



C a t a l o g 2 0 0 3 - 2 0 0 5

> Own Your Future

**T** TACOMA  
COMMUNITY  
COLLEGE

Price \$2.00

**Please note:** Dates are subject to change.

	<b>Official 2003-2004</b>	<b>Official 2004-2005</b>
<b>SUMMER</b>	<b>June 23-August 14, 2003</b>	<b>June 21-August 12, 2004</b>
Day/evening classes begin	June 23	June 21
Independence Day observed	July 4	July 5
Last day of class	August 13	August 11
Summer quarter final exams	August 14	August 12
Grades due in Records office	August 18	August 16
<b>FALL</b>	<b>September 22-December 11, 2003</b>	<b>September 20-December 9, 2004</b>
Day/evening classes begin	September 22	September 20
Veteran's Day holiday	November 11	November 11
Mid-quarter Advising Day (no day classes; evening classes will be held)	November 17	November 15
Thanksgiving holidays	November 26-28	November 24-26
Last day of class	December 5	December 3
Final exams and grading	December 8-11	December 6-9
Grades due in Records office	December 15	December 13
<b>WINTER</b>	<b>January 5-March 19, 2004</b>	<b>January 3-March 18, 2005</b>
Day/evening classes begin	January 5	January 3
M.L. King Jr.'s Birthday observed	January 19	January 17
President's Day observed	February 16	February 21
Mid-quarter Advising Day (no day classes; evening classes will be held)	February 26	February 24
Last day of class	March 15	March 15
Final exams and grading	March 16-19	March 16-18
Grades due in Records office	March 22	March 21
<b>SPRING</b>	<b>March 29-June 11, 2004</b>	<b>March 28-June 10, 2005</b>
Day/evening classes begin	March 29	March 28
Mid-quarter Advising Day (no day classes; evening classes will be held)	May 20	May 19
Memorial Day observed	May 31	May 30
Last day of class	June 7	June 6
Final exams and grading	June 8-11	June 7-10
Commencement	June 10	June 9
Grades due in Records office	June 14	June 13

**Note:** Tacoma Community College has made reasonable efforts to provide in this catalog information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.



Hoan Nghien

Welcome

ようこそ

Bienvenidos

Добро пожаловать!



Welcome

*President Pamela J. Transue discusses capital construction projects with students.*

## **You can own your future with an education from Tacoma Community College because we're here for one reason – **You!****

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

There are many reasons for you to choose to study at TCC. You can start your degree or receive career training at convenient locations during the day, evening, weekend or online, all with affordable tuition. You can choose from more than 50 study areas or train for a career in one of 44 professional/technical programs. In each of these disciplines you'll enjoy intimate class sizes, diverse classmates and highly qualified instructors. Of our 105 full-time faculty, 97 hold master's degrees and 22 hold Ph.D.'s.

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

Our campus is changing to better serve your needs. We recently opened an art gallery, expanded the Opgaard Student Center, and are in the construction phase of a new classroom/administration building and an Information Technology Center. That means more classrooms, more resources and more study areas for you to enjoy.

This catalog introduces you to the College, its programs and activities. You'll also meet some of our students, faculty and staff who have reached their goals and owned their future through their involvement with TCC.

**See Contents, page 2**

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## TCC At A Glance

### Educational Options

We serve more than 9,300 students every quarter who are studying to own their future. You can choose:

#### College Transfer

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

#### Professional/Technical Certificates and Degrees

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

#### Basic Skills

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

#### Continuing Education

Improve your job skills and enrich your life with courses designed for your personal enrichment.

For a complete description of TCC's academic programs and services, see page 21.

## TCC is a Smart Investment

While the cost of attending four-year colleges and universities escalates beyond the reach of many individuals and families, tuition at Tacoma Community College remains affordable. And you don't have to sacrifice quality. Plus, the credits you earn at TCC will transfer to most four-year colleges and universities.

- > Tuition at a four-year private institution averages \$18,273
- > Tuition at a four-year public institution averages \$4,081
- > Tuition at a Washington community college averages \$2,082

*\*Source: The College Board*

We offer numerous financial aid packages to help you attain your educational goals. For the 2001-2002 academic year, the average award (including grants, loans, work-study employment and scholarships) was about \$4,950 and nearly \$375,000 in scholarships was additionally awarded. The TCC Job Assistance Center operates an extensive off-campus job program. During the 2001-2002 academic year, more than 2,000 openings were posted providing additional financial support to qualified applicants.



## Student Support Services

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

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

For detailed information on these services, please see pages 15-18. For Financial Aid information see page 11.

## Student Life

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

## Mission, Vision and Values

### Mission

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

### Vision

Bridging Tradition and Innovation: Tacoma Community College will anticipate emerging community educational needs with innovative, flexible programs and services while maintaining academic excellence.

### Values

Tacoma Community College promotes student success by embracing these core values:

Integrity	Leadership
Trust	Excellence
Innovation	Access
Responsibility	Diversity
Mutual Respect	Collegiality

## Meet our Students

One of Tacoma Community College's greatest strengths is its diverse student body. The average student age is 28 and 64% of the college's 9,300 students per quarter are women. Students of color comprise 32% of all students at TCC. The College also is home to international students from more than a dozen countries, who enhance the campus with a global perspective.

**"I really enjoyed being involved in student programs and activities...[it] helped me to meet many great people..."**

*Sunrise James, 2003-2004 ASTCC President*

## College-wide Student Learning Outcomes

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

### Core of Knowledge

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

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

### Communication

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

### Critical Thinking and Problem Solving

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

### Information and Information Technology

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

### Living and Working Cooperatively

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

### Responsibility/Leadership

To recognize, understand and accept ownership for learning by demonstrating and evaluating behaviors that support the lifelong learning process.



## Accreditation

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

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

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

## The College Main Campus

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

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

## Off-Campus Centers

### Gig Harbor Peninsula Center

**3993 Hunt Street, Gig Harbor ..... 253.851.2424**

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

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

#### Credit Curriculum

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

#### Non-Credit Programs

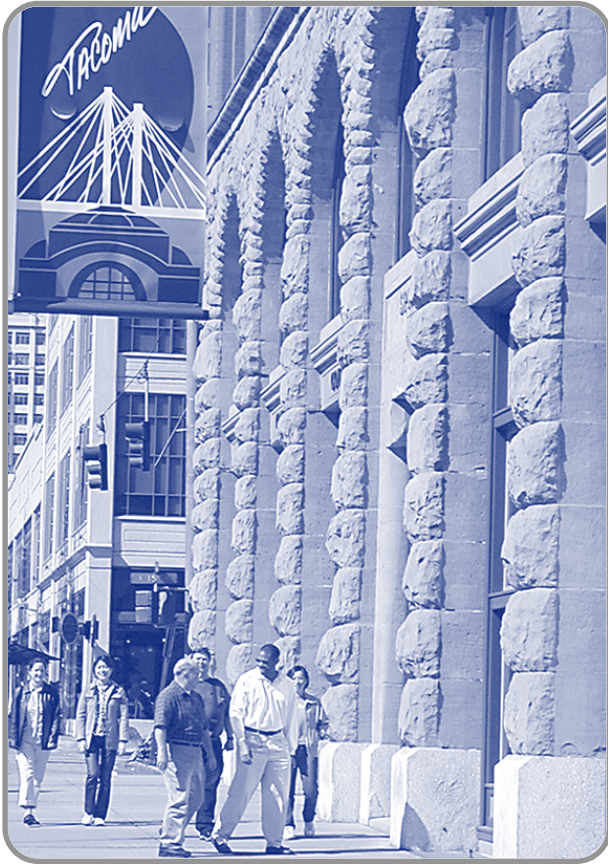
Every quarter, the Gig Harbor Peninsula Center offers many non-credit personal enrichment classes. These range from art, fitness, and special interest classes to gardening seminars and senior programs. Courses in computer literacy and a variety of popular software applications are available in the center's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

### TCC Downtown

**1501 Pacific Avenue, Tacoma ..... 253.396.9128**

TCC Downtown is located in the historic Betye Martin Baker Building, four blocks west of the University of Washington, Tacoma, on Pacific Avenue. With downtown Tacoma's emergence as a business and cultural destination, TCC Downtown is proud to be a partner in that revitalization alongside UWT, Union Station, the Washington State Historical Museum and other groups. TCC Downtown Center's 11,400-square-foot space includes six classrooms, an individually paced business-learning center, a business resource library and two





computer labs. In addition to its continued emphasis on business and industry training, the center offers a variety of credit classes for students interested in university-level transfer.

**Credit Curriculum**

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

**Continuing Professional Education**

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

**Customized Services**

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

**Business Information and Assistance**

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

**Information Technology Certification Center (ITCC)  
Tacoma Mall Campus ..... 253.475.2426**

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

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

**Bridge Program at The Evergreen  
State College-Tacoma ..... 253.680.3022**

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

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

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

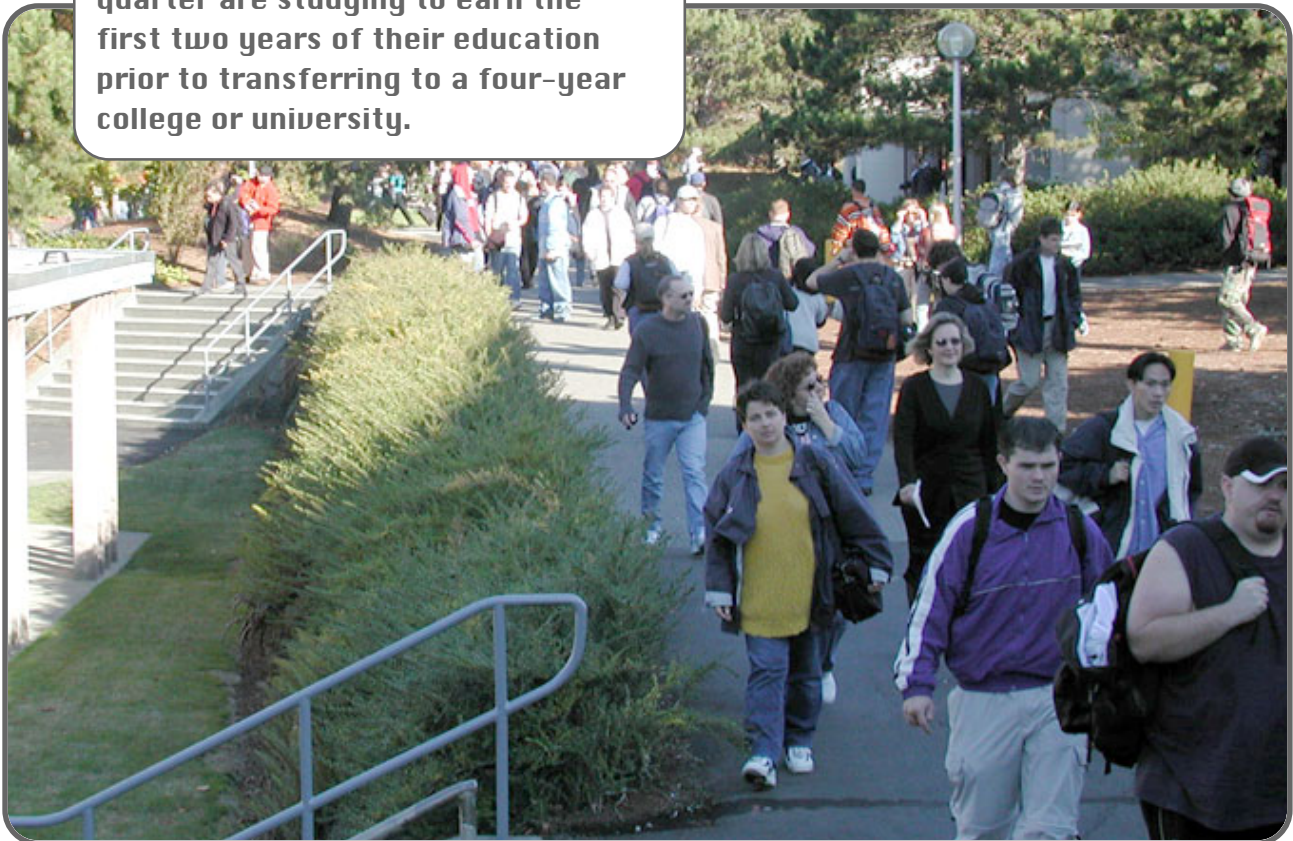


# Frequently Called Numbers

Campus Operator .....	253.566.5000	Fresh Start Program, Bldg. 2A .....	253.566.5086
Admissions, Bldg. 18 .....	253.566.5001	GED Testing Program, Bldg. 18 .....	253.566.5093
Adult Basic Education .....	253.566.5144	GED Preparation Classes, Bldg. 7, room 13 .....	253.566.5144
Advising, Bldg. 18 .....	253.566.5120	Gig Harbor Center .....	253.851.2424
Allied Health, Bldg. 19 .....	253.566.5163	Information Technology Certification Center .....	253.475.2426
Assessment, Bldg. 18 .....	253.566.5093	Job Assistance Center, Bldg. 18 .....	253.566.5146
Athletics, Bldg. 9 .....	253.566.5097	Multi-Ethnic and Cultural Affairs (MECA), Bldg. 11 ...	253.566.5025
Bookstore, Bldg. 11 .....	253.566.5040	Parking Services, Bldg. 11 .....	253.566.5173
Career Center, Bldg. 18 .....	253.566.5027	Records/Registration, Bldg. 18 .....	253.566.5325
Cashier, Bldg. 11 .....	253.566.5011	Running Start, Bldg. 18 .....	253.566.6061
Children's Center, Bldg. 23 .....	253.566.5180	Student Programs and Activities, Bldg. 11 .....	253.566.5118
Counseling Center, Bldg. 18 .....	253.566.5122	Student Newspaper, Bldg. 8 The Challenge .....	253.566.5042
Downtown Center .....	253.396.9128	Testing Information Line (24-hours) .....	253.566.5158
Financial Aid, Bldg. 18 .....	253.566.5080	TRIO Student Support Services, Bldg. 7, room 7 .....	253.566.5153
		Veteran's Office, Bldg. 18 .....	253.566.5081

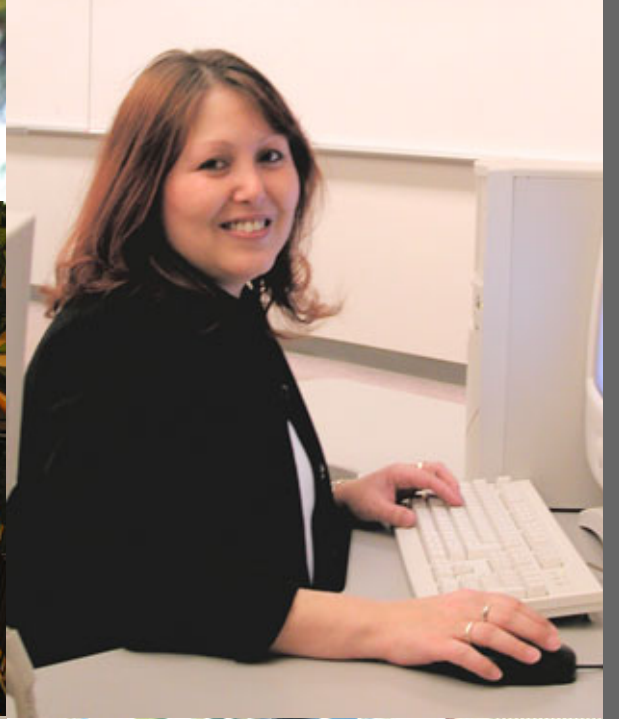
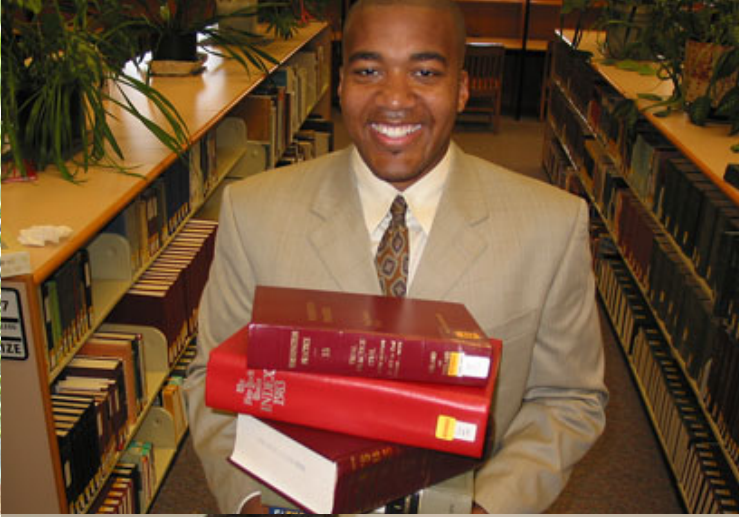
## Did You Know?

Nearly half of all TCC students every quarter are studying to earn the first two years of their education prior to transferring to a four-year college or university.





