolate this knowledge to the real world.

#### PROGRAM ADMISSION REQUIREMENTS

To enter the program students must meet the following requirements:

- Assessment above MATH 075 or completion of MATH 075 with a 'C' or higher
- Assessment at college-level English or completion of ENGL/ 095 with a 'C' or higher
- Completion of CU 100 and CU 101 with a 'C' or higher or instructor permission

## ACADEMIC PERFORMANCE REQUIREMENTS

All program coursework must be completed with 'C' grades or higher to qualify for any certificates or degrees. Networking & Convergence Technologies program certificates can be earned as stand-alone certificates or they can be applied to the AAS degree requirements.

## Help Desk Certificate

(19 credits)

Prepares students to perform fundamental PC support tasks and to hold entry-level jobs as help desk technicians. Students are encouraged to take the A+ certification exam upon certificate completion.

CU 105	Word I, Excel I	5
CU 108	Outlook	2
IT 102	Microcomputer Fundamentals	5
IT 110	Operating Systems I	5
IT 112	Help Desk Operations	2

## **Technical Support Certificate**

(20 additional credits = total 39 credits)

Builds on basic PC support and networking skills and experience to develop more advanced networking skills. Students are encouraged to take the Network+ certification exam upon certificate completion.

Students must complete the Help Desk certificate or have equivalent work experience as determined by the program chair before completing this certificate.

IT 210	Operating Systems II	5
IT 260	Client/Server Technology - LANs	5
IT 261	Administration of Networks	5
IT 262	Technical Support of Windows Networks	5

## **Network Administration and Support Certificate**

(20 additional credits = total 59 credits)

Prepares students to perform entry-level network administration tasks on both local and wide area networks.

Students must complete the Technical Support certificate or have equivalent work experience as determined by the program chair before completing this certificate.

11 247	11 Project Management	5
IT 270	Service and Support Fundamentals	5
IT 271	Internetworking	5
IT 280	Advanced Networking Technologies	5

## Associate of Applied Sciences Degree

(34 additional credits = total 93 credits)

The Associate in Applied Sciences degree includes additional course work in wireless networking, security, business, project management, and general education. Students are also required to complete internships. Students who complete the AAS degree will

be prepared for more advanced supervisory positions after obtaining requisite field experience.

Students must complete the Network Administration and Support certificate before completing the Networking and Convergence Technologies AAS degree.

Students who need transfer level math should take MATH& 107. ENGL& 101 and CMST& 101 are transfer level classes.

BUS 102	Customer Service	2
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 280	Career Readiness Skills	2
CMST& 101	Introduction to Communication	5
ENGL& 101	English Composition I	5
IT 274	Network Security Fundamentals	5
IT 277	Data Storage Security & Management	5
OPTIONAL		
IT 290	Work Internship	5

#### ADDITIONAL CERTIFICATE OPTIONS

#### **Application Support Specialist Certificate**

(49 credits)

This certificate is designed to prepare students in the use and support of software applications. Success completion of the certificate prepares students for an entry-level position, upgrading their role in an organization, or to further their education.

#### PROGRAM ADMISSION REQUIREMENTS

To enter the program students must meet the following requirements:

- Assessment above MATH 075 or completion of MATH 075 with a "C" or higher
- Assessment at college-level English or completion of ENGL 095 with a "C" or higher
- Assessment at college-level reading or completion of READ 095 with a "C" or higher
- Completion of CU 100 with a "C" or higher, or instructor permission

BUS 102	Customer Service	2
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 280	Career Readiness Skills	2
CMST& 101	Introduction to Communication	5
CU 101	Web-enabled Learning & Communication	2
CU 104	PowerPoint	1
CU 105	Word I, Excel I	5
CU 108	Outlook	2
CU 110	Access I	2
CU 202	Word II	3
CU 203	Excel II	3

CU 210	Access II	3
ENGL& 101	English Composition I	5
IT 112	Help Desk Operations	2
IT 230	Introduction to Project Management	2

#### e-HIM Certificate

(43 credits)

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

The health information management (HIM) field employs accredited professionals who are responsible for the organization and safe-keeping of a patient's health information. Until recently, HIM professionals were primarily concerned with paper documents, but information is now generated, stored, and accessed electronically. This certificate complements the Registered Health Information Technician (RHIT) and Registered Health Information Administrator (RHIA) credentials that allow HIM professionals to participate on health information management IT teams to electronically develop and/or manage health information.

#### PROGRAM ADMISSION REQUIREMENTS

Students must complete CU 100, Introduction to Windows and World Wide Web (2 credits), and CU 101, Web-E nabled Learning & Communication (2 credits), with a 'C' grade or higher.

#### BUS 102 (or HIM

242)	Customer Service	2
CU 105	Word I, Excel I	5
CU 108	Outlook	2
CU 110	Access I	2
CU 203	Excel II	3
CU 210	Access II	3
HIM 125	Health Data Structure, Content and Standards	5
HIM 130	Medical Terminology I	3
HIM 175	Clinical Classification Systems	3
HIM 215	Information and Communication Technologies	3
IT 230	Introduction to Project Management	2
IT 245	Data Modeling	2
IT 248	Database Implementation	3
IT 274	Network Security Fundamentals	5

#### **NURSING**

#### ASSOCIATE DEAN FOR NURSING

Nancy Novak, BS, RN, MN Contact Christine Brubaker 253.566.5358 cbrubaker@tacomacc.edu

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

A graduate who has completed the Associate Degree in Nursing may articulate into a bachelor's degree program at a four-year institution. Additional prerequisites for specific bachelor's degree programs may also be completed at TCC. Interested students are encouraged to contact the four-year college or university of their choice to obtain more detailed information.

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

#### **GENERIC OPTION**

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

A part-time option is also available for those students who will be more successful attending school half-time. Part-time students attend theory class one quarter, followed by the clinical portion the next quarter. Due to this split, part-time students attend classes during summer quarter in addition to the usual academic year (fall-spring). Entry to the part-time option occurs only once a year with the spring quarter enrollment.

#### ADVANCED STANDING FOR LPN OPTION

Licensed Practical Nurses who wish to become Registered Nurses may apply for advanced standing in the program. LPNs are admitted into the program twice a year, in summer and winter. LPNs are required to take an LPN articulation course that prepares them to transition into either third (part-time) or fourth (full-time) level, depending on assessment level.

### ASSOCIATE IN PRE-NURSING TRANSFER DEGREE OPTION

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

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS Nursing degree, students will:

- Use critical thinking skills to apply the nursing process in caring for patients and their families by identifying, developing, implementing, evaluating and documenting a plan of care utilizing appropriate technology.
- Demonstrate the ability to function effectively in a collaborative multicultural environment utilizing effective interpersonal communications, both written and verbal.
- Demonstrate professional and ethical conduct in providing safe
  patient care, specifically: follow directions consistently and
  accurately, follows through on all assigned tasks and
  responsibilities, demonstrates receptiveness to questions,
  suggestions and feedback, demonstrates punctuality, satisfactory
  attendance, effective time management and prioritization,
  demonstrates honesty, integrity, and accountability for all actions,
  demonstrates respectful positive team behavior, and protects
  client rights and confidentiality.
- Apply principles of caring and effective communication.

#### PROGRAM ADMISSION REQUIREMENTS

Students must take a select number of general study courses before application is made to the nursing program. These courses are designed to provide students with a strong foundation in sciences and humanities before they enter the nursing program. Due to the sequencing of courses, student may find it difficult to complete the Associate Degree in Nursing in two years. Typically students take at least three years to complete all courses for the degree. Some courses are required for program application. Course work completed at other colleges must be evaluated by TCC's Credential Evaluator. Applicants should arrange to have official transcripts sent to TCC as early as possible. The applicant must apply to the college and submit the "Evaluation of Credits and Transcript Review Request," with the official transcripts being evaluated. Please send transcripts to Enrollment Services in Bldg. 7. Do not send transcripts directly to the nursing program. Students are encouraged to apply to the Nursing program as soon as their prerequisites are completed. They do not need to wait until the application deadline to submit an application.

#### REQUIREMENTS UPON PROGRAM ACCEPTANCE

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

It is the student's responsibility to arrange for dependable transportation to and from the clinical site as well as for dependable child/dependent care.

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

#### PROGRAM PREREQUISITES (37CREDITS)

BIOL& 241	Anatomy and Physiology 1*	12
and BIOL& 242	Anatomy and Physiology 2*	

All courses of an Anatomy and Physiology (A&P) series must be completed before the application is submitted. A&P series from other schools must be at least 10 credits in length and include a lab component to the course work.

BIOL& 260	General Microbiology*#	5
CHEM& 121	Introduction to Inorganic Chemistry#	5
ENGL& 101	English Composition I	5
or ENGL& 102	English Composition II: Argument & Persuasion	
PSYC& 100	General Psychology	5

<sup>\*</sup>Courses taken must be no more than 10 years old.

ADDITIONAL PREREQUISITE/CO-REQUISITE COURSEWORK

Must be completed before entering the program (but not before applying). This course is not used in admission scoring. Advanced standing applicants may take this course in the same quarter as the articulation courses (NURS 161, 162, 163, or NURS 261, 262, 263).

PSYC& 200 Lifespan Psychology 5

### Associate in Applied Sciences Degree - Nursing: Generic Plan

(122 Credits)

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

Program Prerequisites (37credits)

#### CORE REQUIREMENTS (75 CREDITS)

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

NURS 151	Nursing Focus I: Technology	2
NURS 211	Nursing IV: Caring for the Client with Acute	5
	Problems (Theory)	
NURS 212	Nursing IV: Caring for the Client with Acute	5
	Problems (Clinical)	
NURS 221	Nursing V: Caring for the Client with Chronic	5
	Problems (Theory)	
NURS 222	Nursing V: Caring for the Client with Chronic	5
	Problems (Clinical)	
NURS 231	Nursing Seminar in Care Management (Theory)	1
NURS 232	Nursing Preceptorship: Manager of Care	8
	(Clinical)	
NURS 233	Nursing Preparation for Licensure	1
NURS 241	Nursing Focus IV: Leadership and Management	2
NURS 242	Nursing Focus V: End of Life	2
NURS 243	Nursing Focus VI: Trends and Issues	2
RELATED INSTR	uction Requirements (10 credits)	
CMST& 101	Introduction to Communication	5
or CMST 110	Multicultural Communication	
or CMST& 220	Public Speaking	
SOC& 101	Introduction to Sociology	5
or ANTH& 206	Cultural Anthropology	

### Associate in Applied Sciences Degree - Advanced Standing for LPN Plan

(93-104 Credits)

This option is intended for students who already have an LPN license. 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. Program Prerequisites (37 credits)

#### CORE REQUIREMENTS (43-54 CREDITS)

CORE REQUIR	EMEN 15 (4) JICKEDII5)	
LS 102	Research Methods	2
NURS 130	LPN - RN Articulation 3rd Level	3
or NURS 210	LPN - RN Articulation 4th Level	3
NURS 151	Nursing Focus I: Technology	2
* 3rd Quartei	R ENTRY POINT	
NURS 131	Nursing III: Caring for the Childbearing Family -	5
	Theory	
NURS 132	Nursing III: Caring for the Childbearing Family -	5
	Clinical	
NURS 133	Nursing Interventions III: Advanced Skills (Lab)	1
4TH QUARTER ENTRY POINT		
NURS 211	Nursing IV: Caring for the Client with Acute	5
	Problems - Theory	
NURS 212	Nursing IV: Caring for the Client with Acute	5
	Problems - Clinical	
NURS 221	Nursing V: Caring for the Client with Chronic	5
	Problems - Theory	

NURS 222	Nursing V: Caring for the Client with Chronic	5	
	Problems - Clinical		
NURS 231	Nursing Seminar in Care Management (Theory)	1	
NURS 232	Nursing Preceptorship: Manager of Care	8	
	(Clinical)		
NURS 233	Nursing Preparation for Licensure	1	
NURS 241	Nursing Focus IV: Leadership and Management	2	
NURS 242	Nursing Focus V: End of Life	2	
NURS 243	Nursing Focus VI: Trends and Issues	2	
RELATED INSTRUCTION REQUIREMENTS (10 CREDITS)			
CMST& 101	Introduction to Communication	5	
or CMST& 220	Public Speaking		
or CMST 110	Multicultural Communication		
SOC& 101	Introduction to Sociology	5	
or ANTH& 206	Cultural Anthropology		

 $<sup>^{\</sup>ast}$  Students who test out of Pediatrics are eligible to enter level 4 which will be 11 credits less for the degree.

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#### **PARAEDUCATION**

#### PROGRAM CHAIR

Mary Skinner

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TCC's Paraeducator, Early Childhood Emphasis program prepares students for employment in a variety of educational settings. Students can earn certificates or two-year Associate in Applied Sciences degrees. Enrollment is open to:

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

Employment in this field requires a criminal background check.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the Paraeducator certificate or AAS degree in Paraeducator, Early Childhood Emphasis, students will:

- Use an understanding of young children's characteristics and needs, and of multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each child.
- Create respectful, reciprocal relationships that support and empower families, and to involve all families in their child's development and learning.
- Use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of every child.
- Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Use knowledge and other resources to design, implement, and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every child.
- Use ethical guidelines and other professional standards related to early childhood practice; demonstrate knowledgeable, reflective and critical perspectives on their work and are informed advocates for sound practices and policies.

#### Paraeducator, Early Childhood Emphasis Certificate

(39 credits)

Note: A grade of "C" or better is required in all core requirements.

#### CORE REQUIREMENTS (34 CREDITS)

EDP 100	Introduction to Early Childhood Education	3
EDP 101	Early Childhood Environmental Design	3
EDP 102	Math, Science & Technology for Young Children	3
EDP 112	Creative Arts & Literacy in Early Childhood	3
	Education	

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		
or EDP 141, 142 and 143 can be substituted				
PSYC& 200	Developmental Psychology: Life Span	5		
or EDUC& 115	Child Development			
GENERAL EDUCATION REQUIREMENTS (5 CREDITS)				
PSYC& 100	General Psychology	5		

#### Associate in Applied Sciences Degree

(51 additional credits = total 90 credits)

Choose one of the following courses:

**ANTH& 100** 

HIST& 146

or HIST& 147

Upon completion of the Paraeducator, Early Childhood Emphasis certificate (39 credits), students may enroll in the following courses to obtain the AAS degree in Paraeducation, Early Childhood Emphasis.

#### GENERAL EDUCATION REQUIREMENTS (26-30 CREDITS)

ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argument and Persuasion	5
CMST& 101	Introduction to Communication	5
MATH 107	Math: A Practical Art	5
or MATH& 131	Math for Elementary School Teachers I	
or MATH& 132	Math for Elementary School Teachers II	
EDP 211	Administration of Early Learning Programs I (1)	3-5
and EDP 212	Administration of Early Learning Programs II (1)	
and EDP 213	Administration of Early Learning Programs III	
	(1)	
or BUS 164	Leadership and Human Relations (5)	
CU 100	Introduction to Practical Computing	2-5
and CU 102	Word I (2)	
or CU 105	Word I, Excel I (5)	
ELECTIVE REQ	uirements (25 credits)	

HUM& 101	Introduction to Humanities	
ART& 100	Art Appreciation	
or ART 180	Art for Elementary Education	
or MUSC 120	Music in the Classroom	
Social Sciences - Ch	oose two of the following courses:	10
SOC& 101	Introduction to Sociology	
SOC& 201	Social Problems	

Survey of Anthropology

US History I

US History II

or HIST& 148	US History III	
Natural Sciences - C	hoose one of the following courses:	5
ASTR& 101	Introduction to Astronomy	
BIOL& 100	Survey of Biology	
BIOL& 175	Biology with Lab	
CHEM& 110	Chemical Concepts with Lab I	
ENVS& 101	Introduction to Environmental Science	
GEOL& 101	Introduction to Physical Geology	
OCEA& 101	Introduction to Oceanography	

### Management of Early Learning Program Certificate (6 credits)

Designed to provide childcare personnel with knowledge to open, operate and manage childcare centers and early learning programs that meet licensing, accreditation and other quality standards, to foster adult relationships within those programs. Program completion combined with the Paraeducator, Early Childhood Emphasis certificate, provides the 45 credits of early childhood education required for Washington state childcare licensing of early learning program supervisors.

### Administration of Early Learning Program Requirements (3 credits)

EDP 211	Administration of Early Learning I: Program	1
	Administration	
EDP 212	Administration of Early Learning II: Operation of	1
	Children's Program	
EDP 213	Administration of Early Learning III: Staffing and	1
	Professional Development	

### CHILD, FAMILY AND COMMUNITY RELATIONSHIPS REQUIREMENTS (3 CREDITS)

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

#### **Child Development Specialist Certificate**

(18 credits)

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

Courses completed for this certificate will satisfy 12 credits (EDP 100, 101, 140 and 202) of the Paraeducator, Early Childhood Emphasis certificate or the Associate in Applied Science degree. The schedule below provides a tentative schedule, but may change depending on enrollment levels.

#### 1st Quarter (9 credits)

EDP 100	Introduction to Early Childhood	3
	Education	
EDP 141	Guiding Behavior of Young Children 1	1
EDP 190	Early Childhood Clinical Experience	2
2ND QUARTER (9 CRE	EDITS)	
EDP 101	Early Childhood Environmental Design	3
EDP 142	Guiding Behavior of Young Children 2	1
EDP 190	Early Childhood Clinical Experience	2
3rd Quarter (9 cre	DITS)	
EDP 202	Family, Health, Nutrition & Safety	3
EDP 143	Guiding Behaviors of Young Children III	1
EDP 190	Early Childhood Clinical Experience	2

#### INTERNSHIP/WORK EXPERIENCE

Students enrolled in this program are required to participate in 180 hours of internship/ work experience over the course of the three program quarters. Placement assistance is available for those not currently working in early childhood environments.

#### **PARALEGAL**

#### PROGRAM CHAIR

Janet Olejar, J.D. 253.566.5053 jolejar@tacomacc.edu

TCC's Paralegal program prepares students for employment in the legal services as specialists who will provide assistance to attorneys or other legal professionals.

Students can earn Associate in Applied Sciences degrees (Paralegal); or, if already with previously earned Associate in Arts and Sciences or bachelor's degree, may pursue the Paralegal Pro-Certificate. Students who transfer from other paralegal programs should read TCC's credit transfer policy at www.tacomacc.edu/paralegal. Although the Applied Sciences degree is not a transfer degree, students interested in attending law school are encouraged to take advantage of the various law courses offered in this program.

TCC's Paralegal program is approved by the American Bar Association.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Paralegal and the Paralegal Preferred Pro-Certificate, students will:

- Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct to resolve them
- Demonstrate oral and written skills that paralegals use on the job
- Apply basic principles of legal analysis
- Use computers and other technology for document production, law office management, and trial preparation
- Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people
- Manage multi-tasks while prioritizing them to meet deadlines

#### PROGRAM ADMISSION REQUIREMENTS

- Assessment at college-level English and reading. A minimum 'C' grade or higher in each course applied to the degree.
- Students must retake required courses in which they earned 'C'
  grades or lower. For elective courses in which 'C' grades or lower
  are earned, students may retake the original course or choose to
  earn a 'C' grade or higher in another elective course.

### Paralegal Associate in Applied Sciences Degree Plan (100 credits)

Note: PLST course prefix is formerly ADLJ through the end of fall quarter 2012.

#### CORE REQUIREMENTS (56 CREDITS)

CU 105	Word I, Excel I	5
MO 106	Professional Document Production	2
PLST 149	Writing Basics for Paralegals	3
PLST 150	Paralegal Fundamentals and Ethics	5
PLST 151	Legal Research and Writing I	5

PLST 152	Introduction to Civil Law	5
PLST 153	Civil Procedure I	5
PLST 154	Computer Applications in the Law	3
PLST 155	Health/Dealing with Stress	1
PLST 232	Interviewing and Investigation	5
PLST 233	Internship I - Paralegal	5
PLST 239	Transition Planning	1
PLST 251	Legal Research and Writing II	3
PLST 253	Civil Procedure II	3

#### **ELECTIVE COURSES (9 CREDITS)**

Select a minimum of 9 credits from the following courses

	PLST 156	Criminal Procedure for Paralegals	5
	PLST 221	Family Law	3
	PLST 222	Probate/Estate Planning	3
	PLST 223	Alternative Dispute Resolution	3
	PLST 224	Real Estate Law	3
	PLST 225	Bankruptcy Law	3
	PLST 226	Administrative Law	3
	PLST 228	Employment and Labor Law	3
	PLST 230	Business Organization/ Corporations	3
	PLST 231	Contracts/Commercial Transactions	3
	PLST 234	Internship II - Paralegal	5
_	_	_ (	

#### RELATED INSTRUCTION REQUIREMENTS (35 CREDITS)

REENTED INSTRUCTION REQUIREMENTS (3) CREDITS)		
ENGL& 101	English Composition I	5
CMST& 220	Public Speaking	5
BUS 110	Business Math	5
or MATH 90	Elementary Algebra	
Natural Science	See note below*	5
Political Science/	See note below*	5
History		
Sociology/	See note below*	5
Psychology		
Multicultural	See note below*	5
Course		

<sup>\*</sup>Any course identified as meeting the respective requirement for TCC's Associate of Arts & Sciences degree

#### Paralegal Preferred Pro-Certificate

(55 credits)

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

#### CORE REQUIREMENTS (52 CREDITS)

CU 105	Word I, Excel I	5
MO 106	Professional Document Production	2
PLST 150	Paralegal Fundamentals and Ethics	5
PLST 151	Legal Research and Writing I	5
PLST 152	Introduction to Civil Law	5
PLST 153	Civil Procedure	5
PLST 154	Computer Applications in the Law	3
PLST 156	Criminal Procedure for Paralegals	5
PLST 232	Interviewing and Investigation	5
PLST 233	Internship I - Paralegal	5
PLST 239	Transition Planning	1
PLST 251	Legal Research and Writing II	3
PLST 253	Civil Procedure II	3

#### **ELECTIVE COURSES (3 CREDITS)**

Select a minimum of 3 credits from the following:

PLST 221	Family Law	3
PLST 222	Probate/Estate Planning	3
PLST 223	Alternative Dispute Resolution	3
PLST 224	Real Estate Law	3
PLST 225	Bankruptcy Law	3
PLST 226	Administrative Law	3
PLST 228	Employment and Labor Law	3
PLST 230	Business Organization/Corporation	3
PLST 231	Contracts/Commercial Transactions	3
PLST 234	Internship II - Paralegal	5

#### **RADIOLOGIC SCIENCE**

#### PROGRAM CHAIR

Mike Mixdorf, M.Ed., R.T. (R)(CT) 253.566.5168 mmixdorf@tacomacc.edu

TCC's Radiologic Science program prepares students for employment as Radiologic Technologists and leads to an Associate in Applied Sciences degree. Clinical practice is performed in program affiliated hospitals and imaging centers. TCC's Radiologic Science program is in Diagnostic Radiography only. The program courses are offered sequentially and students should plan to attend full time

The TCC Radiologic Science program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312.704.5300, email: mail@jrcert.org. The JCERT website is: www.jcert.org.

Graduates of the Radiologic Science program are eligible to apply to take the national certification examination administered by the American Registry of Radiologic Technologists. Successful completion of the registry examination results in national certification as a Registered Radiologic Technologist, RT (R) ARRT.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Radiologic Science, students will:

- Perform competently in the clinical arena including application of correct positioning skills and demonstration of correct application of technical factors.
- Communicate effectively with patients and members of the healthcare team by demonstrating effective oral and written communication skills.
- Think critically and adapt to changing conditions, such as adapting positioning skills for trauma patients and technical factors for atypical exams.
- Demonstrate professionalism as members of the healthcare team, including demonstration of responsibility and accountability.

#### PROGRAM PREREQUISITES (35 CREDITS)

	=	
HIM 130	Medical Terminology I	3
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
CHEM& 110	Chemical Concepts I	5
TMATH 100	Mathematics for the Health Sciences	5
	(recommended)	
or MATH 095	Intermediate Algebra	
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication	5
or CMST 110	Multicultural Communication	
or CMST& 220	Public Speaking	

#### ADDITIONAL REQUIREMENTS

Contact the Radiologic Science program for information about:

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

All prerequisite and RS course work must be completed with 'C' grades or higher within two attempts.

Students are responsible for arranging dependable transportation to and from the clinical sites and dependable child/dependent care. Admission to the Radiologic Science program is competitive. There are usually more applicants than available positions. Students who complete prerequisite courses and meet other application requirements are not guaranteed program admission.

#### Associate in Applied Sciences Degree

(109 credits)

#### 1ST QUARTER (FALL 18 CREDITS)

~ ~ ~ ~ ~ ~		
RS 100	Radiologic Sciences Orientation	3
RS 101	Fundamentals of Radiologic Science & Health	4
	Care	
RS 140	Radiographic Positioning I	5
RS 150	Principles of Image Formation	1
RS 170	Introduction to Fundamentals of Patient Care	5
2nd Quarter (	Winter 15 credits)	
RS 108	Radiation Physics I	4
RS 120	Clinical Education I	5
RS 141	Radiographic Positioning II	5
RS 153	Principles of Digital Radiography I	1
3rd Quarter (S	Spring 16 credits)	
RS 109	Radiation Physics II	5
RS 121	Clinical Education II	5
RS 142	Radiographic Positioning III	5
RS 156	Principles of Digital Radiography II	1
4TH QUARTER (S	Summer 10 credits)	
RS 122	Clinical Education III	10
5TH QUARTER (I	FALL 16 CREDITS)	
RS 216	Pharmacology IV: Therapy	3
RS 225	Clinical Education IV	7
RS 243	Radiographic Positioning IV	3
RS 200	Cross Sectional Anatomy	3
6TH QUARTER (	Winter 12 credits)	
RS 214	Imaging Pathology	1
RS 226	Clinical Education V	7
RS 233	Leadership and Management	1

RS 244	Radiographic Positioning V	3
7th Quarter (Spring 12 credits)		
RS 250	Advanced Healthcare Organization	3
RS 227	Clinical Education VI	7
RS 255	Advanced Imaging Modalities	1
RS 275	Student Leadership Seminar	1
8TH QUARTER (SUMMER 10 CREDITS)		
RS 228	Clinical Education VII	10

3

#### **RESPIRATORY THERAPY**

#### PROGRAM CHAIR

Greg Carter, RRT 253.566.5231 gcarter@tacomacc.edu

The Respiratory Therapy program prepares students for employment as respiratory care practitioners and leads to an Associate of Applied Science degree. The program is full time and sequential, consisting of seven instructional quarters offered during daytime hours. Students complete classroom and laboratory course work on campus and gain clinical experience in affiliated clinical

Upon successful program completion, graduates are eligible to take the Certified Respiratory Therapist examination administered by the National Board for Respiratory Care. Following CRT credential completion, graduates are eligible to take the Registered Respiratory Therapist examination. Upon passing this exam (both a written and a clinical simulation examination), graduates become Registered Respiratory Therapists (RRT).

Respiratory therapists must be licensed by the state as respiratory care practitioners. Requirements include completion of an approved training program, a background investigation, and passing the entry-level certification examination administered by the National Board for Respiratory Care (NBRC).

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC) (www.coarc.com). Admission to the Respiratory Therapy program is competitive. There are usually more program applicants than available positions. Students who complete program prerequisite and co-requisite courses and meet the other application requirements are not guaranteed program admission.

#### PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Respiratory Therapy, students will:

- Apply the respiratory care knowledge necessary to function in a health care setting.
- Use critical thinking skills to recommend appropriate diagnostic and therapeutic procedures using patient data from laboratory and physiologic evaluations.
- Perform cardio-pulmonary therapeutic procedures and modalities appropriate to level of training.
- Function effectively as members of healthcare teams.
- Exemplify professional and ethical behavior.

#### ADDITIONAL PROGRAM REQUIREMENTS

Contact the Respiratory Therapy program for information about:

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

#### PROGRAM PREREQUISITES (25 CREDITS)

All prerequisites courses must be completed with 'C' grades or higher and within two attempts before applications are accepted. All math and science prerequisite courses must be completed

of the application date.	ı
Anatomy and Physiology 1	6
Anatomy and Physiology 2	6
Medical Terminology I	3
Mathematics for the Health Sciences	5
(recommended)	
Intermediate Algebra	
General Psychology	5
Lifespan Psychology	
plied Sciences Degree	
all 17 credits)	
Fundamentals of RC	4
Cardiopulmonary A & P and Pathophysiology	4
Respiratory Therapy Equipment I	3
Respiratory Care Orientation	2
	of the application date.  Anatomy and Physiology 1  Anatomy and Physiology 2  Medical Terminology I  Mathematics for the Health Sciences (recommended)  Intermediate Algebra  General Psychology  Lifespan Psychology  plied Sciences Degree  ALL 17 CREDITS)  Fundamentals of RC  Cardiopulmonary A & P and Pathophysiology  Respiratory Therapy Equipment I

RC 180

RC 193

2ND OHAPTI	ER (WINTER 14 CREDITS)	
•	•	_
RC 151	Fundamentals of RC II	4
RC 161	Arterial Blood Gases	3
RC 171	Respiratory Therapy Equipment II	3
RC 181	Respiratory Therapy Clinical II	3
RC 194	Respiratory Pharmacology II	1
3rd Quarter (spring 15 credits)		
RC 152	Mechanical Ventilation	4

Respiratory Therapy Clinical I

Respiratory Pharmacology I

RC 162	Advanced RC Pathophysiology	3
RC 172	Respiratory Therapy Equipment III	4
RC 182	Respiratory Therapy Clinical III	3
RC 195	Respiratory Pharmacology III	1
4TH QUARTER (	summer 16 credits)	
CMST& 101	Introduction to Communication	5
RC 153	Alternative Procedures in RC	3
RC 165	Evolving Roles in RC	2
RC 183	Respiratory Therapy Clinical IV	4
RC 290	Ethics & Professionalism in Respiratory Care	2
	(online)	

#### 5TH QUARTER (SECOND FALL 14 CREDITS)

RC 192	Advanced Mechanical Ventilation	4
RC 240	Advanced Assessment & Diagnosis	3
RC 263	Pulmonary Functions	3

RC 280	Speciality Clinical Rotation	4
6TH QUARTE	r (second winter 11-15 credits)	
CU	Computer User course	1-5
RC 251	Respiratory Pathophysiology Case	2
	Presentations	
RC 261	Pediatric and Neonatal Respiratory Care	4
RC 281	Advanced Critical Care Clinical Rotation	4
7th Quarte	r (second spring 11 credits)	
ENGL& 101	English Composition	5
RC 262	Review of Applications of Respiratory Care	4
	(hybrid)	
RC 272	Pulmonary Rehabilitation, Home Care and	3
	Assistance in Specialty Procedures	
RC 282	Neonatal Clinical Rotation	2
RC 283	Specialty Clinical Rotation II	2
ADDITIONAL	Course Option (1-5 credits)	
RC 299	Individual Study in Respiratory Therapy	1-5
	Technology	

### Transitional Studies

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

#### FREQUENTLY CALLED NUMBERS

Adult Basic Education (ABE)
and GED Preparation
GED Final Testing
English as a Second Language
I-BEST - Career Pathway Training
for ESL, ABE, and GED students
Family Literacy Program
English for Academic Purposes
International student visas

#### **PROGRAM LEARNING OUTCOMES**

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

#### ENGLISH FOR ACADEMIC PURPOSES (EAP)

Upon successful completion of the five EAP program levels, students will:

- Speak clearly and fluently enough for an English speaker to understand and interpret intent without difficulty.
- Understand spoken English well enough to participate fully and effectively in academic and personal oral communication.
- Write proficiently in both academic and non-academic modes.
- Read with understanding a variety of academic and other tests.
- Appropriately and responsibly use the technology necessary to function fully as a member of the academic and wider community
- Interact cooperatively with individuals of diverse backgrounds in all of the above areas.

