

Accounting Office Associate Certificate (17 Credits)

Prepares students for entry-level general accounting employment in office support positions. Take PSYCH 100 for transfer-level Leadership and Human Relations.

ACCT 101	Practical Accounting I	5
BUS 102	Customer Service	2
CU 105	Word I, Excel I	5
BUS 164	Leadership and Human Relations	5

Assistant Bookkeeping Clerk Certificate (15 additional credits = total 32 credits)

Prepares students for entry-level positions as assistant clerks in accounts payable or accounts receivable. To complete the Assistant Bookkeeping Clerk certificate, you must first complete the Accounting Office Associate certificate. Take MATH 147 for transfer-level math.

ACCT& 201	Principles of Accounting I	5
BUS 110	Business Math	5
ENGL& 101	English Composition	5

Bookkeeping Systems Certificate (13 additional credits = total 45 credits)

Prepares students for entry-level positions as accounts payable clerks, accounts receivable clerks, and payroll assistants. To complete the Bookkeeping Systems certificate, you must first complete the Assistant Bookkeeping Clerk certificate.

NOTE: ACCT 145 may be used for the CPA exam's 5th year requirement.

ACCT 145	Payroll and Business Taxes	5
CMST& 101	Introduction to Communication	5
CU 203	Excel 2	3

Associate of Applied Science Degree (45 additional credits = total 90 credits)

Prepares students for entry-level accounting positions that work with integrated computerized accounting systems. To complete the Accounting Associate of Applied Science degree, you must first complete the Bookkeeping Systems certificate.

NOTE: ACCT 165 and ACCT 175 may be used for the CPA exam's 5th year requirement.

<i>Core Requirements</i>		
ACCT& 202	Principles of Accounting II	5
ACCT 165	Accounting with Sage	5
ACCT 175	Accounting with QuickBooks	5
ACCT 290	Work Internship	5
BUS& 201	Business Law	5
<i>Specialized Requirements</i>		
ACCT 250	Federal Income Tax	5
BUS 280	Career Readiness Skills	2
Electives:	ACCT, BUS, CU, ECON, ENGL, HD, IT, LOG, MATH	13

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Business*Program Chair noted.*

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Networking and Cyber Security*Modifications to e-HIM Certificate.***e-HIM Certificate (47 Credits)**

In collaboration with the Networking and Cyber Security degree, the Health Information Management (HIM) program is pleased to offer a 47-credit certificate in e-HIM (electronic-Health Information Management). The certificate will complement the Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential, as well as graduates of the Networking & Cyber Security degree, by providing skills which will allow graduates to become a vital part of any health information management IT team working to develop and/or manage health information electronically.

REQUIRED FOR THIS PROGRAM: Completion of the Networking & Cyber Security degree program OR completion of Health Information Management degree program OR Program Chair permission and completion of CU 105 (or CU 102 and CU 103), ENGL& 101, and BUS 110 with a minimum grade of C for each class.

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 110	Healthcare Delivery Systems	5
HIM 125	Health Data Structure, Content, and Standards	5
HIM 130	Medical Terminology I	3
HIM 215	Information and Communication Technologies	5
IT 230	Introduction to Project Management	2
IT 245	Data Modeling	2
IT 248	Database Implementation	3
IT 274	Network Security Fundamentals	5

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Paralegal*Program Chair noted.*

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Credit Course Desc.

ADD THE FOLLOWING NEW COURSES:

Effective Date: Fall 2013

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HUM 131

Intro to Film Production (5 credits)

Humanities 131 allows students the opportunity to participate in a wide range of aspects of the film-making process. Students will explore and engage in various technical elements of the art of filmmaking, in part by taking active roles in the writing, acting, filming, and editing of various film production projects. By gazing through the lens of the camera, students will develop their own understanding of film as a contemporary art form, while also accentuating their film analysis and interpretation skills.

Recommended Preparation:

- ENGL/ 095 with a minimum grade of C or equivalent
- HUM 130 with a minimum grade of C

Effective Date: Winter 2014

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MARC 098

Tools for Mathematics Success (2 credits)

An optional class to be taken concurrently with Math 085, Math 090, Math 095 or Math 096, designed to strengthen both study skills and mathematical skills and to increase success in mathematics. Students will work in small groups. Topics include math anxiety, problem solving, study skills, learning style evaluation, test taking skills, and stress management.