# >Own Your Future



# We Did

*TCC Alumni clockwise*

*from top:*

*James Curtis, 2000*

*Victoria Matteson, 2003*

*Reuth Kao, 2000*

*Bill Hagen, 2002*

**“I didn’t know anything about college when I left high school ... I was working at a warehouse ... and I just knew that wasn’t my future ... so I decided to look into Tacoma Community College.”**

*James Curtis, 1<sup>st</sup> year law school student at the University of Washington*

**“You’re never too old to start again.”**

*Victoria Matteson, attended TCC through the Worker Retraining program. Currently employed in Information Technology at Dynea Overlays*

**“[Receiving the First Generation Scholarship] allowed me to get involved ... and, in effect, become a better person.”**

*Reuth Kao earned a sociology degree at the University of Washington and is currently TCC’s First Generation Retention Specialist*

**“TCC does a great job of keeping up with changes in a rapidly growing field. It was a big benefit and helped prepare me for the business world.”**

*Ret. SFC Bill Hagen studied at TCC’s Information Technology Certification Center and is currently employed at Harborstone Credit Union*

# Getting Started

Admission to Tacoma Community College is a simple process. However, during times of high enrollment it's important to apply early! The College has an "Open Door" admission policy, which reflects its commitment to access to higher education. Admission to Tacoma Community College is available to individuals who are high school graduates or at least 18 years of age. Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs. Other applicants age 16 to 18 must obtain a written release from the principal of the high school they last attended; admission of these applicants will be considered on a case-by-case basis.

Consistent with its open door admissions policy, Tacoma Community College practices equal opportunity in its educational programs. No one is denied admission to the College because of race, creed, color, national origin, sexual orientation or handicap.

Application to TCC may be made over the internet at [www.tacomacommunitycollege.com](http://www.tacomacommunitycollege.com) or by submitting a written application. Application must be made at least three working days before the quarter begins, but earlier application is recommended for best course selection. Application forms are available at the Admissions counter in Bldg. 18 and in area high school guidance offices. For general admission information, call 253.566.5001.

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

Students who previously attended Tacoma Community College (including any of the off-campus centers) and whose enrollment has lapsed for one or more quarters must reapply to the College. To reapply, call 253.566.5116 or apply online at [www.tacomacommunitycollege.com](http://www.tacomacommunitycollege.com).

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

## Professional/Technical Program

Admission into a particular TCC professional/technical program is dependent upon an individual's qualifications and the availability of space in the desired program. New TCC students must complete a college application and a program application if required (call 253.566.5116 to apply to the College). For program-specific information contact the program chair listed with each program in the "Professional/Technical" section of the catalog.

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

All documents must be originals or certified copies.

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

## International Student Admissions

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

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

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

## Running Start Admissions ..... 253.566.6061

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

## Fresh Start Admissions ..... 253.566.5086

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

## Worker Retraining Admissions ..... 253.566.5188

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

## WorkFirst Program Admissions ..... 253.565.9610

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



**Non-Degree Seeking Status ..... 253.566.5001**

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

**Did You Know?**

TCC serves approximately 19,000 students annually; the highest enrollment in the college's history.

To enroll visit  
[www.tacomacommunitycollege.com](http://www.tacomacommunitycollege.com)

**Your Academic Future**

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

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

**Assessment**

In an effort to provide effective educational services for students, Tacoma Community College's entry skills assessment program helps identify each student's strengths and weaknesses in reading, writing, and math. The assessment process may include basic skills testing or college transcript review. The results are used for academic advising, course placement, and program placement. Assessment is required for any student who plans to register:

- > in 6 or more credits;
- > for English or math;
- > in a course with a math, reading or English prerequisite which you have not met;
- > in a degree, certificate or transfer program;
- > in the Running Start, Fresh Start, or High School Completion program.

Transfer students who have completed college-level math and English coursework with a grade of "C" or higher may substitute a transcript review for the assessment process. Unofficial transcripts may be used for this step, but students are also encouraged to request an official transcript be sent to the Registrar. Unofficial transcripts cannot be used to award transfer credit.

Special testing accommodations for students with disabilities may be requested by contacting the Access Services Specialist in Bldg. 18, 253.566.5328.

**New Student Orientation**

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

**Advising**

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

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

**Advising Center**

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



# Tuition and Fees

Tuition rates are set by the Washington State Legislature. Current quarterly tuition and fee rates are published in the quarterly class schedule.

Tuition and fees are due by the deferment date published in the quarterly schedule or within two business days of registration. Late payments may result in cancellation of registration. Payments may be made by phone with a Visa or MasterCard (253.566.5011) or at the Cashier office in Bldg. 11. Payment drop boxes for check or money order payments are located outside Bldgs. 2 and 18. Payment by credit card may also be made by using the college web site.

## Residency

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

A number of factors are used to determine residency. Residency questionnaire forms and further information about requirements for establishing residency are available in the Admissions office in Bldg. 18. Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply. The application and all supporting documentation will be reviewed by the Residency Officer. If a change to resident status has been substantiated, a refund for the difference between nonresident and resident tuition will be processed.

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

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

## Concurrent Enrollment

Tacoma Community College offers a small number of concurrent enrollment opportunities through articulation agreements with area colleges. Check with the Registration and Records Center to determine if a course or program is eligible for concurrent enrollment. Concurrent enrollment is not an option for students enrolled in contract (non-state supported) programs such as Running Start and International programs.

Students must complete a concurrent enrollment form at the Registration and Records Center. Changes in class schedule may result in additional tuition and fees.

## Special Fees

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

## Space-Available Tuition Waivers

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

- > SPRUCE (The unemployed or underemployed) - enroll second day of quarter.
- > Senior Citizens (persons 60 years of age or older) - enroll third day of quarter.
- > State Employees and National Guard - enroll third day of quarter (employer verification required).

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

# Refund Policy

## Credit Classes

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

- > Withdrawal resulting from classes being cancelled by the College ..... 100%
- > Withdrawal prior to the first instructional day of the quarter ..... 100%
- > Withdrawal during the first five (5) instructional days of the quarter ..... 80%
- > Withdrawal from the 6th through the 20th calendar day of the quarter ..... 40%
- > Withdrawal after the 20th calendar day of the quarter ..... 0%

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

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

## High Technology Training and Certification Program Refund Schedule

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

- > ALL high technology training and certification programs require a two week notification of withdrawal\* ..... 100%
- > Withdrawal less than two weeks prior to class meeting ..... 0%
- > Withdrawal after class begins ..... 0%
- > No appearance in class ..... 0%

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

## All Other Non-Credit Classes

Refunds are made according to the following schedule:

- > Withdrawal resulting from classes being cancelled by the College ..... 100%
- > Withdrawal prior to the first class session or event ..... 100%

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

# Financial Assistance

## Financial Aid

Applying for financial aid takes time. Contact the Financial Aid office in Bldg. 18 to pick up the required application materials. It is advisable to begin the application process in January or February for the upcoming academic year. The deadline for priority funding is typically mid to late March for the upcoming fall quarter. Specific deadlines for each quarter are available from the Financial Aid office and online at [www.tacomacommunitycollege.com](http://www.tacomacommunitycollege.com).

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

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

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

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to

receive financial aid. Students planning to drop after financial aid has been disbursed should discuss changes with a financial aid advisor first.

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

All potential financial aid applicants should note that previous academic performance will be reviewed prior to granting funds.

## Scholarships

An information board listing scholarships is maintained in Bldg. 18 and online at [www.tacomacommunitycollege.com](http://www.tacomacommunitycollege.com). The posted information summarizes the scholarship criteria and application process. Application packets for individual scholarships are available at the Financial Aid office counter.

## Veterans, Active Duty Military and Reservist Services

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

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

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

Benefits will be terminated for unsatisfactory progress or conduct. Those benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met.

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





# Registration

Registration is the process of enrolling in classes each quarter. Detailed information and procedures for registration, as well as important dates and deadlines, are published in the quarterly class schedule.

## New and Readmitting Students Enrolling in Credit Courses

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

## Non-Credit Course Enrollment

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

- > mailed with check or credit card payment to the Continuing Education office at TCC; or
- > dropped off at the Continuing Education office in Bldg. 24. (Cash payments must be made to the cashier in Bldg. 11).
- > For credit card payments only, the student may enroll in Continuing Education courses by phoning 253.566.5020 and charging their course fees to Visa or MasterCard.

## Currently enrolled students

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

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

## Late Registration

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

## Schedule Changes

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

## Did You Know?

An average of 250 international students study at TCC every quarter.



**To Add a Class:**

- > Add transactions completed on or before the 3rd day of the quarter can be done on the college web site. Follow directions in the quarterly class schedule.
- > Some classes have automated wait lists. When class openings occur they are filled daily with the first students on these lists. All wait lists close one week before classes begin. If you have not received notice of placement in a class prior to the start of the quarter we recommend that you attend the first day of class to check for openings. Students on wait lists should check for schedule changes frequently.
- > An Add/Drop form is required for transactions from the 4th through the 10th day of the quarter. The instructor's signature approving entry into class is required. Submit Add/Drop form to the Registration and Records Center no later than the 10th instructional day of the quarter. Adds will not be accepted after the 10th instructional day of the quarter with the exception of continuous enrollment or late-starting classes.

**To Drop a Class:**

- > Drop transactions completed through the 3rd day of the quarter can be done on the college web site. There will be no entry regarding this class on the transcript.
- > An Add/Drop form is required for transactions from the 4th through the 10th day of the quarter (instructor's signature is not required for a drop during this period.) Submit form to the Registration and Records Center on or before the 10th instructional day of the quarter. There will be no entry regarding this class on the transcript.
- > While faculty permission is not required, an Add/Drop form with instructor's signature is required to complete drops from the 11th instructional day through the 50th calendar day of the quarter. Submit the form to the Registration and Records Center. A grade of "W" will appear on the transcript indicating official withdrawal from the course.
- > After the 50th calendar day of the quarter, students no longer have the option to withdraw from a course. An instructor may grant a grade of "WI" or any other letter grade appropriate.

Students who are physically unable to come to campus to complete an Add/Drop form must notify the Registrar in writing of their intent to officially withdraw. The letter must be postmarked by the 50th calendar day of the quarter.

Students who register for a quarter and then do not attend must complete an official withdrawal. Failure to complete fee payment may not result in a cancellation of registration or tuition and fees. A failing grade may be assigned and be posted to the student's permanent record. The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and

any special obligations the student may have relating to financial aid awards, veteran benefits or Immigration and Naturalization Services (INS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also refund policy on page 10).

**Withdrawals**

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

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

**Waitlists**

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







*Business student  
Steve Cordingly plays  
with son Steven, Jr. at  
TCC's Children's Center.*

**“Attending Tacoma Community College was perhaps the greatest decision I’ve ever made...The child care center has helped me greatly in fulfilling my educational needs and I feel relaxed knowing my child is present on campus with me. My career goal is to be successful in owning my own restaurants.”**

*Steve Cordingly*

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



# Instructional Services

## **Adult Learning Center ..... 253.566.5144**

The Adult Learning Center offers instruction for adults wishing to improve basic reading, writing, math and English-as-a-Second-Language skills. The Center also offers GED preparation and high school completion. These classes are designed for adults 18 years of age or older. All classes are free and are offered at a variety of sites around Pierce County. For more information about placement testing, class location and registration, please call the Adult Learning Center at 253.566.5144 or visit the center in Bldg. 7, room 13.

## **Computer Assisted Learning (CAL) Lab ..... 253.566.5369**

Located in the Bldg. 7 Learning Resource Center, the CAL Lab provides a specialized computer assisted learning facility for developmental (pre-college) level basic skills courses in reading, English, ESL, GED prep and math.

With an increase in the demand for CD ROM and web based instruction, as well as online courses, the lab also offers computer workstations for our college level program of instruction.

Students generally participate with their classes during weekly reserved times, although students may drop in and use computers that are available on a first come, first serve basis. Students may also be referred by their instructors for individualized learning and study assignments.

## **Library, Listening Language Lab & Media Services ..... 253.566.5087**

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

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

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

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

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

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

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

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

## **Tutoring Center ..... 253.566.6032**

The Tutoring Center, located upstairs in Bldg. 11, assists students in a variety of subject areas. Students who wish to be tutored or to serve as tutors should contact the Tutoring Center.

## **Writing Center ..... 253.566.5184**

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

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

Student technology fees have supplied the Writing Center with new computers to provide additional services such as online tutoring, computer-assisted tutorials, and tutoring in online research.



# Student Services

## Access Services:

### Serving Persons with Disabilities ..... 253.566.5122

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

### Career Center ..... 253.566.5027

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

- > Washington Occupational Information Services (WOIS), a system providing access to accurate, up-to-date occupational and educational information specific to Washington State.
- > Computer programs designed to help you investigate your learning style, personality and temperament.
- > Career information files on hundreds of occupations.
- > A career-job search library.
- > Labor market information.
- > College catalogs for Washington colleges and universities.
- > Computer-Assisted Exploration Programs

The Career Center is open Monday - Friday. No appointment is necessary and all resources are free.

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

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

- > Academic advising
- > Scholarship search services
- > Leadership development through work study and volunteer positions with MECA's peer associate program, event programming and peer mediation positions.
- > Special events, including cultural and student success programs.
- > The Emergency Short-term Book Loan

The Center also supports several student clubs and hosts the TCC chapter of the Phi Theta Kappa International Honor Society.

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

### Children's Center ..... 253.566.5180

The College offers a high quality, affordable child care program designed to enable parents to pursue their education by providing a safe, nurturing environment for their children. Eligible 4-year-olds can enroll in the preschool ECEAP program which provides 2-1/2 hours of free preschool per day.

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

The Center accepts children from 18 months to 5 years of age and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is determined by a sliding fee scale, based on parents' income. Center hours are 7:30 a.m. - 4:30 p.m., Monday through Friday.

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

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

### Counseling Center ..... 253.566.5122

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

- > Counseling to assist in educational planning and resolving problems relating to studies.
- > Counseling to address personal concerns which are hindering academic success.
- > Counseling to assist in choice of academic major, program or career.
- > Career interest testing.
- > Current information on educational and career opportunities.
- > Classes in human development, career and life planning.
- > Special-interest workshops/class presentations.
- > Information on prevention and recovery from substance abuse.
- > Referral to a wide variety of community resources when additional services are needed.

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

**Employment Security Services ..... 253.566.5146**

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

**International Student Services ..... 253.566.5190**

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

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

**Job Assistance Center ..... 253.566.5191**

Individuals seeking full or part-time employment may contact the Job Assistance Center in Bldg. 18. Opportunities for assistance in finding jobs include postings of available full-time, part-time, temporary and seasonal employment, and assistance in exploring employment opportunities through the Web and other Internet services. The Job Assistance Center provides assistance with job search skills, including resume', critique and interviewing techniques. The Job Assistance Center also sponsors TCC's annual Job Fair.

**Men's Services ..... 253.566.5122**

Men are encouraged to stop by the Counseling Center in Bldg. 18 or call 253.566.5122 to inquire about resources available addressing men's issues or concerns. A men's support group is offered when interest is expressed and a 3 credit Human Development course Life Choices for Men (HD 116) is offered spring quarter. The Children's Center and Continuing Education offices have information regarding classes of interest to parents.

**Study Abroad ..... 253.566.5190**

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

**TRIO Programs ..... 253.566.5153**

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

Our services include academic planning and advising, advocacy within the college system, career exploration services, college skills workshops, comprehensive needs assessments, coordination of services for students with disabilities, financial aid advising, mentoring, personal development advising, scholarship search assistance, tutoring resources, and transfer services including transfer advising and college tours. Please visit us in Bldg. 7 or call 253.566.5153.

TRIO Student Support Services is federally funded through a five-year grant totaling \$1,274,524 from the U.S. Department of Education.

Educational Talent Search (ETS) is a federal funded TRIO program designed to assist 600 youth within Tacoma Public School District to better understand their educational opportunities and options. ETS provides outreach services, including tutoring, academic advising, personal counseling, career and college preparation and mentoring to Jason Lee middle school and Stadium and Foss high schools. Our work is driven by a strong commitment to educational access, diversity and excellence, and the belief that each student is a valuable member of our educational community. ETS welcomes TCC students to join us in making a difference for our community youth. Please visit us in Bldg. 7 or call 253.571.3963.

**Women's Programs ..... 253.566.5122**

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

**Other Services**

**College Bookstore ..... 253.566.6085**

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

8 a.m. - 6 p.m., Monday-Thursday

8 a.m. - 5 p.m. Friday

Summer hours vary.



**Convenience Store ..... 253.566.6076**

The Convenience Store is located at the north end of the Bookstore. We have soup, chili, hot-dogs, nachos, coffee, candy and cold drinks. We also have various supplies: scantrons, health and beauty aids, newspapers and greeting cards. Operating hours are:  
 Monday-Thursday, 7 a.m. - 8 p.m.  
 Friday, 7 a.m. - 5 p.m.  
 Saturday, 9 a.m. - 1 p.m.  
 Holiday and summer hours vary.

**Food Court ..... 253.566.6023**

The TCC Food Court is located in the Opgaard Student Center, Bldg. 11. A variety of food and beverages are available including a Subway sandwich shop, smoothie bar, pizza counter, bagels, fried chicken, Asian food, and espresso stand. In addition, the grill provides both breakfast and lunch items that are available all day and fresh scones are baked every morning. Operating hours are:  
 7:00 a.m. - 2:00 p.m. Monday-Thursday  
 7:00 a.m. - 1:00 p.m. on Friday.

Hours vary during Advising Day, holidays, finals week and summer quarter. We are closed during Professional Development Days.