#### ADULT BASIC EDUCATION (ABE/AESL/GED)

Upon successful completion of GED Level 5, ESL Level 6, and/or the GED certificate, students will be able to transition into employment or higher education and/or achieve personal goals related to meeting family needs and engaging in civic activities by:

- Utilizing critical thinking, reading, math, and written and oral communication skills.
- Using information technology to identify and locate community resources as appropriate.
- Working effectively as team members with persons of diverse cultures, styles and beliefs.

### DEVELOPMENTAL STUDIES: WRITTEN COMMUNICATIONS

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

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

#### **DEVELOPMENTAL STUDIES: MATH**

Students will demonstrate increasing levels of mastery of Program Learning Outcomes throughout the developmental math curriculum. Upon successful completion of the Quantitative Skills requirement for the Associates degree, students will:

- Interpret, analyze, create graphs and charts that communicate quantitative or relational information.
- Determine, create and use appropriate and reasonable mathematic constructs to model, understand and explain phenomena encountered in the world.
- Determine and carry out appropriate algorithms to solve problems that are amenable to mathematical solutions.
- Communicate mathematical information formally, using appropriate math notation and terminology, and informally by using everyday language to express ideas.
- Use technology to analyze and solve mathematical problems and to effectively communicate solutions to problems, particularly those that cannot be solved efficiently by other means.

### ENGLISH FOR ACADEMIC PURPOSES (EAP)

English for Academic Purposes is an intensive program for non-native speakers of English who wish to gain English skills necessary to enter college-level content classes.

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

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

#### CONVERSATION AND PRONUNCIATION

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

#### EAP 192 The American Accent CONVERSATION AND CULTURE

EAP 190 American Culture and Conversation

#### GRAMMAR AND SPEAKING

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

#### READING AND WRITING

EAP 095	Reading and Writing 1
EAP 096	Reading and Writing 2
EAP 097	Reading and Writing 3
EAP 098	Reading and Writing 4
EAP 159	Reading and Writing 5

See complete listing of courses in the Credit Course Descriptions on page 90.

#### CONTEXTUALIZED READING, WRITING, AND GRAMMAR

FAP 099 Level 4 Reading, Writing & Grammar EAP 154 Level 5 Reading, Writing & Grammar

(Note: These courses are linked with a transfer-level course in business, humanities, or social sciences)

#### **DEVELOPMENTAL EDUCATION**

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

Courses numbered below 100 are offered in mathematics, reading, study skills, grammar, writing and speaking. For course descriptions, see course lists under the following headings within the Credit Course Descriptions on page 90:

- English
- Home and Family Studies

- Human Development
- Mathematics
- o Math Advising Resource Center (MARC)
- o Reading
- 0 Writing Center

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

#### ADULT BASIC SKILLS PROGRAMS

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

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

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

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

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

#### ADULT BASIC EDUCATION-ENGLISH **AS A SECOND LANGUAGE**

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

#### ESL Speaking and Listening Level 1 (3-10) AESL 031

Students will learn to use and understand basic words and phrases related to personal information and basic communication needs. Students will learn to answer and ask very basic questions, use basic non verbal cues and ask for clarification when needed.

Prerequisite: CASAS score of 180 or below.

#### ESL Speaking and Listening Level 2 (1-15)

Students will learn to use and understand short sentences related to personal information. Instruction will focus on basic comprehension and pronunciation and students will learn to use and understand simple strategies to relay information such as gestures, eye contact and requesting feedback.

Prerequisite: Completion of AESL 031 and/or CASAS score of 181-190.

#### AESL 033 ESL Speaking and Listening Level 3 (3-10)

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

Prerequisite: Completion of AESL 032 and/or CASAS score of 191-200.

#### AESL 034 ESL Speaking and Listening Level 4 (3-10)

Students will learn to communicate with little support in familiar and unfamiliar settings. Instruction will focus on improving pronunciation, managing more complex conversations, explanations, instructions, and narratives.

Prerequisite: Completion of AESL 033 and/or CASAS score of 201-210.

#### AESL 035 ESL Speaking and Listening Level 5 (3-10)

Students will learn to communicate fluently and accurately in familiar and unfamiliar settings. Instruction will focus on fine tuning pronunciation, building more complex vocabulary, improving comprehension, and using more complex communication strategies. *Prerequisite: Completion of AESL 034 and/or CASAS score of 211-220.* 

#### AESL 036 ESL Speaking and Listening Level 6 (3-10)

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

Prerequisite: Completion of AESL 035 and/or CASAS score of 221-235.

#### AESL 041 ESL Reading and Writing Level 1 (3-10)

Students will learn to read simple everyday words. Instruction will focus on letters and numbers and helping students combine and blend sounds and recognize new words. Students will learn to write the alphabet and numbers. Instruction will focus on basic writing needs such as personal information and basic lists.

Prerequisite: CASAS score of 180 or below or recommendation of instructor/intake staff.

#### AESL 042 ESL Reading and Writing Level 2 (3-10)

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

Prerequisite: Completion of AESL 041 or CASAS score of 181-191.

#### AESL 043 ESL Reading/Writing Level 3 (3-10)

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

Prerequisite: Completion of AESL 042 or CASAS score of 191-200.

#### AESL 044 ESL Reading/Writing Level 4 (3-10)

Students will organize and write a single paragraph with topic sentence, supporting details, and conclusion. Writing instruction will include editing and revising spelling, mechanics, and sentence structure. Students will learn to read short- to medium-length text to locate information. Reading instruction will focus on developing vocabulary and strategies to monitor comprehension.

Prerequisite: Completion of AESL 043 or CASAS reading score of 201-210.

#### AESL 045 ESL Reading/Writing Level 5 (3-10)

Students will learn to organize and write short, linked paragraphs for personal and business purposes, and make multiple revisions of writing. Students will read medium-length texts, focusing on strategies such as inference and word analysis to approach unfamiliar and specialized vocabulary.

Prerequisite: Completion of AESL 044 or CASAS score of 211-220.

#### AESL 046 ESL Reading/Writing Level 6 (3-10)

Expanding on Reading/Writing 5, students will learn to organize and write medium length, linked paragraphs for academic purposes. Instruction will include compound-complex sentence structure and word processing. Students will learn to read medium- to long-text focusing on reading and monitoring strategies.

Prerequisite: Completion of AESL 045 or CASAS score of 221-235.

#### AESL 054 ESL Grammar Level 4 (3-10)

Grammar 4 is designed for low-intermediate ESL students. Topics include a review of Grammar 3 and are expanded to include present continuous, comparatives & superlatives, modals, pronouns, tag questions, word order, and punctuation. Students will use the internet to research grammar points.

Prerequisite: Completion of AESL 053 and/or CASAS reading score of 201-210 and writing sample.

#### AESL 055 ESL Grammar Level 5 (3-10)

Grammar 5 is designed for intermediate ESL students. Topics include a review of Grammar 4 and are expanded to include past continuous and present perfect verb tenses, perfect modals, participial adjectives, gerunds, infinitives, passive voice, and direct speech. Students will use the internet to research grammar points. Prerequisite: Completion of AESL 054 and/or CASAS reading score of 211-220 and writing sample.

#### AESL 056 ESL Grammar Level 6 (3-10)

Grammar 6 is designed for high-intermediate ESL students. Topics include a review of Grammar 5 and are expanded to include past perfect verb tense, coordinators, subordinators (adjective, adverb, noun clauses), conjunctive adverbs, conditionals, and indirect speech. Students will use the internet to research grammar points. Prerequisite: Completion of AESL 055 and/or CASAS reading score of 221-235 and writing sample.

#### **ADULT BASIC EDUCATION (ABE)**

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

#### ABE 032 ABE Math - Level 2 (3-10)

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

Prerequisite: CASAS score 201-210 or instructor permission.

#### ABE 033 ABE Math - Level 3 (3-10)

Students will read, write and interpret basic mathematical information using whole numbers, benchmark fractions, percents, and decimals. Students will be introduced to basic patterns, data, algebraic concepts, measurement, geometry and computational skills to solve 1-2 step real life and contextualized word problems. *Prerequisite: Completion of ABE 032 or CASAS score 211-220 or instructor permission.* 

#### ABE 034 ABE Math - Level 4 (3-10)

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

Prerequisite: Completion of ABE 033 or CASAS score 221-235 or instructor permission.

#### ABE 043 ABE Reading and Writing Level 3 (3-10)

Instruction will focus on reading strategies, vocabulary, and comprehension in literary, social studies and science text. Students will create1-2 paragraph writing samples with topic sentences, details, conclusions and will make basic edits in grammar, sentence structure, spelling, capitalization, and punctuation. Students will expand basic computer technology skills to enhance reading/writing

Prerequisite: Completion of ABE 042 or CASAS score 211-220 or instructor permission and ABE writing sample.

#### ABE 044 ABE Reading and Writing Level 4 (3-10)

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

Prerequisite: Completion of ABE 043 or CASAS score 221-235 or instructor permission and ABE writing sample.

### COLLEGE BOUND AND GED PREPARATION

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

#### ABE 035 College Bound Math Level 5 (3-10)

Students will read, write and interpret mathematical information by mastering whole numbers, fractions, percents, ratios and decimals. Students will use extended patterns, data, algebraic concepts, measurement, geometry and computational skills to solve real life and contextualized word problems.

Prerequisite: Completion of ABE 034 or CASAS score 221-235 or instructor permission.

#### ABE 036 College Bound Math Level 6 (3-10)

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

Prerequisite: Completion of ABE 035 or CASAS score 236-248 or instructor permission.

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

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

Prerequisite: CASAS score of 236-245 or instructor permission.

#### ABE 046 College Bound Reading and Writing 6 (3-10)

Students will take responsibility for learning by using reading strategies to increase comprehension, vocabulary and critical thinking of medium/long fictional and non-fiction, contextualized text. Students will write 3-5 paragraphs in a variety of forms, using the writing process, logic, organization, and edit for grammar, spelling, sentence structure and language usage.

Prerequisite: Completion of ABE 045 or CASAS score of 246 and higher or passage of two or more official GED tests with a score of 410 or higher or instructor permission.

# CAREER PATHWAY TRAINING INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (I-BEST)

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

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

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

### TCC OFFERS THE FOLLOWING I-BEST CAREER PATHWAY TRAINING PROGRAMS:

#### Early Childhood Specialist Certificate

TCC's Child Development Specialist certificate is designed to prepare individuals for the Child Development Associate (CDA) credential examination. Upon successful completion of this three-quarter program, students are prepared for employment in entry-level early childhood education positions. The program also provides professional development for students currently working in early childhood settings. Typical jobs include lead teacher in childcare centers, Head Start educational assistant, and preschool teacher. Students who earn CDA credentials are able to work as program supervisors or directors and have the basic skills to manage their own childcare centers.

- o Three academic quarters
- o 18 college credits
- o Pays approximately \$11 per hour
- o Entry Requirement: CASAS scores of 218 or higher

#### Accounting Office Associate:

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

- o Three academic quarters
- o 18 college credits
- o Pays approximately \$15-20 per hour
- o Entry Requirement: CASAS scores of 218 or higher

#### Medical Office Clerk Certificate:

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

- o Three academic quarters
- o 22 college credits
- o Pays \$11-16 per hour
- o Entry Requirement: CASAS scores of 221 or higher

### **Corporate and Continuing Education**

#### CORPORATE EDUCATION

#### INVISTA PERFORMANCE SOLUTIONS

Tacoma Community College is now a member of Invista Performance Solutions, a partnership of five regional colleges dedicated to providing high quality workforce training. Invista provides customized solutions for corporate training and education,

- Leadership & Management
- Communication Skills
- Core Business Skills
- Software & IT Training
- Process Improvement
- Industrial & Technical Skills

For more information visit www.invistaperforms.org or call 253.583.8861.

#### PERFORMANCE CONSULTING

Invista provides performance consultants and industry experts who can develop and deliver targeted training and performance coaching that will positively impact your business.

#### PRIOR LEARNING ASSESSMENT

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

#### TRANSCRIPTING FOR COLLEGE CREDIT

Invista offers customized training programs for college credit.

#### **CUSTOMIZED TRAINING**

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

#### **COMPUTER LITERACY**

- Microsoft Office Suite
- Computer Literacy
- Database Management

#### CUSTOMER SERVICE ACADEMY

- Interpersonal Communications
- Customer Service
- TACOMA COMMUNITY COLLEGE | 2012-2013 CATALOG

- Attitude in the Workplace
- Ethics and Values
- Stress and Time Management
- 0 Conflict Resolution
- Decision Making

#### **LEADERSHIP**

- Frontline Leadership
- Leading Change 0
- Succession and Transition Planning
- 0 Building a Culture of Trust
- Retaining Talent
- Influential Leadership

#### PRODUCTIVITY IMPROVEMENT

- Project Management
- Supply Chain Management 0
- Six Sigma 0
- Lean Kaizen
- ISO

#### SUPERVISION AND MANAGEMENT

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

#### **WORKPLACE SKILLS**

- Communication Skills
- Conflict Resolution
- Team Building 0
- Problem Solving
- Diversity Training
- Command Spanish

#### PROFESSIONAL DEVELOPMENT

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

- A variety of training opportunities for employees who wish to enhance their skills and advance in their careers
- · Certifications required for various careers
- Continuing education programs and courses required for obtaining and maintaining licensure in professional course fields

Delivery formats include instructor-led classroom instruction; self-paced learning; and online courses. TCC's interactive and experiential learning approach allows participants to acquire knowledge and skills immediately applicable in the workplace.

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

- Business
- o Computer Certifications
- o Medical Coding and Billing
- Nursing Assistant Certified
- Pavroll
- o Project Management

### CERTIFICATION AND TESTING CENTER

We're here to help you advance your career through professional certification. The Center provides a comfortable testing environment in our state-of-the-art facility.

- We are an authorized testing center for:
  - o Prometric
  - o CASTLE
  - o PSI
  - o WorkKeys
  - o CASAS
  - o Certiport
  - o Kryterion
  - o ACT
  - o Lasergrade
  - o MSSC
  - o ATI
- Microsoft Office Specialist (MOS) Tests: MOS tests can often be taken on a walk-in basis. Test launch fee is \$20.
- Typing Tests: Typing tests can often be taken on a walk-in basis.
   typing test fees are \$10.

For more information call 253.460.4364 or visit www.tacomacc.edu/testingcenter.

#### **CONTINUING EDUCATION**

#### LEARN. GROW. SUCCEED

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

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

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

- Arts and Creativity
- Business and Computers
- Health and Wellness
- Home and Garden
- Performing Arts
- Photography
- Trips and Tours
- World Languages

For more information or to register visit http://www.tacomacc.edu/continuingeducation or call 253.460.2356.

### **Credit Course Descriptions**

On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter will be announced in the online class schedules, which are posted quarterly at the college website.

**Courses numbered 1-99** are pre-college level courses designed to develop skills needed for college work and career training courses. They cannot be applied towards certificate or degree requirements.

Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences, Associate in Business and Associate of Science as well as the Associate in Applied Sciences, the Associate in Technical Arts and Associate in General Studies degrees conferred by TCC. These courses are normally accepted for transfer by four-year colleges and universities in Washington state when they are part of an Associate in Arts and Sciences, Associate in Business or Associate of Science degree. Students who transfer without one of the approved transfer degrees should not take for granted the transferability of all 100-level or 200-level classes since some of them are vocational courses and apply toward the Applied Sciences and Technical Arts degrees only.

**Courses numbered 299** are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chair of the division in which the course is offered. Credit granted for courses numbered 299 varies with the individual project.

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

For current course offerings, check the online class schedule or consult the appropriate division administrator. Class availability is dependent on adequate enrollment.

#### **COURSE CATEGORY INDEX**

Courses at TCC are organized into institutional divisions or categories, each including a related group of subjects. Subject areas and course descriptions in this section of the catalog are listed in alphabetical order for the convenience of readers. Students wishing to learn more about certain courses are urged to talk about those courses with the chair of the division or department through which those courses are offered.

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#### **DEVELOPMENTAL COURSES**

There have been some program-wide course changes with broad significance that we alert you to here. The developmental courses have been re-organized for clarity. See English, Reading and Math sections for detailed description of courses and prerequisites.

#### **COMMON COURSE NUMBERING**

#### COMMON COURSE NUMBERING

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

### **Accounting**

#### ACCT 101 Practical Accounting I (5)

(Formerly ACCT 110) Introduces students to basic accounting concepts and procedures, emphasizing sole proprietors. Topics include analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.

Prerequisite: MATH 085 with a minimum grade of C or placement at MATH 090 or higher.

Recommended: ENGL/ 095 and concurrent or prior enrollment in CU 103 or CU 105.

#### ACCT 102 Practical Accounting II (5)

(Formerly ACCT 120) A continuation of financial accounting topics including an introduction to accounting for partnerships. Students will be encouraged to complete assignments using the computer.

Prerequisite: ACCT 101 or ACCT& 201 with a minimum grade of C or instructor permission.

### ACCT 103 Accounting for Decision Makers (5)

(formerly ACCT 130) An accounting class from the user's perspective, this class will review the accounting cycle, with some attention directed toward procedures and techniques. The major emphasis is on the content of accounting reports, and the interpretation and possible uses of this information.

Prerequisite: ACCT 102 or ACCT& 202 with a minimum grade of C or instructor permission.

### ACCT 145 Payroll And Business Taxes (5)

(Formerly ACCNT-145) Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.

Prerequisite: ACCT 102 or ACCT& 201 with a minimum grade of C- or instructor permission.

### ACCT 165 Accounting with Peachtree (5)

(Formerly ACCNT-165) Introduction to automated accounting methods using Peachtree. Peachtree is used to examine the complete accounting cycle. The course focuses on technical skills behind the screens and soft skills needed in an accounting department.

Prerequisite: CU 103 or CU 105 with a minimum grade of C- and ACCT 102 or ACCT 202 with a minimum grade of C- or instructor permission.

### ACCT 175 Accounting with QuickBooks (5)

(Formerly ACCNT-175) Introduction to automated accounting methods using QuickBooks. QuickBooks is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules.

Prerequisite: ACCT 102 or ACCT& 202 with a minimum grade of C or instructor permission.

Recommended: ACCT 165.

### ACCT& 201 Principles of Accounting I (5)

(Formerly ACCNT-210) Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of owner's equity.

Prerequisite: ACCT 101 with a minimum grade of C- or MATH 095 with a minimum grade of C- or assessment above MATH 095.

### ACCT& 202 Principles of Accounting II (5)

(Formerly ACCNT-220) ACCT&-202 is a continuation of ACCT&-201. Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity and consolidated statements. Re-emphasizes the preparation of the Statement of Cash Flows. Introduction to methods used to interpret financial statements.

Prerequisite: ACCT & 201 with a minimum grade of C.

### ACCT& 203 Principles of Accounting III

(Formerly ACCNT-230) Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine product costs of a manufacturing business and the methods employed to control costs, such as the use of the standard cost system.

Prerequisite: ACCT& 201 with a minimum grade of C.

#### ACCT 250 Federal Income Tax (5)

(Formerly ACCNT-250) Federal income tax for the layman, accounting student, working accountant/bookkeeper and small business owner, with special emphasis on tax issues affecting individuals.

Prerequisite: ACCT 101 or ACCT& 201 with a minimum grade of C- or instructor permission.

#### ACCT 290 Work Internship (5)

(Formerly ACCNT-290) During one quarter of the sophomore year, students can receive college credits for hands-on accounting work experience and training in a private or public sector organization.

Prerequisite: Program Chair permission.

### ACCT 299 Independent Study & Special Projects (1-5)

(Formerly ACCNT-299) Study on an individual basis.

Prerequisite: Program chair permission.

### **Anthropology**

# ANTH& 100 Survey of Anthropology (5) (Formerly ANTHR-100) A survey of the subfields of physical anthropology, archaeology, anthropological linguistics and sociocultural anthropology through the examination of selected problems in human

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.

Prerequisite: Completion of ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### ANTH& 204 Archaeology (5)

(Formerly ANTHR-205) Introduction to the study of the prehistory of humankind as revealed by material remains. Covers excavation techniques, analyzing and dating artifacts, and a survey of world prehistory from the beginning of culture to the appearance of writing.

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### ANTH& 205 Biological Anthropology (5)

(Formerly ANTHR-201) Study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes and humans. Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### ANTH& 206 Cultural Anthropology (5)

(Formerly ANTHR-202) An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live.

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### ANTH& 207 Linguistic Anthropology (5)

(Formerly ANTHR-203) Introduction to linguistic methods and theories used within anthropology. Topics include the structure of language, anatomy and evolution of language, the relationship between language and culture, the study of language variation and of language change. The linguistic database in the course is both historical and cross-cultural.

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### ANTH& 210 Indians of North America (5)

(Formerly ANTHR-210) An examination of the diversity of cultures among the Indians of North America, this course is an ethnographic survey of Native American societies before European contact and includes discussion of contemporary issues. Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

### ANTH 220 Ethnographies of American Cultures (5)

(Formerly ANTHR-207) This course focuses on the diversity of cultural perspectives within the United States. In-depth examinations of two or more cultures will include exploring the ways in which people from minority cultural perspectives cope with some of the central ideals and expectations of the dominant culture.

Prerequisite: Completion of one of the following: ANTH& 100 or ANTH& 206 or ANTH& 207 or ANTH& 210 or SOC& 101 or instructor permission.

#### ANTH& 237 Human Osteology (5)

(Formerly ANTHR-280) An introduction to the comparative study of human and other mammalian skeletons as used for identification in forensic and biological anthropology. The course explores various methods of identifying human skeletons (from others) including bone form, age, sex, and state at death. Other topics include dental analyses, bone formation, and preservation. Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: ANTH& 205 or BIOL& 100 or BIOL& 175.

#### ANTH& 245 Primatology (5)

(Formerly ANTHR-270) Examines the origins and evolutionary trends of primates, from modern relationships to growth, development, and behavioral adaptations. Course also covers primate ecology and conservation. Uses lectures, multimedia, and readings to compare and contrast the major groups of non-human primates and consider their relationships to humans. Course will provide perspective on the status of endangered species with whom we may share a future as well as a past. Field trips included. Prerequisite: Completion of ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: ANTH& 205 or BIOL & 100.

#### ANTH 299 Independent Study (1-3)

A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.

Prerequisite: ANTH& 100 with a minimum grade of B+, instructor permission and a written contract between the instructor, student and instructional administrator, describing the nature and method of the independent study.

#### **Arabic**

#### ARAB 121 Arabic I (5)

The first year of the beginning Arabic language sequence of 121, 122, and 123. ARAB-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: Completion of ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### ARAB 122 Arabic II (5)

ARAB-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in ARAB-121. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: ARAB 121 with a minimum grade of C or instructor permission.

#### ARAB 123 Arabic III (5)

ARAB-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in ARAB-122. The basic tenets of communication including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: ARAB 122 with a minimum grade of C

Prerequisite: ARAB 122 with a minimum grade of C or instructor permission.

#### Art

The following courses are designed for students who wish to explore one or more areas of art. They are beginning studio courses and have no prerequisites. Note: Five credits of studio courses may be used as distribution credit for the A.A.S. degree.

ART 101 Art Basics ART 102 Two-Dimensional Design

ART 103 Three-Dimensional Design

ART 105 Beginning Drawing

ART 131 Beginning Ceramics

ART 140 Beginning Photography

ART 150 Beginning Printmaking

ART 156 Beginning Painting

ART 172 Beginning Sculpture

The following are lecture-oriented courses recommended for Humanities distribution requirements. They have no prerequisites.

ART & 100 Art Appreciation ART 201 History of Western Art: Ancient ART 202 History of Western Art: Medieval and Renaissance

ART 203 History of Western Art: Baroque through Modern

Students who are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 102, 103, 105). These form the foundation for the advanced art courses offered at TCC. Some of the courses listed in the catalog are offered on a limited basis once a year, every other year, etc. Contact the Art Department for help in planning your program. Students who plan to transfer should check the requirements of the college or university of their choice.

In painting, drawing and sculpture courses, the human form is a subject of study. The human model, sometimes in the nude, may be incorporated into these studies. Any student enrolled in one of these courses who may object, for whatever reason, to study of the nude model may arrange for optional studies with the instructor of that course.

The college reserves the right to temporarily retain for exhibit or photographing any student work submitted for credit.

#### ART& 100 Art Appreciation (5)

(Formerly ART-100) An introduction to understanding and appreciating the visual arts (fine arts, crafts, architecture, and new media) from a global perspective. Designed for non-art majors. A variety of learning approaches include lectures, slides, videos, guest artists, field trips, demonstrations, and hands-on participation. Satisfies 5 credits for Humanities distribution requirement.

#### ART 101 Art Basics (5)

Introduction to materials and techniques including drawing, painting, printmaking and design. Projects are designed for students with limited experience in art. Recommended for beginners. Satisfies humanities distribution requrement for AAS degree under performance/skills category.

Maximum of five credits.

#### ART 102 Two-Dimensional Design (5)

The organization of visual elements (line, shape, texture, color) as applied in a variety of two-dimensional design media. Recommend prior to graphic design, drawing, and painting classes. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits. The online version of this class uses graphic software to complete projects.

#### ART 103 Three-Dimensional Design (5)

Using a series of progressive projects, students will learn the basic elements and principles of design and apply them to three-dimensional space. Organization of visual design elements will be applied to a variety of construction processes to create aesthetically pleasing sculptural designs.

#### ART 105 Beginning Drawing (5)

Foundation in drawing from observation. Emphasis on composition, perspective, and form through various drawing techniques and media. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

#### ART 106 Advanced Drawing (5)

Further development of drawing skills with emphasis on composition, new media, and visual communication concepts. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

Prerequisite: ART 105

#### ART 110 Beginning Graphic Design (5)

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

### ART 111 Intermediate Graphic Design (5)

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

#### ART 131 Beginning Ceramics (5)

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

#### ART 132 Intermediate Ceramics I (5)

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Satisfies humanities distribution requirement for AAS degree under permance/skill category. Maximum of 5 credits. *Prerequisite:* ART 131. Recommended: ART 102, ART 103 and ART 105.

#### ART 133 Intermediate Ceramics II (5)

Further development of ceramic techniques: hand-built and/or wheel-thrown forming techniques, more advanced glazing and decorative techniques. Theory and practice in kiln loading and firing will be covered as part of ART-133.

Prerequisite: ART 132 and either ART 102, ART 103 or ART 105 Recommended: ART 102, ART 103 and ART 105

#### ART 146 Beginning Photography (5)

Basic black & white photography. Includes 35mm camera operation, film developing, and printing. Attention to the creative process from the conception of the idea to the completion of the image, as well as, the aesthetics of composition, lighting, and presentation. Assigned projects provide ample range for personal expression while being devoted to exploring photographic processes.

### ART 147 Introduction to Digital Photography (5)

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

#### ART 150 Beginning Printmaking (5)

Studies in traditional print techniques and processes including relief, etching, and lithographic methods. Historical and contemporary print developments serve as background material for technical application. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of five credits.

#### ART 151 Advanced Printmaking (5)

Expanding basic procedures learned in ART-150 with emphasis on materials, color, and technique. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions.

Prerequisite: ART 150.

#### ART 156 Beginning Painting (5)

Introductory course exploring the principles of representational painting, compositional aesthetics, and painting techniques. Lectures include introductions to new projects with examples of student work and art historical references. Demonstrations cover composition, perspective, color theory, and technique. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

#### ART 157 Intermediate Painting (5)

Further investigation of painting techniques, color, and composition in representation painting with an emphasis on visual communication. Content will be explored through a series of assignments which expand on visual concepts and self-expression. *Prerequisite:* ART 156.

#### ART 158 Advanced Painting (5)

Further investigation of painting techniques, color, and composition in representation painting with an emphasis on visual communication. Content will be explored through a series of assignments which expand on visual concepts and self-expression. *Prerequisite:* ART 157.

### ART 161 Life Studies: Figure Drawing (2-10)

Drawing from the posed model, clothed and nude. Emphasis is on expressive composition, accurate proportion/foreshortening, and investigation of a variety of drawing media.

#### ART 172 Beginning Sculpture (5)

A diversity of materials and technical processes to develop the sculptural form, such as: assemblage, modeling, carving, casting, and fabrication will be examined. Emphasis will focus on developing technical skills and conceptual themes. Assigned projects will enable students to develop fabrication techniques and to learn the use of materials in the making of sculpture.

#### ART 173 Intermediate Sculpture (5)

A diversity of materials and technical processes to develop the sculptural form, such as: assemblage, modeling, carving, casting, and fabrication will be examined. Emphasis will focus on developing conceptual themes. Assigned projects will enable students to develop fabrication techniques and to learn the use of materials in the making of sculpture. Further experience in sculpture design, materials, techniques, tools and approaches.

Prerequisite: ART 172. Recommended: ART 102, ART 103 and ART 105.

#### ART 174 Intermediate Sculpture (5)

Further experience in sculpture design, materials, techniques, tools and approaches. Prerequisite: ART 173 and either ART 103 or 105. Recommended: ART 102, ART 103, and ART 105.

### ART 180 Art for Elementary Education (5)

The course is designed for prospective K-6 educators as a lecture/workshop structured to provide students an opportunity to explore materials and techniques suitable for classroom use. Imaginative art experiences and the nature of creativity are stressed and linked to other disciplines. Includes planning and assessment components directed at art education.