Co-Requisite(s):

- MATH 085 or
- MATH 090 or
- MATH 095 or
- MATH 096

Effective Date: Winter 2014

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NURS 161

LPN to ADN Articulation
(Bridge - Entering Level III) Theory (4 credits)

Articulation (bridge) course for LPNs entering ADN program who have successfully completed the ATI Maternal/Newborn RN exam, but require pediatric didactic and clinical. 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(s):

- Admission to the Nursing Program and
- Active LPN license and
- ATI Maternal/Newborn exam at a score of 60 or greater

Co-Requisite(s):

- NURS 162 and
- NURS 163

Credit Course Desc.

DELETE THE FOLLOWING COURSES:

Effective Date: Winter 2014

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HIM 101

Success Strategies for HIM Students

Effective Date: Winter 2014

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HIM 135

Medical Terminology II Module 135

Effective Date: Winter 2014

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HIM 136

Medical Terminology II Module 136

Effective Date: Winter 2014

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HIM 137

Medical Terminology II Module 137

Effective Date: Winter 2014

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HIM 138

Medical Terminology II Module 138

Effective Date: Winter 2014

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HIM 139

Medical Terminology II Module 139

Effective Date: Winter 2014

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HIM 145

Healthcare Statistics and Research

Effective Date: Winter 2014

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HIM 175

Clinical Classification Systems

<i>Effective Date: Winter 2014</i>	p. 137	MO 141	Medical Transcription II
<i>Effective Date: Winter 2014</i>	p. 137	MO 142	Medical Transcription III
<i>Effective Date: Winter 2014</i>	p. 137	MO 148	Medical Reimbursement II
<i>Effective Date: Winter 2014</i>	p. 138	MO 299	Individual Study in Medical Office Transcription
<i>Effective Date: Winter 2014</i>	p. 140	NURS 130	LPN-ADN Articulation (Bridge)
<i>Effective Date: Winter 2014</i>	p. 141	NURS 210	LPN-ADN Articulation II (Bridge)

Credit Course Desc.	MODIFY THE FOLLOWING COURSES:		
<i>Effective Date: Fall 2013</i>	p. 107	ECE 140	Promoting Positive Behavior (3 credits)
<i>Course Description modified</i>			(Formerly EDP 140) An exploration of preventive and effective behavior guidance techniques with emphasis on positive behavior support and social-emotional competence in young children, birth to eight years old, including those who are culturally, linguistically, and ability diverse.
<i>Effective Date: Fall 2013</i>	p. 108	ECE 141	Guiding Behavior of Young Children I - Understanding Behaviors and Building Relationships with Children (1 credit)
<i>Course Description modified</i>			(Formerly EDP 141) This 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 ECE-141, 142, 143 will be equivalent to ECE-140.
<i>Effective Date: Fall 2013</i>	p. 108	ECE 143	Guiding Behavior of Young Children III - Positive Guidance (1 credit)
<i>Course Description modified</i>			(Formerly EDP 143) 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 ECE-141, 142, 143 will be equivalent to ECE-140
<i>Effective Date: Fall 2013</i>	p. 108	ECE 211	Administration of Early Learning Programs I - Program Administration (1 credit)
<i>Course Description modified</i>			(Formerly EDP 211) 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.
<i>Effective Date: Fall 2013</i>	p. 108	ECE 213	Administration of Early Learning Programs III - Staffing and Professional Development (1 credit)
<i>Course Description modified</i>			(Formerly EDP 213) 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.
<i>Effective Date: Fall 2014</i>	p. 110	EMC 120	Paramedic I (12 credits)
<i>Prerequisites modified</i>			<i>Prerequisite:</i> - Acceptance into the Paramedic Certificate Program.