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

**Housing Information**

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

**ID Cards ..... 253.566.5323**

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

**Parking on Campus ..... 253.566.5173**

Students are required to display a parking permit when parking in the designated student areas (red or unmarked spaces). Administrators, faculty, and staff are required to have a valid parking permit which authorizes their vehicles to park in the administrative or faculty/staff designated spaces. Failure to obtain a permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

Security and parking information is given to each student during registration and to each employee at the time of his or her employment. Parking permits can be obtained in Bldg. 11.

**Safety and Security Office ..... 253.566.5111**

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

**Student Handbook**

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

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

**Tacoma Community College Foundation ..... 253.566.5003**

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

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







*First year women's basketball coach Jessica Schutt was voted Western Region Coach of the Year by the Northwest Athletic Association of Community Colleges Western Region Coaches for winning the division.*

**“Being involved on a winning girls team for basketball here at TCC has been a great experience.”**

*Stephanie McDuff*

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

Through the Student Programs office, the Associated Students strive to enhance the student's overall educational experience by offering participation in educational, cultural, intellectual, athletic, recreational, social and leadership programs.

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

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

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

## Student Government

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

The Tacoma Community College student government model invites direct representation of students in establishing the policies and procedures which affect student life. Any TCC student may become a Senator, encouraging maximum student participation.

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

## Student Access to Growth and Earning

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

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

## Clubs and Organizations

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

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

## Student Newspaper

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

## Athletics

Both male and female athletes participate in TCC's eight intercollegiate sports. The athletic program emphasizes both academic and athletic success for its student athletes. The Titans have a strong record in competition in the Northwest Athletic Association of Community Colleges (NWAACC). Each year many athletes transfer to universities to continue their academic and athletic pursuits.

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

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

To be eligible for athletic competition, a student must:

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

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

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

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

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

## Intramural Activities

A wide variety of intramural activities are planned each year according to student interest. Activities include basketball, volleyball, flag football, foosball and ping pong tournaments, as well as bowling. More information on intramural sports may be obtained from the Student Programs office, Bldg. 11, or call 253.566.5118.





*Clockwise from top: Radiologic Sciences students compare notes, students conduct experiments in chemistry lab, Running Start student Leah Morgan challenges herself with advanced art classes at TCC, Engineering student Chris Corkum rides the award winning human powered paper vehicle, and Human Services student Kiara Alexander reviews a case history file.*

**Tacoma Community College offers a selection of courses of study designed to meet your educational goals. If you choose to conclude your education with an associate's degree, you'll find that the course of study provides you with the training base you need to help you succeed in the workplace and in your personal life. The College offers individual classes and complete programs in university-level and professional/technical education. In addition, TCC offers quality programs in developmental education, and a variety of special continuing education programs.**

# University-Level Education (Transfer)

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

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

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

## University Programs

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

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

Physics	Political Science
Public Administration	Psychology
Sociology	Social Work
Spanish	Speech
Urban Planning	Veterinary Medicine
Wildlife Biology	Zoology

## Bridge Program at The Evergreen State College-Tacoma ..... 253.680.3022

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

This evening degree program is intended to provide the first two years of the four-year degree program at TESC-Tacoma, and is based on an interdisciplinary curriculum. It is intended for students who have less than 90 credits. Credits earned in Interdisciplinary courses (IDS) apply only to the Evergreen State College-Tacoma/Olympia campuses. Students entering the program can fulfill requirements designed for an Option B associate's degree.

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

## Running Start ..... 253.566.6061

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

## Fresh Start ..... 253.566.5086

Fresh Start is a tuition-free program for young adults between the ages of 16 and 21 years who have dropped out of high school and want to resume their education in order to prepare for employment. The Fresh Start Program offers assistance with goal clarification; training in life skills, study skills, and job search strategies; high school completion; and enrollment in TCC's professional/technical certificate and degree programs.

## WorkFirst Program ..... 253.565.9610

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

WorkFirst offers screening for learning disabilities, and training in basic skills as well as customized job training. Financial support and work-study positions are available for qualified students.



# Professional/Technical Education

Tacoma Community College offers more than 44 career training programs designed to prepare you to enter the workforce.

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

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

## Business Careers:

- Automated Accounting Applications
- Accounting Office Associate
- Assistant Bookkeeping Clerk
- Bookkeeping Systems
- Business Administration and Management
- Business Management and Organizational Leadership
- Entrepreneurs Succeed Program (ESP)
- Global Business
- Museum/Gallery Operations

## Health Careers:

- Computed Tomography
- Diagnostic Medical Sonography
- Emergency Medical & Health Services
- Emergency Medical Technician (EMT)
- Health Information Technology
- Health Information Coding
- Magnetic Resonance Imaging
- Medical Billing Specialist
- Medical Secretary
- Medical Transcriptionist
- Nursing, Associate Degree
- Paramedic
- Pharmacy Technician
- Radiologic Technologist
- Respiratory Therapy

## Information Technology Careers:

- A+ Certification
- Computer Application Developer
- Electronics/Wireless Engineering and Security
- MCSE Certification
- Network Administrator
- Network Hardware Support
- Web Developer
- Web Graphics

## Office Careers:

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

## Public Service Careers:

- Administration of Law & Justice
- Human Services
- Human Services Case Aide
- Paraeducator, Early Childhood Emphasis
- Paralegal
- Reserve Police Officer

## Worker Retraining Program ..... 253.566.5188

If you have collected unemployment insurance in Washington State within the last 24 months, are a displaced homemaker, or have been self-employed, you may be eligible for TCC's Worker Retraining Program! Train in one of many challenging career fields offered in the professional/technical programs listed above. Financial assistance may be available for those who qualify. For more information, please contact the Worker Retraining Program at 253.566.5188.

## Adult Basic Education– English as a Second Language

The objective of the ABE-ESL program is to provide non-native speaking immigrants and refugees with an opportunity to develop English literacy skills in conversation, pronunciation, reading, writing, grammar and basic computer literacy. The ABE-ESL program has a strong emphasis on survival English related to participants' roles as parents, workers, and members of the community.

Before entering the program students must take the required placement test. All courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by each individual student's participation and progress each quarter. Call 253.566.5144 for placement testing schedule.

## Adult Basic Education ..... 253.566.5144

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



**High School Completion ..... 253.566.5144**

The High School Completion program is designed for students who want to earn a Washington State (TCC) high school diploma. Program candidates must be at least 18 years of age and their class must have graduated; however in order to qualify for reduced tuition, a student must be 19 years old and a resident of the state of Washington. Non-resident students must pay full tuition. All students are responsible for fees and books.

Courses offered include those required for a diploma by the state. In addition, a wide variety of electives are available. If a student has college level reading and writing skills, which are determined by placement testing, then college level courses (100 level and above) may be taken and applied to degree requirement.

All high school, college and other official transcripts (from ninth grade on) will be required for evaluation. Application and acceptance into this special program must be completed through the Adult Learning Center one month prior to the start of the quarter.

For more information, contact the Adult Learning Center, Bldg. 7 or call 253.566.5144.

**GED Preparation Classes ..... 253.566.5144**

The objective of the Adult Basic Education classes is to bring the student's skill level up to Grade 9 or above so that he or she may complete a GED (General Education Development), or enter the high school completion program, job training or college program. Adult Basic Education offers a full day and evening program of classes in reading, writing, math, basic computer literacy, life skills, parenting skills and job readiness skills. Call 253.566.5144 for GED classes. For GED testing, call 253.566.5093 (Assessment Center). There is a testing fee for taking the test.

**Did You Know?**

**In partnership with Pierce County Careers Consortium and local school districts, TCC serves approximately 700 area high school students every quarter in the dual credit program that allows students to earn high school credit and college credit simultaneously.**

**Continuing Education**

**The Center for Business and Professional Development**

The Center for Business and Professional Development serves the special needs of Tacoma-Pierce County's business and industry community. It is dedicated to the concept and practice of providing performance-based services to its customers. Effective hiring and retention of employees are critical concerns for business/industry. Providing professional development training assists with preparing employees in learning and developing new skills and abilities.

**Continuing Professional Education ..... 253.272.8996**

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

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

Continuing Professional Education also has a significant Health and Human Services Professional Continuing Education (HPCE) program which provides high quality, reasonably-priced educational classes for health professional certification and licensing. This non-degree program offers classes, workshops, seminars and conferences, as well as custom-designed educational packages for groups.

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

**Computer Training/IT Certification ITCC at the Tacoma Mall ..... 253.475.2426**

**Gig Harbor Peninsula Center ..... 253.851.2424**

Non-credit and credit option computer and information technology classes are offered at the Information Technology Certification Center at the Tacoma Mall and the Gig Harbor Peninsula Center.

**Downtown Business Training ..... 253.396.9128**

**Small Business Development Center ..... 253.396.9128**

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

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

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

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

## Contract/Customized Training

### Contract/Customized Training ..... 253.566.5374

The Center for Business and Professional Development, acting as a training partner, provides customized non-degree education and training services designed specifically to meet a company's needs and future goals. A variety of workshops have been developed including but not limited to: Conflict Resolution, Management/Supervision, Communication Skills/Coaching, Team Building, Customer Service/Customer Relations, Sexual Harassment Training, Diversity Training, Wellness, Preventing Violence in the Workplace, Managing Change, occupational-specific Spanish, computer workshops, online seminars and workshops as well as first aid, CPR, flagger training and STARS childcare provider training.

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

## ParaEducator

### ParaEducator, Early Childhood Emphasis ..... 253.566.5010

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

## Center for Personal Enrichment

### Center for Personal Enrichment ..... 253.566.5020

Committed to fostering lifelong learning, Tacoma Community College offers a diverse, dynamic and comprehensive curriculum of non-credit classes, workshops, and special events that encompasses many areas of interest. Discover how quickly the benefits of continuing your education can add up as you:

- > Satisfy your intellectual curiosity
- > Acquire new skills to enhance your proficiency on the job and at home
- > Explore new venues and experiences
- > Add dimension to your life by unlocking hidden potential
- > Meet interesting people from various backgrounds

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

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

All non-credit classes are self-supporting, and financed completely with fees paid by students participating in the courses. These courses are not supported by state tax funds.

## Choices in Learning Formats

Tacoma Community College offers a wide range of learning opportunities to meet different students' needs. These options cover the same material as courses taught traditionally.

## Coordinated Studies/Learning Communities

Coordinated Studies brings together two or more academic disciplines into a cooperative teaching and learning environment. Coordinated Studies is an umbrella for several approaches to linking courses and course work together around a common theme that allows students and teachers to experience greater depths of teaching and co-learning in an active manner.

Students transferring to The Evergreen State College or University of Washington-Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree. Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than composition) as part of their degree electives. Coordinated Studies and linked classes are regularly offered. See quarterly schedules.



## Distance Learning

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

**ONLINE** courses are classes that have all or some of the instructional content available through the Internet. In Full Online courses all of instruction takes place in a virtual classroom where students may interact with their instructors and other students using email, discussion board postings and chat rooms. At the time of publication the following Full Online courses are offered by TCC faculty:

ANTHR 201	Principles of Physical Anthropology
ART 102	2-Dimensional Design
CU 103	Excel I
CU 203	Excel II
IT 235	Introduction to Information Technology
POLSC 202	American National Government & Politics
POLSC 231	Politics and Film

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

ANTHR 100	Introduction to Anthropology
ART 100	Appreciation of the Visual Arts
EDP 103	Child Care Provider Training
ENGL 101	Composition
ENGR 231	Technical & Report Writing
HSP 261	Understanding Diversity
HT 137	Comprehensive Medical Terminology
HT 138	Advanced Medical Terminology
LS 105	Learning for the 21st Century
MATH 117	Math for Non-Science Majors
MUS 107	Music Appreciation
PE 191	Contemporary Health & Wellness
PSYCH 100	General Psychology
PSYCH 206	Developmental Psychology: Lifespan
SOC 110	Survey of Sociology
SOC 270	Social Problems
SPCH 101	Public Speaking

**HYBRID ONLINE** courses combine online learning with traditional classroom instruction. Students are required to attend a reduced number of on-campus class meetings as well as work online. At the time of publication the following Hybrid Online courses are offered by TCC faculty:

ACCNT 230	Accounting Principles: Managerial
ADJ 101	Criminal Law
ADJ 150	Fundamentals of Paralegalism
ADJ 152	Introduction to Civil Law
ADJ 205	Crime & Justice in America
BUS 256	Statistical Analysis
CHEM 100	Introduction to Chemistry
ENGL 101	Composition
ENGL 102	Composition
ENGL 103	Argument and Persuasion
ENGL 268	American Literature: 1860-1910
ENGL 269	American Literature: 1910-1960
HT 143	Medical Transcription Management Seminar
HT 216	CPT Coding
LS 102	Research Methods: Pacific Rim
MATH 115	Pre-Calculus I: College Algebra
NURS 143	Nursing Focus III: Pharmacology II
NURS 211	Caring for Client with Acute Problems - Theory
NURS 212	Caring for Client with Acute Problems - Clinical
PE 100	Total Fitness
POLSC 101	Introduction to Government & Politics
POLSC 202	American National Government & Politics
POLSC 203	International Relations
RC 160	Cardiopulmonary A&P
READ 093	College Textbook Mastery
SPCH 100	Fundamentals of Speech Communication
SPCH 101	Public Speaking
SPCH 130	Interpersonal Communication

The TCC web site [http://www.tacoma.ctc.edu/inst\\_dept/distancelearning/](http://www.tacoma.ctc.edu/inst_dept/distancelearning/) provides an updated course list, computer requirements, answers to frequently asked questions, and a self assessment to help decide whether online learning is right for you. All of the Full Online and Hybrid Online courses have a one time per quarter non-refundable account fee charged.



In **INDEPENDENT ONLINE** courses students learn on their own using web-based instructional materials after attending a required orientation on campus. At the time of publication the following Independent Online courses are offered:

CU 100	Introduction to Windows & World Wide Web
CU 102	Word I
CU 103	Excel I
CU 104	Power Point
CU 110	Introduction to Access

**TELECOURSES** are classes with the main instructional content available over television or videotape. Telecourses are broadcast on CollegeVision. Check your TV guide. Cost for each course includes tuition, facility fee, plus a telecourse fee.

OCEAN 101	SURVEY OF OCEANOGRAPHY
SPAN 101	DESTINOS I
SPAN 102	DESTINOS II
SPAN 103	DESTINOS III

For more information about distance learning courses at TCC, contact Andy Duckworth, telephone 253.460.3958 or email: [aduckwor@tcc.ctc.edu](mailto:aduckwor@tcc.ctc.edu).

## Condensed Format

### Jump Start

Jump Start classes are offered during the month of September before fall quarter begins. They enable students needing a quick refresher to meet prerequisite requirements for anticipated fall courses. Students must be seriously motivated to meet the demands of the intensive in-class time and homework required to cover these 5 credit courses in three weeks:

ENGL 091	Composition
READ 093	College Textbook Mastery
STDSK 110	College Study Skills

### Computer User Courses

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

CU 100	Introduction to Windows and WWW	1 credit	2 weeks
CU 102	Word	2 credits	4 weeks
CU 103	Excel	2 credits	4 weeks
CU 104	Power Point	1 credit	2 weeks

## Learning Labs

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

### Art Gallery

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

ART 199	Gallery Viewing Lab
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### Business Labs

Business Labs are located at the Downtown Center (DTC) and Gig Harbor Center (GHC). Students need to call 253.396.9128 to schedule an orientation before beginning a Business Lab course at the Downtown Center. At the Gig Harbor Center orientation times are listed in the quarterly class schedule. Books should be purchased at one of the centers. Currently the following courses are offered at the Business Labs:

ACCNT 140	Practical Accounting I	DTC/GHC
ACCNT 141	Practical Accounting II	DTC/GHC
ACCNT 142	Practical Managerial Accounting	DTC/GHC
BUS 110	Business Math	DTC/GHC
CU 091	Keyboarding Basics	DTC/GHC
CU 092	10-Key Basics	DTC/GHC
CU 100	Introduction to Windows & World Wide Web	GHC
CU 102	Word I	DTC/GHC
CU 103	Excel I	DTC/GHC
CU 104	Power Point	DTC/GHC
CU 105	Word I, Excel I, Power Point	DTC/GHC
CU 110	Introduction to Access	GHC
CU 130	Quick Books	DTC/GHC
CU 202	Word II	GHC
CU 203	Excel II	GHC
CU 210	Access II	GHC
OFFCE 103	Typing I	DTC/GHC
OFFCE 106	Typing-Speed and Accuracy Development	DTC/GHC
OFFCE 116	Records and Database Management	DTC



## Health Technology Lab

The Health Technology Lab is located at the Gig Harbor Center.

Currently the following courses are offered :

HT 130	Medical Terminology I
HT 131	Medical Terminology II
HT 140	Medical Transcription I
HT 141	Medical Transcription II
HT 142	Medical Transcription III
HT 160	Transcription Lab I
HT 161	Transcription Lab 2
HT 162	Transcription Lab 3

## Math Lab ..... 253.566.5145

The Math Lab is located in Bldg. 7 on the main campus.

Currently the following courses are offered:

Math 86	Review Arithmetic
Math 88	Introduction to Elementary Algebra
Math 90	Elementary Algebra
Math 99	Intermediate Algebra

## Reading Lab

The Reading Lab is located in Bldg. 7 on the main campus.