#### ART 199 Gallery Viewing Lab (1)

Recommended concurrent enrollment with all art classes and HUM&-101, 116, 117, 118. ART-199 supplements the above courses and is designed as a "viewing lab" where students can develop their visual vocabulary, sharpen their critical thinking skills, and apply the concepts taught in Art and Humanities classes. Students will visit local galleries and museums and attend or view lectures and write a series of short reports. May be taken a total of three times. Graded S/U. Note: This class is a self-paced laboratory course. Course packet materials are available in the TCC Bookstore. Two meetings with instructor are required: Meeting # 1 in the first two weeks of the quarter; Meeting # 2 at mid-quarter. These meetings are required and part of the final grade. Call 253.460.4306 with any questions.

### ART 201 History of Western Art: Ancient (5)

An introductory survey of Western art's foundation and early development. Art and architecture are covered from Prehistoric times through the ancient Middle East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine periods. Emphasis is given to historical and cultural contexts. Satisfies humanities distribution requrement for AAS degree. Prerequisite: Completion of ENGL/095 with a

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading.

### ART 202 History of Western Art: Medieval & Renaissance (5)

An introductory survey of the Western art from approximately 400-1600 AD. From the Late Antique world's legacy, painting, sculpture, architecture, and crafts are covered from Germanic and Celtic tribes through the Carolingians and Medieval Romanesque and Gothic periods, on to Italian and Northern Renaissance art, and ending with the Mannerists.

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading.

#### ART 203 History of Western Art: Baroque through Modern (5)

An overview of the influences on, and development of Western art, architecture, and craft from 1600 AD to the present. Follows Baroque and Rococo through the French Revolution to the emergence of Neoclassicism, Romanticism, Realism, Impressionism, and Post-Impressionism. Twentieth-century and later art is studied in the context of global diversity. Prerequisite: Completion of ENGL/ 095 with a minimum grade of C or assessment at college-level

#### ART 210 Color and Design (5)

reading.

Exploration of color theory for advanced studies in two-dimensional media. Emphasis will be on analysis in regard to color perception, color relationships, and the use of color in historical art works. Prerequisite: ART 102.

#### **ART 217** Jewelry: Construction (2)

Bezel setting: setting a round-cut stone within an enclosed metal mounting.

#### **ART 218** Jewelry: Casting (2)

Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

#### **ART 231** Low-fire Ceramics (5)

Students will explore the possibilities available in low-fire ceramics. Traditional forms such as Majolica and burnished earthenware will be used as well as nontraditional styles. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty. Prerequisite: ART 133 and either ART 102, ART 103 or ART 105 or instructor permission.

#### ART 232 Surface Embellishment and Form Alteration (5)

Course work will concentrate on the alteration of forms and the various techniques for surface textures. The student should be competent in the ability to make basic shapes to use on the techniques assigned. The ART-230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty. Prerequisite: ART 133 and either ART 102, ART 103 or ART 105 or instructor permission.

#### ART 233 Ceramics Master Study (5)

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

Prerequisite: ART 133 and either ART 102, ART 103 or ART 105 or instructor permission.

#### ART 246 Intermediate Photography (5)

Second quarter of black & white photography with emphasis on seeing, composition, presentation and advanced techniques. Refinements of camera and metering operation, development and printing techniques, darkroom manipulation, toning, coloring and alternative processes. Students must have an adjustable 35mm SLR camera and must provide film, printing paper and other supplies.

Prerequisite: ART 146 or instructor permission. Recommended: ART 102, ART 103 and ART 105.

#### **ART 247** Intermediate Digital Photography (5)

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

Prerequisite: ART 147 with a minimum grade of C.

#### ART 258 Watercolor (5)

Development and broadening of technical skills and knowledge regarding watercolor technique and materials. Watercolor media is used for exploring color theory, composition, and experimental techniques. Emphasis is on working from life. Class will regularly meet on location (off campus) to paint.

#### **ART 259** Advanced Watercolor (5)

Further development and broadening of technical skills and knowledge regarding watercolor technique and materials. Watercolor media is used for exploring color theroy, composition, and experimental techniques. Emphasis is on working from life. Class will regularly meet on location (off campus) to paint.

#### ART 272 Sculpture: Modeling and Casting (5)

Basic experience in direct modeling, assemblage and found objects and mold construction of these objects. Various traditional and non-traditional casting mediums will be explored. Developing conceptual themes for your art, as well as, learning technical skills and processes will be emphasized.

Prerequisite: ART 174. Recommended: ART 102, ART 103 and ART 105.

#### **ART 273** Sculpture: Carving (5)

Introduction to power tools, hand tools, techniques, and materials used in the carving of wood, stone, plaster and cement to create sculptural forms. Design and craftsmanship will be emphasized.

Prerequisite: ART 174. Recommended: ART 102, ART 103 and ART 105.

#### **ART 274** Sculpture: Fabrication Techniques (5)

Introduction to building abstract sculptural forms through the use of a variety of materials, techniques and fabrication processes. Joinery, assemblage, welding and other processes where materials are joined will be covered. Emphasis will focus on technical skills and developing conceptual themes for your projects.

Prerequisite: ART 174. Recommended: ART 102, ART 103 and ART 105.

#### ART 275 Sculpture: Bronze Casting (5)

Emphasis on pattern fabrication, wax manipulation, model and mold making, and foundry procedures for casting metals through piece-molds and the lost-wax method. Projects will help develop expressive conceptual themes while examining certain technical foundry processes.

Prerequisite: ART 174 and either ART 103 or ART 105. Recommended: ART 102, ART 103 and ART 105.

#### ART 296 Special Projects in Art (2)

This course involves special group efforts which grow out of departmental need or artistic opportunity. The course will be offered as each project is identified. The number of participants would be limited by the nature of the project, and involvement would be subject to the applicant's background coursework and the instructor's approval.

Prerequisite: Instructor permission.

#### ART 297 Folio Preparation (1)

Students will prepare a portfolio for application to a transfer institution. Students will be advised regarding their selections of samples, revisions and skill areas that need further attention. Students will learn to photograph samples, mat and frame appropriate pieces, develop directed projects to improve the overall quality and finalize a professional portfolio.

Prerequisite: Students must claim their intent to major in art and must have completed two of the three following courses: ART 102, ART 103, or ART 105. Instructor permission required.

#### ART 299 Special Problems in Art (5)

These courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require permission of the instructor.

- o 299A Ceramics
- o 299B Design
- o 299C Drawing
- o 299D Figure Drawing
- o 299E Painting
- o 299F Photography
- o 299G Printmaking
- o 299H Sculpture

- o 299I Watercolor
- o 299J Digital Photography
- o 299I Graphic Design

Prerequisite: Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium. Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART 105 and ART 106

### **Astronomy**

### ASTR& 101 Introduction to Astronomy (5)

(Formerly ASTRO-105) Introduces basic concepts in astronomy including the formation of the solar system; characteristics of the planets, moons, asteroids, and comets; the formation and evolution of stars; the nature and characteristics of light and telescopes; and notes the historical milestones of astronomy from ancient astronomers to current space probes. Laboratory included.

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 with a minimum grade of C.

### **Biology**

Students interested in majoring in biology or related disciplines should consider pursuing an Associate of Science degree with a Biology Specialization. Biology advisors are available for assistance in establishing a degree plan.

Students seeking courses for general interest or natural sciences distribution requirements should consider the following non-major courses: BIOL & 100, BIOL 105, BIOL 108, BIOL & 140, BIOL & 160, BIOL & 170, BIOL & 175, BOT 101, ENVS & 101, ENVS 179, or NUTR & 101.

#### BIOL& 100 Survey of Biology (5)

(Formerly BIOL-100) A one-quarter introduction to biological principles for non-majors or students starting in life sciences. Topics include: diversity of life; basic cellular anatomy and biochemical processes; evolution and genetics; ecology and environmental issues; and an overview of human anatomy/physiology. Laboratory included.

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

### BIOL 105 Fossils and the History of Life (5)

Introduction to the geological and biological processes and events that generated the amazing record of life on earth. Topics include plate tectonics, rocks, fossilization processes, principles of evolution, and a survey of the history of life. Lab includes studying rock and fossil specimens and involves field trips. This course is the same as GEOL-108. Students may receive credit for either BIOL-105 or GEOL-108, but not both

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

### BIOL 108 Northwest Plants and Animals (5)

A general overview of natural history with field and lab work focusing on identification, adaptations, and interactions among conspicuous Pacific Northwest species. Some weekend field trips required. Laboratory included

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

#### BIOL 125 Biology in the Field (5-12)

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

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

#### BIOL 140 Marine Biology (5)

Introductory marine biology designed for non-majors. Learn how marine organisms are categorized, about their habitats, how they survive, their ecological relationships, and environmental concerns. Many field trips during class and one weekend day.

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

#### BIOL & 160 General Cell Biology (5)

(Formerly BIOL-111) An introductory cell biology course for students preparing for health professions. Major concepts of cell biology will be introduced, including the chemistry of life, the structure, reproduction, and metabolism of cells, genetics, and evolutionary biology. Lab included.

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

#### BIOL& 170 Human Biology (5)

A one-quarter non-lab course in human anatomy and physiology. This course offers a broad overview of the human body for the non-science major. It covers aspects of basic chemistry and cell biology and then outlines the major systems of the human body. Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 or BUS 110 with a minimum grade of C- or equivalent assessment in these areas.

#### BIOL& 175 Human Biology w/Lab (5)

(Formerly BIOL-118) This course is a one-quarter class of human anatomy and physiology. This course offers a brief overview of the human body for the non-science major. It covers some basics of chemistry and cells and then outlines all the major systems of the human body. Laboratory included.

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 or BUS 110 with a minimum grade of C- or equivalent assessment in these areas.

#### BIOL 179 Special Topics in Biology (2)

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

#### BIOL 221 Introduction to Evolution, Ecology and Biodiversity (5)

(Formerly BIOL-210) Introduction to the evolutionary and ecological processes involved in the generation of our planet's biodiversity, including review of patterns and processes that influence the origin, evolution, distribution and abundance of living things. One of a three quarter sequence (BIOL&-221, 222, 223) designed for science majors. Laboratory included.

Prerequisite: BIOL& 160 and CHEM& 161.

### BIOL& 222 Introduction to Cellular and Molecular Biology (5)

(Formerly BIOL-211) Introduction to the structures and functions of biological molecules; anatomy of prokaryotic and eukaryotic cells; cell metabolism and metabolic diversity; molecular genetics and genomics. Laboratory included.

Prerequisite: BIOL \$\times\$ 160 and CHEM \$\times\$ 161.

### BIOL& 223 Introduction to the Biology of Organisms (5)

(Formerly BIOL-212) Introduction to the structures and functions of eukaryotic organisms with particular attention to animal and plant anatomy, physiology, and development. Laboratory included. NOTE: The biology majors' sequence may be taken as BIOL&-221, 222, 223 or BIOL&-222, 223, 221.

Prerequisite: BIOL& 222 and CHEM& 162.

### BIOL& 241 Human Anatomy and Physiology 1 (6)

(Formerly BIOL-220) The first of a two-quarter sequence of human anatomy and physiology. The course reviews basic molecular and cell biology. New material covers histology, the integumentary system, the skeletal system, the muscular system, the nervous system and the special senses. Laboratory sessions include the study of microscopy, histology, anatomical models, preserved bones and human cadavers. Prerequisite: CHEM& 110 with a minimum grade of C and BIOL& 160 with a minimum grade of C.

### BIOL& 242 Human Anatomy and Physiology 2 (6)

(Formerly BIOL-221) The second of a two-quarter sequence of human anatomy and physiology. The course will examine the endocrine system, blood, the cardiovascular system, the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Laboratory sessions include the study of histology, anatomical models, and the human cadaver.

Prerequisite: BIOL 241 with a minimum grade of C.

#### BIOL & 260 General Microbiology (5)

(Formerly BIOL-201) Biological characteristics and metabolic activities of microorganisms and infective agents with an emphasis on bacteria and viruses. Includes consideration of microbial ecology as well as the relationship of microorganisms to disease. Laboratory included.

Prerequisite: CHEM& 121 and either BIOL& 160 or BIOL& 222. Recommended: CHEM&

### BIOL 280 Human Cadaver Prosection (2)

(Formerly BIOL-260) This is a two-credit laboratory dissection course. Students will dissect a human cadaver to include removal of skin and superficial fascia, isolation of selected muscles, and opening of thoracic and abdomino-pelvic cavities. Students will also participate in the annual Surgical Demonstration event and present selected surgical procedures to the public.

Prerequisite: BIOL& 241 with a minimum grade of C or BIOL& 175 with a minimum grade of B+ and instructor permission.

#### BIOL 294 Field Studies (1-5)

Study of selected topics in biology primarily through field study, discussions, and readings.

### **Botany**

#### BOT 101 General Botany (5)

Presents basic concepts of plant biology to non-science majors including plant characteristics, biodiversity, growth, reproduction, and ecology. Students discuss current topics in agriculture, horticulture, medicine, ethnobotany, biotechnology, ecology, conservation, and environmental issues. Labs include lab experiments, greenhouse projects, field trips, and habitat restoration work in the TCC Nature Area. Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C-or equivalent assessment in these areas.

#### BOT 179 Special Topics in Botany (2)

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

#### **Business**

#### BUS& 101 Introduction to Business (5)

(Formerly BUS-101) For both business and non-business majors. Dynamics and competitive business world are explored through the study of topics including economic systems, forms of business ownership, social responsibility and ethics, entrepreneurship, marketing, management, organizational design, finance, banking, and securities markets.

Prerequisite: ENGL/ 095 or instructor permission.

#### BUS 102 Customer Service (2)

Students learn to be proactive in demonstrating quality verbal and non-verbal customer service in workplace situations with co-workers, customers, clients, or patients. Students are provided techniques to build teams, soothe dissatisfied customers, patients or colleagues, answer telephones and think with the end in mind.

### BUS 103 Customer Service and Sales (3)

This course is designed to help students progress from learning about themselves to learning about how to relate to customers in a sales environment. Skills in money handling and computing sales discounts based on fractions and percents. Students will participate in field experience activities, identify potential career paths and develop a portfolio.

Prerequisite: BUS 102 (may be taken concurrently).

#### BUS 110 Business Math (5)

A review of basic math and its application to business problems. Topics include bank reconciliation, discounts, taxes, installment buying, payroll, insurance, depreciation, and interest.

Prerequisite: MATH 085 with a minimum grade of C-.

#### BUS 115 General Office Procedures (3)

A genral course for the prospective office worker. Topics will include, but not be limited to, working effectively with others, work ethic, using a reference manual, practicing time management techniques, and reviewing (1) grammar, (2) math, (3) filing, (4) proofreading, (5) Microsoft Word.

### BUS 116 Records & Information Management (2)

Records and Information Management (RIM), is becoming increasingly more than just an office skill but also a major career field. This course covers the principles of alphabetic, geographic, numeric and subject filing systems using manual and electronic records storage. It additionally covers the management of both non-electronic and electronic information.

Prerequisite: ENGL/ 085 and knowledge of Windows,

### BUS 140 Marketing and Business Development (5)

Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.

Prerequisite: ENGL/ 095 or instructor permission.

### BUS 141 Purchasing and Supply Management (5)

Introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/price analysis, and value analysis.

Prerequisite: BUS 110 with a minimum grade of C and either ENGL/095 with a minimum grade of C or assessment at college-level English and reading.

### BUS 142 Sourcing and Supplier Relation Fundamentals (5)

Sourcing concepts, methods and techniques used to manage an organization's supply base are discussed. Emphasis is on strategic sourcing, including supplier selection, development and evaluation, supplier quality, and global sourcing.

Prerequisite: BUS 110 with a minimum grade of C and either ENGL/095 with a minimum grade of C or assessement at college-level English and reading.

#### BUS 145 Retail Management (5)

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

Prerequisite: ENGL/ 095 or instructor permission.

#### BUS 150 Global Business (5)

This course examines international business topics including globalization and the outsourcing of jobs; differences in cultures and political, economic, legal, and social systems; international ethics; the international monetary system; multinational corporations; methods of entering offshore markets; global production, logistics and marketing; and international trade organizations.

Prerequisite: ENGL/ 095 or instructor permission.

### BUS 160 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.

Prerequisite:ENGL/ 095 or instructor permission.

### BUS 163 Management Principles and Organizational Systems (5)

Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

Prerequisite: ENGL/ 095 or instructor permission.

### BUS 164 Leadership and Human Relations (5)

Applies human relations skills to the work world. Focuses on interpersonal leadership skills that can maximize cooperation, flexibility, sensitivity and teamwork among workers. Students examine how attitudes, values, needs and communication styles affect relationships at work. Small-group projects will practice leadership skills and evaluate individual interpersonal competence.

Prerequisite: ENGL 095 and READ 095 or ENGL/095 or Instructor permission

### BUS 165 Human Resource Management (3)

Explores how organizations obtain, retain, and effectively utilize human resources. Topics include workplace diversity, forming quality work teams, equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, union/management relations, and grievance procedures

Prerequisite: ENGL/ 095 or instructor permission.

#### BUS& 201 Business Law (5)

(Formerly BUS-200) An introduction to the American legal system and the functions of law in a business environment; legal reasoning and the process of resolving disputes in society; a preliminary analysis of contractual arrangements and business association in the business community.

### BUS 230 Business Ethics and Corporate Responsibility (5)

Explores the moral principles, community standards and the ethics of decision making at the personal and professional levels. Students will also assess the impact management decisions have on business and society, and learn to examine corporate citizenship and social responsibility.

#### BUS 256 Statistical Analysis (5)

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

Prerequisite: MATH 095 with a minimum grade of C- or assessment above MATH 095.

#### BUS 280 Career Readiness Skills (2)

This course covers employment search skills and the employee skills needed to be successful on the job. It is recommended preparation for internships: ACCT-290, BUS-290, and IT-290.

#### BUS 290 Work Internship (5)

During one quarter of the sophomore year, students may receive college credits for hands-on work experience and training in a private- or public-sector organization.

Prerequisite: Program Chair permission.

### BUS 295 Entrepreneurial & Innovative Mindset (5)

This course is for students who want to learn more about innovation, entrepreneurship and launching a venture. The class will introduce the principles of an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student's own entrepreneurial potential. Additionally, students will examine needed technical skills including business, finance, marketing, legal issues, and social media. This course is the same as SOC 295.

Prerequisite: Instructor permission.

#### BUS 299 Independent Study (1-10)

Study on an individual basis.

Prerequisite: Program Chair permission.

### Chemistry

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: CHEM& 110, 121, and 131. These courses are also appropriate for students working toward Allied Health careers.

Students pursuing a major in the sciences, engineering, or some medical fields should select courses from CHEM& 161, 162, 163, 261, 262, and 263. An academic advisor should be consulted to determine the appropriate courses for your degree goal. Students intending to major in Chemistry at a baccalaureate institution should work toward an Associate of Science degree with a Chemistry Specialization.

### CHEM& 110 Chemical Concepts w/lab (5)

(Formerly CHEM-100) Survey of the fundamental principles of Chemistry. Includes the study of the metric system, atomic theory, bonding, properties of matter, reactions, nomenclature, and applications of chemistry to everyday life. Laboratory included.

Prerequisite: MATH 095 or higher or TMATH 100 (may be taken concurrently).

### CHEM& 121 Introduction to Inorganic Chemistry (5)

(Formerly CHEM-101) (For non-science and non-engineering majors.) Course includes the study of the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Laboratory included.

Prerequisite: CHEM& 110 or high school chemistry and either MATH 095 or higher or TMATH 100 (math may be taken concurrently).

### CHEM& 131 Introduction to Organic/Biochemistry (5)

(Formerly CHEM-102) (For non-science majors.) Study of the structure, properties, and reactions of organic and biological compounds. Includes an introduction to biochemical processes. Laboratory included. *Prerequisite: CHEM&* 121.

### CHEM& 161 General Chemistry w/Lab I (5)

(Formerly CHEM-140) This is the first quarter of college-level freshman chemistry. It covers measurements, the structure of matter, compounds, stoichiometry, classes of chemical reactions, gases, thermochemistry, and the quantum mechanical model of hydrogen. Laboratory included.

Prerequisite: CHEM& 121 or high school chemistry and either MATH& 141 or MATH 147 (math may be taken concurrently).

### CHEM& 162 General Chemistry w/Lab II (5)

(Formerly CHEM-150) This is the second quarter of college-level freshman chemistry. It covers electronic structure, bonding and bonding theories, molecular shapes, intermolecular forces, solids, liquids, solutions, and chemical equilibrium. Laboratory included.

Prerequisite: CHEM& 161.

### CHEM& 163 General Chemistry w/Lab III (5)

(Formerly CHEM-160) This is the third quarter of college-level freshman chemistry. It covers chemical kinetics, equilibrium, acids and bases, solubility, complex ions, thermodynamics, electrochemistry, and nuclear chemistry. Laboratory included. *Prerequisite: CHEM&* 162.

### CHEM& 261 Organic Chemistry w/Lab I (5)

(Formerly CHEM-231) Organic chemistry for science majors. Study of the application of general chemical principles to organic compounds. Topic includes: structure, orbital theory, isomerism, nomenclature, resonance, and chiralty; substitution and elimination reactions; introduction to IR spectroscopy. Laboratory included. *Prerequisite: CHEM& 163*.

### CHEM& 262 Organic Chemistry w/Lab II (5)

(Formerly CHEM-232) Organic chemistry for science majors. Topics include: structure, properties and reactions of alkenes, alkynes, radicals, aromatic, and organometallic compounds; introduction to NMR and mass spectroscopy. Laboratory included.

Prerequisite: CHEM& 261.

### CHEM& 263 Organic Chemistry w/Lab III

(Formerly CHEM-233) Organic chemistry for science majors. Topics include: structure, properties and reactions of alcohols, aldehydes, ketones, amines, and carboxylic acids and their derivatives; introduction to biological molecules and biochemical processes; introduction to UV/VIS spectroscopy. Laboratory included. *Prerequisite: CHEM&* 262.

#### Chinese

#### CHIN& 121 Chinese I (5)

(Formerly CHIN-101) The first year of the beginning Chinese language sequence consists of 121, 122, and 123. CHIN&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. (multicultural content)

Prerequisite: Completion of ENGL/095 with a grade of C or higher or assessment at college-level reading and English or instructor permission.

#### CHIN& 122 Chinese II (5)

(Formerly CHIN-102) CHIN&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in CHIN&-121. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. (multicultural content)

Prerequisite: CHIN&-121 with a grade of C or better or instructor permission.

#### CHIN& 123 Chinese III (5)

(Formerly CHIN-103) CHIN&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in CHIN&-122. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. (multicultural content)

Prerequisite: CHIN&-122 with a grade of C or higher or instructor permission.

## Communication Studies

### CMST& 101 Introduction to Communication (5)

(Formerly SPCH-100) A survey of fundamental principles of communication theory. Students are introduced to verbal and nonverbal communication, effective listening, interpersonal communication, small group discussion as well as culture and gender factors in communication. Written assignments, examinations and informal oral presentations are included.

### CMST 110 Multicultural Communication (5)

(Formerly SPCH-110) A survey of how culture shapes the communication interaction. Emphasis is on the role of world views, how culture affects the development of value systems, interpersonal relationships, workplace and educational expectations. Prerequisite: ENGL& 101 with a minimum grade of C (may be taken concurrently).

#### CMST& 220 Public Speaking (5)

(Formerly SPCH-101) An introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, critical, logical analysis, organization of informative and persuasive presentations.

Prerequisite: ENGL  $\rightleftharpoons$  101 with a minimum grade of C (may be taken concurrently).

### **Computer Science**

Tacoma Community College offers a wide range of courses involving computer applications. The courses listed below are designed to satisfy computer programming requirements for engineering and science majors. Students intending to major in Computer Science at a baccalaureate institution should work toward an Associate of Science degree with a Computer Science Specialization.

Students interested in introductory computer courses or Business applications should see courses listed under Information Technology and Computer User.

### CS 142 Java Programming for Engineers and Scientists I (5)

Using the Java programming language, students learn general principles of object-oriented programming, including how to design, implement, document, test, and debug computer programs. Topics include classes, objects, messages, expressions, decision structures, iteration, arrays, collections, events, and interfaces.

Prerequisite: MATH 1 or assessment above.

### CS 143 Java Programming for Engineers and Scientists II (5)

An intermediate programming course, using Java, that follows CS-142. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an introduction to performance analysis and implementation trade-offs.

Prerequisite: CS 142 with a minimum grade of C.

### **Computer User**

### CU 091 Introduction To The Keyboard (2)

Learn to use the computer keyboard by touch and begin to develop accuracy and speed.

Recommended: ENGL/ 085.

### CU 100 Introduction to Practical Computing (2)

To provide individuals with an opportunity to cultivate the computer usage skills necessary to become confident, successful students. This course is an introduction to computer usage skills using the most current Microsoft Windows operating system. Topics include: developing computer literacy, navigation, organization, printing, file location and management, accessing help.

Recommended: ENGL/ 095 and HD 101.

### CU 101 Web-Enabled Learning and Communication (2)

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

Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100.

#### CU 102 Word I (2)

Beginning word processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies and IC3 applications. Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100, ENGL/095, and HD 101.

#### CU 103 Excel I (3)

Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS "Core Level" competencies and IC3 applications.

Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100, MARC 075, ENGL/ 095, and HD 101.

#### CU 104 PowerPoint (1)

Introduction to electronic presentations using Microsoft PowerPoint. Emphasizes MOUS "Core Level" competencies and IC3 applications.

Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 101, ENGL/095, and HD 101.

#### CU 105 Word I & Excel I (5)

Introduction to using Microsoft Office Suite. Emphasizes MOUS "Core Level" competencies in Word, Excel and IC3 applications.

Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100, MATH 075 ENGL/ 095.

#### CU 108 Outlook (2)

Beginning Outlook. Course includes coverage of the software's following features: email, contacts, calendar, and scheduling. *Prerequisite: CU 102 (may be taken concurrently) or CU 105 or Program Chair permission.*Recommended: CU 105.

#### CU 110 Access I (2)

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

Prerequisite: CU 103 or CU 105 with a minimum grade of C or Program Chair permission.

#### CU 202 Word II (3)

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

Prerequisite: CU 102 or CU 105 with a minimum grade of C or Program Chair permission.

#### CU 203 Excel II (3)

Advanced spreadsheet class using Microsoft Excel. Emphasizes MOUS "Expert Level" competencies.

Prerequisite: CU 103 or CU 105 with a minimum grade of C or Program Chair permission.

#### CU 210 Access II (3)

Intermediate to advanced database skills using Microsoft Access. Emphasizes data import and export features, data access pages, advanced queries, tables, reports and forms. Includes creating macros and modules, managing database objects and managing databases.

Prerequisite: CU 110 with a minimum grade of C or Program Chair permission.

# Diagnostic Medical Sonography

#### DMS 101 Sonography Lab I (2)

Provides basic instruction of equipment "knobology" and introduces students to basic scanning planes, techniques, and image recognition. To be taken concurrently with DMS-120.

Prerequisite: Acceptance into DMS program or Program Director approval.

#### DMS 102 Sonography Lab II (3)

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

Prerequisite: DMS 101 or Program Director approval.

#### DMS 103 Sonography Lab III (2)

A continuation of DMS-102. Students will utilize sonographic equipment, practice exam protocols and learn about patient care and invasive procedures. To be taken concurrently with DMS-123.

Prerequisite: DMS 102 or Program Director approval.

### DMS 105 Ultrasound Cross-Sectional Anatomy (5)

Provides information on cross-sectional anatomy in the human body with an emphasis on the organs of sonographic interest. Different scanning planes are represented including longitudinal, transverse, coronal and oblique views. Students also gain an understanding of transducer positioning in relation to organs within the body, and correlate their studies with sonographic images.

Prerequisite: Acceptance into DMS program or Program Director approval.

#### DMS 110 Pathophysiology I (3)

Explores the pathogenesis of disease processes and their impact on the human body. Discusses the clinical manifestations, diagnosis, treatment and surgical interventions of different disease processes affecting specific body systems. Emphasizes disease processes relevant to sonography. Prerequisite: Acceptance into DMS program or Program Director approval.

#### DMS 111 Pathophysiology II (3)

Explores the pathophysiology of the small parts organs/structures evaluated with sonography. Discusses pertinent laboratory tests, clinical signs and symptoms as well as treatment options or surgical intervention. *Prerequisite: DMS 110.* 

#### DMS 120 Abdominal Sonography (3)

Introduces sonographic terminology. Discusses the normal and pathologic appearances, laboratory tests and clinical signs and symptoms pertinent to the organs studied. Includes development of appropriate exam protocol. To be taken concurrently with DMS-101.

Prerequisite: Acceptance into DMS program or Program Director approval.

### DMS 121 Small Parts and Superficial Structures Sonography (3)

Focuses on the sonography of various superficial structures. Reviews the anatomy, physiology, and pathology of these small parts; discussing laboratory tests and lcinical signs and symptoms. Also explores the use of ultrasound in surgical procedures. Routine scanning protocols are learned and discussed. To be taken concurrently with DMS-102. Prerequisite: Acceptance into DMS program or Program Director approval.

#### DMS 122 Gynecological Sonography (3)

Provides information on the female reporductive system including a review of female pelvis anatomy, physiology, and associated pathologic findings. Focuses on knowledge and sonographic recognition of normal gynecological anatomy. To be taken concurrently with DMS-102.

Prerequisite: DMS 120 and DMS 121.

### DMS 123 Obstetrical Scanning and Pathophysiology (5)

Provides information on the female reproductive system and fetal development. Includes discussion of normal development in the first, second and third trimesters as well as discussion of abnormal lab values, fetal anatomy and/or conditions affecting the fetus that can be diagnosed with sonography. Introduction to invasive procedures and techniques in the diagnosis and treatment of abnormal fetal conditions. To be taken concurrently with DMS-103. *Prerequisite: DMS 122*.

### DMS 124 Introduction to Vascular Sonography (3)

Introduction to the basic concepts of vascular sonography. Includes an overview of basic vascular anatomy and physiology, pertinent pathophysiology and basic scanning protocols and ultrasound findings. Includes laboratory practice of routine protocols. *Prerequisite: DMS 123*.

#### DMS 125 Advanced Sonography (2)

Provides an opportunity to reinforce and enhance learning of abdominal sonography. Prerequisite: DMS 120, DMS 121, and DMS 122 or Program Director approval.

### DMS 130 Ultrasound Physics and Instrumentation I (3)

Provides a theoretical and practical understanding of acoustic physics and its application in diagnostic medical sonography. Includes a review of related mathematical concepts and explores wave concepts, properties of attenuation, ultrasound beam formation, transducer construction, and function and system operation.

Prerequisite: Acceptance into DMS program or Program Director approval.

### DMS 131 Ultrasound Physics and Instrumentation II (3)

A continuation of Ultrasound Physics and Instrumentation I. Topics covered include hemodynamics, Doppler physics (including color and spectral Doppler), acoustic artifacts, bioeffects and safety and quality assurance.