<i>Effective Date: Winter 2014</i>	p. 110	EMC 121	Paramedic II (12 credits)
<i>Course Description modified</i> <i>Prerequisites modified</i>		<p>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, toxic, allergic, environmental and mass casualty emergencies. Pre-hospital trauma life support (PHTLS-Provider) as well as the PALS provider course included.</p> <p><i>Prerequisites:</i> - EMC 120 and - EMC 130</p>	
<i>Effective Date: Spring 2014</i>	p. 110	EMC 122	Paramedic III (5 credits)
<i>Course Description modified</i> <i>Prerequisites modified</i>		<p>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</p> <p><i>Prerequisites:</i> - EMC 121 and - EMC 131</p>	
<i>Effective Date: Fall 2014</i>	p. 110	EMC 130	Paramedic Clinical I (8 credits)
<i>Prerequisites modified</i>		<p><i>Prerequisite:</i> - Acceptance into the Paramedic Certificate Program</p>	
<i>Effective Date: Winter 2014</i>	p. 110	EMC 131	Paramedic Clinical II (7 credits)
<i>Prerequisites modified</i>		<p><i>Prerequisite:</i> - EMC 120 and - EMC 130</p>	
<i>Effective Date: Spring 2014</i>	p. 110	EMC 132	Paramedic Clinical III (9 credits)
<i>Prerequisites modified</i>		<p><i>Prerequisite:</i> - EMC 121 and - EMC 131</p>	
<i>Effective Date: Winter 2014</i>	p. 120	HIM 105	Comprehensive Medical Terminology (5 credits)
<i>Prerequisites modified</i>		<p><i>Prerequisite:</i> - BIOL& 175 with a minimum grade of C</p>	
<i>Effective Date: Fall 2014</i>	p. 120	HIM 125	Health Data Structure, Content and Standards (5 credits)
<i>Prerequisites modified</i>		<p><i>Prerequisites:</i> - ENGL& 101 with a minimum grade of C ; and either - BIOL& 170 with a minimum grade of C or - BIOL& 175 with a minimum grade of C ; and - BUS 110 with a minimum grade of C and - HIM 101 with a minimum grade of C (may be taken concurrently) and - HIM 110 with a minimum grade of C (may be taken concurrently)</p>	
<i>Effective Date: Fall 2014</i>	p. 121	HIM 141	Outpatient Diagnostic Coding (2 credits)
<i>Prerequisites modified</i>		<p><i>Prerequisite:</i> - HIM 125</p>	

<i>Effective Date: Winter 2014</i>	p. 121	HIM 142	Physician Reimbursement and Revenue (4 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - CU 103 with a minimum grade of C and - HIM 141 with a minimum grade of C or concurrent enrollment and - HIM 216 with a minimum grade of C or concurrent enrollment	
<i>Effective Date: Winter 2014</i>	p. 122	HIM 160	Pathophysiology (5 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 125 with a minimum grade of C	
<i>Effective Date: Winter 2014</i>	p. 122	HIM 195	Healthcare Law and Ethics (3 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 142 with a minimum grade of C	
<i>Effective Date: Winter 2014</i>	p. 122	HIM 210	HIM Revenue Cycle (5 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 125 with a minimum grade of C and - HIM 221 with a minimum grade of C	
<i>Effective Date: Winter 2014</i>	p. 122	HIM 215	Information and Communication Technologies (5 credits)
<i>Prerequisites modified</i>		<i>Prerequisite:</i> - HIM 195 with a minimum grade of C	
<i>Effective Date: Winter 2014</i>	p. 122	HIM 216	CPT Coding (5 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 141 with a minimum grade of C - or concurrent	
<i>Effective Date: Winter 2014</i>	p. 122	HIM 221	Intermediate ICD-10-CM/PCS Coding (5 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 141 with a minimum grade of C and - HIM 160 with a minimum grade of C	
<i>Effective Date: Spring 2014</i>	p. 122	HIM 222	Health Records in Alternative Care (3 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 221 with a minimum grade of C and - HIM 216 with a minimum grade of C and - HIM 225 with a minimum grade of C	
<i>Effective Date: Winter 2014</i>	p. 123	HIM 240	ICD-10-CM/PCS Coding (3 credits)
<i>Prerequisites modified</i>		<i>Prerequisite:</i> Prior knowledge of coding in ICD-9-CM	
<i>Effective Date: Spring 2014</i>	p. 123	HIM 245	Advanced Coding (3 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 210 with a minimum grade of C (may be taken concurrently) and - HIM 216 with a minimum grade of C and - HIM 221 with a minimum grade of C	