Currently the following courses are offered:

READ 81	Vocabulary Textbook Comprehension
READ 82	Vocabulary Textbook Comprehension
READ 89	Lab Tutor I
READ 95	Literature Circle
READ 98	Reading Lab
STDSK 80	Library Orientation Workshop
STDSK 81	Time Management
STDSK 82	Test Taking Strategies

## Writing Center

The Writing Center is located in Bldg. 7 on the main campus.

Currently the following courses are offered:

ENGL 80	Grammar Review
ENGL 81	Sentence Structure Review
ENGL 82	Punctuation Review
ENGL 84	Spelling Review
ENGL 85	Paragraph Writing
ENGL 96	Writing Center Tutorials
ENGL 140	Writing Center Tutor Practicum I
ENGL 141	Writing Center Tutor Practicum II
ENGL 145	Writing Center Tutor Practicum III

## Other Educational Programs

### Human Development Instruction

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

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

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





**We encourage** all students to familiarize themselves with the college policies and procedures outlined in the following pages.

## Credit Hours and Quarters

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

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

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

## Instructional and Calendar Days

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

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

## Student Status

### Full-time Student

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

### Part-time Student

A student registered for less than 12 credits.

### First-year Student

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

### Second-year Student

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

### Auditing Student

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

## Non-Degree Seeking Student

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

## Transcripts

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

Unofficial transcripts for advising are available on the Web, at the Registration and Records Center, and at Student Self-Service Centers located in Bldg. 18.

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

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

### Transcripts From Other Schools

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

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

## Prior Learning Assessment

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

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

## Nationally Recognized Exams

### Advanced Placement ..... 253.566.5048

Tacoma Community College grants credits to entering first-year students who have earned scores of three (3) or higher on the Educational Testing Service's (ETS) Advanced Placement Tests.



Students who wish to receive advanced placement credits must send their ETS test score to the chairperson of the appropriate department. After receiving the student's test score, the department chairperson will notify the Records office, in writing, of the number of credits granted. The number of credits will be noted on the student's transcript, and a grade of "S" recorded for all courses where credit is granted.

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

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

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

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

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

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

### **International Baccalaureate ..... 253.566.5048**

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

### **CLEP/DANTES ..... 253.566.5048**

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

### **Regents Exam ..... 253.566.5048**

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

## **Articulation Agreements**

### **Tech-Prep/Dual Credit Agreement**

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

### **College in the High School Program**

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

### **Servicemen's Opportunity**

#### **College (SOC) ..... 253.566.5048**

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

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

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

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



## Other Options

### Departmental Challenge Exam ..... 253.566.5048

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

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

### Portfolio

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

### PLA Procedures

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

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

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

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

## Grades and Academic Policies

### Grading Policies

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

Grade	Description	Grade Points
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
D-		0.7
E	Failure to complete minimum requirement	0.0
W	Official withdrawal from course	0.0
	<i>Instructor's signature indicates acknowledgement of the withdrawal.</i>	
	<i>Instructor permission is not required during this period.</i>	
	<i>(11th through 50th calendar day)*</i>	
WI	Instructor approved withdrawal	0.0
	<i>(after 50th calendar day)*</i>	
V	Unofficial withdrawal	0.0
	<i>(did not attend or no data for evaluation)</i>	
I	Incomplete	0.0
	<i>Granted at the discretion of the instructor, when the student has satisfactory attendance through the 50th calendar day of the quarter. Contract required.</i>	
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit	0.0
R	Repeat R beside lowest grade	0.0

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

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

### Grade Grievance

Students who believe they have received a final grade that has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade by referring to the "Student Grievance Procedure for Final Course Grades" process. Copies of this policy are available in the Vice President for Instruction and Student Affairs office and the Student Services Administrative office.

## Incomplete Grade

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

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

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

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

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

## Satisfactory/Unsatisfactory Grade

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

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

## Course Repeat

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

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

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

## Course Audit

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

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

## Change of Grade

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

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

## Academic Forgiveness Policy

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

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

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

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



## Academic Review Policy and Procedures

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

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

### Academic Deficiency

A student is placed on academic deficiency at the end of any quarter in which his or her grade point average falls below 2.00, provided the student is enrolled in 6 or more credits after the 10th instructional day of that quarter. No later than the second week of the subsequent quarter, the Associate Vice President of Student Services will notify a student by mail that he or she is academically deficient. The student will be encouraged to take advantage of available campus resources to improve his or her academic standing.

### Academic Probation

A student placed on academic deficiency must earn a 2.00 quarterly grade point average the succeeding quarter he or she is enrolled for 6 or more credits after the 10th instructional day of that quarter, or be placed on academic probation.

No later than the second week of the subsequent quarter, the Associate Vice President of Student Services will notify a student by mail that he or she has been placed on academic probation. The student is required to meet with his or her advisor and to take steps to immediately improve his or her academic standing.

### Removal of Academic Probation

A student is removed from academic probation at the end of the quarter in which he or she is enrolled for 6 or more credits after the 10th instructional day of that quarter and earns a quarterly grade point average of 2.00 or higher.

### Academic Suspension

A student who has been placed on academic probation and fails to earn a 2.00 quarterly grade point average or higher the next quarter he or she is enrolled for 6 or more credits after the 10th instructional day of that quarter will be suspended for one quarter. As it applies to the period of academic suspension, Summer quarter shall count as part of Fall quarter.

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

Following a one-quarter suspension, a student may enroll following procedures outlined in the College's "Re-enrollment Procedures Following Academic Suspension" section (next page).

A student re-admitted after one quarter of academic suspension re-enters the College on academic probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher at the end of the first quarter in which he or she is enrolled in 6 or more credits after the 10th instructional day, the re-admitted student is suspended for three (3) consecutive quarters.

## Appeal Procedures

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

The appeal must be in writing and clearly state factual errors or other matters which justify the appeal.

The appeal must include:

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

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

The appeal shall be filed through the office of the Associate Vice President of Student Services. For Fall quarter, the appeal must be filed no later than one week before the start of classes. For Winter, Spring and Summer quarters, the appeal must be filed no later than the 5th instructional day of the quarter for which the student is suspended.

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

- > Confirm academic suspension;
- > Impose conditions instead of suspension;
- > Remove academic suspension;
- > Or request that the student meet with the Associate Vice President before a final decision on the appeal is made.



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

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

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

### Re-enrollment Procedures Following Academic Suspension

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

- > Recent academic skills assessment/placement results;
- > A proposed class schedule for the coming quarter and a course list for two additional quarters;
- > Short-term (one to three quarters) educational goals;
- > Plans to improve academic standing. The student must meet with an advisor to review the petition and to have the advisor sign the petition before it is submitted to the Associate Vice President of Student Services.

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

After reviewing the student's academic record and petition, as well as other pertinent information, the Associate Vice President shall decide to take one or more of the following actions:

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

A student re-enrolling following academic suspension re-enters on probation. The academic work of a student who enrolls at Tacoma Community College following a quarter or more of suspension will be closely monitored. If he or she fails to attain a quarterly grade point average of 2.00 or higher the succeeding quarter he or she is enrolled for 6 or more credits after the 10th instructional day of that quarter, the student re-admitted after suspension will be suspended for three (3) consecutive quarters.

## Other College Policies

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

### AIDS

The College is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of such chronic, communicable diseases as Acquired Immune Deficiency Syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the College takes appropriate measures to ensure a safe environment through educational services.

### Buckley Amendment

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

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

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

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

A student may request directory information be withheld from public release by filing an annual request with the Registrar in Bldg. 18. However, the College may authorize designated persons and agencies access to students' educational records under certain conditions listed in the College policy without the student's consent.

Copies of the College's student educational records policies and procedures may be obtained from the Associate Vice President of Student Services office in Bldg. 18.

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

> *continued, next page*



## Cheating

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

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

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

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

## An Equal Opportunity Employer and Educator

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

It is the policy of Tacoma Community College, District 22 to prohibit discrimination on the basis of and provide equal opportunity and equal access to its programs and services without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, status as a disabled or Vietnam era veteran, or the presence of any sensory, mental, or physical disability. The College will undertake a program of Affirmative Action as provided for by state and/or federal law.

This policy is applicable to all the college's educational programs and activities; student services and financial aid programs; use of facilities, purchasing, contracting and facilities' construction activities, and all areas of employment.

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

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

> Associate Vice President for Student Services:  
253.566.5115

> Human Resources: 253.566.5356

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

## Radiologic Technology Program Pregnancy Policy

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

## Sexual Harassment, Sex Discrimination and Discrimination Based Upon Disability

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

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

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

> Associate Vice President for Student Services:  
253.566.5115

> Human Resources: 253.566.5356

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

## Student Rights and Responsibilities

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

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

> Academic freedom

> Due process

> Distribution and posting of approved materials

> Opportunity to invite speakers to campus

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

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

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

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

### Student Right to Know

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

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

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

### Substance Abuse

In accordance with provisions of the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570) and its amendments of 1989, Tacoma Community College provides substance abuse education, resources, information, and referral focusing on the prevention and treatment of substance abuse.

Information on substance abuse prevention is available in the Counseling Center, Bldg. 18, 253.566.5122. This information covers the many health risks associated with the use and abuse of illicit drugs and alcohol, which include liver damage, heart disease, ulcers, brain damage, malnutrition, cancer, and damage to a developing fetus. These risks may adversely affect the learning environment, work and personal life.

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

### Policy Appeals

The College provides a process for students to appeal operating policy or procedures. Appeals are typically addressed to the manager responsible for administration of the policy or procedure. Policy and procedure appeals are usually subject to strict time limits - it is important to act upon a concern as soon as it develops.

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

### Did You Know?

TCC employed 1,001 full and part-time faculty and staff paying wages of \$21.7 million in 2000-2001.





Tacoma Community College grants five college degrees. They are:

> **Associate in Arts and Sciences:**

Awarded for completion of a transfer curriculum paralleling the first two years of university study (two options available, see pages 40-43 for description).

> **Associate of Science:**

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

> **Associate in Applied Sciences:**

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

> **Associate in Technical Arts:**

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

> **Associate in General Studies:**

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



# College Degrees

## Requirements for All Degrees

*Note: For grade policies, see page 32.*

General requirements for all degrees are as follows:

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

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

- > A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- > At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

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

## Credits Transferred to TCC

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

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

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

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

## Transfer among Pierce County Community and Technical Colleges

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

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

More opportunities for transferring credits among colleges are being developed through agreements by the Pierce County Careers Consortium, which includes Bates Technical College, Clover Park Technical College, Pierce College and Tacoma Community College.

## Credits Transferring from Tacoma Community College

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

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

> *continued, next page*



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

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

Students who enter Tacoma Community College with intentions to transfer to a particular baccalaureate college are urged to plan their course of study by consulting specific transfer and degree requirements of the college or academic program in which they intend to earn the bachelor's degree. See description of Associate in Arts and Sciences degree, Option B, page 42.

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

## Changing TCC Degree Requirements

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

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

## Multiple Degrees

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

## Application for Degrees

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

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

## Associate In Arts and Sciences

(DTA Transfer Degree)

### Degree Requirements:

- > 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading Option A or from an approved Option B plan.
- > At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- > A cumulative grade point average of 2.00 in all coursework applied to the Associate degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- > A maximum of three physical education activity credits will apply toward the degree.
- > Course requirements for the Associate in Arts and Sciences degree must be met by completing a program as outlined in either Option A or Option B.

## Did You Know?

The average earnings of an Associate's Degree graduate is \$34,519 or 36.6% more than a student with a high school diploma.

# Option A Degrees

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

At least one course (5 credits) of the 90 credits applied toward graduation must be designated as a multicultural course. Approved multicultural courses are designated in the Approved Distribution Course List, page 46 and in the course description section beginning on page 79 and the quarterly class schedule with a (M) following the course title.

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

## 1. Basic Requirements (15 credits)

### A. Written Communication Skills (10 credits)

English 101, and either English 102, or 103

### B. Quantitative Skills (5 credits)

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

Philosophy 120

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

Business 256

## 2. Distribution Requirements (60 credits)

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

### A. Humanities (15 credits)

Select one course from three different disciplines shown in the list on page 46. No more than 5 credits of studio/performance/skills course(s).

### B. Social Sciences (15 credits)

Select one course from three different disciplines shown in the list on page 46.

### C. Natural Sciences (15 credits)

Select one course from three different disciplines shown in the list on page 46. Shall include at least one laboratory course.

### D. Multicultural (5 credits)

Select one course from those shown in the list on page 46. (See NOTE on Distribution List.)

### E. Physical Education (3 credits)

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

### F. Distribution Electives (7 credits)

Distribution electives must be selected from courses listed under Basic Requirements, Humanities, Social Sciences, or Natural Sciences.

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

## 3. Other College-Level Electives (15 credits)

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

PE Activity credits cannot be used as elective credits.

**Total Credits: 90**

**Approved Distribution Course List is on page 46.**

# Pacific Rim Studies – Option A

**Contact: Dr. Yi Li ..... 253.566.5396**

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

The Option A Associate degree in Pacific Rim Studies will equip students with broad, entry-level skills useful in international business or trade. This course of study meets all the Direct Transfer Agreement requirements. In addition, it prepares students to enter the Pacific Rim or Asian Studies programs at the University of Washington-Tacoma, and the Global Studies or Chinese Studies programs at Pacific Lutheran University.

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

## 1. Written Communication (10 credits)

English 101

English 102 or 103

Quantitative Skills

## 2. Quantitative Skills (5 credits)

Choose from the courses listed below. Each of these courses carries a prerequisite of Math 99.

Philosophy 120

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

Business 256

## 3. Humanities (25 credits)

Language Series (choose from Russian, Japanese or Spanish)

Russian 101, 102, 103

Japanese 111, 112, 113

Spanish 101, 102, 103

Humanities 110

English 280 - Spring quarter only Pacific Rim Literature.

Philosophy 190, 200

Speech 110

> *continued, next page*



**4. Social Sciences (20 credits)**

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

**5. Natural Sciences (15 credits)**

One course must be a laboratory science

**6. Physical Education (3 credits)****7. Electives (17 credits)**

Recommended electives are:  
 Anthropology 202  
 Global Business 230, 240, 250  
 Continuance of language series

**Option B Degrees**

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

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

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

**Bridge Program – Option B**

**Contact: Kim Washington ..... 253.680.3022**

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

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

**Information Systems Program – Option B**

**Contact: Robert Tan ..... 253.566.5313**

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

**1. Humanities (10 credits)**

Selected from the TCC humanities distribution list.

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

**2. Social Sciences (20 credits)**

ECON 200 Macro Economics

ECON 201 Micro Economics

10 credits selected from the TCC social sciences distribution list.

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

**3. Natural Sciences (15 credits)**

MATH 111 College Algebra for Business and Economics

MATH 112 Elements of Calculus (or equivalent)

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

IT 201 Introduction to Programming

IT240 C++

IT 242 Java Programming

**4. Accounting (15 credits)**

ACCNT 210 Accounting Principles - Financial

ACCNT 220 Accounting Principles - Financial

ACCNT 230 Accounting Principles - Managerial

**5. Statistics (5 credits)**

BUS 256 Statistical Analysis (or MATH 108)



## 6. Law (5 credits)

BUS 200 Business Law

## 7. English Composition (10 credits)

ENGL 101 College Freshman Composition

ENGL 103 Argument and Persuasion -or- ENGL 102

## 8. Electives (10 credits)

Suggested courses:

IT 235 Introduction to Information Technology

IT 238 Visual Basic

IT 239 Advanced Visual BASIC

**Total: 90 credits**

# International Business Program – Option B

Contact: Jim Wiek ..... 253.566.5257

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

### 1. Humanities (25 credits)

Language series 101, 102, 103 (choose from Russian, Japanese, Spanish or French.)

Speech 110

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

### 2. Social Science (25 credits)

Economics 200, 201

Business 200

Global Business 220

Elective: Choose from Psychology, Sociology, or Anthropology

### 3. Natural Science (15 credits)

Math 111 or equivalent & 112 or equivalent

Elective: Choose 5 credits of a natural science from the TCC natural sciences distribution list. Lab is not required.

### 4. Accounting (15 credits)

Accounting 210, 220, 230

### 5. Statistics (5 credits)

Business 256 (or Math 108)

## 6. English Composition (5 credits)

English 101

See also the new professional/technical Global Business Program, page 61, to earn an Associate in Applied Sciences degree.

# American Ethnic and Gender Studies Certificate Program

The American Ethnic and Gender Studies Certificate Program (AEGS) at Tacoma Community College is a multidisciplinary program coordinating courses, activities, and projects to enhance the student's understanding of the roles and functions of gender and ethnicity in the United States. AEGS courses are geared towards all Tacoma Community College students who seek to understand complex gender, race, ethnic and class issues, whether they are in a professional/technical program or planning to transfer to a 4-year institution. AEGS also aims to meet the needs of part-time students and community members with interests in the topics of ethnicity and gender.

### Certificate requirement

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

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



# Associate of Science Degree

(Transferable Degree)

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

## Degree Requirements:

- > 90 quarter credit hours in courses numbered 100 or above.
- > At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- > A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- > At least one course applied to the degree must be from the list of approved multicultural courses in the Approved Distribution Course List, page 46. These courses are designated with an (M) following the course title in the course descriptions section of the TCC catalog and in the Quarterly Class Schedules.