Prerequisite: DMS 130.

## DMS 140 Patient Care and Scope of Practice (2)

Discussion and practical experience in patient care concepts such as obtaining patient history, how to handle difficult patients or patient issues and sterile technique for invasive procedures. Discussion of the role, scope of practice and work safety of the sonographer. Discuss medical ethics/legal issues relevant to sonography.

Prerequisite: DMS 102, DMS 121 and DMS 122 or Program Director approval.

#### DMS 150 Introduction to Clinical I (2)

Students will gain knowledge of the mechanics of an ultrasound department as well as the duties and responsibilities of the clinical sonographer. Students will be provided with the opportunity to apply sonographic theory to observation of sonographic exams and limited hands-on scanning in the clinical setting.

Prerequisite: Acceptance into DMS program or Program Director approval.

#### DMS 151 Ultrasound Clinical II (10)

A continuation of Introduction to Clinical I. The student will begin to assist and perform various technical, clerical, professional, patient care, and sonographic duties under personal or direct supervision. Requires completion of clinical competencies which will be observed and signed off by supervising sonographer.

Prerequisite: Successful completion of DMS 150 and all didactic and lab coursework with a passing grade of C or higher.

## DMS 160 Ultrasound Seminar and Critique I (2)

This course is a seminar on current issues in sonography. Includes case study presentation, discussion and critique. Prerequisite: Acceptance into DMS program or Program Director approval.

#### DMS 175 DMS Orientation (2)

This course will provide application of the basic skills required for patient care. The students will learn essential body mechanics to avoid injury; infection control principles; required confidentiality information; legal and ethical principles; and an introduction to vital signs. Students will also complete CPR certification, HIV/AIDS certification for health care providers, and receive their program student handbooks. Same course as RC 175.

Prerequisite: Acceptance into DMS program.

#### DMS 250 Ultrasound Clinical III (13)

A continuation of Ultrasound Clinical II.
Continued observation with increasing
performance of all duties of a sonographer in
a clinical setting. Patient examinations are
performed under generalized supervision.
Requires completion of clinical
competencies.

Prerequisite: DMS 151 with a minimum grade of C and all didactic and lab coursework with a minimum grade of C.

#### DMS 251 Ultrasound Clinical IV (13)

A continuation of Ultrasound Clinical III. Continued observation with increasing permormance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision. Requires completion of clinical competencies.

Prerequisite: DMS 250 with a minimum grade of C and all didactic and lab coursework with a minimum grade of C.

#### DMS 252 Ultrasound Clinical V (13)

A continuation of Ultrasound Clinical IV. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision. Requires completion of clinical competencies.

Prerequisite: DMS 251 with a minimum grade of C and all didactic and lab coursework with a minimum grade of C.

## DMS 260 Ultrasound Seminar and Critique II (2)

This course is a seminar on current issues in sonography. Includes case study presentation, discussion, and critique. *Prerequisite: DMS 160*.

## DMS 261 Ultrasound Seminar and Critique III (2)

A continuation of Ultrasound Seminar and Critique II. This course is a seminar on current issues in sonography. Includes case study presentation, discussion and critique. *Prerequisite: DMS 260.* 

## DMS 270 Ultrasound Registry Review Seminar (2)

This course is an intensive review of the content in the American Registry of Diagnostic Medical Sonographers registry exam, including physics and instrumentation, abdomen and small parts, and ob/gyn. Students review with in-class discussions and practice sample registry exams.

Prerequisite: Acceptance into DMS program or Program Director approval.

## DMS 299 Independent Study - Clinical (2-15)

Increasing performance of all duties of a sonographer in the clinical setting. Patient examinations are performed under strict/general supervision depending on student's progress. This course will allow continuity in the development of clinical skills

Prerequisite: DMS 151 with a minimum grade of C and all didactic and lab coursework with a minimum grade of C.

Prerequisite: EDP 100 must be taken concurrently

## **Economics**

#### ECON& 201 Micro Economics (5)

(Formerly ECON-201) Theory of the market systems as a method of allocating resources and distributing income and products.

Analysis of current problems including government regulation, subsidies, monopoly, and taxation.

Prerequisite: MATH 095 with a minimum grade of C- or assessment above MATH 095.

#### ECON& 202 Macro Economics (5)

(Formerly ECON-200) History and development of the United States' economy, including effects of government taxing and spending, control of the money supply, and effects of international trade.

Prerequisite: MATH 095 with a minimum grade of C- or assessment above MATH 095.

## Education

#### EDUC& 115 Child Development (5)

(Formerly EDUC-135) This course uses a scientific research approach to examine the impact of biology, environment, individual differences, relationships, social policies and culture on a child's growth and development - from conception through adolescence. *Prerequisite: PSYC&* 100.

## EDUC& 205 Introduction to Education w/ Field Experience (5)

(Formerly EDUC-201) Designed for students who are considering teaching as a profession, the course will examine historical and philosophical foundations of American education, learning theories, contemporary students, and curriculum development. The course will also explore the social, political, cultural, and economic pressures that influence current issues and trends in education. Includes required lab experience that gives students opportunities to practice learned concepts.

Prerequisite: Assessment at college-level reading and writing.

#### 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 Early Childhood Field Experience (2)

A 2-credit course based on an independent study contracted between an instructor and a student. This class is taken concurrently with EDP-100 which will provide the opportunity to work with children in ECE classrooms, learning and implementing developmentally appropriate practices in guidance, curriculum, observation, assessment and the preparation of the physical environment.

# Emergency Medical & Health Services

## EMC 110 Emergency Medical Technician Basic (10)

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 121 hours of lecture and practical class-work time, and some clinical observation. Class also meets a portion of the prerequisites for the Paramedic program. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.

Prerequisite: Students must be formally accepted into the EMC program prior to registering for this class. Please refer to the Health, Justice, and Human Services Division for more information. NOTE: Active affiliation with an EMS provider agency is required for state certification. Class may be taken without affiliation; however, students will not obtain state certification without being affiliated.

## EMC 112 Emergency Medical Technician Recertification (4)

For the currently certified EMT-Basic who needs to fulfill state, county, and/or National Registry requirements for recertification.

Prerequisite: Current state, county, or National Registry EMT-Basic Certification and Program Chair permission.

## EMC 116 Introduction to Emergency Medical Care (4)

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

Prerequisite: Acceptance into the Paramedic program.

#### EMC 120 Paramedic I (12)

The first of three courses for the education of prehospital advanced life support paramedic personnel. Advanced concepts and skills in patient assessment, airway management, shock management and I.V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support (ACLS) provider course included.

Prerequisite: HIM 130, BIOL& 175, EMC 116 and acceptance into the Paramedic program.

#### EMC 121 Paramedic II (12)

Second in the three quarter paramedic course. Covers assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric emergencies. Prehospital trauma life support (PHTLS-Provider) as well as the P.E.P.P. provider course included. *Prerequisite: EMC 120, EMC 130 and PE 100.* 

#### EMC 122 Paramedic III (5)

Third in three-quarter series reviewing the entire didactic content as applied to case studies. Requires extensive application of the material covered in EMC 120 and EMC 121. *Prerequisite: EMC 121, EMC 131 and PE 200.* 

#### EMC 130 Paramedic Clinical I (4)

First-quarter clinical and infield experience for paramedic students taken in conjunction with EMC 120. Includes clinical experience in hospital and infield experience.

Prerequisite: EMC 120 must be taken concurrently.

#### EMC 131 Paramedic Clinical II (7)

Second-quarter clinical and field experience for Paramedic students taken in conjunction with EMC 121. Students will have assigned clinical and infield rotations.

Prerequisite: EMC 120 and concurrently enrolled in EMC 121.

#### EMC 132 Paramedic Clinical III (9)

Continuation of EMC-131. Emphasis is on clinical and extensive infield experience. Third quarter clinical and infield experience for paramedic students includes specified hospital assignments and extensive infield experience.

Prerequisite: EMC 122.

## EMC 140 Supplemental Education for EMC Programs (2-10)

This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisite: Recommendation of County Medical Director and instructor permission.

## EMC 150 Supplemental Education for EMC Programs (2-10)

This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisite: Recommendation of County Medical Director and instructor permission.

## EMC 200 Contemporary Issues in Pre-hospital Care (2)

This is a dynamic course that focuses on the various components of quality EMS. The course is a seminar style course that utilizes assorted current readings in conjunction with small group work that promotes critical thinking and a global understanding of what comprises state of the art out-of-hospital care.

Prerequisite: Certified Paramedic or instructor permission.

## **Engineering**

The Engineering transfer program is designed to offer students the same courses as the first two years at a baccalaureate institution.

There are three specific discipline-related Associate of Science in Engineering degrees: (1) Civil, Mechanical, Industrial, Aeronautical/Astronautical and Material Science Engineering, (2) Electrical Engineering and Computer Engineering, and (3) BioEngineering and Chemical Engineering. There is also a General Engineering Associate of Science. Students are encouraged to pursue one of the specific discipline-related Associate of Science in Engineering degrees, rather than the General Engineering degree, unless advised to do otherwise by an engineering advisor. Students are strongly encouraged to meet with an Engineering advisor as early as possible.

Students seeking courses for general interest, upgrading skills, or college-level electives should consider ENGR& 104, ENGR& 114, and ENGL& 235.

TCC supports a local chapter of the ASME (American Society of Mechanical Engineers) and encourages student involvement.

## ENGR& 104 Introduction to Engineering and Design (5)

(Formerly ENGR-100) Introduction to the engineering profession and its design process by building group skills, understanding the effects of different learning styles, producing strategies for innovation, and fostering creativity in problem solving. Includes design projects, journal keeping, professionalism and ethical issues, and oral presentations. Acquaints students with disciplines and opportunities in engineering.

Prerequisite: Completion of ENGL/095 with a minimum grade of C and completion of MATH 090 with a minimum grade of C- or equivalent assessment in these areas.

### ENGR& 114 Engineering Graphics (5)

(Formerly ENGR-123) An introduction to Computer Aided Design (CAD) using software based on parametric solid modeling. Students will use the software to create virtual models, show the models in various projections and views, manage the associated computer files, and produce engineering drawings. The course includes the engineering graphics topics of three-dimensional visualization, sketching, displaying solid objects in two-dimensional views, dimensioning, and reading engineering drawings.

Prerequisite: MATH 090 and ENGL/ 095.

## ENGR 170 Fundamentals of Materials Science (4)

Elementary principles underlying the structure and properties of materials used in the practice of engineering. The properties of inorganic and organic materials as related to atomic, molecular and crystalline structure. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties.

Prerequisite: CHEM& 162 (may be taken concurrently) and MATH& 141.

## ENGR& 204 Electrical Circuits (5)

(Formerly ENGR-215) An introduction to electrical engineering through basic circuit and system concepts. Topics include: resistors, sources, capacitors, inductors, operational amplifiers, node and mesh analysis, Thevenin and Norton equivalents and RLC circuits. Solution of first and second order linear differential equations associated with basic circuit forms will be used. *Prerequisite: PHYS 222 and MATH ÷ 152*. Recommended: MATH 238.

#### ENGR& 214 Statics (5)

(Formerly ENGR-210) Scalar and vector analysis of two- and three-dimensional static structures. Topics include: vector notation, equilibrium, moments, couples, distributed loads, resultants, trusses, frames and machines, center of mass, inertia, shear and bending moment diagrams, and friction. Includes a team project.

Prerequisite: PHYS 221 (may be taken concurrently) and MATH& 152.

#### ENGR& 215 Dynamics (5)

(Formerly ENGR-230) Dynamics of particles and rigid bodies, using the vector notation. Topics covered in this course include: kinematics, kinetics, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, impact, steady mass flow, rotation, absolute motion and relative motion. Includes design project. *Prerequisite:* ENGR& 214 and MATH& 153.

## ENGR& 224 Engineering Thermodynamics (5)

(Formerly ENGR-260) Introduction to 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, entropy, specific heat, open and closed system analysis, and applications to devices and systems. Simple power and refrigeration cycles, including Carnot, Otto, Diesel, Brayton and Rankine are introduced. *Prerequisite: PHYS 221 (may be taken concurrently) and MATH& 152 and CHEM& 161.* 

#### ENGR& 225 Mechanics of Materials (5)

(Formerly ENGR-220) An introduction to the concepts of stress, strain, deformation, and failure theory in solid materials. Applies mechanics of materials concepts to structural and machine elements in tension, compression, bending, and torsion. Topics include deformation of members, Poisson's ratio, stress concentrations, thermal stress, statically indeterminate techniques, flexure formula, shear formula, stress transformation, Mohr's circle, strain gauges, deflections, and columns. Includes a design project.

Prerequisite: MATH& 153 (may be taken concurrently) and ENGR& 214.

## ENGR 240 Applied Numerical Methods (5)

Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation.

Prerequisite: MATH & 153. Recommended: MATH 220.

ENGR 299 Independent Study (1-5)
Independent design, observation, analysis, and reporting of an engineering project or topic.

Prerequisite: Instructor permission.

## **English: Composition**

Students enrolled in the EAP Program are strongly advised to complete the program before attempting the English program designed for native speakers. Courses numbered below 100 cannot be applied towards certificate or degree requirements.

## ENGL/ 085 Academic Reading and Writing I: Foundations (8)

A pre-college integrated reading and writing course that provides instructions and practice skills needed for placement into ENGL/095. Course work includes grammatical concepts in order to write clear and correct sentences and paragraphs. This course is designed to introduce basic reading skills and to develop basic writing skills. Course work emphasizes writing from observations as well as writing in response to readings. The writing focus is on writing sentences which demonstrate a basic grasp of 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 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, and implications are included, as well as skills in outlining and summarizing. Lab application is used for practice, and vocabulary development is included.

Prerequisite: EAP 155 and EAP 159 with a minimum grade of C or assessment into ENGL/085.

## ENGL/ 095 Academic Reading and Writing II: Threshold (8)

An integrated pre-college course designed to improve the student's reading and writing ability for entrance into ENGL & 101. Course work focuses on critical reading and analytical writing in response to readings, with an emphasis on organization, unity, coherence, and adequate development; an introduction to expository essays; and a review of the rules and conventions of standard written English. Essay and research writing is included. This is a preparatory class for college success with reading 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. Prerequisite: Either EAP 155 and EAP 159 with

Prerequisite: Either EAP 155 and EAP 159 with a minimum grade of C, EAP 154 with a minimum grade of C, ENGL/ 085 with a minimum grade of C, or assessment into ENGL/ 095.

## ENGL& 101 English Composition I (5)

(Previously ENGL-101) Study and application of the principles of college writing. Students read, analyze, and write expository, descriptive, and argumentative essays, as well as learn to develop ideas fully, organize them effectively, and express them clearly. ENGL& 101 readings focus on the essay. This course may not be taken "S/U." Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.

## ENGL& 102 Composition II: Argument and Persuasion (5)

(Formerly ENGL-102) The application and further development of writing principles covered in ENGL&-101. ENGL&-102 is a composition course designed to develop the student's ability to write sound and cogent arguments in several academic disciplines. Course work focuses on strategies for developing convincing evidence, with emphasis on critical thinking and library research skills. This course may not be taken "S/U."

Prerequisite: ENGL& 101 with a minimum grade of C.

## ENGL 103 Composition III: Writing about Literature (5)

The application and further development of writing principles covered in ENGL&-101. The writing - primarily analytical - is based on the reading and discussion of literature. This course may not be taken "S/U."

Prerequisite: ENGL& 101 with a minimum grade of C.

## **English: Literature**

## ENGL 179 Trillium Production Workshop (2)

Course covers the basics of editing, design, and production of a literary magazine offering practical hands-on experience. *Prerequisite: Instructor permission.* 

#### ENGL 180 Una Voce Workshop (2)

Una Voce Workshop provides practical, hands-on experience at every stage of the production of a magazine: solicitation of essays, selection of submissions, arrangement of submissions, writing of introductions, proofreading, and publication.

Prerequisite: ENGL& 101 with a minimum grade of C.

## ENGL 201 Advanced Expository Writing (5)

Advanced course in expository writing. Attention given to acquiring a personal style and finding an effective tone and voice.

## ENGL& 220 Introduction to Shakespeare (5)

(Formerly ENGL-250) Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets. *Prerequisite: ENGL& 101 with a minimum grade of C.* 

## ENGL 234 Introduction to Mythology and Folk Stories (5)

A comparative study of myths and folklore throughout the world. Emphasis is on the commonality of concerns and values expressed by both western and non-western cultures and on the literary value of myths and folklore.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## ENGL& 235 Technical Writing (5)

(Formerly ENGR 231) A practical course in organizing, developing and writing technical information, including reports. Attention given to organizational patterns and report formats common to scientific and technical disciplines and technical writing conventions, including headings, illustrations, style and tone

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

## ENGL 242 Contemporary Non-Western Literature (5)

A survey of contemporary non-Western literature. Various cultural and historical themes will be studied from quarter to quarter.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### ENGL& 244 American Literature I (5)

(Formerly ENGL-267) Survey of American literature from the beginnings through the Civil War.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### ENGL & 245 American Literature II (5)

(Formerly ENGL-268) Survey of American literature from the Civil War to the eve of World War I.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### ENGL& 246 American Literature III (5)

(Formerly ENGL-269) Survey of American literature from 1910-1960.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

## ENGL 260 Themes or Social Issues in Fiction/Drama/Poetry (5)

A survey of popular themes or social issues pertinent to present society. Various themes or issues will be studied from quarter to quarter. May be taken twice as themes and issues covered are different each offering. Prerequisite: ENGL& 101 with a minimum grade of C.

#### ENGL 261 The Bible as Literature (5)

The Bible as Literature examines the Bible, both the Hebrew Bible and the Christian Testament, as a collection of literary works. Students learn to recognize plot, theme, character, setting, and style and to consider the interaction of those elements. They also learn about the history of the composition, transmission, and translation of the works. The purpose of the course is not to supplant the Bible as a religious text, but to enhance each student's appreciation of the Bible regardless of his or her religious convictions. *Prerequisite:* ENGL 101 with a minimum grade of C.

#### ENGL 262 Children's Literature (5)

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

Prerequisite: ENGL& 101 with a minimum grade of C.

#### ENGL 264 English Literature: From Beowulf Through Shakespeare (5)

Survey of English literature from three major periods of English literature: Old English (500-1100), Middle English (1100-1500), and the English Renaissance.

Prerequisite: ENGL& 101 with a minimum grade of C.

## ENGL 265 English Literature: From Donne Through Blake (5)

Survey of English literature from the Donne (1630s) through Blake (early Romantics, 1780s).

Prerequisite: ENGL& 101 with a minimum grade of C

## ENGL 271 Contemporary American Fiction (5)

Study of American fiction written since 1960 with an emphasis on the major writers and themes of contemporary fiction.

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

### ENGL 276 Creative Writing - Fiction (3)

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students.

Prerequisite: ENGL& 101 with a minimum grade of C.

#### ENGL 277 Creative Writing - Fiction (3)

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students. (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

#### ENGL 278 Creative Writing - Poetry (2)

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Course is flexible to meet the needs of the individual students and may be repeated. *Prerequisite:* ENGL& 101 with a minimum grade of C.

#### ENGL 279 Creative Writing - Poetry (2)

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Instruction is flexible to meet the needs of individual students.

Prerequisite: ENGL& 101 with a minimum grade of C.

#### ENGL 280 Literatures of Diversity (5)

An introduction to the literatures of various cultures. Includes a study of historical and cultural context within which the literature evolved. Various single authors or a combination of authors will be studied from quarter to quarter. May be taken twice as cultures or authors covered are different each offering.

Prerequisite: Completion of ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

ENGL 299 Independent Study (5) Individual study, project-oriented. Instructor permission required and the successful completion of ENGL 101 and 102.

# English for Academic Purposes

## EAP 089 Pronunciation and Conversation I (3)

A beginning-level course in conversation and pronunciation for non-native speakers of English. Students are introduced to the pronunciation of specific English sounds and basic intonation patterns, contextualized and practiced in conversation.

Prerequisite: EAP placement exam.

## EAP 090 Pronunciation and Conversation II (2)

A course in pronunciation and conversation for non-native speakers of English at the advanced-beginning or low-intermediate level. While developing conversational fluency, students improve their pronunciation of both the specific sounds and the intonation patterns of English. Some practice in note-taking is also included. *Prerequisite: EAP-089 with a grade of C or higher, or EAP placement exam.* 

#### EAP 091 Grammar and Speaking I (5)

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

Prerequisite: EAP placement exam.

#### EAP 092 Grammar and Speaking II (5)

The second in a series of five grammar and speaking courses for non-native speakers of English at the advanced-beginner level. This course is designed to give students a strong grammatical basis in English and to improve their speaking and listening skills. At least one oral report is required.

Prerequisite: EAP-091 with a grade of C or higher, or EAP placement exam.

#### EAP 093 Grammar and Speaking III (5)

The third in a series of five grammar and speaking classes for non-native speakers of English at the low-intermediate level. The focus is on grammar usage with work on the comprehension of spoken English.

Prerequisite: EAP-092 with a grade of C or higher, or EAP placement exam.

#### EAP 094 Grammar and Speaking IV (5)

The fourth in a series of five grammar and speaking classes for non-native speakers of English at the high intermediate level. The class focuses on grammar plus classroom discussion and reports.

Prerequisite: EAP-093 with a grade of C or higher, or EAP placement exam.

#### EAP 095 Reading and Writing I (10)

The first in a series of five reading and writing courses for non-native speakers of English. Students learn the basics of the writing process as they progress from writing simple sentences to single narrative paragraphs. Reading assignments provide support for the writing projects while developing students' reading comprehension and vocabulary. *Prerequisite:* EAP placement exam.

#### EAP 096 Reading and Writing II (10)

The second in a series of five reading and writing courses for non-native speakers of English. Students are introduced to the writing process as they progress from sentences to one-paragraph compositions. Reading assignments provide support for the writing projects while improving students' reading comprehension, speed and vocabulary.

Prerequisite: EAP-095 with a grade of C or higher, or EAP placement exam.

#### EAP 097 Reading and Writing III (10)

The third in a series of five reading and writing courses for non-native speakers of English. Students practice the writing process of short narrative, descriptive and summary compositions. Grammar and mechanics are practiced in the context of writing assignments. Reading lessons support writing activities and build reading comprehension, retention, and vocabulary.

Prerequisite: EAP-096 with a grade of C or higher, or EAP placement exam.

#### EAP 098 Reading and Writing IV (8)

The fourth in a series of five reading and writing courses for non-native speakers of English. Students progress from one-paragraph to multiple-paragraph compositions, focusing on the writing process for persuasive, descriptive, narrative, and expository essays. Readings provide background for compositions while building students' vocabulary, comprehension, and retention.

Prerequisite: EAP-097 with a grade of C or higher, or EAP placement exam.

## EAP 099 High Intermediate EAP Composition and Reading (10)

EAP 99 synthsizes skills taught in EAP 98 and 94 in the context of a variety of introductory-level transfer or professional technical courses, introducing students to the reading and writing skills necessary for college success. Course work moves from one-paragraph to multiple-paragraph compositions, focusing on the writing process for persuasive, descriptive, narrative, and expository essays while also working on sentence-level issues. Readings provide background for compositions; support learning in the content course; and build students' vocabulary, comprehension, and retention.

Prerequisite: EAP placement exam or EAP 097 with a minimum grade of C and EAP 093 with a minimum grade of C.

## EAP 154 Advanced Composition and Reading (10)

EAP-154 synthesizes skills taught in EAP-155 and 159 in the context of a variety of transfer or professional technical courses, helping students build the reading and writing skills necessary for success in these courses. Course work focuses on increasing reading speed, comprehension, and retention; and gaining mastery of the essay writing process and editing/polishing skills.

Prerequisite: Either completion of EAP-094 and EAP-098 with minimum grade of C, or completion of EAP 099 with a minimum grade of C, or EAP placement exam.

#### EAP 155 Grammar and Speaking V (5)

The last in a series of five grammar and speaking courses for non-native speakers of English at the advanced level. The course focuses on areas of English grammar that present difficulties to advanced students of the language, aural comprehension, speaking skills, and vocabulary development are also included.

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

## EAP 159 Reading and Writing V (7)

The last in a series of five reading and writing courses for non-native English speakers, designed to prepare advanced students for composition classes with native speakers. Focuses on multiple-paragraph essays, stressing revising and polishing skills. Readings provide background for the writing component, with emphasis on comprehension, speed, retention, and vocabulary.

Prerequisite: EAP-098 with a grade of C or higher, or EAP placement exam.

#### EAP 160 Advanced Writing (5)

An advanced writing course for non-native speakers of English. The course focuses on assessment and improvement of sentence structure and writing style, allowing students to edit their own writing in order to improve accuracy, variety, and sophistication of sentences and paragraphs.

Prerequisite: EAP-155 with a grace of C or higher, or EAP placement exam.

#### EAP 162 Advanced Reading (5)

An advanced course in reading for non-native speakers of English. The course focuses on reading skills including finding main ideas and details, looking at patterns of organization and transitions, and developing vocabulary.

Prerequisite: EAP-159 with a grade of C or higher, or EAP placement exam.

## EAP 190 American Culture and Conversation (3)

A course in conversational English focused on contemporary American culture for non-native speakers of English at the high-intermediate or advanced level. Students explore current issues in American life through readings, videos, and conversation. This course may be taken twice for credit. Prerequisite: EAP 090 with a minimum grade of C or EAP 093 with a minimum grade of C or EAP placement exam.

## EAP 191 Pronunciation and Conversation III (2)

Instruction and practice in recognition and production of individual phonemes of American English and of word accent and intonation levels at the high intermediate-advanced level. Students participate in a variety of speech activities: speech giving, poetry reading, role playing, debating.

Prerequisite: EAP 090 with a minimum grade of C or EAP 093 with a minimum grade of C or EAP placement exam.

#### EAP 192 The American Accent (3)

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

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

# Environmental Science

Students seeking courses for general interest or degree distribution requirements may consider any environmental science courses. Students intending to major in Environmental Science at a baccalaureate institution should work towards an Associate of Science degree with an Environmental Science specialization and consult with an environmental science advisor in the biology or earth science departments.

## ENVS& 101 Introduction to Environmental Science (5)

(Formerly ENVSC-106) An interdisciplinary science course for both non-science majors and beginning science students. Topics such as overpopulation, forest resources, energy, and pollution are covered. Underlying scientific principles are identified and related to relevant ethical, economic, and political issues from global, national and local perspectives. Laboratories and field trips included.

Prerequisite: ENGL/ 095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

## ENVS 179 Special Topics in Environmental Science (2)

Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Topics for any one quarter may include Biodiversity, Toxins and Human Health, Non-native Invasives and Wetlands.

## ENVS 210 Maps, GIS and the Environment (5)

Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as GEOG 210. Students may receive credit for either ENVSC 210 or GEOG 210 but not both. Laboratories and field trips included. Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

## **Experiential Learning**

EXPLR 190 Electronic Portfolio (2) Students will clarify their educational intent, study academic standards and work independently. They create inventories of prior learning, participate in discussions, share and collect feedback about experiential learning. Students combine theory with practice through reflective assignments. They develop a professional portfolio for prior learning assessment, transfer and/or future employers.

#### EXPLR 200 Community Learning (3)

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

Prerequisite: Permission.

#### EXPLR 290 Internship Experience (3-5)

Transfer students may enroll in a work experience internship related to their major area of interest. The work experience may be in either a private or public sector organization. Course includes an orientation, training, site supervision and hour reporting. Internship orientation, mentoring and reporting will be done through Transition Services.

## EXPLR 295 Service Learning Experience (2-3)

This course assists students to develop a greater civic awareness and engagement. Students complete an orientation, complete 30-60 service hours and participate in an online classroom. Students combine theory with practice through reflective assignments. When combined with EXPLR-296, this class satisfies the culminating project requirements for local school districts.

## EXPLR 296 Capstone Experience (1-2)

This course will assist students to develop an overarching view of their learning through a capstone experience bridging their classroom and community experiences. Students develop a portfolio of their work, prepare a scholarly paper reflecting the knowledge and skills acquired through their external experience and deliver a public presentation. *Prerequisite: EXPLR 295*.

## **French**

#### FRCH& 121 French I (5)

(Formerly FREN-101) The first year of the beginning French language sequence consists of 121, 122, and 123. FRCH&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: ENGL/095 with a minimum grade of Cor assessment at college-level reading and writing or instructor permission.

#### FRCH& 122 French II (5)

(Formerly FREN-102) FRCH&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in FRCH&-121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: FRCH& 121 with a minimum grade of C or instructor permission.

#### FRCH& 123 French III (5)

(Formerly FREN-103) FRCH&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in FRCH&-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. This course satisfies the Multicultural distribution requirement.

Prerequisite: FRCH& 122 with a minimum grade of C or instructor permission.

## Fresh Start

# FRSH 098 English - Fresh Start (5) Introduction to literacy and study skills for beginning students enrolled in the Fresh Start program. Academically, the focus is on

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

## FRSH 100 Pathways to College Success (5)

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

## Geography

## GEOG 110 Geography of the Pacific Rim (5)

Students will study the geographical elements of the Pacific Rim area. The physical and cultural attributes of each country will be compared. Problems related to the physical environment, ethnic composition, and resources will be emphasized.

#### GEOG 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: ENGL/095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

## GEOG 210 Maps, GIS and the Environment (5)

Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as ENVSC 210. Students may receive credit for either GEOG 210 or ENVSC 210 but not both. Laboratories and field trips included. Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these

## Geology

Students seeking courses for general interest or degree distribution requirements may consider GEOL& 101, GEOL 108, GEOL 125, GEOL 179 and GEOL& 208 for the Associate in Arts and Sciences, General Studies and Applied Sciences degrees. GEOL 105 is suitable for general elective categories only. Students intending to major in Geology at a baccalaureate institution should work towards an Associate of Science degree with an Earth Sciences Specialization and consult with the earth sciences advisor.

## GEOL& 101 Introduction to Physical Geology (5)

(Formerly GEOL-101) Introduces students to the materials and landscapes of the earth and the diverse geological processes that produce and change them. Subjects include rock formation, volcanoes, glaciers, rivers, and earthquakes. The laboratory includes various activities such as studying rock and mineral specimens, and local field trips. Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

#### GEOL 105 Earth Systems Science (5)

Provides an introduction to earth systems by studying the lithosphere, biosphere, hydrosphere, and atmosphere, and how these realms interact to produce the dynamic earth that we inhabit. Hands-on exercises will involve work with rock samples, weather gauges, and maps and diagrams. This course is taught online.