<i>Effective Date: Fall 2014</i>	p. 123	HIM 254	HIM Capstone (3 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - HIM 245 with a minimum grade of C and - HIM 241 with a minimum grade of C and - IT 230 with a minimum grade of C (may be taken concurrently)	
<i>Effective Date: Fall 2014</i>	p. 123	HIM 255	Professional Practice Experience (3 credits)
<i>Prerequisites modified</i>		<i>Prerequisites:</i> - CU 103 with a minimum grade of C	
<i>Effective Date: Winter 2014</i>	p. 123	HIST& 126	World Civilizations I (5 credits)
<i>Course Description modified</i>		(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 9th century.	
<i>Effective Date: Winter 2014</i>	p. 123	HIST& 127	World Civilizations II (5 credits)
<i>Course Description modified</i>		(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 9th to the 18th century.	
<i>Effective Date: Fall 2013</i>	p. 127	HSP 212	Systems and Case Work (5 credits)
<i>Course Description modified</i> <i>Prerequisites modified</i>		This course examines the systems that support and hinder case work with vulnerable client populations; the unique problems, issues, and concerns of case work with various special needs groups. Information necessary to develop and implement effective, complex, and compounded service plans and how to effectively negotiate social service systems will also be explored. <i>Prerequisites:</i> - HSP 100 with a minimum grade of C or - Instructor permission	
<i>Effective Date: Winter 2014</i>	p. 134	MATH 140	Introduction to Precalculus (2 credits)
		No longer counts as a quantitative skills course.	
<i>Effective Date: Spring 2014</i>	p. 143	NUTR 101	Human Nutrition (5 credits)
<i>Course Prefix modified</i> <i>Course Description modified</i> <i>Prerequisites modified</i> <i>Recommended Preparation modified</i>		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. This is not a lab course. Students may not receive credit for both Nutr 101 and Nutr&101. <i>Prerequisites:</i> - ENGL/ 095 with a minimum grade of C or equivalent; and - MATH 090 with a minimum grade of C or equivalent <i>Recommended Preparation:</i> - CHEM& 110 with a minimum grade of C or - BIOL& 100 with a minimum grade of C or - BIOL& 160 with a minimum grade of C	

Effective Date: Fall 2014		RC 160	Cardiopulmonary A & P and Pathophysiology
Prerequisites modified		Prerequisites: - Acceptance into the Respiratory Care Program	
Effective Date: Winter 2014		RC 161	Arterial Blood Gases
Prerequisites modified		Prerequisites: - RC 160 with a minimum grade of C	
Effective Date: Fall 2014		RC 175	Respiratory Care Orientation
Course Description modified Prerequisites modified		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. Prerequisite: - Acceptance into the Respiratory Care Program	

Credit Course Desc.**UPDATE/REVISE THE FOLLOWING COURSES:**

For the following courses, the only change is the Math prerequisite grade change from C- to C as the acceptable grade.

p. 91	ACCT& 201	Principles of Accounting I
p. 97	ASTR& 101	Introduction to Astronomy
p. 98	BIOL 125	Biology in the Field
p. 98	BIOL 140	Marine Biology
p. 98	BIOL& 100	Survey of Biology
p. 98	BIOL& 160	General Cell Biology
p. 98	BIOL& 170	Human Biology
p. 98	BIOL& 175	Human Biology w/Lab
p. 99	BOT 101	General Botany
p. 100	BUS 110	Business Math
p. 136	CMATH 085	Computer-Based Introduction to Elementary Algebra
p. 136	CMATH 090	Computer-Based Elementary Algebra
p. 136	CMATH 095	computer-Based Intermediate Algebra
p. 103	CS 142	Java Programming for Engineers and Scientists I
p. 115	ENVS& 101	Introduction to Environmental Science
p. 115	ENVS 210	Maps, GIS and the Environment
p. 118	GEOG 205	Physical Geography
p. 118	GEOG 210	Maps, GIS and the Environment
p. 118	GEOL& 101	Introduction to Physical Geology
p. 118	GEOL 108	Maps, GIS and the Environment

p. 119	GEOL 125	Geology in the Field
p. 119	GEOL& 208	Geology of the Pacific Northwest
p. 134	MATH 085	Introduction to Elementary Algebra
p. 134	MATH 090	Elementary Algebra
p. 134	MATH 093	Descriptive Statistics with Algebra
p. 134	MATH 095	Intermediate Algebra
p. 134	MATH 096	Accelerated Algebra
p. 134	MATH& 107	Math in Society
p. 134	MATH& 131	Math for Elementary Education 1
p. 134	MATH& 132	Math for Elementary Education 2
p. 134	MATH 136	Inferential Statistics
p. 134	MATH 140	Introduction to Precalculus
p. 134	MATH& 141	Precalculus I
p. 135	MATH& 142	Precalculus II
p. 135	MATH& 146	Introduction to Statistics
p. 135	MATH 147	College Algebra for Business and Economics
p. 135	MATH& 148	Business Calculus
p. 135	MATH& 151	Calculus I
p. 135	MATH& 152	Calculus II
p. 135	MATH& 153	Calculus III
p. 135	MATH 220	Linear Algebra
p. 135	MATH 238	Elements of Differential Equations
p. 135	MATH& 254	Calculus IV
p. 143	OCEA& 101	Introduction to Oceanography
p. 148	PHYS& 221	Engineering Physics - Mechanics
p. 149	PHYS& 222	Engineering Physics - Electricity and Magnetism
p. 156	SCI 105	Introductory Topics in Natural Sciences
p. 136	TMATH 100	Mathematics for the Health Sciences