## 1. Basic Requirements (15 credits)

### A. Written Communications Skills (5 credits)

English 101

### B. Quantitative Skills (10 credits)

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

## 2. Humanities and Social Sciences (15 credits)

- A. 5 credits from the Humanities on the Approved Distribution Course List.
- B. 5 credits from the Social Sciences on the Approved Distribution Course List.
- C. 5 additional credits from either the Humanities or Social Sciences on the Approved Distribution Course List.

## 3. Specialization Courses (30 - 60 credits)

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

## 4. Elective Courses (0 - 30 credits)

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

- > The amount of credit in this category depends on the number of credits taken in the specialization courses in #3.
- > PE activity courses cannot be used as elective credits in this category.
- > A maximum of 5 credits in this category can be from courses that do not appear on any basic requirement or distribution list for the Associate in Arts and Sciences degree.
- > Specializations approved at the time of printing are given below. Please see [www.tacoma.ctc.edu/inst\\_dept/science/asdegree.shtml](http://www.tacoma.ctc.edu/inst_dept/science/asdegree.shtml) for the most current list of specializations.

**Approved Distribution Course List is on page 46.**

## Biology Specialization

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

### Specialization Courses (50 credits)

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

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

## Chemistry Specialization

The following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying chemistry.

### Specialization Courses (50 credits)

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

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

## Computer Science Specialization

The following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying computer science.

### Specialization Courses (43 credits)

- i) Computer Science 142, 143 (10 credits)
- ii) Physics 121, 122, 123 (15 credits)
- iii) Math 126, 220, 224 (13 credits)
- iv) Science credit approved by a computer science advisor (5 credits)

The student must choose 17 credits in section #4 to reach a total of 90 credits. MATH 108 and MATH 238 are highly recommended as elective courses. ENGR 100 is highly recommended as a section #2 Social Science course or an elective.

## Earth Sciences Specialization

The following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying earth sciences such as geology:

### Specialization Courses (40 credits)

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

The student must choose 20 credits in section #4 to reach a total of 90 credits. The following course is recommended: GEOG 210 or ENV5 210.

## Engineering Specialization\*

Engineering 100 (5 credits) is a required course for this specialization and satisfies section #2 Social Science credits.

In addition the following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying engineering.

### Specialization Courses (60 credits, minimum)

- i) Engineering 142 (5 credits)
- ii) Physics 121, 122, 123 (15 credits)
- iii) Math 126, 220, 238 (15 credits)
- iv) Chemistry 140, 150 (10 credits)

This specialization requires 15 credits from the following list.

Selection depends upon the intended engineering major. These 15 credits must be approved by an engineering advisor.

Engineering 124, 143, 170, 210, 215, 220, 230, 231, 260  
Chemistry 160, 231, 232

Biology 210, 211, 212 (Bioengineering only)

Math 224 (Required for UW transfers)

This specialization allows no credits in section #4.

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

## Did You Know?

75% of TCC students stay in the region and contribute to the local economy after they leave the college.

## Environmental Sciences

This degree is designed to prepare you for any of the environmental science bachelor's programs in the State of Washington. However, requirements vary among institutions. Consult with your advisor.

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

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

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

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

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

**Total credits in specialization = 50**

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

- i) One Special Topics Seminar: GEOL 179, OCEAN 179, or ENVSC 179 (2 credits)
- ii) GEOG/ENVSC 210 (Geographic Information Systems) (5 credits)

## Physics Specialization

The following set of courses fulfills the specialization requirement in section #3 of the Associate of Science degree and is appropriate for students studying physics.

### Specialization Courses (48 credits)

- i) Physics 121, 122, 123 (15 credits)
- ii) Math 126, 220, 224, 238 (18 credits)
- iii) Chemistry 140, 150 (10 credits)
- iv) Engineering 142 (5 credits)

The student must choose 12 credits in section #4 to reach a total of 90 credits. ENGR 100 is highly recommended as a section #2 Social Science course or an elective.



# Approved Distribution Course List

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

Note: \* = Performance Skills courses

## A. Humanities

Anthropology 203

Art 100, 101\*, 102\*, 103\*, 105\*, 106\*, 117\*, 118\*, 119\*, 120\*, 121\*, 122\*, 126\*, 127\*, 131\*, 146\*, 150\*, 156\*, 172\*, 199, 201, 202, 203, 249\*, 258\*, 260\*

Drama 101

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

History 231

Humanities 100, 101, 102, 103, 110, 120, 130, 131, 260, 285

Journalism 101, 103, 209

Languages (Discipline):

American Sign Language 120, 121, 122, 123

French 101, 102, 103

German 101, 102, 103

Japanese 111, 112, 113

Spanish 101, 102, 103

Music 100, 101\*, 102\*, 103\*, 106, 107, 108, 112, 121\*, 123\*, 124\*, 125\*, 126\*, 130\*, 150, 160\*, 170\*, 180\*, 199\*, 260\*, 270\*, 280\*, 299

Philosophy 100, 119, 120, 190, 200, 215, 230, 260, 267, 270, 290

Speech 100, 101, 110, 111, 120, 130, 201

*\*No more than 5 credits of Performance or Skill courses may be used for the Humanities distribution requirement.*

## B. Social Sciences

Anthropology 100, 201, 202, 203, 205, 210, 270, 280

Business 200, 230

Economics 200, 201

Education 201

Engineering 100

Geography 110

Global Business 220

History 111, 112, 113, 120, 121, 147, 211, 221, 222, 223, 225, 230, 231, 241, 242, 243, 244, 248, 249, 250, 251, 254, 255, 260, 290

Library Science 101, 102, 103

Political Science 100, 101, 201, 202, 203, 205, 210, 220, 230, 231, 240, 290

Psychology 100, 204, 205, 206

Sociology 110, 240, 247, 252, 262, 270, 271, 287

## C. Natural Sciences

Anthropology 201, 270, 280

Astronomy 105

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

Botany 101

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

Environmental Science 106, 145, 179, 210

Geography 205, 210

Geology 101, 108, 125, 179

Oceanography 101, 179

Physical Science 100

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

## D. Multicultural

Anthropology 100, 201, 202, 203, 210

Art 100, 150

Global Business 220

Drama 101

Education 201

English 232, 234, 241, 242, 257, 258, 259, 260, 267, 268, 269, 271, 280

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

Humanities 100, 101, 102, 103, 110, 120, 130, 131, 260, 285

Languages:

American Sign Language 120, 121, 122, 123

French 103

Japanese 113

Music 106

Philosophy 190, 200

Political Science 210, 240

Psychology 206

Sign Language 120, 121, 122

Sociology 110, 247, 252, 262, 287

Speech 110, 111, 130

## Non-distributional Multicultural Courses

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

Business 255

English as a Second Language 190

Educational Paraeducator 130, 255

Global Business 210, 230, 240

Human Development 110, 112, 179, 250

Human Services 261



## Writing Intensive

Recommended for some transfer students.

Drama 101

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

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

Humanities 100, 101, 102, 130, 131, 260

Journalism 101

Political Science 220, 240

Speech 130

# Associate in Applied Sciences Degree

The Associate in Applied Sciences degree is designed for those students who complete an approved course of studies in a professional, occupational, or technical area. See the graph, page 53, for the programs TCC offers that lead to an Applied Sciences degree.

## Associate in Applied Sciences Degree Requirements

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

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

## Related Instruction Requirements

### 1. Communication

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

#### A. Written Communications

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

ENGL 101 College Freshman Composition (5 credits)

ENGL 100 Business English (5 credits)

#### B. Oral Communication

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

SPCH 100 Fundamentals of Speech Communications (5 credits)

SPCH 101 Public Speaking (5 credits)

SPCH 110 Multicultural Communication (5 credits)

SPCH 120 Small Group Communication (5 credits)

SPCH 130 Interpersonal Communication (5 credits)

#### C. Reading

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

### 2. Quantitative Skills

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

BUS 110 Business Math

MATH 97 Intermediate Algebra for the Liberal Arts (5 credits)

MATH 99 Intermediate Algebra (5 credits)

Or any Math course 100 or above

### 3. Living and Working Cooperatively

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

BUS 164 Leadership & Human Relations (5 credits)

BUS 167 Work Teams and Organizational Dynamics (5 credits)

BUS 230 Business Ethics and Corporate Responsibility

BUS 255 Managing Diversity (5 credits)

HD 110 Human Relations

HSP 261 Understanding Diversity

PSYCH 100 General Psychology (5 credits)

SMG 264 Motivation & Productivity (3 credits)

SPCH 110 Multicultural Communication (5 credits)



#### 4. Responsibility/Leadership

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

- BUS 164 Leadership & Human Relations (5 credits)\*
- BUS 167 Work Teams and Organizational Dynamics (5 credits)
- BUS 230 Business Ethics and Corporate Responsibility
- BUS 255 Managing Diversity (5 credits)
- PSYCH 100 General Psychology (5 credits)
- SMG 264 Motivation & Productivity (3 credits)\*
- SPCH 110 Multicultural Communication (5 credits)\*

*\*Courses also meet Living and Working Cooperatively Requirement*

#### 5. Critical Thinking and Problem Solving

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

- BUS 164 Leadership & Human Relations (5 credits)
- BUS 230 Business Ethics and Corporate Responsibility
- COMSK 100 Introduction to Critical Thinking (5 credits)
- ENGL 103 Argument & Persuasion (5 credits)
- PHIL 119 Introduction to Logic (5 credits)

#### 6. Information and Information Technology

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

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

## Professional/Technical Certificate Programs

Certificates of completion are granted to students meeting the requirements for programs of less than 90 credits. To receive a certificate, students must submit Tacoma Community College's "Application for Vocational Certificate." The application is forwarded to the Program Chair no later than the end of the second week of the quarter in which requirements are to be completed. See the graph, page 53, for a listing of certificate programs.

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

## Associate in Technical Arts: General

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

### ATA Degree Requirements (General)

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

**ATA Related Instruction Requirements:****1. Communication (8-10 credits)**

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

**2. Quantitative Skills (5 credits)**

- BUS 110 Business Math
  - MATH 97 Intermediate Algebra for the Liberal Arts (5 credits)
  - MATH 99 Intermediate Algebra (5 credits)
- Or any Math course 100 or above

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

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

**4. Responsibility/Leadership (3-5 credits)**

- BUS 164 Leadership & Human Relations (5 credits)
- BUS 167 Work Teams and Organizational Dynamics (5 credits)
- BUS 255 Managing Diversity (5 credits)
- SMG 101 Essentials of Supervision (3 credits)
- SMG 131 Supervision and Group Behavior (3 credits)
- SMG 261 Leadership Dynamics (3 credits)
- SMG 264 Motivation and Productivity (3 credits)

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

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

# Associate in General Studies

**AGS Degree Requirements**

- > A cumulative college-level grade point average of 2.00 in course work completed at TCC.
- > At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- > Ninety (90) quarter hours in courses numbered 100 or above, including the following requirements.
- > A maximum of three physical education activity credits will apply toward the degree.

**AGS Degree Distribution Requirements**

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

**1. Communications (10 credits)**

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

**2. Humanities (10 credits)**

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

**3. Social Science (10 credits)**

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

**4. Math/Science (10 credits)**

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

**5. Physical Education (3 credits)**

- Any three activity credits

**6. Electives (47 credits)**

## Courses Applicable to AGS Degree

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

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

### Humanities

Art 100, 101, 102, 103, 105, 106, 117, 118, 119, 120, 121, 126, 127, 131, 146, 150, 156, 172, 199, 201, 202, 203, 249, 258, 260

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

American Sign Language 121, 122, 123, 124

Drama 101

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

French 101, 102, 103

German 101, 102, 103

Humanities 100, 101, 102, 103, 110, 120, 130, 131, 220, 260, 285

Japanese 111, 112, 113

Journalism 209, 101, 103

Library Science 105

Music 100, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 121, 123, 124, 125, 126, 130, 150, 160, 170, 180, 199, 260, 270, 280, 299

Philosophy 100, 119, 120, 190, 200, 215, 230, 260, 267, 270, 290

Spanish 101, 102, 103

### Mathematics & Natural Sciences

Anthropology 201, 270, 280

Astronomy 105

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

Botany 101

Business 256

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

Environmental Science 106, 145, 210

Geography 205, 210

Geology 101, 108, 125

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

Oceanography 101

Philosophy 120

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

Physical Science 100

## Social Sciences

Anthropology 100, 201, 202, 203, 205, 210, 270, 280

Economics 200, 201

Education 201

Engineering 100

Geography 110

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

Library Science 101, 102, 103

Political Science 101, 201, 202, 203, 204, 205, 210, 220, 230, 231, 240, 290

Psychology 100, 204, 205, 206

Sociology 110, 240, 247, 252, 262, 270, 271, 287

## Scholastic Honors and Awards

### Quarterly Honors

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

### Quarterly High Honors

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

### Honor Societies

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

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

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

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

## Graduation

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

### Graduation Awards

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

#### Graduation with Honors

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

#### Graduation with High Honors

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

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

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

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

### President's Medal Awards

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

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

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

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

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

## Did You Know?

Each spring nearly 700 students graduate from TCC with a degree, GED or certificate.







**“As an adult returning to school after many years in the work force, I have had to learn a lot about time management. I was shocked to realize that there are a lot of people on this campus who, like myself, are juggling career and education.”**

*Lisa Tinsley, Diagnostic Medical Sonography Program student*

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

# Professional/Technical Program Options

Program Options	Certificate Program	Associate in Applied Sciences Degree
<b>Administration of Law &amp; Justice</b>		
Administration of Justice <i>*Note: for those w/AAS or BA degrees</i>	>*	>
Paralegal		>
Reserve Police Academy	> or letter	
<b>Allied Health</b>		
Diagnostic Medical Sonography		>
Emergency Medical & Health Services/Paramedic	>	>
Emergency Medical Technician	>	
Health Information Coding	>	
Health Information Technology		>
Medical Billing Specialist	>	
Medical Secretary	>	>
Medical Transcriptionist	>	
Nursing Assistant, Certified	>	
Nursing, Registered		>
Pharmacy Technician	>	>
Radiologic Technologist		>
Respiratory Therapy		>
<b>Business</b>		
Automated Accounting Applications		>
Accounting Office Associate	>	
Bookkeeping Systems	>	
Assistant Bookkeeping Clerk	>	
Business Administration and Management		>
Business Management and Organizational Leadership		>
Entrepreneurs Succeed	>	
Global Business		>
Museum/Gallery Operations		>
Management	>	

Program Options	Certificate Program	Associate in Applied Sciences Degree
<b>Human Services</b>		
Human Services Case Aide	>	
Human Services	>	>
<b>Information Technology</b>		
Computer Application Developer		>
Electronics/Wireless Engineering and Security	>	>
Network Administrator	>	>
Network Hardware Support	>	>
Web Developer	>	>
Web Graphics	>	
<b>Office Occupations</b>		
Computer User Specialist	>	
Office Professional		>
General Office Assistant	>	
Receptionist/Clerk <i>*Note: One Quarter Certificate</i>	>*	
Word Processing Clerk	>	
<b>Paraeducation</b>		
Paraeducator, Early Childhood Specialist	>	>



# Automated Accounting Applications Program

Program Chair: Annalee Rothenberg ..... 253.566.5181

You can choose from four progressive programs, providing you with a one-quarter certificate to a two-year associate's degree, that prepare you for employment in a variety of business accounting environments.

The two-year Automated Accounting Applications program prepares you for employment in a wide variety of accounting positions. Graduates are especially well prepared to work with integrated computerized accounting systems.

Our certificate programs prepare you to be bookkeepers, accounts payable/accounts receivable clerks and for entry-level accounting positions.