## GEOL 108 Fossils and the History of Life (5)

Introduction to the geological and biological processes and events that generated the amazing record of life on earth. Topics include plate tectonics, rocks, fossilization processes, principles of evolution, and a survey of the history of life. Lab includes studying rock and fossil specimens and involves field trips. This course is the same as BIOL 105. Students may receive credit for either GEOL 108 or BIOL 105 but not both.

Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas

#### GEOL 125 Geology in the Field (5-12)

An intensive course in introductory geology, covering the fundamental principles of physical geology and an introduction to field methods. Extended field trip required. Exact itinerary varies quarterly. Laboratory included.

Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

## GEOL 179 Special Topics in Geology (2)

These are seminars designed to provide geology students with the opportunity to study selected geologic topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program. The seminars will be comprised of lecture, laboratory and field trip activities in varying proportions depending on the specific topic and needs of participating students.

## GEOL& 208 Geology of the Pacific Northwest (5)

(Formerly GEOL-208) Study of the geologic history of the Pacific Northwest. Emphasis on both the role of plate tectonics in assembling the region as well as how surface processes such as rivers and volcanism have shaped the landscapes of the area. Fieldtrips required. Laboratory included. *Prerequisite:* ENGL/ 095 with a minimum grade of

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

## GEOL 299 Individual Study in Geology (1-5)

Study of selected geologic topics on an individual basis.

Prerequisite: Instructor permission.

## German

#### GERM& 121 German I (5)

(Formerly GERM-101) The first year of the beginning German language sequence of 121, 122, and 123. GERM&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing or instructor permission.

#### GERM& 122 German II (5)

(Formerly GERM-102) GERM& 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in GERM& 121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: GERM& 121 with a minimum grade of C or instructor permission.

#### GERM& 123 German III (5)

(Formerly GERM-103) GERM& 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in GERM& 122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. This course satisfies the Multicultural distribution requirement.

Prerequisite: GERM& 122 with a minimum grade of C or instructor permission.

## Health Information Management

Note: Classes are offered in online format.

## HIM 101 Success Strategies for HIM Students (2)

HIM 101 will prepare students for success in the HIM program. Students will explore the American Health Information Management Association and become student members. Students will receive instruction in use of the college's Learning Management System (LMS). Students will receive instruction in online tools used by the HIM program as well as tools to help them manage their career as an online student.

## HIM 110 Health Care Delivery Systems (3)

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

Prerequisite: ENGL& 101 with a minimum grade of C, BIOL& 170 or BIOL& 175 with a minimum grade of C, BUS 110 with a minimum grade of C and HIM 101 (may be taken concurrently) with a minimum grade of C.

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

Students will explore the structure and format of health records across various settings as well as storage systems used in HIM. Students will gain an insight into the numerous databases, registries, and indices used in HIM. Federal and state regulations involving HIM will also be addressed. Prerequisite: ENGL& 101 with a minimum grade of C, BIOL& 170 or BIOL& 175 with a minimum grade of C, HIM 101 (may be taken concurrently) with a minimum grade of C and HIM 110 (may be taken concurrently) with a minimum grade of C.

#### HIM 130 Medical Terminology I (3)

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

Prerequisite: Assessment at college-level reading and writing.

#### HIM 131 Medical Terminology II (5)

Continuing study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. *Prerequisite: HIM 130.* 

## HIM 135 Medical Terminology II Module 135 (1)

Continuing study focused on the specialties of gastroenterology, hematology and immunology, with 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. Students may complete HIM 135, HIM 136, HIM 137, HIM 138, and HIM 139 in lieu of HIM 131 to fulfill HIM and MO program requirements; students will not earn additional credits for taking these modules in addition to HIM 131.

Prerequisite: HIM 130 with a minimum grade of C.

## HIM 136 Medical Terminology II Module 136 (1)

Continuing study of the specialties of ophthalmology, otorhinolaryngology and dermatology, with 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. Students may complete HIM 135, HIM 136, HIM 137, HIM 138, and HIM 139 in lieu of HIM 131 to fulfill HIM and MO program requirements; students will not earn additional credits for taking these modules in addition to HIM 131.

Prerequisite: HIM 130 with a minimum grade of C.

## HIM 137 Medical Terminology II Module 137 (1)

Continuing study focused on the specialties of male and female reproductive systems and urology, with 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. Students may complete HIM 135, HIM 136, HIM 137, HIM 138, and HIM 139 in lieu of HIM 131 to fulfill HIM and MO program requirements; students will not earn additional credits for taking these modules in addition to HIM 131.

Prerequisite: HIM 130 with a minimum grade of C.

## HIM 138 Medical Terminology II Module 138 (1)

Continuing study focused on the specialties of neurology and endocrinology, with 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. Students may complete HIM 135, HIM 136, HIM 137, HIM 138, and HIM 139 in lieu of HIM 131 to fulfill HIM and MO program requirements; students will not earn additional credits for taking these modules in addition to HIM 131. Prerequisite: HIM 130 with a minimum grade of C.

## HIM 139 Medical Terminology II Module 139 (1)

Continuing study focused on the specialties of oncology, radiology and nuclear medicine, with 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. Students may complete HIM 135, HIM 136, HIM 137, HIM 138, and HIM 139 in lieu of HIM 131 to fulfill HIM and MO program requirements; students will not earn additional credits for taking these modules in addition to HIM 131. Prerequisite: HIM 130 with a minimum grade of C.

## HIM 140 Beginning Diagnostic Coding (2)

Instruction on the basic principles of diagnostic coding. Designed as an introductory course for beginners. Focus is on diagnostic coding in the ambulatory care setting.

Prerequisite: BIOL& 170 or BIOL& 175 with a minimum grade of C, HIM 131 with a minimum grade of C, HIM 101 with a minimum grade of C and HIM 125 with a minimum grade of C.

## HIM 141 Beginning ICD-10-CM Coding (2)

Instruction to the basic principles of diagnostic coding. Designed as an introductory course for beginners. Focus is on diagnostic coding in the ambulatory care setting.

Prerequisite: BIOL& 170 with a minimum grade of C or BIOL& 175 with a minimum grade of C and HIM 125 and HIM 131 (or concurrent enrollment)

## HIM 145 Healthcare Statistics and Research (3)

Students will learn to calculate and interpret common healthcare statistics.

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

#### HIM 160 Pathophysiology (5)

Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis.

Prerequisite: BIOL& 170 or BIOL& 175 with a minimum grade of C, HIM 125 with a minimum grade of C and HIM 131 with a minimum grade of C.

## HIM 175 Clinical Classification Systems (3)

Students will be given the opportunity to explore the various classification systems, nomenclatures, terminologies, and data standards utilized in information management systems used in healthcare. Students will gain an appreciation for the complexity of these various systems utilized in the development of the EHR. Prerequisite: HIM 110 and HIM 125 with a minimum grade of C. Recommended: ENGL& 102 and/or ENGL& 235 with a minimum grade of C.

# HIM 195 Healthcare Privacy, Confidentiality, Legal and Ethics (3)

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

Prerequisite: HIM 101 with a minimum grade of C, HIM 110 with a minimum grade of C and HIM 125 with a minimum grade of C. Recommended: ENGL& 102 or ENGL& 235 with a minimum grade of C.

#### HIM 210 HIM Revenue Cycle (4)

HIM students will be given the opportunity to apply knowledge and skills that are necessary in healthcare reimbursement to create and analyze examples of various payment methodologies utilized in healthcare in the United States. Students will gain an understanding of the importance of coding and compliance and its impact on healthcare reimbursement and the revenue cycle process. In addition, students will learn about the importance of linking quality to reimbursement and how third party payers are implementing various value based purchasing plans and pay for performance criteria in healthcare. Students will practice calculating various payment methodologies frequently used in various healthcare settings. Prerequisite: BUS 110 with a minimum grade of C, CU 103 with a minimum grade of C, HIM 145 with a minimum grade of C, HIM 216 with a minimum grade of C and HIM 220 with a minimum of grade of С.

## HIM 215 Information and Communication Technologies (5)

Students will apply prior knowledge and skills to become proficient in healthcare information systems and concepts such as EHR, PHR, CPOE systems, data storage, retrieval, and security. Students will evaluate communication and internet technologies and common software applications utilized in an EHR.

Prerequisite: HIM 110 with a minimum grade of C, HIM 125 with a minimum grade of C, HIM 175 with a minimum grade of C and HIM 195 with a minimum grade of C.

#### HIM 216 CPT Coding (5)

Instruction in basic, comprehensive, and more advanced aspects of coding with Current Procedural Terminology (CPT-4) for use in various healthcare settings. Designed to provide the student with an 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: BIOL& 170 or BIOL& 175 with a minimum grade of C, HIM 125 with a minimum grade of C, and HIM 140 with a minimum grade of C.

## HIM 220 Inpatient Coding (5)

The focus of this course is on the coding guidelines surrounding inpatient diagnostic and procedural coding.

Prerequisite: BIOL& 170 or BIOL& 175 with a minimum grade of C, HIM 125 with a minimum grade of C, HIM 140 with a minimum grade of C and HIM 160 with a minimum grade of C.

## HIM 221 Intermediate ICD-10-CM/PCS Coding (5)

The focus of this course is on the coding guidelines surrounding inpatient diagnostic and procedural coding using ICD-10-CM and ICD-10-PCS.

Prerequisite: BIOL& 170 with a minimum grade of C or BIOL& 175 with a minimum grade of C and HIM 125, HIM 160, and HIM 140 or HIM 141.

#### HIM 240 ICD-10-CM/PCS Coding (3)

Instruction in basic aspects of the ICD-10-CM and ICD-10-PCS coding systems. Designed to provide the student with a comprehensive understanding of ICD-10-CM and ICD-10-PCS coding guidelines, rules, and regulations. This course builds on prior knowledge of ICD-9-CM. *Prerequisite: HIM 220.* 

## HIM 241 Data Quality and Performance Improvement (4)

Study and practical application of the purpose, organization, and function of continuous quality improvement, utilization management, standards for hospital accreditation and licensure, and calculation and presentation of statistical data. This course addresses the role of the Joint Commission, government agencies, and the United States Vital and Public Health Statistic.

Prerequisite: CU 103 with a minimum grade of C, HIM 125 with a minimum grade of C and HIM 145 with a minimum grade of C.

## HIM 242 Health Information Management & Leadership (3)

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

Prerequisite: HIM 125 with a minimum grade of C, HIM 145 with a minimum grade of C, HIM 195 with a minimum grade of C, and HIM 210 (may be taken concurrently) with a minimum grade of C. Recommended: ENGL& 102 and/or ENGL& 235 with a minimum grade of C.

#### HIM 245 Advanced Coding (3)

An advanced coding course applying both ICD-9-CM and CPT instruction on the more difficult sections of the coding systems. Extensive advanced practice using coding exercises and abstracted medical records in a virtual environment.

Prerequisite: HIM 216 with a minimum grade of C, HIM 200 with a minimum grade of C, HIM 220 with a minimum grade of C, HIM 210 (may be taken concurrently) with a minimum grade of C and HIM 240 (may be taken concurrently) with a minimum grade of C.

## HIM 250 Coding Professional Practice Experience (2-5)

Clinical coding experience where students will practice coding skills and the use of coding software programs. This class has variable credits with 2 credits being required. Additional credits may be requested from the HIM PPE clinical placement coordinator, but may not be signed up for until an agreement is made.

Prerequisite: HIM 245 with a minimum grade of C.

#### HIM 253 HIM Capstone (12)

This is the culminating class for the HIM program. Students will participate in a clinical practicum where they can practice their entry level HIM skills, create projects to strengthen their AHIMA Entry Level Competencies, prepare of the national exam, explore career paths, and prepare for employment. *Prerequisite: HIM 241, HIM 242, and HIM 245 or instructor permission.* 

#### HIM 254 HIM Capstone (5)

This is the culminating class for the HIM program. Students will create projects to strengthen their AHIMA Entry Level Competencies, prepare for the national exam, and prepare for employment.

Prerequisite: HIM 210, HIM 215, HIM 220, HIM 241 and HIM 242 all with a minimum grade of C. Co-requisites: IT 230 with a minimum grade of C (may be taken concurrently) and HIM 255.

## HIM 255 Professional Practice Experience (5)

Students will apply skills and knowledge acquired in previous courses to HIM settings in the community.

Prerequisite: HIM 210, HIM 215, HIM 220, HIM 241 and HIM 242 all with a minimum grade of C. Co-requisite: HIM 254.

HIM 299 Individual Study in HIM (1-5) Individual study of an aspect of HIM in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken. *Prerequisite: Instructor permission.* 

## History

#### HIST& 126 World Civilizations I (5)

(Formerly HIST-111) Historical study of human societies in the world, with emphasis on their interactions with each other and the continuous transitions of their traditions from antiquity to the 7th century.

Prerequisite: ENGL/ 095 with a minimum grade of

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 127 World Civilizations II (5)

(Formerly HIST-112) Historical study of human societies in the world, with emphasis on their interactions with each other, and the continuous transitions of their traditions from the 7th to the 18th century.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 128 World Civilizations III (5)

(Formerly HIST-113) Historical study of human societies in the world, with emphasis on their interactions with each other, and the continuous transitions of their traditions from the 18th century to the present.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 146 US History I (5)

(Formerly HIST-241) The course will explore the key political, social, cultural, and economic events in the American colonies in the 17th and 18th centuries. Discussions will focus on the individuals, issues, ideas, and events most responsible for shaping modern America.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 147 US History II (5)

(Formerly HIST-242) The course will explore the key political, social, cultural, and economic events in American society in the 19th Century. Discussions will focus on the individuals, issues, ideas, and events most responsible for shaping modern America. Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 148 US History III (5)

(Formerly HIST-243) The course will explore the key political, social, cultural, and economic events in American society in the 20th Century. Discussions will focus on the individuals, issues, ideas, and events most responsible for shaping modern America. *Prerequisite:* ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST 210 History of Modern Europe (5)

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

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST 211 Chinese History (5)

Historical study of human societies in China, with emphasis on their interactions with other societies in the greater world, and the continuous transitions of their traditions from antiquity to the present.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 214 Pacific NW History (5)

(Formerly HIST-264) The course will examine the exploration, settlement and growth of the Pacific Northwest, with an emphasis on Washington State. Topics will include the settlement and creation of Washington Territory, as well as the social, economic and political issues that have shaped Washington State in the 19th and 20th centuries.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST& 219 Native American History (5)

(Formerly HIST-251) This course will examine the history of Native American cultures in the United States. Through readings, lectures, and class discussions, students will explore the unique histories of several specific Native cultures, as well as the impact that these cultures had in shaping the course of American history.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

### HIST& 220 African-American History (5)

Formerly HIST-254) The course will examine the history of African-Americans in the United States, tracing the African-American experience from colonial times to present-day America. Topics will include the development of the institution of slavery in America, the post-Civil War experience of African-Americans, and the struggle for civil rights and social justice in America in the 20th Century.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST 230 Japanese History (5)

Historical study of human societies in Japan with emphasis on their interactions with other societies in the greater world, and the transitions of their traditions from antiquity to the present.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

## HIST 231 American History, American Film (5)

This course will examine U.S. History, society and culture since 1929 through the lens of Hollywood feature films. Topics include: the Great Depression, the Cold War at home and abroad, gender roles and the American family, and the civil rights movement. Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

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

The course will examine the history and impact of different religions and religious ideas in the modern world, with a focus on how these various religions and ideas have impacted the social, political, and cultural history of the United States.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HIST 244 The 1960's (5)

This course will examine key political, social, cultural, economic, and diplomatic trends in American society from 1960 to 1974. Topics covered will include John F. Kennedy and the "New Frontier," Lyndon Johnson's "Great Society," the civil rights movement, the women's movement, the war in Vietnam, the anti-war movement, and Richard Nixon and Watergate. Particular focus will be on the individuals, issues, ideas and events most responsible for shaping this period and our understanding of it.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

## HIST 249 America and the Rise to Globalism (5)

This course will survey the United States' rise to world power from 1898 to the present, with particular attention given to the causes and consequences of increased U.S. participation in world affairs, America's initial reluctance and ultimate acceptance of the responsibility of world leadership.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

## Home and Family Life Education

#### Child & Family Studies II - Family HFL 140 Health, Safety and Nutrition (1)

This course will focus on providing an emotionally and physically safe and healthy home environment for family members. Topics include nutrition, health care, personal and physical safety needs and a sense of belonging. Students in this course should meet college-level expectations.

#### HFL 141 Child and Family Studies II -Child Development (1)

This course will have an emphasis on the development of children's social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages; learning the language to build self-esteem; positively communicating expectations and limits and problem solving techniques. Students in this course should meet college-level expectations.

#### HFL 142 Child and Family Studies II -Learning Development (1)

Provides students with skills to foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on technique activities, books and materials that develop the talents of every child. Students participating in this course should meet college level expectations.

## **Human Development**

HD 098

## Managing Math Anxiety (2) Increasing our awareness of why we have math anxiety and an appreciation of our own attitudes can actually help us to learn anxiety

management tools and strategies to learn math. An emphasis is placed on understanding problem solving techniques and math assertiveness.

Prerequisite: MATH 075 with a minimum grade of C or MATH 085 (may be taken concurrently).

#### Student Success Seminar (3)

To provide individuals with an opportunity to cultivate the skills necessary to become confident, successful students. Topics may include: personal learning styles, time management, goal setting, test-taking techniques, academic planning, degree audit, self care, money management, relationships, communication, exploring careers, memory techniques, college and community resources, ethics, respecting diversity, and information literacy.

#### HD 105 Career and Life Planning (3)

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

#### Human Relations (3) HD 110

Introductory course in personal growth through interpersonal communication. Primarily an experiential course, designed to facilitate learning and growth in self-awareness, self-esteem, and selfexpression, with the goal of promoting positive relationships with others.

#### HD 114 Exploring Human Potential (3)

This course helps students discover and develop their individual potential. Students explore who they are and how to set meaningful goals in their own terms. We identify ways to unlock our individual potential and learn how to establish an action plan for positive change.

#### HD 116 Life Choices (3)

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

Prerequisite: ENGL/ 085.

#### Independent Study (1-5)

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

Prerequisite: Instructor permission.

## **Humanities**

Note: These courses are NOT sequential. Nor is one prerequisite to another.

#### HUM& 101 Intro. to Humanities (5)

(Formerly HUMAN-100) An introduction to the humanities through investigation of current cultural events offered by local communities. Study of the arts - painting, sculpture, architecture, drama, film, music and dance - will be enhanced by attending performances and on-location field trips to sites in the community. Students will become familiar with terminology of the arts and with community performance/ demonstrations of these same arts.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## HUM 110 Introduction to Pacific Rim Cultures (5)

(Formerly HUMAN-110) A general introduction to a Pacific Rim culture (Southeast Asia, China, Japan, Korea, Mexico or Central America) emphasizing history, language, literature, arts, politics, economy, and society.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HUM 111 Reading Popular Fiction (2)

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

Prerequisite: Assessment at or above READ 075.

#### HUM& 116 Humanities I ()

(Formerly HUMAN-101) An introduction to the global humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from the ancient world to 1400. The course will focus on connecting ideas and beliefs with their expressions.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HUM& 117 Humanities II (5)

(Formerly HUMAN-102) An introduction to the global humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from 1400 to 1800. The course will focus on connecting ideas and beliefs with their expressions.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HUM& 118 Humanities III ()

(Formerly HUMAN-103) An introduction to the global humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture, and architecture from 1800 to the present. The course will focus on connecting ideas and beliefs with their expressions.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## HUM 120 The American Multicultural Arts Experience (5)

(Formerly HUMAN-120) An introduction to the special and unique contribution of American art, theater, dance, literature, and/or music by various American ethnic cultures.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HUM 130 Introduction to Film (5)

(Formerly HUMAN-130) Study in motion picture techniques and the development of cinema as an art form.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HUM 260 Themes or Topics in Humanities (Revolving Topics) (5)

(Formerly HUMAN-260) A study of a theme or topic through its expressions, notably literature, drama, music, film, painting, sculpture and architecture. Various themes or topics will be studied from quarter to quarter. May be taken twice as themes and topics are different each offering.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### HUM 285 The City (5)

(Formerly HUMAN-285) An in-depth study covering history, philosophy, religion, art, architecture and literature of a culturally significant city. A different city, time, and place will be studied each quarter Humanities 285 is offered.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## **Health Technology**

## HT 110 Fundamentals of Patient Care (5)

This course will present the theoretical basics of bedside patient care under the guidelines of the federal and state requirements and will also consist of supervised practice of patient care skills. This course will focus on how to perform tasks under the supervision of nursing and/or medical staff such as helping patients eat, dress, and bathe; provide skin care to patients; take vital signs, i.e., temperature, pulse rate, respiration rate, pulse oximetry and blood pressure; and help patients get in and out of bed and walk. Participants who successfully complete this course, and the 3-credit clinical course will meet the criteria to sit for the state board certification exam.

Prerequisite: CPR for Health Care Worker and ENGL/ 095 (or a score of 80 or above on the COMPASS Skills). If working toward NAC certification, students will need to take HT 120, Fundamentals of Patient Care Clinical (requires entry code).

#### HT 120 Patient Care Clinical (3)

This course consists of supervised practice in actual patient care settings. Learning experiences are designed to allow development of competence in providing patient focused basic care skills to include but not limited to vital signs, cold/heat application, dressing changes-non-sterile, caring for patient with an IV, caring for a patient on oxygen, intake and output, bathing, am and pm care, toileting, dressing, feeding, positioning, range of motion, transfer techniques, ambulation and patient teaching related to implementation of skills. *Prerequisite: HT 110 (may be taken concurrently)*.

#### HT 198 Intro to Health Careers (3)

This course, designed for new college students, will give an overview of the nature of the most common allied health careers and the academic requirements. It will also provide students the opportunity master CPR and learn about HIV/AIDS, both required of all health professionals, as well as service learning opportunities.

## **Human Services**

## HSP 100 Introduction To Human Services (5)

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

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

## HSP 103 Therapeutic Approaches and Techniques (5)

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

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## HSP 107 Behavioral Health and Wellness (5)

(Formerly HSP-207) This course explores theories and strategies for wellness and self-care. A life-long approach is used to learn relaxation techniques and coping strategies to reduce stress. Therapeutic use of pharmacology and illicit use of drugs and their impact on the community is also examined.

## HSP 112 Best Practices in Human Services (5)

This course examines the fundamental roles and functions of managing client case loads in a variety of systems including substance treatment and social services. Will explore best practices in acquiring client data, documentation, and file management; ASAM criteria for adult and adolescent assessment and treatment planning will be covered. *Prerequisite: HSP 100 and HSP 103 with a minimum grade of C.* 

## HSP 113 Advanced Helping Strategies (5)

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

Prerequisite: HSP 100 and HSP 103 with a minimum grade of C.

## HSP 117 Ethics and Professional Development (5)

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

Prerequisite: HSP 100 and HSP 103 with a minimum grade of C.

## HSP 121 Survey of Addictions and Pharmacology (5)

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

Prerequisite: HSP 100 and HSP 103 with a minimum grade of C.

## HSP 126 Cultural Compentencies for Human Services (5)

(Formerly HSP-261) This is an online course that will examine the elements that create differences within society. The primary goal of this course is to expose learners to a variety of cultural ideas, promote tolerance for differences, and assistant in learning cultural competence when working with diverse populations. Culture, ethnicity, lifestyles, religion, disabilities, age, and gender will be explored to increase awareness of cultural biases and related concerns.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### HSP 130 Recovery Education (5)

This course will provide an overview of treatment and recovery from substance abuse dependency and impulse control disorders. Included in this course will be the physiological, psychosocial, and systemic concerns about alcohol/drugs and the related issues of process addictions.

## HSP 212 Advanced Case Management (5)

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

Prerequisite: HSP 112 with a minimum grade of C or instructor permission.

## HSP 224 Dynamics of Family Violence (5)

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

## HSP 225 Treatment Trends for Domestic Violence (5)

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

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

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

Prerequisite: HSP 121 with a minimum grade of C.

## HSP 241 Working with Youth and Families (5)

(Formerly HSP-203) This course explores the theory of social learning and application to the development with appropriate social skills. Part of the course learning will occur through the actual experiences of working with children, youth, and families. Prerequisite: HSP 100 and HSP 103 with a minimum grade of C.

## HSP 251 Substance Abuse Prevention (5)

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

## HSP 252 Advanced Prevention Strategies (5)

This course reviews prevention research theory and practical application of prevention strategies and evaluations.

# HSP 265 Aging and Adult Services (5) (Formerly HSP-209) This course reviews the changing needs of people as they progress through the later stages of life. Social interactions, cognitive abilities, physical changes, health issues, psychological adaptations, recreational options, and other life domain concerns will be explored to prepare the students wishing to work with an aging population.

## HSP 281 Clinical Supervision (5)

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

#### **HSP 282 Program Planning and Grant** Writing (5)

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

#### HSP 291 Supervised Clinical Practicum I

(Formerly HSP-191) This course is the first of supervised clinical practicum experiences and requires 116 hours of work during the quarter in a community setting. The focus of HSP-291 is on integrating oneself into the workplace. The weekly seminars offer helpful suggestions and discussions on how to establish a good work relationship, and strengthen communication skills. Prerequisite: HSP 100, HSP 103, HSP 112, HSP

113, and HSP 117 all with a minimum grade of C.

## HSP 292 Supervised Clinical Practicum II

(Formerly HSP-192) This course requires 116 hours of supervised work experience. The focus of the HSP 292 weekly seminars shifts to understanding integration into the professional role within the Human Services field. Students will examine the organization of agencies and other pertinent professional issues related to student's experiences. Prerequisite: HSP 291 with a minimum grade of C.

## HSP 293 Supervised Clinical Practicum III

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

Prerequisite: HSP 292 with a minimum grade of C.

## Information **Technology**

#### IT 102 Microcomputer Fundamentals (5)

This course provides concepts and hands-on experience in understanding and supporting a PC-compatible microcomputer. Topics include microprocessors, system architecture, system boards, expansion cards, memory, input/output devices, and peripherals. The student learns how to build, configure, and troubleshoot a personal computer, and install its operating system. The objectives of the course are based on those of the A+ Hardware Core Certification Exam. Prerequisite: CU 100 with a minimum grade of C or Program Chair permission.

#### IT 110 Operating Systems I (5)

The student is introduced to operating systems used on desktop microcomputers. The course covers installation and configuration, memory and storage management, batch and script files, device drivers, troubleshooting and maintenance tools, and virus protection. Emphasis is on current Windows operating systems. The objectives of the course are based on those of the A+ Operating System (OS) Technologies Certification Exam.

Prerequisite: CU 100 with a minimum grade of C or Program Chair permission.

#### Help Desk Operations (2)

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

Prerequisite: CU 100 with a minimum grade of C or Program Chair permission.

#### IT 115 **Certification Exam Preparation**

Students will prepare to take the COMPTIA certification exams by reviewing material based on the current exam objectives. Prerequisite: IT 102 and IT 110 or equivalent training/knowledge.

#### IT 210 Operating Systems II (5)

This course extends the skills learned in IT-110 to more advanced desktop operating systems. Installation, maintenance, and troubleshooting are stressed.

Prerequisite: IT 102 and IT 110 with a minimum grade of C or Program Chair permission.

#### Introduction to Project IT 230 Management (2)

An introduction to project management from a team member perspective. Students will learn the different tools and techniques used in initiating, planning, developing, documenting and completing a project. Prerequisite: ENGL& 101 and BUS \$\tilde{\pi}\$ 101 or BUS 164 or Program Chair permission.

#### IT 245 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 minimum grade of C or Program Chair permission.

#### IT Project Management (5) IT 247

Project management for IT professionals and projects from a team member perspective. Students will learn the different tools and techniques used in initiating, planning, developing, documenting and completing an IT project.

Prerequisite: IT 230 or IT 261 with a minimum grade of C or Program Chair permission.

#### IT 248 Database Implementation (3)

Focuses on the process to implement a database. Students will use both a graphical user interface and structured query language to implement tables, relationships, views, indexes, stored procedures, and triggers. Prerequisite: CU 210 with a minimum grade of C or Program Chair permission.

#### IT 257 Social Media (3)

This course is designed to provide students with a foundational skill set in the new, evolving world of social media tools and strategies so that they can immediately apply them in the workplace.

Prerequisite: CU 105 with a minimum grade of C or Program Chair permission. Recommended Preparation: CU 101.

#### IT 258 E-Business and Commerce (3)

Examines the transformation of key business processes through the expanding use of internet technologies. Explores both the technological aspects of change in the business world and how e-business is changing consumer expectations and society. Students will develop a simple web page using software such as Frontpage or Dreamweaver.

Prerequisite: CU 101 with a minimum grade of C or Program Chair permission. Recommended: CU 102.

## IT 260 Client/Server Technology - LANs (5)

This course introduces the student to the concepts of data communication in a Local Area Network (LAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in local environments. Topics include the OSI Communication Model, transmission media, protocol stacks especially TCP/IP, simple internetworking, and LAN services. Course objectives are based on those of the Network + and the retired Microsoft Network Essentials certification exams.

Prerequisite: IT 102 and IT 110 with a minimum

Prerequisite: IT 102 and IT 110 with a minimum grade of C and IT 261 (may be taken concurrently) or Program Chair permission.

#### IT 261 Administration of Networks (5)

The student is introduced to networking and to a detailed study of network administration techniques. This is an applied course in the concepts of local area networks (LANs). The student focuses on configuration of file and print services. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network environments are studied. Microsoft Windows 2003 Server is used as the platform for this course.

Prerequisite: IT 102 and IT 110 with a minimum grade of C and IT 260(may be taken concurrently) or Program Chair permission.

#### IT 262 Technical Support of Windows Networks (5)

This is a practical course in the installation, configuration, maintenance, and support of Local Area Networks (LANs) using the Windows Network Operating Systems (NOSs). 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. The course also provides the theoretical, hands on, and practical techniques that can be used in preparation for the Microsoft 70-291 exam.

Prerequisite: IT 260 and IT 261, with a minimum grade of C and IT 270(may be taken concurrently) or Program Chair permission. Recommended: IT 210.

## IT 270 Service and Support Fundamentals (5)

This course is an introduction to the methodologies and tools for personal computer and Local Area Network (LAN) troubleshooting from a proactive viewpoint. The student studies the methods to identify and repair the most likely causes of network faults caused by user, hardware, and software problems. Disaster plans, including a backup plan, are developed. Quality customer service, journaling and documentation are emphasized. Configuration management and patch/service release installation is learned. Server performance monitoring is discussed. Prerequisite: IT 260 and IT 261 with a minimum grade of C and IT 262(may be taken concurrently) or Program Chair permission. Recommended: IT 210.

#### IT 271 Internetworking (5)

The skills learned in IT 270 are extended to applications on wide-area networks. E quipment, 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 262 and IT 270 with a minimum grade of C and IT 280(may be taken concurrently) or Program Chair permission.

## IT 274 Network Security Fundamentals (5)

The Network Security Fundamentals course is an introduction to the various technical and administrative aspects of Information Security and Assurance in a network-centric computing environment. The course provides the foundation for understanding the key issues associated with determining appropriate levels of protection for information and computing assets. The course will also provide information on how to design and manage a secure network infrastructure.

Prerequisite: CU 105 with a minimum grade of C or equivalent knowledge or Program Chair permission.
Recommended: IT 260.

## IT 277 Data Storage Security and Management (5)

This course covers the core elements of storage infrastructure including various storage networking technologies, business continuity, information availability, storage management and security concepts, principles and best practices.

Prerequisite: IT 274 and IT 261 with a minimum grade of C or Program Chair permission.

## IT 280 Advanced Networking Technologies (5)

This is a capstone course for the Network Administration and Support degree program. Students will demonstrate a complete foundation skill set by using the knowledge and skills acquired in previous course work to implement a complete and secure network using project management, business analysis, budget development, presentation, and technical knowledge and skills.

Prerequisite: IT 262 with a minimum grade of C and IT 270 with a minimum grade of C or Program Chair

#### IT 290 Work Internship (5)

permission. Co-requisite: IT 271.

During one quarter of the sophomore year, students can receive college credits for hands-on computer-related work experience and training in a private or public sector organization.

Prerequisite: Program Chair permission.

## IT 299 Indpendent Study & Special Projects (1-5)

Study on an individual basis.

Prerequisite: Program Chair permission.

## **Japanese**

#### JAPN& 121 Japanese I (5)

(Formerly JAPAN-101) The first year of the beginning Japanese language sequence of 121, 122, and 123. JAPN&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing or instructor permission.

#### JAPN& 122 Japanese II (5)

(Formerly JAPAN-102) JAPN &-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in JAPN &-121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: JAPN & 121 with a minimum grade of C or instructor permission.

#### JAPN& 123 Japanese III (5)

(Formerly JAPAN-123) JAPN&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in JAPN &-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. This course satisfies the Multicultural distribution requirement.

Prerequisite: JAPN& 122 with a minimum grade of C or instructor permission.

## **Library Science**

### LS 101 Introduction to Research (2)

Meet course-related research needs by learning to identify, find, evaluate, incorporate, and cite appropriate sources using a range of research tools.

#### LS 102 Research Skills (2)

Meet course-related research needs by developing strategies to identify, find, evaluate, incorporate and cite appropriate sources using a broad range of research tools. Evaluation and use of sources for specific disciplines will be emphasized.

#### Prerequisite: Instructor permission.

## Logistics

## LOG 101 Introduction to Secure Logistics (5)

Introduction to various components of logistics including inventory management, materials handling, order processing, procurement, transportation management and warehousing. Contemporary issues such as Logistics Information Systems and technologies such as RFID and GPS will be integrated into the course topics.

Prerequisite: Assessment at college-level math, reading, and writing.

## LOG 102 Transportation & Distribution (5)

This course will introduce students to the role and importance of transportation and distribution of cargo in the nation's economy and to overview the operations of each mode of the transportation industry. Students will be introduced to the carrier cost structures and operating characteristics, and public policy as it relates to transportation regulations. Practical aspects of transportation and distribution such as planning, routing, scheduling and loading cargo, and adhering to regulatory, safety, security and administrative requirements will be stressed.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: LOG 102.

## LOG 103 Warehousing & Inventory Management (3)

This course introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will gain a better understanding of warehouse processes through field trips and/ or applied lab exercises.

Prerequisite: Assessment at college-level reading and writing. Recommended: LOG 101.

## LOG 104 Applied Warehousing and Inventory Management (5)

This course introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will gain a better understanding of warehouse processes through field trips and/or applied lab exercise. Includes a series of applied hands-on exercises. This version of Warehousing & Inventory Management is required for students in the Business AAS degree.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing. Recommended; LOG 102.

## LOG 110 International Logistics (3)

This course is an introduction to International Logistics and how organizations enter into and maintain a global presence. Students will learn global trade strategies and some of the controllable and uncontrollable factors that determine success in a global market.

#### LOG 112 Importing & Exporting (3)

This course is an introduction to the processes and documentation used in importing and exporting products in today's international marketplace.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: LOG 102.

#### LOG 201 Logistics Technology (5)

This course is an introduction to Logistics technology including the Auto-ID technologies of bar-coding and RFID. *Prerequisite: CU 101*.

#### LOG 210 Logistics Management (5)

This course is a capstone class for students in the Logistics degree program, but is also a very useful elective class for business majors.

# Math Advising Resource Center

Math Advising Resource Center (MARC) classes are offered to accompany math classes in which students may benefit from extra help. MARC classes are designed to help students gain the skills necessary to be successful in math classes by providing extra help with math coursework as well as an introduction to math specific study strategies. Each class is two credits. Two MARC classes may be taken concurrently for a total of four credits per quarter. These classes are graded "S/U" only.

## MARC 075 Tools for Review Arithmetic Success (2)

An optional course to be taken concurrently with MATH-075, designed to strengthen both mathematical skills and study skills, and to increase success in this course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be taken concurrently with MATH 075.

## MARC 085 Tools for Introduction to Algebra Success (2)

An optional course to be taken concurrently with MATH-085, designed to strengthen both mathematical skills and study skills, and to increase success in this course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH 085.

## MARC 090 Tools for Elementary Algebra Success (2)

An optional course to be taken concurrently with MATH-090, designed to strengthen both mathematical skills and study skills, and to increase success in this challenging course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH 090.

## MARC 093 Tools for Descriptive Statistics with Algebra Success (2)

An optional course to be taken concurrently with MATH 093, designed to strengthen both mathematical and study skills, and to increase success in this course. Students will work in small groups with coaching.

Prerequisite: Must be currently enrolled in MATH 093.

## MARC 095 Tools for Intermediate Algebra Success (2)

An optional course to be taken concurrently with MATH-095, designed to strengthen both mathematical skills and study skills, and to increase success in this challenging course. Students will work in small groups with coaching from a math tutor and an instructor. Topics include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Prerequisite: Must be currently enrolled in MATH 095

## **Mathematics**

Before enrolling in their first math course at TCC, students must take a mathematics placement test unless they have taken a college-level mathematics class within the last two years. TCC offers both college transfer and pre-college level courses. For students who graduated within the past year from either Tacoma or Peninsula high schools, there is an alternate placement for mathematics based upon recent high school math work. Courses numbered below 100 cannot be applied toward degree or certificate requirements. See Advising for details.

Students considering a major in mathematics, engineering, science or computer science will normally complete MATH 115, 116, 124, 125, 126, 220, 224, and 238. Business and economics majors should complete MATH 111 and 112. The use of computer applications, including spreadsheets, is included in MATH 108, 111, and 112. For these classes, CU 103 and CU 203 are recommended as prerequisites if a student does not have spreadsheet experience.

## MATH 010 Arithmetic and Algebra Review (2)

MATH-010 provides an individualized review of arithmetic and algebra topics based on the assessed needs of the student. Sessions will be led by an instructor with interactive computer software used as the primary mode of presentation. May be taken more than once, and is graded "S/U" only. *Prerequisite: Instructor permission.* 

#### MATH 075 Review Arithmetic (5)

(Previously MATH-086) Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percentages, ratios, proportions and plane geometry. Four-function basic calculator required. Prerequisite: ENGL/085 with a minimum grade of C (may be taken concurrently)or assessment at above ENGL/085 or ABE 046 with a minimum grade of C (may be taken concurrently).

## MATH 085 Introduction to Elementary Algebra (5)

(Previously MATH-088) Beginning algebra specifically designed for students with no algebra background. Topics include introduction to variables and signed numbers, solutions to linear equations and inequalities, simplification of algebraic expressions, evaluation and manipulation of formulas, an emphasis on word problems and graphing of linear equations. Scientific calculator required.

Prerequisite: MATH 075 with a minimum grade of C- or assessment above MATH 075 and ENGL/085 with a minimum grade of C (may be taken concurrently) or assessment above ENGL/085.

#### MATH 090 Elementary Algebra (5)

Topics include linear equations, polynomials, factoring, rational expressions, graphing, and systems of equations. Scientific calculator required.

Prerequisite: MATH 085 with a minimum grade of C- or assessment above MATH 085 and ENGL/085 with a minimum grade of C or assessment above ENGL/085.

## MATH 093 Descriptive Statistics with Algebra (5)

Based on the Statway curriculum for teaching statistics with integrated algebra.

Introduction to descriptive statistics. Topics include data analysis and statistical studies, graphical and tabular summaries of data, measures of central tendency and variability, basic probability, functions, linear equations, linear regression and two-way tables.

Preparation course for MATH-136.

Prerequisite: MATH 085 with a minimum grade of C or assessment above MATH 085 and ENGL/095 (may be taken concurrently) with a minimum grade of C or assessment above ENGL/095.

## MATH 095 Intermediate Algebra (5)

(Formerly MATH-099) Topics include introduction to functions; linear, quadratic, exponential and logarithmic functions and their applications; systems of linear equations and inequalities and their applications; rational exponents and radicals.

Prerequisite: MATH 090 with a minimum grade of C- or assessment above MATH 090 and ENGL/085 with a minimum grade of C or assessment above

ENGL/ 085.

## MATH 096 Accelerated Algebra (3)

A survey of algebraic concepts and skills intended for students majoring in math, science, or engineering. Topics include linear, quadratic, and radical functions, simplifying expressions, and solving equations. This course integrates the necessary algebraic skills and concepts into MATH-140 Introduction to Precalculus.

Prerequisite: MATH 090 with a minimum grade of B or MATH 095 with a minimum grade of C- or appropriate math placement and ENGL/095 with a minimum grade of C or assessment above ENGL/095. Co-requisite: MATH 140.

#### MATH& 107 Math in Society (5)

(Formerly MATH-107) A general education course investigating quantitative reasoning and its applications and role in society. Topics may include graph theory, statistics, coding, game theory, symmetry, and geometric and numerical patterns. Mathematical theory combined with quantitative skills will be used in applications to a variety of problems encountered in mathematics and the world. A thematic approach may be taken in this

Prerequisite: MATH 095 with a minimum grade of C or assessment above MATH 095 and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH& 131 Math for Elementary Education 1 (5)

(Formerly MATH-170) A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include deductive reasoning, set theory, whole numbers, fractions, decimals and their operations, and proportion and percentage. Emphasizes deep conceptual understanding, problem solving, and communication of mathematical ideas.

Prerequisite: MATH 095 with a minimum grade of C- or assessment above MATH 095 and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH& 132 Math for Elementary Education 2 (5)

(Formerly MATH-171) A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include geometry, measurement, probability, and statistics. Emphasizes deep conceptual understanding, problem solving and communication of mathematical ideas. Prerequisite: MATH 095 with a minimum grade of C- or assessment above MATH 095 and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

#### MATH 136 Inferential Statistics (5)

Based on the Statway curriculum for teaching statistics with integrated algebra. Introduction to inferential statistics. Topics include modeling with linear, exponential and quadratic functions, probability distributions, confidence intervals and hypothesis testing for one and two sample proportions and means tests. Completion of MATH-136 is equivalent to completion of MATH&-146. *Prerequisite: MATH 093 with a minimum grade of C.* 

## MATH 140 Introduction to Precalculus (2)

This course integrates analytic geometry concepts into MATH-096 Accelerated Algebra. Topics include one-dimensional and two-dimensional coordinate geometry, parameterized families of functions and their graphs.

Prerequisite: MATH 090 with a minimum grade of B or MATH 095 with a minimum grade of C- or appropriate math placement and ENGL/095 with a minimum grade of C or assessment above ENGL/095. Co-requisite: MATH 096.

#### MATH& 141 Precalculus I (5)

(Formerly MATH-115) Indepth study of the concept of a function, including graphs, transformations, operations on functions, and inverse functions. General theory of functions is applied to the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions. First course in a two course sequence designed to prepare students for Calculus. Graphing calculator required.

Prerequisite: MATH 140 with a minimum grade of C- or appropriate math placement and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

#### MATH& 142 PreCalculus II (5)

(Formerly MATH-116) An introduction to trigonometric functions and their applications. Topics include unit circle definition of trigonometric functions, graphs, identities, inverse trigonometric functions, and solving equations and triangles. Also included is an introduction to conic sections and parametric equations. Second course in a two course sequence designed to prepare students for Calculus. Graphing calculators are required.

Prerequisite: MATH& 141 with a minimum grade of C- or appropriate math placement and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH& 146 Introduction to Statistics (5)

(Formerly MATH-108) Introduction to the basic principles of probability, descriptive statistics, and inferential statistics. Topics include properties of probability, graphical and tabular summaries of data, measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, and linear regression. Prerequisite: MATH 095 or TMATH 100 with a minimum grade of C- or assessment above MATH 095 and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH 147 College Algebra for Business and Economics (5)

Precalculus course for business majors. Topics include: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, linear regression, and the time value of money. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite: MATH 095 with a minimum grade of C or assessment above MATH 095 and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH& 148 Business Calculus (5)

(Formerly MATH-112) (For students in business, economics, social sciences and other fields requiring minimal calculus.) Topics include the derivative, rates of change, maxima and minima, the integral and applications of integrals. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite: MATH 147 with a minimum grade of C- or CL2 math placement and instructor permission and ENGL/095 with a minimum grade of C or assessment above ENGL/095 and knowledge of Excel spreadsheets including graphing.

#### MATH& 151 Calculus I (5)

Topics of calculus are presented geometrically, numerically, and symbolically. MATH& 151 topics include limits, introduction to differentiation (including derivatives of exponential and logarithmic functions), and applications of the derivative. Graphing calculator required.

Prerequisite: MATH& 142 with a minimum grade of C-or appropriate math placement and department permission and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

#### MATH& 152 Calculus II (5)

Topics of calculus are presented geometrically, numerically, and symbolically. MATH& 152 topics include applications of integration, differentiation, and methods of integration including improper integrals. Graphing calculator required.

Prerequisite: MATH& 151 with a minimum grade of C- or appropriate math placement and department permission and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

#### MATH& 153 Calculus III (5)

Topics of calculus are presented geometrically, numerically, and symbolically. MATH&-153 topics include sequences, infinite series, Taylor series, Taylor polynomials, vectors, and functions of several variables. Graphing calculator required. Prerequisite: MATH& 152 with a minimum grade of C or appropriate math placement and department permission and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

#### MATH 220 Linear Algebra (5)

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications. Graphing calculator required.

Prerequisite: MATH& 153 with a minimum grade of C- or appropriate math placement and department permission and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH 238 Elements of Differential Equations (5)

Introductory course in ordinary differential equations. Topics include first- and second-order differential equations, Laplace transform, power series solutions, applications and modeling. Graphing calculator required.

Prerequisite: MATH& 153 with a minimum grade of C or appropriate math placement and department permission and ENGL/095 with a minimum grade of C or assessment above or ENGL/095.

#### MATH& 254 Calculus IV (5)

(Formerly MATH-224) Topics of multivariable calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. Topics include cylindrical and spherical coordinates, vector valued functions, functions of several variables, partial differentiation, gradients, and double and triple integrals and vector calculus, including Green's and Stokes' theorems. Graphing calculator required.

Prerequisite: MATH& 153 with a minimum grade of C- or appropriate math placement and department permission and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## MATH: COMPUTER-BASED

## CMATH 075 Computer-Based Review Arithmetic (5)

A self-paced, computer-based course covering the same material as MATH 075. Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percents, ratios, proportions and plane geometry. A four-function calculator is required.

Prerequisite: ENGL/ 085 with a minimum grade of C (may be taken concurrently) or equivalent. A student who has earned a grade of "U" in any CMATH course will not be allowed to take any other CMATH course.

## CMATH 085 Computer-Based Introduction to Elementary Algebra (5)

A self-paced, computer-based course covering the same material as MATH 085. Topics include introduction to variables and signed numbers, solutions to linear equations and inequalities, simplification of algebraic expressions, evaluation and manipulation of formulas, with an emphasis on word problems and graphics of linear equaltions. A scientific calculator is reuqired.

Prerequisite: MATH 075 with a minimu grade of Coor assessment at MATH 085 level and ENGL/085 with a minimum grade of C (may be taken concurrently) or equivalent. A student who has earned a grade of "U" in any CMATH course will not be allowed to take any other CMATH course.

## CMATH 090 Computer-Based Elementary Algebra (5)

A self-paced, computer-based course covering the same material as MATH 090. Topics include linear equations, factoring, rational expressions, graphing, and systems of equations. A scientific calculator is required. Prerequisite: MATH 085 with a minimum grade of C- or assessment above MATH 085 and ENGL/085 with a minimum grade of C or equivalent. A student who has earned a grade of "U" in any CMATH course will not be allowed to take any other CMATH course.

## CMATH 095 Computer-Based Intermediate Algebra (5)

A self-paced, computer-based course covering the same material as MATH 095. Topics include introduction to functions; linear, quadratic, exponential, and logarithmic functions and their applications; systems of linear equations and inequalities and their applications; rational exponents and radicals.

Prerequisite: MATH 090 with a minimum grade of C- or assessment above MATH 090 and ENGL/085 with a minimum grade of C or equivalent. A student who has earned a grade of 'U" in any CMATH course will not be allowed to taken any other CMATH course.

## Math: Technical

## TMATH 100 Mathematics for the Health Sciences (5)

An intermediate algebra-based course for Health Science students, satisfying the requirements for the nursing, radiology and respiratory therapy programs. Topics will cover graphing and graph analysis, linear, exponential, and logarithmic functions, roots, unit conversions, scientific notation, biostatistics, and applications involving various algebraic concepts applied specifically to the Health Science fields. Scientific calculator required. See schedule or instructor for recommended calculator.

Prerequisite: MATH 090 with a minimum grade of C- or appropriate math placement and ENGL/095 with a minimum grade of C or assessment above ENGL/095.

## **Medical Office**

Courses are offered at the Gig Harbor Campus and/ or the Tacoma Campus in lab and/ or online format.

#### MO 100 Medical Office Procedures (3)

A basic class that covers customary daily activities of a medical office including computerized appointment setting, insurance verification and compliance, chart maintenance, filing, telephone skills, confidentiality, patient referrals, and being part of the healthcare team.

Prerequisite: HIM 130 (may be taken concurrently), assessment at college-level English and reading and familiarity with internet and email applications.

## MO 106 Professional Document Production (2)

A basic course teaching technical skills in word processing, focusing on building the skills to produce finished documents in a rapid and efficient manner. Students will transcribe printed business, technical, medical and legal documents of gradually increasing length and complexity, while continually decreasing their time of production.

Prerequisite: CU 102 or CU 105 or instructor permission.

## MO 139 Introduction to Disease Process (5)

Introduction to human disease in terms of body structure, organs and systems, and the cause, signs, symptoms, diagnosis and treatment of specific diseases as they affect those organs and systems; general information on laboratory and radiology procedures for application in coding diseases and operations.

Prerequisite: HIM 130 or instructor permission.

## MO 140 Medical Transcription I (5)

Beginning level of a sequential course teaching theory and practical skills in medical transcription with increasing depth and breadth of specialties covered. Using word processing software, students will transcribe and produce a variety of medical documents from actual physician dictation and handwritten notes. Review of selected terminology, as well as instruction in proper format, professional organization style guidelines, use of reference, as well as electronic medical records is also provided. Prerequisite: ENGL& 101, HIM 130, and CU 105 (may be taken concurrently), typing speed of 45 wpm (or word processing skills) or instructor permission.

#### MO 141 Medical Transcription II (5)

Intermediate level of a sequential course teaching theory and practical skills in medical transcription with increasing depth and breadth of specialties covered. Using word processing software, students will transcribe and produce a variety of medical documents from actual physician dictation and handwritten notes. Continued study of selected terminology, proper format, professional organization style guidelines, use of references, as well as electronic medical records, and secure electronic document transmission is also provided.

Prerequisite: MO 140.

#### MO 142 Medical Transcription III (5)

Advanced level of a sequential course teaching theory and practical skills in medical transcription with increasing depth and breadth of specialties covered. Using word processing software, students will transcribe and produce a variety of medical documents from actual physician dictation and handwritten notes. Continued study of selected terminology, proper format, professional organization style guidelines, use of references, as well as electronic medical records, and secure electronic document transmission is also provided. *Prerequisite: MO 141.* 

## MO 143 Medical Office Professional Development (2)

This course provides students with an overview of issues and trends in medical transcription, office procedures and health information, including productivity requirements, quality assurance practices, equipment and software technology, stress management, privacy, confidentiality, HIPAA regulations and documentation. *Prerequisite: HIM 130 (may be taken concurrently) or instructor permission.* 

#### MO 147 Medical Reimbursement (3)

Medical Reimbursement is a basic course that provides specific instruction focused on billing and reimbursement. Students will become familiar with insurance, posting accounts payable and receivable, differentiating between coding classification systems, accurately completing manual and electronic claims forms, and analyzing data from ancillary documents.

Prerequisite: MATH 075, HIM 130, assessment at college-level English and reading, and familiarity with internet and email applications.

#### MO 148 Medical Reimbursement II (3)

Medical Billing II is a sequential course that provides specific instruction focused on the process of billing and reimbursement. Students will become familiar with posting accounts payable and receivable, differentiating between coding classification systems, accurately completing manual and electronic claims forms and analyzing data from ancillary documents.

Prerequisite: MO 147.

## MO 159 Introduction to Medical Coding (5)

Introduction to diagnosis and procedural coding used in hospitals, physicians offices and medical clinics serving outpatients. Familiarization with basic coding concepts and applications for ICD-9-CM disease and procedure coding and CPT coding. Emphasis is on CPT ambulatory services coding. *Prerequisite: HIM 130(may be taken concurrently) or instructor permission.* 

## MO 241 Clinical Applications for Medical Office (5)

Students will gain 150 hours of closely supervised work experience at a medical, dental, or chiropractic facility of transcription/billing business observing and performing tasks typically performed by Medical Office professionals. Placement for this experience will depend on the student's chosen program, and will provide exposure to directly related tasks.

Prerequisite: HIM 130, MO 100, MO 143, and instructor permission. Students should have completed more than 75% of their declared program. A score of 85% or better on a pre-placement examination may be required.

## MO 299 Individual Study in Medical Office Transcription (1-5)

An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the medical office or transcription student. *Prerequisite: Instructor permission.* 

## Music

# MUSC 100 Fundamentals of Music (5) (Formerly MUS-100) This introductory class covers the basics of reading and understanding music. Pitch names, rhythmic notation, basic terminology, keyboarding, singing, intervals, and scales. This class is beneficial to students with a limited or no musical background.

# MUSC & 105 Music Appreciation (5) (Formerly MUS-107) (For the general college student; recommended for education majors.) A nontechnical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary reading and listening experiences to foster understanding of common musical forms, idioms, periods and styles.

#### MUSC 106 World Music (5)

(Formerly MUS-106) An introduction to musics of various cultures of the world. This class explores the elements of music, music as an expression of human values, music as an identity, and music as a lifestyle.

# MUSC 120 Music in the Classroom (5) (Formerly MUS-120) Designed to educate elementary education majors in practices with which they might implement music into their classroom, this course will encompass individual music lesson plans as well as techniques to utilize music within other classroom subjects. Students will lead songs, lessons and exercises which will require

## MUSC 123 Class Applied Music: Guitar (1)

performance before the class.

(Formerly MUS-123) Class instruction in performance. Beginning and Intermediate sections offered each quarter.

## MUSC 124 Class Applied Music: Piano I (1)

(Formerly MUS-124) Class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory.

## MUSC 125 Class Applied Music: Piano II (1)

(Formerly MUS-125) Second quarter of class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory. *Prerequisite: MUSC-124 or instructor permission.* 

## MUSC 126 Class Applied Music: Piano III (1)

(Formerly MUS-126) Third quarter of class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory. *Prerequisite: MUSC-125 or instructor permission.* 

## MUSC 130 Private Vocal or Instrumental Instruction (1)

(Formerly MUS-130) Private instruction in either voice or instrument for credit. May be taken three times on same instrument.

Prerequisite: Music Department Chair permission.

#### MUSC 141 Music Theory I (5)

(Formerly MUS-101) Recommended for all music majors and minors, but open to all students who have some music experience. Introduction to the materials of music, including notation, scales, intervals, diatonic triads, and rhythm. Includes development of elementary ear-training, sight-singing, and keyboard skills.

#### MUSC 142 Music Theory II (5)

(Formerly MUS-102) Introduction to the study of diatonic harmony. Analysis of 18th and 19th century harmonic usage; composition exercises stressing correct voice-leading and chord succession. Further development of aural skills through ear-training, sight-singing and keyboard practice.

Prerequisite: MUSC-141 or instructor permission.

#### MUSC 143 Music Theory III (5)

(Formerly MUS-103) Continuation and completion of study of diatonic harmony through analysis and composition exercises. Further development of aural skills through ear-training, sight-singing and keyboard practice. Supplemental topics dealing with diatonic modes and the smaller formal archetypes.

Prerequisite: MUSC-142 or instructor permission.

#### MUSC 150 Special Topics in Music (5)

Study of the important contributions of a selected music genre, time period or culture to the world's music. Sample topics:

American Music, Scandinavian Music,
History of Jazz, The Symphony, History of Rock and Roll, etc. May be repeated twice (different topics).

#### MUSC 160 Chamber Orchestra (2)

(Formerly MUS-160) Preparation and performance of chamber orchestra music. This ensemble performs at least three times a year on campus.

Prerequisite: Audition or instructor permission.

#### MUSC 170 TCC Singers (1-3)

(Formerly MUS-170) Mixed chorus which rehearses and performs a broad variety of both sacred and secular choral music. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

Prerequisite: Three quarters of MUSC-170 for 270.

#### MUSC 175 Gospel Choir (2)

A mixed chorus which rehearses and performs music specifically within in the "gospel" genre. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential. Prerequisite: Audition or instructor permission.

## MUSC 180 TCC Voices (1-3)

(Formerly MUS-180) A small vocal ensemble whose members are selected by audition. Known for their versatility and polished performances, this group sings both on and off campus several times each quarter. Prerequisite: Instructor permission and concurrent enrollment in MUSC-170/270, three quarters of MUSC-180 for 280.

## MUSC 230 Private Vocal or Instrumental Instruction (1)

(Formerly MUS-230) Private instruction in either voice or instrument for credit. May be taken three times on same instrument.

Prerequisite: Music Department chair permission.

#### MUSC 260 Chamber Orchestra (2)

(Formerly MUS-260) Preparation and performance of chamber orchestra music. This ensemble performs at least three times a year on campus.

Prerequisite: Audition or instructor permission.

#### MUSC 270 TCC Singers (1-3)

(Formerly MUS-270) Mixed chorus which rehearses and performs a broad variety of both sacred and secular choral music. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

Prerequisite: Three quarters of MUSC-170 for 270.

#### MUSC 280 TCC Voices (1-3)

(Formerly MUS-280) A small vocal ensemble whose members are selected by audition. Known for their versatility and polished performances, this group sings both on and off campus several times each quarter. Prerequisite: Instructor permission and concurrent enrollment in MUSC-170/270, three quarters of MUSC-180 for 280.

#### MUSC 290 Symphonic Band (2)

(Formerly MUS-290) This traditional concert band is made up of woodwind, brass, and percussion instruments. It is dedicated to performing a wide variety of traditional and contemporary works for wind band. Instrument experience and basic note reading is needed to participate in this class.

Prerequisite: Audition only - Instructor approval needed.

#### MUSC 291 Jazz Band (1)

(Formerly MUS-291) This jazz big band is made up of saxophones, trumpets, trombones, and rhythm section instruments. It is dedicated to performing a wide variety of traditional and contemporary styles of jazz music. Auditions are required.

Prerequisite: Audition only - instructor approval needed.

#### MUSC 299 Independent Study (1-5)

Individual study, project-oriented for advanced music students.

Prerequisite: Instructor permission.

## **Nursing**

## NURS 111 Nursing I: Caring for the Well Client - Theory (5)

Didactic course prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.

Prerequisite: Admittance to the Nursing program.

## NURS 112 Nursing I: Caring for the Well Client - Clinical (5)

Prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients. Prerequisite: Admittance to the Nursing program; NURS 111 if not taking concurrently.

## NURS 113 Nursing Interventions I: Assessment (1)

This course consists of supervised practice and check-offs under simulated conditions for nursing technical skills

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 and the OB/GYN client 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, and NURS 151

# NURS 122 Nursing II: Caring for the Client with Minor Deviations from Wellness/Maternal Newborn Clinical (5)

This course provides learning experiences with clients with episodic and/or minor deviations from wellness in the long term care setting in addition to the care of the maternal new born clients in the acute care setting. Growth and development of these clients will be expanded. Concepts related to the nursing care of the surgical client, and the clients with orthopedic conditions 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 151 with a minimum grade of C and NURS 121 (may be taken concurrently).

## NURS 123 Nursing Interventions II: Basic Skills (1)

Supervised check-off, under simulated conditions, for nursing skills and procedures commonly encountered in ambulatory, long term care and hospital settings *Prerequisite: NURS 111, NURS 112, NURS 113, NURS 141; NURS 151 with a minimum grade of C and NURS 121 (may be taken concurrently).* 

## NURS 130 LPN - ADN Articulation (Bridge) (3)

Articulation (bridge) course for LPNs 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 Client with Moderate Deviations from Wellness - Theory (5)

Didactic course provides learning experiences with clients of all ages with moderate deviations from wellness. Concepts related to the nursing care of adult clients and pediatric clients (including concepts of family-centered care) will be discussed, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout. *Prerequisite: NURS 121, NURS 122, NURS 123, and NURS 142* 

# NURS 132 Nursing III: Caring for the Client with Moderate Deviations from Wellness/Pediatrics (Clinical)

Clinical course provides learning experiences with the adult med/surg client that has moderate deviations from wellness and the pediatric client, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout. *Prerequisite: NURS 121, NURS 122, NURS 123, and NURS 142, NURS 131 (or taken concurrently).* 

### NURS 133 Nursing Interventions III: Advanced Skills (Lab) (1)

Supervised practice and check off under simulated conditions for nursing skills and procedures commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tracheostomy care and blood administration. Prerequisite: NURS 121, NURS 122, NURS 123, and NURS 142, NURS 131 (or taken concurrently).

## NURS 141 Nursing Focus I: Gerontological Nursing (1)

Concepts of gerontological nursing care are presented in this course. Emphasis is on the physical, psychological, social, and developmental changes that occur with aging. *Prerequisite: Admittance to the Nursing program.* 

## NURS 142 Nursing Focus II: Pharmacology I (1)

This course will introduce nursing students to the basics of clinical pharmacology including dosage calculations, pharmaceutics, pharmacokinetics, pharmacodynamics, drug classifications and references. Information will be presented on: anti-infectives, neurosensory, pain/comfort, and food/fluid drugs.