**Associate in Applied Sciences degree:** A two-year program.

**Bookkeeping Systems Certificate:** A 45-credit program.

**Assistant Bookkeeping Clerk Certificate:** A 31-credit program.

**Accounting Office Associate Certificate:** A 16-credit program.

## Automated Accounting Applications

Associate in Applied Sciences degree

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
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### Accounting Courses (35 Credits)

Practical Accounting I .....	ACCNT 140	5
Practical Accounting II .....	ACCNT 141*	5
Practical Managerial Accounting .....	ACCNT 142*	5
Payroll and Business Taxes .....	ACCNT 145*	5
Computer Applications in Accounting I .....	ACCNT 240*	5
Computer Applications in Accounting II .....	ACCNT 241*	5
Work Internship .....	ACCNT 290*	5

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

### Computer and Office Courses (14 Credits)

Word I .....	CU 102	2
Excel 1 .....	CU 103	2
Excell II .....	CU 203*	3
Access I .....	CU 110*	2
Editing & Proofreading Business Documents .....	OFFCE 105*	2
Records & Database Management .....	OFFCE 116*	3

### Business and Communication Courses (31 Credits)

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

*NOTE: Students may substitute SPCH 101, 110, 120, or 130.*

## Electives (10 Credits)

From ACCNT, BUS, COMSK, IT, GBUS or

ECON courses approved by Program Chair ..... 10

**Total Credits: 90**

*\* Prerequisite required (see course description).*

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

## Bookkeeping Systems

### Certificate Program

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
Practical Accounting I .....	ACCNT 140	5
Practical Accounting II .....	ACCNT 141*	5
Business English .....	BUS 100 or ENGL 101	5
Business Mathematics .....	BUS 110	5
Leadership and Human Relations .....	BUS 164	5
Career Readiness Skills .....	BUS 280	1
Word I .....	CU 102	2
Excel I .....	CU 103	2
Access I .....	CU 110	2
Excel II .....	CU 203	3
Electives: .....		10
Practical Managerial Accounting .....	ACCNT 142*	
Payroll and Business Taxes .....	ACCNT 145*	
Computer Applications in Accounting I .....	ACCNT 240*	
Editing & Proofreading Business Documents ..	OFFCE 105	
Records & Database Management .....	OFFCE 116	
		<b>Total credits: 45</b>

*\* Prerequisite required (see course description).*

*NOTE: Students may substitute ACCNT 210, 220, 230 for ACCNT 140, 141, 142.*

## Assistant Bookkeeping Clerk

### Certificate Program

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
Practical Accounting I .....	ACCNT 140	5
Practical Accounting II .....	ACCNT 141*	5
Business Math .....	BUS 110	5
Career Readiness Skills .....	BUS 280	1
Word I .....	CU 102	2
Excel I .....	CU 103	2
Excel II .....	CU 203*	3
Records and Database Management .....	OFFCE 116	3
Choose one of the following three courses: .....		5
Payroll and Business Taxes .....	ACCNT 145*	
Federal Income Tax .....	ACCNT 250*	
Leadership & Human Relations .....	BUS 164	
		<b>Total Credits: 31</b>

*\* Prerequisite required (see course description).*

*Also required for completion of this program: Assessment above or completion of ENGL 91 and READ 93. Assessment above or completion of MATH 86.*

## Accounting Office Associate

### Certificate Program

Course Title	Course No.	Credits
Practical Accounting I .....	ACCNT 140	5
Career Readiness Skills .....	BUS 280	1
Word I .....	CU 102	2
Excel I .....	CU 103	2
Excel II .....	CU 203*	3
Records and Database Management .....	OFFCE 116	3

**Total Credits: 16**

\* Prerequisite required (see course description).

## Administration of Law and Justice Program

**Program Chair: ..... 253.566.5076**

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

Successful graduates may be eligible for criminal justice careers in: law enforcement, municipal police and private police; parole, probation and counseling; juvenile justice, diversion, counseling and probation; court security and administration; private security, loss prevention and private investigations; legal system, criminal research and trial preparation.

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

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

### Certificate in Administration of Law & Justice

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

Requirements for the Certificate include a total of 35 credits from core courses in the Administration of Law and Justice Program. The student may select a curriculum program to fit their own academic goals, but must take the eight core courses required for the AAS Degree.

## Administration of Law & Justice

### Associate in Applied Sciences degree

Course Title	Course No.	Credits
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#### Core Requirements (35 credits)

Intro to Administration of Justice .....	ADJ 100	5
Criminal Law .....	ADJ 101	5
Criminal Procedure and Evidence .....	ADJ 102	5
Community Policing .....	ADJ 103	2
Ethical Issues in Law Enforcement .....	ADJ 105	3
Criminal Investigation .....	ADJ 200	5
Power, Multiculturalism and the Law .....	ADJ 104	5
Juvenile Justice system .....	ADJ 107	5

#### General Education Requirements (49 credits)

(These courses are generally transferable)

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

#### Program Electives

Select a minimum of 10 credits from the following courses:

Introduction to Corrections .....	ADJ 140	5
Special Topics .....	ADJ 179	2
Criminal Investigations .....	ADJ 200	5
Forensics .....	ADJ 201	5
Police Leadership .....	ADJ 202	5
Juvenile Delinquency in America .....	ADJ 204	3
Crime and Justice in America .....	ADJ 205	3
Law Enforcement/Criminal Justice Internship I .....	ADJ 207*	5
Law Enforcement/Criminal Justice Internship II .....	ADJ 208*	5
De-escalation Techniques .....	ADJ 209	2
Police in America .....	ADJ 211	5
Law Enforcement Communication .....	ADJ 212	3
Prevention and Control of Delinquency .....	ADJ 213	5
Parole and Probation .....	ADJ 240	5

**Total Degree Credits: 94**

\* Instructor permission required.



## Basic Law Enforcement Reserve Academy

The Administration of Justice Program offers a 220+ hour, 10-week, Reserve Police Academy approved by the Washington State Criminal Justice Training Commission. Classes are normally held in the evenings and weekends. The academy is offered in the fall and/or spring terms based on demand and students must meet admission requirements by presenting a letter of sponsorship from a police agency that guarantees the background investigation has been completed. An application for admission will be sent from the Administration of Law and Justice Secretary 253.566.5076. This program prepares the recruit to function as a Reserve Police Officer in Washington State.

Students sponsored by law enforcement agencies may enroll in the Academy and receive certificates of completion from the Training Commission.

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

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

## Paralegal

### Associate in Applied Sciences degree

**Program Advisor: Janet Olejar ..... 253.566.5053**

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

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

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

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

Paralegal courses are available during the day and in the evening.

## Course Title

## Course No. Credits

### Core Requirements (45 credits):

Paralegal Fundamentals and Ethics .....	ADJ 150	5
Legal Research and Writing I .....	ADJ 151	5
Legal Research and Writing II .....	ADJ 251*	3
Introduction to Civil Law .....	ADJ 152	5
Civil Procedure .....	ADJ 153	5
Law Office Management .....	ADJ 154	5
Criminal Law .....	ADJ 101	5
Interviewing and Investigation .....	ADJ 232	3
Editing and Proofreading .....	OFFCE 105*	2
Internship I .....	ADJ 233*	5
Health/Dealing with Stress .....	ADJ 155	1
Transition Planning .....	ADJ 239	1

### Legal Specialty Elective Courses: (12 credits)

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

### General Education Requirements (35 credits)

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

**Total Credits: 92**

\* Prerequisite required (see course description).

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

Prerequisites for Internship: ADJ 150, CU 105 (or other approved computer courses) or Business PC courses; Typing at 50 wpm with maximum 5 errors.  
Recommended course for entering program: BUS 100 (Business English).



## Paralegal

### Certificate Program

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

This certificate is awarded to students who have completed an AAS or a BA degree and 45 credits of paralegal classes as listed below. To graduate from this program, students must show evidence of completion of an AAS or a BA degree, proficiency in computer skills, a minimum of 2.0 GPA (C) in each of the paralegal courses, as well as evidence of meeting related study requirements. Students interested in this program should meet with an advisor who can explain the requirements. For information please call Janet Olejar at 253.566.5053.

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
<b>Required Courses (45 credits)</b>		
Paralegal Fundamentals and Ethics .....	ADJ 150	5
Legal Research and Writing I .....	ADJ 151	5
Legal Research and Writing II .....	ADJ 251*	3
Introduction to Civil Law .....	ADJ 152	5
Civil Procedure .....	ADJ 153	5
Law Office Management .....	ADJ 154	5
Criminal Law .....	ADJ 101	5
Interviewing and Investigation .....	ADJ 232	3
Internship I .....	ADJ 233*	5
Transition Planning .....	ADJ 239	1

### Elective

Choose one legal specialty course ..... ADJ 220 - ADJ 231     3

**Total Credits: 45**

\* Prerequisite required (see course description).

## Business Management and Organizational Leadership Program

**Program Chair: Christopher Gilbert ..... 253.566.5321**

This two-year associate's degree program prepares you for a career as a business professional. With the ability to select specialties in Human Resource Leadership, Marketing and Customer Service, or Small Business Entrepreneurship, graduates are prepared for a multitude of first-entry supervisory, administrative or small business management positions. These specialties provide a unique business education experience in topics attuned to employer needs and workforce retraining.

An Associate in Applied Sciences degree will be awarded to students successfully completing the 91-credit program.

## Business Management and Organizational Leadership

### Associate in Applied Sciences degree

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
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### Core Business Courses (31 credits)

Introduction to Business .....	BUS 101	5
Management Principles & Organizational Systems .....	BUS 163	5
Work Teams and Organizational Dynamics .....	BUS 167	5
Business Ethics and Corporate Responsibility .....	BUS 230	5
Marketing and Business Development .....	BUS 240	5
Career Readiness Skills .....	BUS 280	1
Introduction to Global Business .....	GBUS 220	5

### Specialty Business Courses (15 credits)\*\*

Select one of the following areas of specialization:

#### Human Resource Leadership

Leadership and Human Relations .....	BUS 164	5
Personnel Management .....	BUS 165	5
Managing Diversity .....	BUS 255	5

#### Marketing and Customer Service

Retail and Professional Sales .....	BUS 245	5
Managing Diversity .....	BUS 255 or GBUS 210	5
E-Business and Commerce .....	BUS 265	5

#### Entrepreneurship

Small Business Entrepreneurship .....	BUS 260	5
E-Business and Commerce .....	BUS 265 or BUS 200*	5
Business in a Changing World .....	BUS 270	5

### Required General Courses for AAS Degree (45 credits)

Business English .....	BUS 100 or ENGL 1001*	5
Business Correspondence .....	BUS 225 or ENGL 102*	5
Fundamentals of Speech Communication .....	SPCH 100 or 110*	5
Business Math .....	BUS 110 or BUS 265*	5
Practical Accounting .....	ACCNT 140 or ACCNT 210*	5
Accounting for Decision Makers .....	ACCNT 150* or ACCNT 220* or ACCNT 230*	5
General Economics .....	ECON 211 or ECON 200*	5
Word I, Excel I, PowerPoint .....	CU 105 or CU 202/203	5
Choice of any 100/200 level 5-credit elective except BUS or SPCH		5

**Total Credits: 91**

\* Generally transferable to baccalaureate institutions

\*\* BUS 290 "Work Internship" may be substituted for one course in the three specialty areas subject to Program Chair approval.



## Business Administration and Management

### Certificate Program

The Business Administration and Management (BAM) Certificate offers courses that help individuals prepare for advancement in business and managerial occupations. It provides a broad base of business instruction, concentrating on current management techniques and principles. The BAM Certificate is designed for individuals interested in a career in business or currently employed and looking for professional advancement and growth opportunities. Coursework is designed to develop skills in marketing, business administration and management, human resources, supervision, and international business. Students will gain an understanding of diversity in the workplace, technology's role in businesses of the future, corporate ethics, and concepts of small business and entrepreneurship. A certificate in Business Administration and Management will be awarded to students who successfully complete 44 credits in the chosen area.

*Course Title* *Course No. Credits*

### Core Courses Required for all Certificates

Work Teams and Organizational Dynamics .....	BUS 167	5
Business Ethics and Corporate Responsibility .....	BUS 230	5
Marketing and Business Development .....	BUS 240	5
Career Readiness Skills .....	BUS 280	1
Any combination of Computer User courses .....	CU	3

### Certificate Specialization Requirements

Select one of the following areas of specialization:

#### Human Resource Leadership

Introduction to Business .....	BUS 101	5
Management Principles & Organizational Systems .....	BUS 163	5
Leadership and Human Relations .....	BUS 164	5
Personnel Management .....	BUS 165	5
Managing Diversity .....	BUS 255	5

#### Marketing and Customer Service

Introduction to Business .....	BUS 101	5
Retail and Professional Sales .....	BUS 245	5
E-Business and Commerce .....	BUS 265	5
Business in a Changing World .....	BUS 270	5
Global Marketing .....	GBUS 230	5

#### Entrepreneurship

Management Principles & Organizational Systems .....	BUS 163	5
Small Business Entrepreneurship .....	BUS 260	5
Business in a Changing World .....	BUS 270	5
Practical Accounting .....	ACCNT 140 or ACCNT 210	5
Accounting for Decision Makers .....	ACCNT 150	5

**Total Credits: 44**

## Computer Application Developer

See Information Technology, page 64.

## Computer Equipment/ Electronics Repair

See Electronics/Wireless Engineering and Security, page 60.

## Computer Related Programs

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

## Computer User Specialist Certificate Program

**Joyce Schultz** ..... **253.851.2424**

The Computer User Specialist Program is designed as a Worker Retraining program preparing students to work in a variety of administrative settings within many job markets. The program allows students to achieve short-term certificates on the path to a 45-credit certificate program offered by TCC's Gig Harbor/Peninsula Center. Up-to-date computer software applications, some minor trouble-shooting, as well as fundamental administrative skills are offered. The Computer User Specialist Program can also prepare the individual to sit for the Microsoft Office User Specialist (MOUS) certification exam. Potential students must complete college placement testing in reading, English and math and obtain the program coordinator's permission prior to enrollment into the program. Additional coursework may be required based on placement test results. If students wish to continue their education and obtain a degree, many of the credits are transferable. It is advisable to contact your advisor for assistance with this Program.

*Course Title* *Course No. Credits*

### Proficient Level Certificate (16 credits)

Introduction to Windows and WWW .....	CU 100	1
Word, Excel, PowerPoint .....	CU 105	5
or Word I .....	CU 102	2
or Excel 1 .....	CU 103	2
or PowerPoint .....	CU 104	1
Business Math .....	BUS 110*	5
Leadership and Human Relations .....	BUS 164	5

### Expert Level Certificate (31 credits)

Access I .....	CU 110*	2
Word II .....	CU 202*	3
Excel II .....	CU 203*	3
English .....	ENGL 101 or BUS 100*	5
Elective(s) .....	see below	2

### Program Certificate (45 credits)

Access II .....	CU 210*	3
Fundamentals of Speech Communication .....	SPCH 100	5
Elective(s) .....	see below	6

### Recommended Electives (8 credits)

Accounting I .....	ACCT 140	5
Accounting II .....	ACCT 141	5
Accounting on Computers: Quickbooks .....	CU 130*	3
Keyboarding Basics .....	CU 091	2
Typing: Speed and Accuracy .....	OFFCE 106*	2
Business Correspondence .....	BUS 225*	5
MOUS Prep I .....	CU 115*	1
MOUS Prep II .....	CU 215*	1

**Total Credits: 45**

\* Requires prerequisite or instructor permission.

## Diagnostic Medical Sonography Program

**Program Chair: Rachel Kendoll ..... 253.566.5135**

The Diagnostic Medical Sonography program leads to an Associate of Applied Sciences degree. The program is 18-21 calendar months in duration and is full time. Students complete classroom and laboratory work on the campus and clinical education in an affiliated ultrasound department. Students acquire skills in reviewing and recording pertinent clinical patient history, performing the sonographic examination, providing for the comforts and needs of the patient during the examination and recording the anatomic, pathologic and physiologic data for interpretation by the supervising physician. Thoroughness, accuracy and empathy are traits needed by persons interested in this program. They should also be versatile and able to follow precise and detailed directions.

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

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

## Diagnostic Medical Sonography

Associate in Applied Sciences degree

*Course Title* ..... *Course No. Credits*

### Summer Quarter

Introduction to Fundamentals of Patient Care .....	HT 170**	5
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### First Quarter (Fall)

Introduction to Diagnostic Medical Sonography .....	DMS 100*	4
Ultrasound Cross-Sectional Anatomy .....	DMS 105*	4
Pathophysiology I .....	DMS 110*	3
Ultrasound Physics & Instrumentation I .....	DMS 130*	3

### Second Quarter (Winter)

Abdominal Scanning and Techniques .....	DMS 120*	5
Small Parts Scanning and Techniques .....	DMS 121*	5
Ultrasound Physics & Instrumentation II .....	DMS 131*	3
Ultrasound Clinical I .....	DMS 150*	2

### Third Quarter (Spring)

Pathophysiology II .....	DMS 111*	3
Gynecological & First Trimester Scanning & Tech. ....	DMS 122*	5
Ultrasound Clinical II .....	DMS 151*	5
Ultrasound Seminar and Critique I .....	DMS 160*	2

### Fourth Quarter (Summer)

Obstetrical Scanning and Techniques .....	DMS 123*	5
Ultrasound Clinical III .....	DMS 152*	8
Ultrasound Seminar and Critique II .....	DMS 161*	2

### Fifth Quarter (Fall)

Intro. to Vascular Sonography & Echocardiography ....	DMS 220*	5
Ultrasound Clinical VI .....	DMS 250*	10
Ultrasound Seminar and Critique III .....	DMS 260*	2

### Sixth Quarter (Winter)

Ultrasound Clinical V .....	DMS 251*	13
Ultrasound Seminar and Critique IV .....	DMS 261*	2
Ultrasound Registry Review Seminar .....	DMS 270*	1

### Seventh Quarter (Spring)

Ultrasound Clinical VI .....	DMS 252*	13
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**Total credits: 110**

\* Requires prerequisite or instructor permission.

\*\* Must be taken the summer before enetering the program.

### Prerequisites:

*The following courses must be completed before entering the Diagnostic Medical Sonography program.*

College Freshman Composition .....	ENGL 101	6
General Psychology .....	PSYCH 100	5
Speech Communication .....	SPCH 100, 101, 110, 120 or 130	5
Computer User or other approved CU course .....	CU 105	5
Medical Terminology .....	HT 130	3
Precalculus I: College Algebra .....	MATH 115	5
Introduction to Chemistry .....	CHEM 100	5
Anatomy and Physiology .....	BIOL 220 or 221	5
General Physics .....	PHYS 114	5



## Educational Paraprofessional

See Paraeducator Program, page 73.

## Electronics/Wireless Engineering and Security

(Formerly Computer Equipment/Electronics Repair)

Contact: **Tim Mason** ..... **253.566.5286**

The new Electronic/Wireless Engineering and Security program, intended to be introduced Fall 2003, reflects the current technologies used in the wireless/fixed broadband/cellular industries. The program teaches the latest technologies including radio frequency equipment and theory; electronics theory, repair, installation and testing; and security fundamentals and applications including cryptologic theory.

A certificate will be awarded to students who successfully complete the first year of the program. An Associate in Applied Sciences degree in Electronics/Wireless Engineering and Security will be awarded upon satisfactory completion of the remaining coursework.

## Electronics/Wireless Engineering and Security

One Year Certificate Program

<i>Course Title</i>	<i>Course No. Credits</i>
<b>First Quarter</b>	
English .....	BUS 100 or ENGL 101 5
Fundamentals of Electricity & Electronics .....	ELEC 104 5
Electronic Devices & Systems .....	ELEC 106 5
<b>Second Quarter</b>	
Leadership & Human Relations .....	BUS 164 5
Digital Techniques .....	ELEC 107 5
Schematics .....	ELEC 108 5
<b>Third Quarter</b>	
Pre-Calc I/College Algebra .....	MATH 115 5
Microprocessors .....	ELEC 109 5
Peripherals and Communications .....	ELEC 110 5
<b>Total Certificate Credits: 45</b>	

## Electronics/Wireless Engineering and Security

Associate in Applied Sciences degree

<i>Course Title</i>	<i>Course No. Credits</i>
<b>Fourth Quarter</b>	
Pre-Calc II/Trigonometry .....	MATH 116* 5
Wireless (Radio Frequency) Theory .....	ELEC 212 5
Wireless (Radio Frequency) Security Fundamentals ....	ELEC 214 5
<b>Fifth Quarter</b>	
Calculus I .....	MATH 124* 5
Public Speaking or Introduction to Speech .....	SPCH 101 or SPCH 100 5
Principles of Wireless Networks .....	ELEC 216 5
<b>Sixth Quarter</b>	
Engineering Physics .....	PHYS 121* 5
Radio Wave Modulation and Signal Propagation .....	ELEC 218 5
Wireless Security & Encryption Fundamentals .....	ELEC 220 5

**Additional credits for Associate degree: 45**

*\*Prerequisite required (see course description).*

## Emergency Medical and Health Services Program

Program Chair: **Mike Smith** ..... **253.566.5220**

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

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

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

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

## Paramedic Education

Certificate Program

<i>Course Title</i>	<i>Course No. Credits</i>
<b>First Quarter (Summer)</b>	
Human Anatomy & Physiology .....	BIOL 118 5
Medical Terminology .....	HT 130 3

## Second Quarter (Fall)

EMS Wellness & Prevention .....	EMC 118	4
Paramedic I (didactic) .....	EMC 120*	12
Paramedic Clinical I .....	EMC 130*	4
Total Fitness .....	PE 100	2

## Third Quarter (Winter)

Paramedic (didactic) II .....	EMC 121*	12
Paramedic Clinical II .....	EMC 131*	7
Advanced Total Fitness .....	PE 200	2

## Fourth Quarter (Spring)

Paramedic (didactic) III .....	EMC 122*	5
Paramedic Clinical III .....	EMC 132*	9

**Total Credits: 65**

## Emergency Medical & Health Services

### Associate in Applied Sciences degree

Course Title	Course No.	Credits
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### Second Year Required Courses (37-40 credits):

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

**Total Degree Credits: 103 - 107**

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

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

## General Office Assistant

See Office Professional, page 71.

## Global Business Program

**Program Chair: Jim Wiek ..... 253.566.5257**

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

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

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

## Global Business

### Associate in Applied Sciences degree

Course Title	Course No.	Credits
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### Functional Areas of Business (30 credits)

Introduction to Business .....	BUS 101	5
Management Principles & Organizational Systems .....	BUS 163	5
Marketing & Business Development .....	BUS 240	5
Practical Accounting I		
or Accounting Principles .....	ACCNT 140/ACCNT 210*	5
Accounting For Decision Makers .....	ACCNT 150	5
General Economics .....	ECON 211	5

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

### Global Business (26 credits)

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

### Related Studies (26 - 33 credits)

Business English/or		
College Freshman Composition .....	BUS 100*/ENGL 101*	5
Business Correspondence .....	BUS 225/or ENGL 102*/103*	5
Fund of Speech Comm/or Public Speaking .....	SPCH 100/101	5
Students may substitute: SPCH 110, 120, or 130		
Business Mathematics .....	BUS 110	5
Students may substitute: MATH 107, 108, 111 or BUS 256.		
Leadership & Human Relations .....	BUS 164	5-8
Students may substitute: one of these courses (BUS 167 or 255, PSYCH 100, SMG 264*, SPCH 110 AND one of these courses (HSP 270*, SMG 101,131,261*)		
Word I, Excel I, PowerPoint .....	CU 105	1-5
Students may substitute: CU 102, 103, or 104.		

**Electives (5 to 8 credits) ..... 5-8**

**Total Credits: 90-94**

\*Prerequisite required (see course description).

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





# Health Information Technology Program

**Program Chair: Ingrid Bentzen, RHIA, CCS ... 253.566.5179**

The Health Information Technology Program provides a combination of medical knowledge and business applications to prepare graduates for employment in hospitals, ambulatory health care facilities, skilled nursing facilities, and state or federal health agencies. Skills taught include organizing and analyzing health records, compiling and utilizing health statistics, a working knowledge of computer systems in health care, performing quality assessment and utilization review functions, coding and indexing diseases and operations, maintaining record storage and retrieval systems; preparing health data consistent with the administrative, legal, accreditation and regulatory requirements. National Registration Exam for Health Information Management Technicians sponsored by the American Health Information Management Association (AHIMA). Upon passing this exam, graduates will receive the Registered Health Information Technician (RHIT) credentials from AHIMA, which are recognized nationally by all health care institutions.

The program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with AHIMA's Council on Accreditation. CAAHEP is recognized by the Council for Higher Education Accreditation.

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

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

## Health Information Technology Program

**Associate in Applied Sciences degree**

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
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### First Year

#### First Quarter (Fall)

Anatomy and Physiology .....	BIOL 118	5
(BIOL 220, 221 fulfills requirement)		
Medical Terminology I .....	HT 130	3
Health Care Delivery Systems .....	HT 110	4
English Composition .....	ENGL 101	5
(ENGLISH 100 fulfills requirement)		

#### Second Quarter (Winter)

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

#### Third Quarter (Spring)

Business Math .....	BUS 110	5
Introduction to Health Record Management .....	HIM 180*	5
Clinical Applications I .....	HIM 190*	2
Principles of Disease .....	HT 210*	5
Introduction to Access .....	CU 110	2

#### Second Year

#### Fourth Quarter (Fall)

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

#### Fifth Quarter (Winter)

Clinical Applications II .....	HIM 231*	5
Data Quality Standards and Statistics .....	HIM 241*	5
CPT Coding .....	HT 216*	5
Health Information Management .....	HIM 242*	3

#### Sixth Quarter (Spring)

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

**Total Degree Credits: 101**

*Many colleges and universities offer baccalaureate programs in this field. See AHIMA's website at [www.ahima.org](http://www.ahima.org) for listings and information.*

# Health Information Coding Specialist

## Certificate Program

**Program Chair: Ingrid Bentzen, RHIA, CCS ... 253.566.5179**

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

Upon successful completion of the program graduates will receive a Certificate of Completion. Certificate holders are eligible to take the national exams to become a Certified Coding Assistant (CCA), Certified Coding Specialist (CCS) and/or Certified Coding Specialist-Physician's Office (CCS-P) administered by the American Health Information Management Association (AHIMA). The American Health Information Management Association recommends that certificate holders take the CCA exam upon graduation, and the CCS or CCS-P test after three years work experience.

Open enrollment and applications are accepted on an ongoing basis. Students must complete a separate application process through the Allied Health Office in Bldg. 19, room 70. Assessed placement at college-level reading and English, as well as MATH 86 is required.

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

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
Health Care Delivery Systems .....	HT 110	4
Medical Terminology I .....	HT 130	3
Medical Terminology II .....	HT 131	5
Anatomy & Physiology .....	BIO 118	5
Principles of Disease .....	HT 210	5
Introduction to Health Record Management .....	HIM 180	5
Pharmacology for Health Professionals .....	HT 150	2
ICD-9-CM Coding .....	HIM 220	5
CPT Coding .....	HT 216	5
Advanced ICD-9-CM & CPT Coding .....	HT 215	2
Medical Reimbursement Management .....	HIM 252	3
Clinical for HICS .....	HT 250	3
English Composition .....	ENGL 101 or ENGL 100	5
Word I, Excel I, PowerPoint .....	CU 105	5

**Total Certificate Credits: 57**

## Health Technology Courses

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

<i>Course Title</i>	<i>Course No.</i>	<i>Credit</i>
Health Care Delivery Systems .....	HT 110	4
Medical/Dental Office management .....	HT 120*	5
Medical Terminology .....	HT 130/131*	3/5
Or online courses .....	HT 137/138	5/3
Medical Transcription .....	HT 140*/141*/142*	3/3/3
Pharmacology For Health Professionals .....	HT 150*	2
Introduction to Fundamentals of Patient Care .....	HT 170	5
Survey of Chemistry, Microbiology & Physics .....	HT 188	5
Principles of Disease .....	HT 210	5
Legal Concepts for Health Field .....	HT 225*	3
Basic ICD-9-CM Coding .....	HT 214*	2
Advanced ICD-9-CM & CPT Coding .....	HT 215*	2
CPT Coding .....	HT 216*	5

## Human Services Program

**Program Chair: Jim Carroll ..... 253.566.5076**

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

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

### Case Aide Certificate

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
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#### First Quarter

Introduction to Human Services .....	HSP 100	5
Therapeutic Approaches & Techniques .....	HSP 103	5
Case Management & Systems .....	HSP 112	5

*You have completed the educational requirements for a Case Aid Certificate.*

### Human Services Certificate

#### Second Quarter

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

*You may choose to apply to the State for Counselor Registration at this point.*

#### Third Quarter

Clinical Practicum I .....	HSP 191	4
Pharmacology & Survey of Chemical Dependency .....	HSP 200	5
Understanding Diversity .....	HSP 261	5

*After completing the nine courses outlined above, you may apply for a Certificate of Completion in Human Services. The academic competencies outlined by the State for Chemical Dependency Professionals have also been completed.*

### Human Services

#### Associate in Applied Sciences degree

#### Fourth Quarter

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

> *continued, next page*



**Fifth Quarter**

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

**Sixth Quarter**

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

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

**Total Degree Credits: 91**

**Some Specialty Courses are:**

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

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

**Special Courses**

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

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

**Chemical Dependency**

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

**Transferability**

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

# Information Technology Program

(formerly Computer Information Management Systems)

**Program Chair: Erika Bowles ..... 253.566.5253**

The Information Technology Programs prepare students for careers in several areas: Network Administration, Network Hardware Support, Computer Application Developer, Web Development, and Web Graphics. A series of non-technical and technical core courses provide fundamental computer and system concepts along with related business, office, and communication skills. Advanced coursework prepares students for entry-level positions in each area of specialization. The Associate in Applied Sciences degree is awarded to students who successfully complete the two-year program. Nine-month certificate programs are also available in Network Administration, Network Hardware Support, Web Development, and Web Graphics. In addition, the Application Developer Associate in Applied Science (UWT CSS transfer option) allows students to transfer directly to the Computing and Software Systems program at the University of Washington-Tacoma.

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

[www.tacomacommunitycollege.com/inst\\_dept/it/](http://www.tacomacommunitycollege.com/inst_dept/it/)

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

- > Assessment at MATH 90 OR Completion of MATH 88 with a grade of "C" or higher AND
- > Assessment at college-level in English OR Completion of ENGL 91 with a grade of "C" or higher AND
- > Assessment at college-level in Reading OR Completion of Reading 93 with a grade of "C" or higher.

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

## Information Technology

**Associate in Applied Sciences degree**

**Core Requirements****Non-Technical Courses (27 credits)**

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

### Technical Core Courses (20 credits)

Word I, Excel I, Powerpoint .....	CU 105*	5
Introduction to Information Technology .....	IT 235	5
Operating Systems I (formerly IT 250) .....	IT 110*	5
System Analysis & Design .....	IT 247*	5

### Program Specialization Requirements

(select one of the following areas of specialization)

#### Network Administrator (48 credits)

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

**Total Credits: 95**

#### Network Hardware Support (48 credits)

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

**Total Credits: 95**

#### Computer Application Developer (45 credits)

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

**Total Credits: 92**

#### Web Developer (45 credits)

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

**Total Credits: 92**

### Computer Application Developer UWT CSS Transfer Option

The Application Developer, UWT CSS transfer option of the Information Technology (IT) Program allows students to obtain a competency based professional/technical degree that will transfer to the University of Washington-Tacoma (UWT) Computing and Software Systems (CSS) program. Students who complete this degree are prepared to seek entry-level jobs in the Information Technology field, as well as transfer immediately or in the future to a Bachelor of Science degree program at the UWT Technology Institute.

The program focuses on fundamental computer programming, database, and systems concepts along with related quantitative and communication skills. Advanced coursework prepares students for entry-level positions as a Programmer/Analyst, Applications Developer, or Database Administrator. The additional math, physics, programming and business courses of the program prepare the student for transfer to UWT.

#### Transferable Gen-Ed requirements (35 credits)

College Freshman Composition .....	ENGL 101	5
College Freshman Composition .....	ENGL 102*	5
Calculus I .....	MATH 124**	5
Introduction to Statistics .....	MATH 108*	5
Engineering Physics .....	PHYS 121*	5
Multicultural Communication .....	SPCH 110	5
Introduction to Business .....	BUS 101	5

#### IT Core Requirements (40 credits)

Introduction to Information Technology .....	IT 235	5
Word I, Excel I, PowerPoint .....	CU 105	5
Operating Systems I .....	IT 110*	5
Introduction to Programming .....	IT 201*	5
Database Systems .....	IT 244*	5
Systems Analysis & Design .....	IT 247*	5
Java Programming .....	IT 242*/CS 142*	5
Java Programming for Engineers & Scientists ..	IT 243*/CS143*	5

> *continued, next page*



**IT Concentration Requirements (30 credits)**

Required		
Visual Basic .....	IT 238*	5
Advanced Visual Basic .....	IT 239*	5
C + + .....	IT 240*	5
Advanced C + + .....	IT 241*	5
Advanced Database Systems .....	IT 245*	5
Select one from the following courses .....		5
Web Development .....	IT 254*	
Advanced Web Development .....	IT 255*	
Server Data Access .....	IT 257*	
Microcomputer Fundamentals .....	IT 102*	
Client/Server Technology I-LANs .....	IT 260*	
Work Internship .....	IT 290*	

**Total Credits: 105**

\* Prerequisite required (see course description).

\*\* Requires MATH 115 and 116 as prerequisites.

**Network Administrator Certificate**

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

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

- > Passing score on the A+ Core Hardware Exam OR Completion of IT 102 with a grade of "B" or higher, AND
- > Passing score on the A+ OS Technologies Exam OR Completion of IT 110 with a grade of "B" or higher, AND
- > Completion of IT 235 with a grade of "B" or higher.
- > Completion of CU 105 with a grade of "B" or higher, or proven competency in Word, Excel and PowerPoint.

**First Quarter (15 credits)**

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

**Second Quarter (15 credits)**

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

**Third Quarter (15 credits)**

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

**Total Credits: 45****Network Hardware Support Certificate**

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

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

- > Passing score on the A+ Core Hardware Exam OR Completion of IT 102 with a grade of "B" or higher, AND
- > Passing score on the A+ OS Technologies Exam OR Completion of IT 110 with a grade of "B" or higher, AND
- > Completion of IT 235 with a grade of "B" or higher.
- > Completion of CU 105 with a grade of "B" or higher, or demonstrated competency in Word, Excel and PowerPoint.

**First Quarter (15 credits)**

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



### Second Quarter (15 credits)

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

### Third Quarter (15 credits)

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

**Total Credits: 45**

## Web Developer Certificate

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

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

- > Completion of IT 235 with a grade of "B" or higher AND
- > Completion of IT 110 with a grade of "B" or higher OR passing score on the A+ OS Technologies Exam.
- > Completion of IT 201, Introduction to Programming or proven experience using one or more programming languages
- > Completion of CU 105 or proven competency in Word, Excel and PowerPoint.

### 1st Quarter (10 credits)

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

### 2nd Quarter (10 credits)

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

### 3rd Quarter (10 credits)

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

**Total Credits: 30**

## Web Graphics Certificate

The Web Graphics Certificate Program is a three-quarter program of 38-40 credits designed to give students the essential skills to design the graphic components of a web page. The target audience for this program is students who may have completed a web programming degree who want to attain additional web graphic skills, someone already working in industry as a web programmer who wants to attain additional web graphics skills, or a graphic artist who wants to add web graphics skills to their skills set.

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

- > Completion of IT 235 with a grade of "B" or higher AND
- > Completion of IT 110 with a grade of "B" or higher or passing score on the A+ OS Technology exam, AND
- > Completion of IT 201 or proven experience using one or more programming languages, AND
- > Completion of CU 105 with a grade of "B" or higher or proven competency in Word, Excel and PowerPoint.