Prerequisite: NURS 111, NURS 112, NURS 113, NURS 141 or instructor permission.

#### NURS 143 Nursing Focus III: Pharmacology II (1)

This course is a continuation of NURS 142, Pharmacology I. The basics of clinical pharmacology are expanded. Information will be presented on pharmaceutics, pharmacokinetics, and pharmacodynamics of respiration, circulation, neurosensory and food/fluid drugs.

Prerequisite: NURS 121, NURS 122, NURS 123, NURS 142 or instructor permission.

## NURS 151 Nursing Technology (2)

Common and essential skills for register nurses to communicate are covered using technology, such as security, etiquette, software programs, web based programs, course management systems, accessing nursing research, and electronic medical record software.

Prerequisite: NURS 111 with a minimum grade of C.

## NURS 162 LPN-ADN Articulation (Bridge - Entering Level III) Clinical (3)

Clinical course that supports the 3rd quarter LPN Bridge theory. Provides learning experiences with the client with minor deviations from wellness, primarily in long term settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: Admittance to the Nursing program. Co-Requisites: NURS 161 and NURS 163.

## NURS 163 LPN TO ADN Articulation (Bridge - Entering Level III) Lab (1)

Supervised practice and check off under simulated conditions for nursing skills and procedures commonly encountered in the long term care setting.

Prerequisite: Admittance to Nursing program. Co-Requisites: NURS 161 and NURS 162.

## 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 quarter entry, and admission to the Nursing program.

## NURS 211 Nursing IV: Caring for the Client with Acute/Complex I Problems - Theory (5)

Didactic course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS 131, NURS 132, NURS 133, NURS 143 or instructor permission.

## NURS 212 Nursing IV: Caring for the Client with Acute/Complex I Problems - Clinical (5)

Clinical course provides learning experiences with adult clients with acute/complex I problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS 131, NURS 132, NURS 133, and NURS 143; NURS 211, or instructor permission.

# NURS 221 Nursing V: Caring for the Client with Acute/Complex II/Chronic Problems - Theory (5)

Didactic course provides experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and a respect for the dignity of the individual. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS 211, NURS 212, NURS 241 or instructor permission.

## NURS 222 Nursing V: Caring for the client with Chronic Complex II Problems - Clinical (5)

Clinical course provides learning experiences for adult clients with complex II and chronic physical and mental disorders. Emphasis is on self-awareness, perception and respect for the dignity of the individual. Principles of the nursing process, growth, and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisite: NURS 211, NURS 212, NURS 241/ NURS 221 (or taken concurrently).

## NURS 231 Nursing Seminar in Care Management (1)

A seminar for students taking Nursing 232, Nursing Preceptorship. Course provides students an opportunity to share experiences and feelings associated with the preceptorship experience. The instructor facilitates the discussion to incorporate previously taught concepts, especially leadership.

Prerequisite: NURS-221, NURS-222 and NURS-242 or instructor permission.

# NURS 232 Nursing VI: Preceptorship-Manager of Care (8)

Clinical course that provides learning experiences for students in assigned areas. Emphasis is on managing the care of multiple clients. The student is paired with an experienced RN who serves as a mentor/preceptor.

Prerequisite: NURS 221, NURS 222 and NURS 242, or instructor permission.

## NURS 233 Preparation for RN Licensure (1)

A seminar to prepare students for the National Council Licensing Exam-RN (NCLEX-RN). The course includes assessment of both nursing knowledge and critical thinking skills.

Prerequisite: NURS 221, NURS 222 and NURS 242 or instructor permission.

## NURS 241 Nursing Focus IV: Leadership and Management (2)

Leadership skills associated with patient care management are introduced. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, quality assurance, responsibility, accountability, and collaboration.

Prerequisite: NURS 131, NURS 132, NURS 133 and NURS 143 or instructor permission.

### NURS 242 Nursing Focus V: End of Life Care (2)

This course provides learning experiences for the client at the end of life. Course will include both 'high tech' and 'high touch' situations and the ethical dilemmas associated with each. The principles of communication, ethics, legal aspects, symptom management, cultural and spiritual competence regarding death are integrated.

Prerequisite: NURS-211, NURS-212 and NURS-241 or instructor permission.

## NURS 243 Nursing Focus VI: Trends and Issues (2)

This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethical-legal issues, health care trends both nationally and globally, political awareness and collaboration with health care team members will be the primary topics.

Prerequisite: NURS 221, NURS 222 and NURS 242 or instructor permission.

## NURS 260 Nursing Focus VI: Advanced Intravenous Therapy Skills (1)

This course provides advanced content related to the care of clients receiving intravenous fluids. Concepts related to selecting solutions, managing common complications, legal/ethical considerations, infection control, managing catheters and implanted port devices are discussed. Principles of the nursing process, growth and development, nutrition, pharmacology and health teaching are integrated.

Prerequisite: NURS 221, 222 and 242 or instructor permission.

## NURS 261 LPN to ADN Articulation (Bridge - Entering Level IV) Theory (4)

Articulation (bridge) course for LPNs entering the ADN program who have successfully completed the ATI Maternal/Newborn and Pediatric RN exams. The following concepts are discussed: role transition, wellness-illness continuum, nursing process, caring behaviors, prevention concepts, dosage calculations, medication administration, fluid and electrolyte balance, history and physical assessment based upon NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.

Prerequisite: Admittance to the Nursing program and active Washington State LPN license and ATI Maternal/Newborn exam at a score of 60 or greater and ATI Pediatric exam at a score of 60 or greater. Co-Requisites: NURS 262 and NURS 263.

## NURS 262 LPN to ADN Articulation (Bridge - Entering Level IV) Clinical (3)

Clinical course that supports the 4th quarter LPN Bridge theory. Provides learning experiences with the moderate ill client and their family, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout. Prerequisite: Admittance to the Nursing program. Co-Requisites: NURS 261 and NURS 263.

## NURS 263 LPN TO ADN Articulation (Bridge - Entering Level IV) Lab (1)

Supervised practice and check off under simulated conditions for nursing skills and procedures commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tracheostomy care and blood administration. *Prerequisite: Admittance to the Nursing program.*Co-Requisites: NURS 261 and NURS 262.

## NURS 299 Individualized Studies in Nursing (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

## **Nutrition**

NUTR& 101 Human Nutrition (5)
(Formerly NUTR-161) A scientific study of human nutrition, with an emphasis on a chemical understanding of the major nutrients, a biologic understanding of the gastrointestinal tract and a practical understanding of dietary needs throughout life. Laboratory sessions will include the use of a computer database for dietary analysis. Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 with a minimum grade of C or equivalent assessment in these areas. Recommended:

BIOL& 100 and CHEM& 110.

## Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEA& 101 and OCEA 179 for the Associate in Arts and Sciences, General Studies and Applied Sciences degrees. Students intending to major in Oceanography at a baccalaureate institution should consult with the Earth Sciences advisor.

## OCEA& 101 Introduction to Oceanography (5)

(Formerly OCEAN-101) Focuses on topics such as the origin of ocean basins, seawater chemistry, atmospheric and oceanic circulation, waves, and marine ecosystems. The laboratory includes investigations of oceanographic phenomena and local field trips.

Prerequisite: ENGL/095 with a minimum grade of C and MATH 090 with a minimum grade of C- or equivalent assessment in these areas.

## OCEA 179 Special Topics in Oceanography (2)

These are seminars designed to provide Oceanography students with the opportunity to study selected oceanography topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program.

Prerequisite: ENGL/095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

## OCEA 299 Individual Study in Oceanography (1-5)

Study of oceanographic topics on an individual basis.

Prerequisite: OCEA& 101 and instructor permission.

### Paraeducator, Early Childhood Emphasis

### EDP 100 Introduction to Early Childhood Education (3)

An overview of the early childhood field from personal and historical perspectives. Also includes current issues, trends, and best practice.

## EDP 101 Early childhood Environmental Design (3)

This class will provide students with techniques and methods for planning the early learning environment. The class will describe what and how children learn and the teacher's role in designing a classroom that provides opportunities for learning. Strategies for meaningful observation to help plan the environment will also be taught.

## EDP 102 Math, Science, and Technology for Young Children (3)

A study of the standards, principles and practices of teaching mathematics, science and technology to young children, that includes an emphasis on designing integrated math and science activities and use of technology that utilize developmentally appropriate content, processes, environment and materials.

## EDP 103 Basic Child Care Provider Training (2)

Provides students with basic training in the areas of child growth and development; child guidance; health; and safety to meet state requirements for working in a childcare setting.

#### EDP 104 Essentials I (3)

Exploration of the personal characteristics, responsibilities and rewards for individuals working with young children and examines the basic concepts of development and normal development characteristics of children from birth through age 5 to be used as a foundation for planning appropriate activities and establishing appropriate expectations of children at various ages.

#### EDP 105 Essentials II (3)

Development and planning of a safe, healthy environment that invites learning and provides positive ways to support children's social and emotional development.

#### EDP 106 Essentials III (3)

Explores ways of advancing physical and intellectual competence of children, establishing positive and productive relationships with families and ensuring a well-run and purposeful program responsive to participant needs.

### EDP 112 Creative Arts & Literacy in Early Childhood Education (3)

This course will familiarize students with approaches to the creative arts and literacy development in early childhood education. Planning and integrating developmentally appropriate creative arts and literacy activities will be emphasized. Opportunities to design, implement, and participate in various creative arts and literacy projects will be included.

# EDP 121 Child, Family and Community Relations I - Creating Community Among Adults in Early Care Settings (1)

Early care and education professionals will learn about the importance of adult relationships in child care and early learning settings.

# EDP 122 Child, Family and Community Relations II Building a Caring Community with Children (1)

Caregivers will learn about concepts and the value of the caregiver-child relationship. The course will focus on caregiving practices to strengthen and build skills to promote positive interactions and relationships.

# EDP 123 Child, Family and Community Relations III Building Quality Relationships with Families (1)

Caregivers will explore ways to form culturally-responsive partnerships with families and parents.

### EDP 130 Individual and Cultural Diversity

An exploration of diversity issues and their application to children and early childhood education programming.

#### EDP 140 Child Guidance (3)

An exploration of preventive and effective behavior guidance techniques for working with young children. Emphasis is on positive self-image and communication.

# EDP 141 Guiding Behavior of Young Children I - Understanding Behaviors and Building Relationships with Children (1)

Course is structured around understanding behaviors and building relationships with young children. It will focus on: relationship-based care; influences on child's behavior; goals of mistaken behavior; temperament; and a personal philosophy of guidance for young children. Completion of EDP-141, 142, 143 will be equivalent to EDP-140.

#### EDP 142 Guiding Behavior of Young Children II - The Encouraging Classroom (1)

This course is focused on using the environment to support children's positive behavior, developmentally appropriate guidance practices, guidance vs. punishment, and involving families to support children's social and emotional growth. Completion of EDP-141, 142, 143 will be equivalent to EDP-140.

#### EDP 143 Guiding Behavior of Young Children III - Positive Guidance (1)

This course focuses on positive communication and direct guidance techniques to support children's social/emotional development and strategies for specific challenging behaviors.

Completion of EDP-141, 142, 143 will be equivalent to EDP-140.

# EDP 190 Early Childhood Clinical Experience (2)

Clinical experience that provides students the opportunity to observe and practice the skills, theories and behaviors taught in the course work for the Child Development Specialist Certificate. May be taken 3 quarters concurrently with EDP-104, 105, and 106. *Prerequisite: Must be taken concurrently with EDP-104, 105, and 106.* 

# EDP 202 Family Health, Nutrition and Safety (3)

A practical study of health, safety, and nutrition for paraeducator students. Includes prevention, emergency management, and family-centered services utilizing a wellness model.

### EDP 203 Family Systems and Support Services (3)

An introduction to family systems and family dynamics as they relate to working with children and families in the early childhood education setting; includes exploration of available community support resources.

## EDP 204 Effective Communication with Families (3)

Explores effective communication techniques for interacting with children and families in the early childhood education setting, includes an introduction to small group facilitation, and crisis intervention.

#### EDP 211 Adminsitration of Early Learning Programs I - Program Administration (1)

This course emphasizes the technical knowledge necessary to develop and maintain a quality early care and education program. It focuses on planning, developing and managing a center; and meeting licensing, accreditation regulations and guidelines.

#### EDP 212 Administration of Early Learning Programs II - Operation of Children's Programs (1)

This course focuses on the operation of children's programs in early learning centers. It addresses the grouping of children; creating developmentally appropriate curriculum that is relevant for children for birth through age eight; and implementing a food program.

# EDP 213 Administration of Early Learning Programs III - Staffing and Professional Development (1)

This course addresses staff recruitment, retention, support, and supervision which will lay a foundation for positive personnel management. Professional responsibilities such as cultural responsiveness and reflective practice are also examined.

#### EDP 290 Practicum (3)

Supervised classroom experience in the early childhood education setting. Provides the opportunity for skills development and application of theory learned in educational courses.

Prerequisite: Completion of core requirements and advisor's permission.

### **Paralegal**

# PLST 149 Writing Basics for Paralegals (3)

This introductory paralegal course is designed to improve the students' writing through emphasis on word usage, grammar and punctuation in typical legal contexts. Students will improve their proofreading and editing skills as they review and draft legal documents with a focus on accuracy and attention to detail.

Prerequisite: Assessment at college-level English and reading.

### PLST 150 Paralegal Fundamentals and Ethics (5)

Students will be introduced to the varied and rewarding responsibilities of a paralegal. Topics will cover careers, paralegal organizations, ethics and professional responsibility, paralegal skills and attributes, sources of American law, the court system, specific areas of law, and preparation for the internship.

Prerequisite: Assessment at college-level English and reading.

# PLST 151 Legal Research and Writing I (5)

An introduction to developing effective methods of legal research and writing: Students will participate in a series of exercises that include finding statutes and case decisions in books and through computer-assisted legal research. Students will focus on identifying legal issues and validating cases and statutes while drafting letters, case briefs, and an objective memorandum. This is the first of two required legal research and writing courses. *Prerequisite: Assessment at college-level English and reading.* 

#### PLST 152 Introduction to Civil Law (5)

This course is designed to introduce the student to the foundations of civil law, including substantive issues; contracts; domestic relationships; wills, estates, and probate; torts and personal injury; and the legal profession. Classroom activities will include: case analysis; the drafting, examination and assessment of legal documents; application of general principles related to torts, contracts, family law, and wills; and relevant class projects pertaining to these areas. Activities outside the classroom will include online research and discussion board assignments.

Prerequisite: Assessment at college-level English and reading.

#### PLST 153 Civil Procedure I (5)

Students will be introduced to the procedural requirements in the civil litigation process with an emphasis on the requisite skills and knowledge essential to practicing paralegals. Statutes, case law and court rules (state and federal) will be examined, and the drafting of legal pleadings and other civil case documents will be assigned. Using simulated fact and legal scenarios, students will track and analyze the procedural aspects of a civil lawsuit from inception to verdict covering the stages of pleadings, discovery, motions practice, negotiations and pretrial settlement.

Recommended: PLST 149 with a minimum grade of C.

### PLST 154 Computer Applications in the Law (3)

This course is an introduction to computer technology and its applications within a law firm. Students will have the opportunity to apply hands-on training with Microsoft Office Suite (Word, Excel, Access and Outlook); timekeeping software; docket control/case management software; litigation support software; and evidence display software. Resources and techniques for the efficient application of software typically found in the law office are provided in addition to hands-on work with industry-specific software applications. Prerequisite: Assessment at college-level English and reading or completion of ENGL/095 and either CU 105 or both CU 102 and CU 103.

### PLST 155 Health/Dealing With Stress (1)

The paralegal field can challenge a professional's health and well-being. This online course helps the student recognize cues that may be barriers to optimal health and well-being, and offers tools and practicum for dealing with stress and achieving a healthy balance in various areas of life, including school, work, and family. Prerequisite: Assessment at college-level English and reading.

### PLST 156 Criminal Procedure for Paralegals (5)

This course is designed to teach students the basic concepts of substantive criminal law emphasizing Washington statutes and criminal procedure with a focus on individual rights under the United States Constitution. Students will prepare documents typically drafted by paralegals in a law office or agency in the field of criminal law defense or prosecution.

Prerequisite: Assessment at college-level English and reading or ENGL/095.

#### PLST 221 Family Law (3)

This course will introduce students to the legal authorities and procedures involved in family law cases. Topics covered will include marriage, divorce, adoption, legal separation, paternity and child support, parenting plans, and other topics. Students will learn to identify and resolve various family law issues, as well as to draft common family law documents such as child support worksheets. *Prerequisite: Assessment at college-level English and reading.* 

#### PLST 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.

### PLST 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.

#### PLST 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 or ENGL/095.

#### PLST 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 ENGL/095.

#### PLST 226 Administrative Law (3)

This course will introduce students to the legal authorities and procedures involved in administrative law cases. Students will learn the state and federal legal authority that creates and empowers administrative agencies and the different areas in which administrative agencies are legally authorized to act. Students will also become familiar with the legal procedures used in administrative law cases, as well as the legal tribunals created to hear and decide administrative law cases. *Prerequisite: Assessment at college-level English and reading.* 

#### **PLST 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.

#### PLST 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.

#### PI ST 231 Contracts/Commercial Transactions (3)

This course provides students with a working overview of the applied contract process. Following traditional instruction methodology as supplemented with practical law office skill development, the course outlines prerequisites of contracting parties and applicable law(s), contract formation, contract performance, breach of contract and available remedies. The course introduces the students to commercial transactions including application and analysis under Article 2 of the Uniform Commercial Code (Washington State adopted version under Revised Code of Washington, Chapter 62A). Contracts and Commercial Law also includes a practicum element in basic contract drafting utilizing both goods and services components with attendant sources of law reflective of primary and secondary legal sources. Prerequisite: Assessment at college-level English and reading.

#### **PLST 232 Interviewing and Investigations**

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: Completion of ENGL / 095 or assessment at college-level English and reading.

#### **PLST 233** Internship I - Paralegal (5)

The internship program offers students the opportunity to gain valuable experience in the paralegal profession. Law offices, state and local agencies, and legal departments of corporations can serve as field placement facilities. Students must obtain the Program Chair's approval to enroll.

Prerequisite: PLST-150, PLST-152, PLST-153, PLST-154, OFFCE-106 and instructor permission.

#### PLST 234 Internship II - Paralegal (5)

The internship program offers students the opportunity to gain valuable experience in the paralegal profession. Law offices, state and local agencies, and legal departments of corporations can serve as field placement facilities. Students must obtain the Program Chair's approval to enroll.

Prerequisite: Successful completion of PLST-233; Instructor permission.

#### **PLST 239** Transition Planning (1)

Students take this course shortly before they complete the Paralegal program. Students will build paralegal skills, critique and hone their understanding of professionalism and ethics, research the current job market and networking opportunities, learn to manage work/family balance, update their portfolios, and evaluate the program. Prerequisite: PLST 150, PLST 152, PLST 153,

MO 106 and instructor permission.

#### PLST 251 Legal Research And Writing II (3)

Building on the research and writing skills acquired in PLST 151, students prepare a variety of documents including a motion with persuasive brief. Emphasis is placed on indepth research of primary and secondary authorities, validation of research, appropriate formatting, citation of legal sources, and strategies for effective writing. Prerequisite: PLST 151 with a minimum grade of C.

#### PLST 253 Civil Procedure II (5)

This course is a continuation of the concepts and legal applications learned in Civil Procedure I, to include further analysis of the various issues confronted in civil litigation. Students will learn to interpret and apply state and federal statues and court rules to solve real legal problems. Students will draft various types of legal documents intended to be presented in court and will be able to formulate arguments for and against various legal positions that arise during a civil lawsuit. Prerequisite: PIST 153.

### **Physical Education**

In order to receive the Associate in Arts and Sciences or Associate in General Studies degrees, it is necessary to obtain three physical education activity credits. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

Beginning courses are prerequisites to intermediate courses, and intermediate courses are prerequisites to advanced courses. Advanced placement may be made by the instructor. An activity at the same level may not be repeated for credit. Most activities require extra fees.

The physical education requirements may be waived only with approval of the physical education department chairman. Students may request waivers only if there is a medical problem or a student has previous military service.

#### PE 100 Total Fitness (2)

An up-to-date approach to physical fitness for better living. Combination lecture and lab, stressing the importance of life-long fitness. Increasing the awareness and establishing the values, benefits and necessity of regular physical activity related to health. Will include individual evaluation, prescription and program implementation.

#### PE 106 Tai Chi (1)

Tai Chi is an ancient Chinese system of health giving exercise. Students will build concentration, increase flexibility, and improve physical fitness by learning and practicing basic Tai Chi forms and movements.

#### PE 108 Beginning Weight Training (1)

A course designed to introduce the student to the benefits of a regular weight training routine. The student will be taught various exercises in isotonic, isometric and isokinetic lifting. Safety precautions and guidelines will be stressed.

#### PE 109 Toning (1)

An upbeat, high energy course that combines aerobic movements with muscle toning strength movements. Emphasis on total body conditioning. Instruction will include the safe and effective use of fitness apparatus including physio balls and hand weights.

#### PE 111 Walking for Wellness (1)

This course is designed to introduce the student to walking and its contributions to wellness. Content includes benefits of walking, development of safe and effective walking skills, nutrition and equipment to enhance walking, and essential components of a walking program.

#### PE 118 Modern Dance (1)

A course designed to get the student to appreciate modern dance as an art form as well as a physical fitness activity. Emphasis will be placed on developing cardio-respiratory fitness and flexibility through participating in dance routines.

#### PE 122 Beginning Bowling (1)

A course designed to acquaint the student with the game of bowling. Emphasis is placed on basic fundamentals, mechanics, faults and rules of bowling.

## PE 126 Beginning Badminton & Pickleball (1)

A course designed to allow the student to develop the necessary skills, fundamentals, strategies and knowledge of rules to participate in recreational badminton and pickleball.

#### PE 134 Softball (1)

A course designed to introduce the student to the game of softball as a recreational activity. Emphasis is placed on basic individual and team fundamentals.

#### PE 135 Beginning Soccer (1)

A course designed to introduce the student to soccer. Emphasis will be placed on basic fundamentals, strategies, and rules of the game.

#### PE 136 Volleyball (1)

A course designed to introduce the student to the game of volleyball. Emphasis will be placed on basic skills, i.e., serve, set, pass, block, spike, team strategy and rules of play

#### PE 140 Cardio Fitness (1)

This course is designed to give student information on how to maintain a healthy cardiovascular system. Physical activities, nutritional guidelines, and unhealthy behaviors pertaining to cardiovascular health will be covered.

#### PE 142 Introduction to Yoga (1)

This course is designed to introduce students to the benefits of yoga as a way to understand the mind/body relationship in exercise and fitness. Basic yoga techniques will be taught as a way to develop balance, core strength, flexibility, and joint stability.

#### PE 155 Fast Fitness (1)

Comprehensive physical education course designed to develop strength, flexibility, muscular endurance and cardiovascular efficiency in an effective and timely manner through the use of circuits.

#### PE 170 Independent Fitness Lab I (1)

Self-paced conditioning for the motivated student. This course is designed to give students the opportunity to assess current physical fitness level, establish personal fitness goals, develop and follow an individualized self-paced fitness program. *Prerequisite: PE-100 or PE-108.* 

#### PE 171 Independent Fitness Lab II (1)

Self-paced conditioning for the motivated student. This course is designed to give students the opportunity to assess current fitness goals, as well as develop and follow an individualized self-paced fitness plan. *Prerequisite: PE-170*.

#### PE 175 Hiking (1)

This course is designed to introduce the student to basic techniques and skills necessary to enjoy minimum-impact hiking. Includes information on hiking essentials, trip planning, route finding, equipment, basic wilderness survival, and wilderness first aid. This course also includes several hiking trips throughout the quarter.

#### PE 190 Health and Wellness (3)

A course for students to learn how to take control of their personal health and lifestyle habits so they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-being. Encompasses a total wellness concept of one's physical, mental, emotional and social well being. Students will examine major health issues of contemporary society, with emphasis on identifying risk factors.

### PE 191 Contemporary Health and Wellness (5)

Emphasis is placed on the relationship between course content and lifestyle choices to foster a better understanding of health issues today. Current issues include, but are not limited to, physical fitness and nutrition; weight management; stress and emotional health; chemical use and abuse; issues in contemporary human sexuality; communicable and noncommunicable disease; health-smart consumerism; the contemporary healthcare system; aging and dying; and environmental health issues.

#### PE 200 Advanced Total Fitness (2)

An advanced approach to physical fitness for more effective living. Combination of lecture and lab stressing the importance of developing positive life-long fitness activities. Course will include evaluation, prescription, program implementation, and goal setting. *Prerequisite: PE-100 or instructor permission.* 

#### PE 201 Sport Specific Conditioning (2)

This course is designed to give advanced instruction for the physically active student. Consideration of sport specific and individual fitness goals will be given. Cardio conditioning; strength training; flexibility training, as well as the nutritional aspects of physical performance will be taught.

#### PE 208 Intermediate Weight Training (1)

This course is designed to develop cognitive knowledge pertaining to a higher level of strength training and applying this knowledge in a daily weight lifting program. Students will experience the benefits of weight lifting and will learn how to develop a weight training program designed to meet their personal weight training goals.

Prerequisite: PE-108 or instructor permission.

#### PE 222 Intermediate Bowling (1)

A course designed to allow the student to improve his/her bowling skills. Emphasis on spot, pin, and line bowling. Delivery and form and playing a hookball will be emphasized.

Prerequisite: PE 122 or instructor permission.

# PE 226 Intermediate Badminton/Pickleball (1)

Instruction dealing with the techniques of Badminton/Pickleball. This is an intermediate level class dealing with playing strategies, tournaments, and individual playing styles.

Prerequisite: PE 126.

#### PE 233 Advanced Basketball (1)

A course designed for the advanced basketball player who has competed at a high skill level. Special emphasis will be placed on advanced individual and team concepts.

### PE 235 Advanced Soccer Techniques (1)

An advanced course in the fundamentals of soccer. Subjects covered will include physical fitness, basic skills, team play, laws of the game, and strategy.

#### PE 236 Intermediate Volleyball (1)

This course is designed to allow the student to improve upon his/her basic skills of playing volleyball. To be able to compete and enjoy the sport on a recreational level. *Prerequisite: PE-136 or instructor permission.* 

#### PE 237 Advanced Volleyball (1)

This course is designed to give students the opportunity to improve their volleball skills to an advanced level of play. Emphasis will be placed on skills and techniques used as a competitive as well as recreational level.

#### PE 241 Baseball Techniques (1)

A course in the fundamentals of baseball. Course content includes conditioning, basic skills, strategies, team-play concepts and rules of the game.

Prerequisite: Experience in organized baseball - either high school or college.

#### PE 285 Coaching Theory (2)

Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for coaching. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

#### PE 292 Advanced First Aid (5)

The student will satisfy the requirements for advanced American Red Cross first aid and cadiopulmonary resuscitation certification (CPR).

# PE 295 Teaching Elementary Physical Education and Health (3)

This course is designed to provide prospective K-6 educators with information, methods, and activities for teaching elementary physical education and health. Developmentally appropriate and quality physical education and health methods will be emphasized.

### PE 299 Individual Study in Physical Education (1-5)

An independent learning activity, designed jointly by the student and the instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

### **Physics**

An advisor should be consulted to determine the appropriate level of physics course for your degree goal. Students intending to major in Physics at a baccalaureate institution should work toward an Associate of Science degree with a Physics Specialization.

#### **PHYS& 114** General Physics I (6)

Algebra-based physics for liberal arts students and certain professions. Study of basic mechanics including position, velocity, acceleration, forces, momentum, and energy. Laboratory included.

Prerequisite: TMATH 100 or MATH 095 or higher (but not MATH 136). Recommended Preparation: MATH& 141.

#### **PHYS& 115** General Physics II (6)

Algebra-based physics for liberal arts students and certain professions. Study of thermodynamics, oscillations, waves, capacitance, and electric forces/fields/potential/potential energy. Laboratory included.

Prerequisite: PHYS& 114 and TMATH 100 or MATH 095 or higher (but not MATH 136). Recommended Preparation: MATH& 141.

#### **PHYS& 116** General Physics III (6)

Algebra-based physics for liberal arts students and certain professions. Study of DC circuits, magnetism, geometrical optics, wave optics, and modern physics. Laboratory included.

Prerequisite: PHYS& 114 and TMATH 100 or MATH 095 or higher (but not MATH 136). Recommended Preparation: MATH& 141.

#### PHYS& 221 **Engineering Physics -**Mechanics (6)

(Formerly Physics 121) Calculus-based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Topics include motions and causes of motion, conservation of energy, momentum and angular momentum, gravitation, center of mass, and torques. Laboratory included.

Prerequisite: MATH& 151 (may be taken concurrently).

#### PHYS& 222 **Engineering Physics -**Electricity and Magnetism (6)

(Formerly Physics 122) Calculus-based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Topics include Coulomb's Law, Gauss' Laws, circuits and circuit theory, electrical devices, Ampere's Law, electric and magnetic flux, and induction. Laboratory included.

Prerequisite: PHYS & 221 (formerly PHYS 121).

#### PHYS& 223 **Engineering Physics -**Waves, Optics, and Thermodynamics (6)

(Formerly Physics 123) Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Topics include oscillations, damping, waves, interference, refraction, reflection, optical systems, fluids, specific heat, temperature, ideal gasses, and states of matter. Laboratory included.

Prerequisite: PHYS& 221 (formerly PHYS 121).

#### Independent Study (1-5) **PHYS 299** Independent observation, analysis, and reporting of a physics-related topic. Prerequisite: Instructor permission.

### **Political Science**

#### POLS& 101 Introduction to Political Science (5)

(Formerly POLSC-101) This course is intended to serve as a comparative introduction to the concepts, methods, and subject areas of the discipline of political science. Students will explore various forms of political beliefs, behaviors, institutions, and processes at the individual, group, national, and international levels. Strongly recommended for those students with no prior course work in political science. Prerequisite: College-level reading and writing.

#### American Government (5) POLS& 202

(Formerly POLSC-202) Survey of the Constitution, the three branches of government, and processes through which public policy is formulated, enacted into law and executed.

Prerequisite: Assessment at college-level reading and writing.

#### POLS& 203 International Relations (5)

(Formerly POLSC-203) Study of relationships among various actors in the international system. Students will examine theories of international relations, determinants of national power, processes of foreign policy decision-making, and factors promoting both conflict and cooperation with respect to military, economic, and human rights issues. Offered in hybrid online format.

Prerequisite: Assessment at college-level reading and writing.

#### **POLS 205** State and Local Government and Politics (5)

(Formerly POLSC-205) Study of the nature, function and problems of state, county and city governments, including an examination of the problems confronting these local political units.

Prerequisite: Assessment at college-level reading and writing.

## POLS 220 Introduction to Constitutional Law (5)

(Formerly POLSC-220) This course will introduce students to the process of constitutional decision making in the U.S., with particular emphasis on the U.S. Supreme Court. The course is organized around three substantive areas of law: institutional powers of government, property rights and economic liberty, and equal protection. Court decisions in these areas will be examined in a broader political, social, and economic context. (writing intensive)

Prerequisite: POLS& 202 or instructor permission.

#### POLS 221 Politics of Civil Liberties (5)

(Formerly POLSC-221) Historical analysis of the politics of civil liberties in the United States, concentrating on three primary areas of civil liberties law: freedom of speech, religious freedom and the rights of criminal suspects and defendants.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### POLS 222 Law and Society (5)

(Formerly POLSC-222) The course will examine the intersection of law and politics in American society. Topics to be covered include legal reasoning, disputing, due process, capital punishment, and others. How does law structure social relationships? How does political power shape the law? *Prerequisite: College-level reading and writing.* 

#### POLS 231 Politics and Film (5)

(Formerly POLSC-231) This course will examine a variety of political and legal issues through their portrayal in contemporary cinema. Students will read relevant political science literature as a background for an analysis of the films viewed in the course. Rotating themes include: elections and the presidency, law and justice, science fiction, organized labor, and American foreign policy. (can be repeated)

Prerequisite: College-level reading and writing.

## POLS 290 Political Philosophy and Ideology (5)

(Formerly POLSC-290) A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, Marx, Machiavelli, Hobbes, Benthan, Jefferson, Montesquieu and Sumner. Prerequisite: Assessment at college-level reading and writing.

#### POLS 298 Political Internship (1-5)

Students will participate in internships with either a political party, interest group, or an elected official and will meet periodically with the instructor to discuss assigned readings and a research paper based on the internship experience.

Prerequisite: Instructor permission.

### **Psychology**

### PSYC& 100 General Psychology (5)

(Formerly PSYCH-100) Introduction to psychology as an academic discipline, including research methods, the nervous system, heredity and development, social behavior, motivation, emotion, learning and memory, cognition, personality, and psychological disorders.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

### PSYC& 180 Human Sexuality (5)

(Formerly PSYCH-165) A scientific approach to the study of human sexuality and sexual behavior, including physiological and psychological components. Considers sexuality across the lifespan, sexual dysfunction, STDs and safer sex, sexual orientation, sexual response patterns, and the development of relationships.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### PSYC& 200 Lifespan Psychology (5)

(Formerly PSYCH-206) An examination of the physical, social, emotional, and intellectual development of the human from conception to death. (multicultural content) *Prerequisite: PSYC& 100 with a minimum grade of C.* 

#### PSYC 202 Biopsychology (5)

Biopsychology examines the biological basis of behavior, the nervous system, how it works to control behavior and sense the world, and what happens when it malfunctions. Topics include learning and memory, development, sex, drugs, sleep, the sense, emotions, and mental disorders. *Prerequisite: PSYC& 100 with a minimum grade of C.* 

## PSYC 205 Introduction to Personality (5)

(Formerly PSYCH-205) Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality will be studied.

Prerequisite: PSYC& 100 with a minimum grade of C.

### PSYC 209 Fundamentals of Psychological Research (5)

This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Topics include hypothesis testing, experimental design, research strategies and techniques, fundamentals of scientific writing, search and evaluation of research literature in psychology, and ethical issues in psychological research.

Prerequisite: PSYC 100 and ENGL 101 with a minimum grade of C. Recommended:

### PSYC& 220 Abnormal Psychology (5)

MATH& 146 with a minimum grade of C.

(Formerly PSYCH-204) A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health.

Prerequisite: PSYC& 100 with a minimum grade of C.

#### PSYC 240 Social Psychology (5)

An introduction to the study of the basic principles underlying the field of social psychology. Topics covered will include social beliefs and attitudes, prejudice, aggression, attraction and intimacy, conformity and persuasion. (Formerly SOC 240)

Prerequisite: PSYC& 100 with a minimum grade of

### PSYC 299 Individual Study in Psychology (1-3)

(Formerly PSYCH-299) A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue indepth in an area previously or concurrently covered in a college-level course.

Prerequisite: PSYC& 100 with a minimum grade of B+ and instructor permission.

### Radiologic Science

### RS 100 Radiologic Science Orientation (3)

This course introduced students to the Radiologic Science program. Students learn of the program's mission and goals, professional requirements, and commitment necessary for success, as well as learning of the on-campus student support services available to them. Additionally, students will become CPR certified, initiate Washington State requirements for licensure, and complete HIPAA training.

Prerequisite: Acceptance into the Radiologic Science program.

### RS 101 Fundamentals of Radiologic Science and Health Care (4)

Content is designed to provide a foundation of the principles, practices and policies in healthcare and particularly radiology. The student will be introduced to the history of radiology, medicolegal ethics and professional associations. Radiation protection and safety, basic equipment operation, and principles of radiographic exposure will also be covered.

Prerequisite: Acceptance into the RS program or instructor permission.

#### RS 108 Radiation Physics I (5)

This course introdues the concepts of electromagnetic radiation, its production, control and interactions. The concepts of electricity, electromagnetism, and electrical circuits relating to imaging equipment operation are presented.

Prerequisite: RS-101 or instructor permission.

#### RS 109 Radiation Physics II (5)

A continuation of Radiation Physics I. The correct and safe operation of various types of imaging equipment will be discussed. Information on radiation biology will be presented to correlate the hazards of ionizing radiation production and its interaction on human tissue.

Prerequisite: RS-108 or instructor permission.

#### RS 120 Clinical Education I (5)

Initial course in competency based radiography clinical education. Students orient to an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

Prerequisite: RS 101, RS 140, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

#### RS 121 Clinical Education II (5)

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

Prerequisite: RS 120, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.

#### RS 122 Clinical Education III (10)

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

Prerequisite: RS 121, instructor permission, and medical health clearance, WSP background check, proof of medical insurance, current CPR card.

#### RS 140 Radiographic Positioning I (5)

Studies basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen, upper and lower extremities. Projections studied will include information on performing cross-table examinations for minor trauma cases.

Prerequisite: Acceptance into RS program.

#### RS 141 Radiographic Positioning II (5)

Provides demonstration and laboratory experience in radiography of the pelvis, hip, sacroiliac joints, cervical spine, thoracic spine, lumbar spine, sacrum, and coccyx. Visceral studies which include the upper gastrointestinal series, intravenous pyelography, and colon. Projections studied will include information for performing examinations on the pediatric and trauma patient.

Prerequisite: RS 140 or instructor permission.

#### RS 142 Radiographic Positioning III (5)

Overview of special radiographic procedures including myelography, angiography, ERCP's and cholecystography. A study of the contrast media employed with these examinations is also conducted. Demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mandible. Projections studied will include information for pediatric and trauma patients.

Prerequisite: RS 141 or instructor permission.

### RS 150 Principles of Image Formation (1)

Prime factors (detail, density, contrast and distortion) and other factors influencing radiographic technique for the production of quality images.

Prerequisite: Acceptance into RS program, or instructor permission.

### RS 153 Principles of Digital Radiography I (1)

This class introduces basic principles of digital radiography. The subject matter will consist of basic computer principles, networking and communication basics pertaining to an imaging department, and digital image acquisition and processing. *Prerequisite:* RS-150 or instructor permission.

### RS 156 Principles of Digital Radiography

The correct and safe operation of various types of digital X-ray equipment is emphasized. Digital image formation is contrasted with film/screen image formation. The difference in evaluating appropriate X-ray exposure factors, vs film/screen, are discussed.

Prerequisite: RS-153.

## RS 170 Introduction to Fundamentals of Patient Care (5)

Introduces patient care techniques commonly experienced in a radiology department such as venipuncture, proper body mechanics, sterile procedures, pertinent medications and contrast media, etc.

Additionally, patient communication,

HIPAA requirements and emergency CODE procedures are emphasized.

Prerequisite: Acceptance into RS program or instructor permission.

#### RS 200 Cross Sectional Anatomy (3)

Anatomy of the human body will be studied in cross section. Anatomy of the brain, neck, thorax, abdomen/ pelvis and the musculoskeletal system will be presented in the transverse, sagittal, coronal, and oblique imaging planes using multiple diagnostic imaging modalities.

Prerequisite: Completion of RS-142 or instructor permission.

#### RS 214 Imaging Pathology (1)

The diagnostic images presented in this class demonstrate the effect of various disease processes and the mechanism of injury incurred within the human body. The body systems covered include musculoskeletal, pulmonary, gastrointestinal, genitourinary, reproductive, central nervous system, and cardiovascular.

Prerequisite: RS 243 or instructor permission.

### RS 216 Pharmacology and IV Therapy (3)

An overview of the circulatory system, identifying common sites for venipuncture, performing venipuncture, identifying contrast media reactions and determining the appropriate interventional response. Course will include common medications in the Radiology Department, ACLS drugs, the common dosages and physiology.

Prerequisite: RS 170 or instructor permission.

#### RS 225 Clinical Education IV (7)

Students begin their second year of competency based clinical 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 Clinical Education V (7)

Students in the second year of competency based clinical instruction rotate to a new clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 225, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

#### RS 227 Clinical Education VI (7)

Students in the second year of competency based clinical instruction are assigned to a clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

#### RS 228 Clinical Education VII (10)

This is a capstone competency based clinical class in preparation for entry level clinical practice. Students in the second year of instruction are assigned to a clinical education center and continue to acquire new skills, while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 227, medical health clearance, WSP background check, proof of medical insurance, current CPR card and instructor permission.

#### RS 233 Leadership and Management (1)

Studies leadership skills associated with patient care and management. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, the work environment, responsibility, accountability, collaboration and resume preparation.

Prerequisite: RS 175.

#### RS 243 Radiographic Positioning IV (3)

Demonstration and lab experience of alternate and special positioning of the upper and lower extremities, thoracic cage, shoulder girdle, pelvis, and spinal column. This course also includes a review of basic head work and special positioning of the orbit, mandible and temporomandibular joint. Information will be included for performing pediatric and trauma projections. A review of imaging with emphasis on basic quality assurance and image evaluation.

Prerequisite: RS 142 or instructor permission.

#### RS 244 Radiographic Positioning V (3)

Advanced patient care procedures involving pediatric and/or severe trauma patient. Special emphasis on child and elder abuse. Includes information for the geriatric, pediatric and patient with disabilities to meet JCAHO requirements.

Prerequisite: RS 243 or instructor permission.

### RS 250 Advanced Healthcare Organization (3)

A closer look at the healthcare organization with emphasis on radiology. Radiology quality control and quality assurance factors will be presented. The five major content areas of diagnostic imaging will be correlated with quality patient care.

Prerequisite: RS 101 or instructor permission.

### RS 255 Advanced Imaging Modalities (1)

An overview of CT, MRI, U/S, and other advanced imaging modalities. The emphasis will be on the various energies used to generate images, the equipment and other dynamics of the imaging environment.

Prerequisite: RS 108, 109, second-year radiography student.

### RS 270 Introduction to Mammography (3)

A lecture and laboratory course for specialized training in mammography with an emphasis on basic positioning and quality control measures. Course will assist students and practitioners to prepare for the ARRT Advanced Registry Examination in Mammography; also meets the FDA/MQSA requirements for mammography training. Prerequisite: Second-year RS student or ARRT Certified Practitioner.

#### RS 275 Student Leadership Seminar (1)

The second-year students will participate in the organization of a two-day leadership conference and attend education sessions presented at the conference. Presentation of a project or essay is required.

Prerequisite: Instructor permission.

#### RS 299 Independent Study (1-5)

Independent learning activity, designed jointly by the student and instructor, to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Program chair permission.

### **Respiratory Therapy**

### RC 150 Fundamentals of Respiratory Care I (4)

Introduces the beginning respiratory care student to basic procedures and skills required in the field. Covers principles and practices of patient assessment, hospital safety, aerosol therapy, bronchial hygiene and hyperinflation therapies.

Prerequisite: Accepted into the Respiratory Care program.

### RC 151 Fundamentals of Respiratory Care II (4)

Course will continue to build on the clinical skills and knowledge base acquired in RC 150. The Respiratory Care student will be introduced to the critical care environment this quarter. Emphasis is placed on airway management, diagnostic testing and non-invasive ventilation.

Prerequisite: RC 150.

### RC 152 Introduction into Mechanical Ventilation (4)

Course will continue to build on the clinical skills and knowledge base acquired in RC 150 and 151. This course is to introduce the respiratory student to basic concepts in mechanical ventilation including initiation of mechanical ventilation, modes of ventilation, ventilator management and weaning. *Prerequisite: RC 151.* 

## RC 153 Alternative Procedures in Respiratory Care (3)

This course will provide students with knowledge regarding special procedures they will be assisting physicians in performing as well as introducing additional skills based upon Respiratory Care Scope of Practice. Information presented will build upon previously studied pathophysiologies as well as set-up, procedural skills and processing of specimens obtained when applicable. The course will be a combination of lecture and lab skills practice.

Prerequisite: RC 152 with a minimum grade of C.

### 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. *Prerequisite: Accepted into the Respiratory Care program.* 

#### 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.

Prerequisite: Accepted into the Respiratory Care program.

### RC 165 Evolving Roles in Respiratory Therapy (2)

This course introduces students to current and future trends in health care. Specifically, this course will cover traditional and new roles for respiratory therapists and will present possibilities and tactics for respiratory therapists to work across the range of patient care.

Prerequisite: Enrolled in the RC program.

### 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. K nowledge of history as it relates to RC is essential to assimilating the numerous, technical facets of the field. Prerequisite: Accepted into the Respiratory Care

### 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.

program.

### 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. Prerequisite: Accepted into the Respiratory Care program.

### RC 180 Respiratory Therapy Clinical I (3)

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, oxygen therapy, and bronchial hygiene. This class consists of a lab/ clinical rotation.

Prerequisite: Accepted into the Respiratory Therapy

### RC 181 Respiratory Therapy Clinical II (3)

program.

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, ECGs, arterial blood gases, non-invasive ventilation and CPAP. This class consists of a lab/clinical rotation. *Prerequisite: RC 180 with a minimum grade of C.* 

### RC 182 Respiratory Therapy Clinical III (3)

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 lab/clinical rotation.

Prerequisite: RC 181 with a minimum grade of C.

### RC 183 Respiratory Therapy Clinical IV (4)

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 with a minimum grade of C.

### RC 192 Advanced Mechanical Ventilation (4)

Course will provide students with information to master the knowledge of mechanical ventilation and its application to patients. Course content will emphasize advanced mechanical ventilator applications including non-conventional approaches to patient management in both adult and the pediatric/neonatal settings.

Prerequisite: RC 191 with a minimum grade of C.

### RC 193 Respiratory Pharmacology I (1)

This is the first in a series of three courses in pharmacology. General pharmacological principles, drug classification, computations, routes of delivery and respiratory medication are emphasized.

Prerequisite: Accepted into the Respiratory Care program.

#### RC 194 Respiratory Pharmacology II (1)

This is the second in a series of three courses in pharmacology dealing with principles of mucolytics, antiasthmatics, antimicrobials, anti-inflammatory agents, surface-active and special applications.

Prerequisite: RC 193 with a minimum grade of C.

#### RC 195 Repiratory Pharmacology III (1)

This is the third in a series of three courses in pharmacology dealing with principles in cold and cough agents, neonatal/pediatric aerosolized drug therapy, diuretics, cardiovascular pharmacology and the drugs affecting the central nervous system.

Prerequisite: RC 194 with a a minimum grade of C.

### 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. Prerequisite: Accepted into the Respiratory Care Program

#### 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. *Prerequisite: Accepted into the Respiratory Care program.* 

### 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.

Prerequisite: Accepted into the Respiratory Care

program.

### 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. *Prerequisite: Accepted into the Respiratory Care program.* 

#### RC 263 Pulmonary Functions (3)

Course will provide students with information necessary for understanding pulmonary function testing, exercise testing, and their interpretations. Included will be a comprehensive overview of the subject matter in the form of lecture, small group discussion, or student presentations.

Prerequisite: Accepted into the Respiratory Therapy program.

#### 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. *Prerequisite: Accepted into the Respiratory Therapy program.* 

#### 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.

Prerequisite: Accepted into the Respiratory Care program.

### 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.

Prerequisite: Accepted into the Respiratory Care program.

#### 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.

Prerequisite: Accepted into the Respiratory Care program.

#### 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. *Prerequisite: Accepted into the Respiratory Care program.* 

# 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.

Prerequisite: Enrolled into the RC program.

#### RC 299 Individual Study in Respiratory Therapy Technology (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the learner's knowledge and skill. Prerequisite: Accepted into the Respiratory Therapy program.

### **Science**

# SCI 100 Physical Science and Technology (5)

(FORMERLY PHYSN-100) Studies underlying physical principles and interactions in topics like motion, energy, light, sound, electricity, etc., and how they are applied and used in technology. A hands-on, team oriented approach is used to develop conceptual reasoning, interrelationships between concept and application, and effective communication skills. Laboratory included.

Prerequisite: ENGL/ 095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C- or equivalent assessment in these areas.

### Social Sciences

### SOCSC 111 Introduction to Social Sciences (5)

Introduction to methods, concepts, and practices of social scientific scholarship. Organized around broad, interdisciplinary themes in anthropology, history, political science, psychology, and sociology. Emphasis on social science disciplines as a whole. *Prerequisite: Must be enrolled in ENGL/ 095 concurrently.* 

### Sociology

# SOC& 101 Introduction to Sociology (5) (Formerly SOC-110) An introduction to the basic concepts and theories of sociology with

basic concepts and theories of sociology with an emphasis on the group aspects of human behavior.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

### SOC 120 Introduction to Women's Studies (5)

Introduction to the study of women, feminism, and theories of oppression and privilege, particularly with respect to gender, sexuality, race, class, and sexual orientation. Topics include systems of oppression, gender socialization, sexuality, violence, and social institutions such as family, health care, media, religion, legal systems, work and labor, and education.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### SOC& 201 Social Problems (5)

(Formerly SOC-270) A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies.

### SOC 205 Sociology of African Americans (5)

This course explores the socio-historical experiences of African Americans. We will investigate the social history of African Americans in the United States, oppression and the perpetuation of social inequality, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of African Americans. We will also debate solutions to various social problems that are of particular concern to the black community.

Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing.

#### SOC 222 Sociology of Sport (5)

Introduction to the sociological analysis of sport. There will be a particular emphasis on: race, class, gender, and sexuality issues within sport; socialization and interactions within sport; sport and education; deviance, crime, and violence in sport; the business and economics of sport.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

### SOC 247 Media, Politics and Society (5)

Takes a critical approach to the study of the production and consumption of mass media, focusing primarily on the United States. Examines the economic and social organization of mass media, the content of media messages, and the impact various media have on the public.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

#### SOC 262 Race and Ethnic Relations (5)

Builds upon and expands the students' understanding of race and ethnic relations in American contemporary society. Focuses on how immigrant groups adapt to a new country, manifestations of racism and discrimination, as well as the economic and social progress of different ethnic groups. Explores how to alter patterns of racial and ethnic inequality through social movements and social policy. (multicultural content) *Prerequisite:* ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## SOC 265 Sociology of Asian Americans (5)

This course explores the socio-historical experiences of Asian American groups. We will investigate the history of Asian immigration to the United States, discriminatory and anti-Asian legislation, factors influencing social inequality amongst Asian American ethnic groups, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of Asian Americans. Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

## 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: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

### SOC 295 Entrepreneurial & Innovative Mindset (5)

This course is for students who want to learn more about innovation, entrepreneurship and launching a venture. The class will introduce the principles of an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student's own entrepreneurial potential. Additionally, students will examine needed technical skills including business, finance, marketing, legal issues, and social media. This course is the same as BUS 295. *Prerequisite: Instructor permission.* 

#### SOC 299 Individual Study (1-5)

A variable credit (1-5) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue indepth in an area previously or concurrently covered in a college-level course.

Prerequisite:  $SOC \rightleftharpoons 101$  with a minimum grade of B+ and instructor permission.

### Spanish

#### SPAN& 121 Spanish I (5)

(Formerly SPAN-101) The first year of the beginning Spanish language sequence consists of 121, 122, and 123. SPAN&-121 is the first quarter of the sequence. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: ENGL/095 with a minimum grade of C or assessment at college-level reading and writing or instructor permission.

#### SPAN& 122 Spanish II (5)

(Formerly SPAN-102) SPAN&-122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in SPAN &-121. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: SPAN& 121 with a minimum grade of C or instructor permission.

#### SPAN& 123 Spanish III (5)

(Formerly SPAN-103) SPAN&-123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in SPAN &-122. The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum. Prerequisite: SPAN & 122 with a minimum grade of C or instructor permission.

### SPAN 299 Direct Readings in Spanish (1-5)

Readings in Spanish and Latin American literature. Topics will be selected by students, with instructor's approval.

Prerequisite: SPAN& 123 or equivalent class and instructor permission.

### Supervision and Management

Please contact Invista Performance Solutions at 253.583.8867 for information.

SMG 101 Essential Supervisory Skills (3)

SMG 120 Supervising the Problem Employee (3)

SMG 201 Management Communications (5)

SMG 261 Dynamics of Leadership (3)

SMG 264 Motivation and Productivity (5)

# Tribal Enterprise and Gaming Management

Please contact Invista Performance Solutions at 253.583.8867 for information.

### TEGM 110 Casino Finance Essentials (2)

This course will survey and provide a brief overview of tribal accounting and audit operations, cage operations, accounts, business transactions, understanding financial reports, purchasing, shipping, and receiving.

### TEGM 163 Supervisory Essentials & Front Line Leadership (2)

This course will survey and provide a brief overview of time management, modeling professionalism, basics of supervision, writing and email etiquette, terminating employees, effective delegation, communicating clear directives, managing difficult employees, motivating employees, scheduling and shifts, setting performance expectations, and ethics.

# TEGM 165 Casino HR & Personnel Management (2)

The course will survey and provide a brief overview of communication skills, group facilitation, mediation, training and orienting new employees, performance coaching feedback, interviewing, hiring, employee retention, terminating employees, professional development improvement plans, managing the intersection of HR issues and tribal law, diversity, cultural understanding and native hiring preference.

# TEGM 200 Casino Regulations, Compliance, & Game Protection (2)

The course will survey and provide a brief overview of tribal government structure, tribal authority, gaming jurisdiction, history of Indian gaming, overview of tribal law, applicable Federal business laws, writing ICs, state compliance, and game protection policies and procedures.

## TEGM 240 Casino Hospitality & Guest Services (2)

This course will survey and provide a brief overview of food and beverage operations, hotel and spa operations, entertainment operations, and gas station/mini mart operations, pricing, inventory control, customer service standards, interpersonal strategies for managers and the manager as a role model.

### TEGM 292 Enterprise Operations (2)

This course will survey and provide a brief overview of facilities, engineering, information services, surveillance security, safety and risk management, marketing strategies, player tracking data, and measuring ROI for marketing efforts.

### TEGM 293 Casino Games Management (2)

This course will survey and provide a brief introduction to table games management, slots, poker, probability and statistics, staffing, and scheduling.

### **Writing Center**

#### WRITE 080 Grammar Review (1)

This is a laboratory course designed to review basic grammar. Emphasis is on parts of speech and common grammatical errors. This review course utilizes a workbook with grammar explanations and exercises and includes competency tests for each lesson. Students may enroll during scheduled registration and during the first three weeks of the quarter.

### WRITE 081 Sentence Structure Review (1)

This is a laboratory course designed to review basic sentence patterns and sentence construction. Workbook lessons provide explanations and practice in developing various sentence patterns, including subordinate clauses and phrases.

Competency tests follow each lesson. Students may enroll during scheduled registration and during the first three weeks of the quarter.

#### WRITE 082 Punctuation Review (1)

This is a laboratory course designed to review basic punctuation and other English fundamentals. Workbook lessons provide rules, explanations, and practice exercises accompanied by competency tests. Students may enroll during scheduled registration and during the first three weeks of the quarter.

#### WRITE 084 Spelling Review (2)

This is a course designed to review basic spelling skills. The course concentrates on learning general rules and concepts of spelling as well as common exceptions and troublesome words. The class utilizes a spelling workbook with explanations and practice exercises accompanied by competency tests. Students may enroll during scheduled registration and during the first three weeks of the quarter.

### WRITE 085 Paragraph Writing (2)

This is a course designed to review basic paragraph construction. The course provides extensive practice in writing unified, coherent, and well-developed paragraphs.

### WRITE 095 Tools for Reading and Writing (2)

An optional course designed to strengthen both reading and writing skills, and to increase success in ENGL/095. Students will work in small groups with coaching from a tutor and an instructor.

Prerequisite: Assessment at or above ENGL/095, or completion of ENGL/085 with a minimum grade of C or EAP 155 and EAP 159 with a minimum grade of C.

#### WRITE 096 Writing Center Tutorials (1)

This is a laboratory course that offers students one-to-one tutorial help with assignments for classes where writing is required. No outside work is assigned. At least nine 50-minute tutorial sessions per quarter must be completed for credit. If there is space in the course, it can be added up to midterm with instructor permission. May be taken a total of four times and is graded as Satisfactory/ Unsatisfactory.

### WRITE 140 Writing Center Tutor Practicum I (2)

Provides qualified students with training in assisting students in one-on-one tutorial sessions at the Writing & Tutoring Center. Topics of study include writing and writing center theories, tutoring strategies, and responding to writing. Course includes regular tutor discussion group meetings and activities in Angel. Students may have the opportunity to apply tutoring skills in actual sessions and to earn the first level of International Tutoring Program Certificate. *Prerequisite:* ENGL/ 095 or instructor permission.

### WRITE 141 Writing Center Tutor Practicum II (2)

Provides qualified students with training and experience in assisting students in one-on-one tutorial sessions at the Writing & Tutoring Center. Topics of study include advanced tutoring topics such as working with at-risk students. Course includes regular tutor discussion group meetings and activities in Angel. Students will apply tutoring skills in actual sessions and have the opportunity to earn the second level of International Tutoring Program Certification.

Prerequisite: WRITE 140.

### WRITE 142 Writing Center Tutor Practicum III (2)

(Formerly WRITE-145) Provides qualified students with training and experience in assisting students in one-on-one and group tutorial sessions at the Writing & Tutoring Center. Includes the opportunity to hold a tutoring leadership role. Course includes regular tutor discussion group meetings and activities in Angel. Students will apply tutoring skills in actual sessions and have the opportunity to earn the third level of International Tutoring Program Certification. *Prerequisite: WRITE 141.* 

### **Information and Resources**

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#### TCC FOUNDATION

TCC Foundation

256.566.5003

www.tacomacc.edu/Foundation

The TCC Foundation was established in 1967 by a group of civic and business leaders dedicated to the continued success of Tacoma Community College. It is incorporated as a not-for-profit 501(c)(3) corporation to accept and administer gifts on behalf of the college. The Foundation receives bequests and donations from individuals, corporations and foundations to enhance the quality of teaching and learning. Gifts to the Foundation benefit programs and activities that are not funded through state operating and capital budgets.

The purpose of the Tacoma Community College Foundation is to:

- o Secure private financial resources
- Enhance educational, cultural and work force opportunities that may otherwise be unavailable
- o 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
- Delibrary and Learning Resources
- o International Programs
- o Early Learning Center
- o Academic and Student Programs
- o Athletic Activities
- o Arts Programs
- o Literacy and Developmental Education
- o Employee Professional Development and Awards

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Supervisor, Campus Public Safety	Will Howard
Director of Development and the TCC Foundation	William A. Ryberg
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Facilities & Grounds

#### Angela M. Wheeler

Program Assistant
Early Learning Center

#### Robert D. Winter

Warehouse Operator 2
Central Services

#### Timothy A. Wright

Campus Security Officer Campus Public Safety

#### **DEFINITIONS**

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates that course work is accepted by other colleges and universities.

**Advisor:** A member of the college faculty or staff designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

**Commencement:** An annual graduation ceremony held in June.

#### Common Course Numbering: The

Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes go into effect summer quarter 2008. The courses and their descriptions are not changing, just the course number and in some cases the prefix and/or title. There are changes to both common courses and non-common courses. Common courses are identified by having an "&" character at the end of the prefix, for example ENGL& or ANTH&. You can see a complete list of all the changes and more information at www.tacomacc.edu/ccn.

**Counselor:** A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

#### Curriculum (Plural Curricula or

**Curriculums):** The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

**Deficiency:** Lack of credit in a course required for a specific program, graduation, or a degree. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

**Degree:** A diploma awarded by the college which signifies a student has successfully completed a program of study.

Directory Information: The only information authorized for external release by the college without the student's written consent shall include student name, degrees and awards received. The college may confirm dates of attendance, date of birth, major field of study, participation in officially recognized sports and activities and the most recent previous educational institution attended.

**Direct Transfer:** The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

**Discipline:** A branch of knowledge or of teaching, such as Art, History, English, etc.

**Distribution Requirements:** A range of courses required for graduation with an associate degree, in addition to the major department requirements.

**Division:** An area within the college which is devoted to a group of related subjects e.g., Business, Humanities, Allied Health, etc.

**Drop:** See Withdraw.

**E lective:** A course which is not required for a particular program.

#### General Educational Development

**(GED):** A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

**Grade Point:** A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

Grade Point Average (GPA): The numerical average obtained by dividing total grade points earned by total credit hours completed in a quarter. A cumulative grade point average is obtained by dividing the total grade points on a student's record by the total hours he or she has completed.

**Honors Program:** A program with a two-year course of study for students with exceptional academic qualifications.

Honors/High Honors: A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher for Honors and 3.66 or higher for High Honors.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination.

Incompletes must be converted to a traditional letter grade within one year of their issuance or they revert to an 'E' grade.

**Major:** The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student: See Resident Student.

**Pre-Professional:** A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

**Prerequisite:** A course which must be taken before a student is allowed to take another course. For example: MATH&-141 and MATH&-142 are prerequisites for MATH&-151.

**Quarter:** A term of instruction consisting of approximately 11 weeks. The regular academic year consists of fall, winter and spring quarter.

**Quarter Hour.** See Credit Hours and Quarters.

**Registration:** The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered. See Admissions Procedures section for more information.

**Withdraw:** To officially stop taking classes before the 55th calendar day of the quarter. This must be done with an Add/ Drop form.

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