### 1st Quarter (15 credits)

Introduction to Multimedia Graphics .....	IT/JOUR 205	5
Two-Dimensional Design .....	IT 102	5
Web Client Development .....	IT 254	5

### 2nd Quarter (15 credits)

Desktop Publishing Principles & Practice .....	IT/JOUR 222	5
Color and Design .....	ART 210	5
Introduction to Animation .....	IT/ART 120	5

### 3rd Quarter (8-10 credits)

Flash Intermediate .....	IT/ART 121	5
Advanced Web Graphics .....	IT/ART 122	3
or Internship .....	IT 290	5

**Total Credits: 38-40**

## Legal Assistant Program

See Paralegal Administration of Law and Justice, page 56.

## Did You Know?

**98% of TCC's professional/technical program students are employed after graduation or continue their studies.**



# Management Certificate Program

Program Chair: Steven Ellis ..... 253.396.9128

## Management

The Management Program affords an individual the opportunity to develop and/or improve managerial skills. Individuals are assisted in their preparation for supervision and management roles. The program also provides an opportunity for experienced supervisors to enhance their supervisory techniques. To be eligible for a certificate, an individual is required to satisfactorily complete a minimum of 18 credit hours of management instruction offered by Tacoma Community College-Downtown.

To receive a certificate, after satisfying requirements, participants in the program must submit Tacoma Community College's "Application For Vocational Certificate." No later than the end of the second week of the quarter in which requirements are completed, the application is forwarded to the Program Chair.

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
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### Management Requirements (Select 18 credits)

The New Supervisor .....	SMG 100	3
Essentials of Supervision .....	SMG 101	3
Supervising the Problem Employee .....	SMG 120	3
Supervising Employee Training .....	SMG 125	3
Supervision and Group Behavior .....	SMG 131	3
Management Communications .....	SMG 201	3
Public Relations .....	SMG 210	3
Management and Labor Relations .....	SMG 222	3
Human Resource Management .....	SMG 250	3
Supervisor and the Law .....	SMG 255	3
Managerial Excellence .....	SMG 260	3
Leadership Dynamics .....	SMG 261	3
Motivation and Productivity .....	SMG 264	3
Organizational Behavior .....	SMG 265	3
Managing for High Performance .....	SMG 270	3
SMG Valuing Cultural Diversity .....	275	3
Individual Study and Special Projects .....	SMG 299*	1-5

**Total Required Credits: 18**

\* Prerequisite: Instructor permission.

# Medical Billing Specialist Certificate Program

Program Chair:

Rich Weidman, RHIA, CCSP ..... 253.566.5228

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

Open enrollment and applications are accepted on an ongoing basis. Students must complete a separate application process through the Allied Health Office in Bldg. 19, Room 70. Assessed placement at college-level reading and English, as well as MATH 86 is required. Applicants must be fluent in the English language and possess the physical and emotional ability to complete the program. Graduates of the Medical Billing Program must complete the following curriculum with a grade of "C" or higher in all classes.

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
Medical Terminology I .....	HT 130	3
Medical Terminology II .....	HT 131	5
Healthcare Delivery Systems .....	HT 110	4
Medical/Dental Office Management .....	HT 120	5
Business Math .....	BUS 110	5
ICD-9-CM Coding .....	HIM 220	5
CPT Coding .....	HT 216	5
Principles of Disease .....	HT 210	5
MS Excel .....	CU 103	2
Anatomy & Physiology .....	BIO 118	5

**Total Certificate Credits: 44**

**Additional Recommended Courses:**

Advanced ICD-9-CM and CPT Coding .....	HT 215	2
Medical Reimbursement Management .....	HIM 252	3
Pharmacology for Health Professionals .....	HT 150	2
Introduction to Health Records Management .....	HIM 180	5
MS Word .....	CU 102	2

## Medical Office Professional Program

(formerly Medical Secretary)

**Program Coordinator: Pat Von Knorring ..... 253.851.2424**

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

Students will earn an Associate in Applied Sciences degree upon completion of all required courses.

This program is held at TCC’s Gig Harbor Center.

### Medical Office Professional

**Associate in Applied Sciences degree**

*Curriculum for this program was under revision at the time of catalog printing. For accurate and current information, contact the Gig Harbor Center.*

### Medical Office Assistant

**One Year Certificate Program**

This one year certificate program qualifies a student for employment in an entry-level position as a receptionist or clerical worker in a hospital, clinic or other health care agency. To enter the program, students must complete Typing I (OFFCE 103) with a grade of “C” or higher, or accurately type 45 wpm.

*Curriculum for this program was under revision at the time of catalog printing. For accurate and current information, contact the Gig Harbor Center.*

### Medical Transcriptionist

**One Year Certificate Program**

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

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

To enter the program, students must complete Typing I (OFFCE 103) with a grade of “C” or higher, or accurately type

45 wpm and have completed CU 100 and 102 or equivalent. A separate application to the Medical Transcription program is required. In order to obtain the completion certificate, students must successfully complete all program courses with a grade of “C” or higher:

<i>Course Title</i>	<i>Course No. Credits</i>
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**Technical Core Courses (40 Credits)**

Anatomy and Physiology .....	BIOL 118	5
Medical Terminology I, II .....	HT 130/131*	3/5
Medical Transcription I, II, III .....	HT 140*/141*/142*	3/3/3
Medical Transcription Lab .....	HT 160/161/162	2/2/2
Introduction to Pharmacology .....	HT 150*	2
Introduction to Disease Process .....	HT 139	3
Medical Transcription Management Seminar .....	HT 143*	2
Clinical Applications (150 hours) .....	HT 241*	5

**General Core Courses (5 Credits)**

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

**Office Professional Core Courses (4 Credits)**

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

**Total Program Credits: 54**

**Recommended Courses:**

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

*\* Prerequisite required (see course descriptions).*

## Museum/Gallery Operations Program

**Program Chair: Rick Mahaffey ..... 253.566.5260**  
**or Marlene Bosanko ..... 253.566.5280**

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



## Museum/Gallery Operations

### Associate in Applied Sciences degree

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

*Course Title* *Course No. Credits*

#### Program Requirement Courses (Select 35 credits)

Introduction to Anthropology .....	ANTHR 100	5
The Africans .....	ANTHR 115	5
Principles of Archaeology .....	ANTHR 205	5
Native American Cultures .....	ANTHR 210*	5
Appreciation of The Visual Arts .....	ART 100	5
Art Basics .....	ART 101	5
Two-dimensional Design .....	ART 102	5
Three-dimensional Design .....	ART 103	5
History of Western Art: Ancient .....	ART 201	5
History of Western Art: Medieval & Renaissance .....	ART 202	5
History of Western Art: Baroque - Modern .....	ART 203	5
Color and Design .....	ART 210*	5
Far East in Modern World .....	HIST 110	5
United States History: 17th, 18th Centuries .....	HIST 241	5
United States History: 19th Century .....	HIST 242	5
United States History: 20th Century .....	HIST 243	5
Russian History .....	HIST 260	5
History of Washington and The Pacific Northwest .....	HIST 264	5
Introduction to Historical Reasoning .....	HIST 290	5

#### Related Instruction Courses (20 credits)

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

#### Business Requirement Courses (20 credits)

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

#### Elective Requirements (Select 15 credits)

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

**Total Degree Credits: 90**

\* Prerequisite required (see course descriptions).

## Network Administrator

See Information Technology, page 66.

## Network Hardware Support

See Information Technology, page 66.

## Nursing Program

**Program Chair: Susan Ford ..... 253.566.5358**

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

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

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

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

## Nursing

### Associate in Applied Sciences degree

*Course Title* *Course No. Credits*

#### First Year

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

#### Second Year

Nursing IV: Caring for the Client with Acute Problems Theory .....	NURS 211*	5
Clinical .....	NURS 212*	5
Nursing V: Caring for the Client with Chronic Problems Theory .....	NURS 221*	5
Clinical .....	NURS 222*	5
Nursing Focus IV: Leadership & Management .....	NURS 241*	2
Nursing Focus V: End of Life .....	NURS 242*	2
Nursing Focus VI: Trends and Issues .....	NURS 243*	2

Nursing Seminar in Care Management (Theory) .....	NURS 231*	1
Nursing Preceptorship: Manager of Care (Clinical) ....	NURS 232*	8
Nursing Prep for Licensure .....	NURS 233	1

### Electives

Advanced IV Therapy Skills (Theory/Lab) .....	NURS 260	1
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### Other Required Courses

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

Inorganic Chemistry .....	CHEM 101* +	5
General Psychology .....	PSYCH 100* +	5
General Microbiology .....	BIOL 201* +	5
Survey of Sociology .....	SOC 110	5
or Principles of Sociocultural Anthropology ..	ANTHR 202	5
Developmental Psychology: Life Span .....	PSYCH 206#	5
Anatomy and Physiology .....	BIOL 220* + 221* + or	
.....	BIOL 240* + 241* + 242*#	10/15
College Freshman Composition .....	ENGL 101* +	5
Speech Communication .....	SPCH 100/101/110/120/130	5
Computer Course		
(see list of approved courses, LS 102 recommended) ...	CU	2

**Non-Nursing Credits: 46-51 Nursing Credits: 72**

**Total Credits: 118**

\* Prerequisite required (see course description).

+ Must be completed prior to submitting application to nursing program.

# Must be completed prior to beginning the Nursing Program but not prior to submitting program application.

Students interested in four-year nursing programs can complete a number of courses at a community college. Students need to consult a nursing advisor at the university at which they expect to complete their education before consultation with a Nursing Program advisor.

### Nursing, LPN to RN Articulation

#### Associate Degree Nurse Articulation Program

This program is designed for students who are Licensed Practical Nurses in the State of Washington. Students who successfully complete one of the practical nurse transition courses (NURS 130 or NURS 210) may enter the third or fourth quarter of the basic nursing program. Graduates are eligible to take the examination for licensing as a registered nurse. Applications are accepted after completion of prerequisites. Admission and program information is available in the Allied Health Office, Bldg. 19, Room 70, or call 253.566.5358.

### Nursing, Part-time Option

This program is designed for students who are unable to attend class as a full-time student. Courses are intended to parallel the full-time program. Students complete theory classes; then the following quarter attend clinical rotation for specific course content. Once admitted into the part-time option, students will attend quarterly without a summer quarter break, until completion of the program. Program completion is approximately twice as long as the full-time program of study.

Graduates are eligible to take the examination for licensing as a registered nurse. Applications are accepted after completion of prerequisites. Admission and program information is available in the Allied Health Office, Bldg. 19, Room 70, or call 253.566.5358. This program is being piloted with students eligible to enter at the third quarter level.

## Office Professional Program

**Program Chair: Dr. Karen Munson, C.P.S. .... 253.566.5333**

The Office Professional Program prepares students for a variety of positions as an administrative assistant, secretary, or other administrative support staff. These positions require a person to be able to organize a variety of tasks, accept responsibility, and work effectively as a team member or individually. English skills, typing, computer applications, and general office procedures are emphasized.

This is a two-year program that leads to an Associate in Applied Sciences degree upon completion of all required courses. To enter the program, students must complete OFFCE 103 with a grade of "C" or higher. Assessed placement at ENGL 90, READ 92, and MATH 86 or higher is required. Call the Program Chair for more information.

### Office Professional

#### Associate in Applied Sciences degree

Course Title	Course No.	Credits
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#### Technical Core Requirements (52 credits)

General Office Procedures .....	OFFCE 100	2
Office Reference Resources .....	OFFCE 101	1
Editing and Proofreading Business Documents .....	OFFCE 105*	2
Typing Speed and Accuracy Development .....	OFFCE 106*	2
Overview of Today's Office .....	OFFCE 127	3
Records and Database Management .....	OFFCE 116	3
Machine Transcription .....	OFFCE 117*	3
Work Internship .....	OFFCE 290*	5
Word Processing: Microsoft (Word) .....	OFFCE 234*	5
Creating Business Publications		
Using Desk-top Publishing .....	OFFCE 231*	3
Word I, Excel I, PowerPoint .....	CU 105	5
Outlook .....	CU 108	2
Introduction to Access .....	CU 110*	2
QuickBooks .....	CU 130*	3
Excel II .....	CU 203*	3
Practical Accounting .....	ACCNT 140	5
Research Methods .....	LS 102	2
Career Readiness Skills .....	BUS 280	1

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**General Core Requirements (40 credits)**

Business Math .....	BUS 110	5
Business Law .....	BUS 200	5
Business Correspondence .....	BUS 225*	5
Leadership and Human Relations .....	BUS 164	5
Business English .....	ENGL 100	5
Fundamentals of Speech Communication or Public Speaking .....	SPCH 100 or 101	5
Elective: .....		10
Choose two of the following (one must be a multi-cultural designated course): BUS 101, GBUS 210, PSYCH 207, foreign language, or online course approved by Program Chair		

**Total Degree Credits: 92**

\*Requires prerequisites or instructor permission. Not all courses are offered each quarter; students need to carefully plan schedules with advisor.

**General Office Assistant Program****One Year Certificate**

This one-year (4-quarter) certificate qualifies a student for an entry-level position as an office assistant. Typical duties might include answering multi-line phones, greeting clients, inputting and editing business documents, using databases, and creating spreadsheets.

Prerequisite: To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or higher. Assessed placement at ENGL 90 and MATH 86 levels (or better) is required for entry into the program.

<i>Course Title</i>	<i>Course No.</i>	<i>Credit</i>
<b>Required Courses</b>		
Business English .....	ENGL 100	5
Word I, Excel I, PowerPoint .....	CU 105	5
Outlook .....	CU 108	2
Records and Database Management .....	OFFCE 116	3
Overview of Today's Office .....	OFFCE 127	3
Business Math .....	BUS 110	5
Editing and Proofreading Business Documents .....	OFFCE 105*	2
Machine Transcription .....	OFFCE 117*	3
Work Internship .....	OFFCE 290*	5
Word Processing: Microsoft (Word) .....	OFFCE 234*	5
Leadership and Human Relations .....	BUS 164	5
Practical Accounting .....	ACCNT 140	5

**Total Certificate Credits: 48**

\*Requires prerequisites or instructor permission.

**Receptionist-Clerk Program****One Quarter Certificate**

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

Students must have completed ENGL 100 with a grade of "C" or higher and must pass a typing test at 35 net words per minute without looking at the keyboard. This test will be administered by the Program Chair. Call 253.566.5333 for more information.

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
General Office Procedures .....	OFFCE 100	2
Typing Speed and Accuracy Development .....	OFFCE 106*	2
Records and Database Management .....	OFFCE 116	3
Word I, Excel I, PowerPoint .....	CU 105	5
Outlook .....	CU 108	2
Individual Study in Business .....	BUS 299*	3

**Total Certificate Credits: 17****Word Processing Program****One Year Certificate**

This one-year (4-quarter) certificate program prepares students for an office career that emphasizes information processing. The program provides current office software applications. Document formatting, proofreading, and transcription are emphasized.

Prerequisite: To enter the program, students must have completed Typing I (OFFCE 103) with a grade of "B" or higher and Overview of Today's Office (OFFCE 127) with a grade of "C" or higher. Assessed placement at ENGL 90, and MATH 86 or higher is required.

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
<b>Required Courses</b>		
Business English .....	ENGL 100	5
Business Math .....	BUS 110	5
Leadership and Human Relations .....	BUS 164	5
Machine Transcription .....	OFFCE 117*	3
Word Processing: Microsoft (Word) .....	OFFCE 234*	5
Editing and Proofreading Business Documents .....	OFFCE 105*	2
Word I, Excel I, PowerPoint .....	CU 105	5
Outlook .....	CU 108	2
Introduction to Access .....	CU 110*	2
Creating Business Publications		
Using Desk-top Publishing .....	OFFCE 231*	3
Business Correspondence .....	BUS 225*	5
Work Internship .....	OFFCE 290*	5

**Total Certificate Credits: 47**

\*Requires prerequisites or instructor permission.

# Paraeducator, Early Childhood Emphasis Program

**Program Coordinator: Mary Skinner ..... 253.566.5010**

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

## Paraeducator Early Childhood Emphasis

### One Year Certificate Program

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
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#### Core Requirements (34 credits)

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

#### General Education Requirement (5 credits)

General Psychology .....	PSYCH 100	5
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**Total Credit required for Certificate: 39**

*Note: EDP 104, 105, & 106 may be substituted for EDP 100, 101, 202 after completion of nine Core Requirement classes.*

## Paraeducator Early Childhood Emphasis

### Associate in Applied Sciences degree

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

#### General Education Requirements (31 credits)

Written Communication Skills (10 credits required)		
College Freshman Composition .....	ENGL 101	5
College Freshman Composition .....	ENGL 102	5
Oral Communication Skills (5 credits required)		
Speech Communication .....	SPCH 100	5

#### Quantitative (5 credits required)

Mathematics: A Practical Art .....	MATH 107	5
Symbolic Logic (MATH 99 Prerequisite) .....	PHIL 120	5

#### Leadership (3-5 credits required)

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

#### Computer Literacy (3 - 5 credits required)

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

#### Elective Requirements (25 credits)

##### Humanities (10 credits required)

Introduction to Humanities .....	HUMAN 100	5
Appreciation of the Visual Arts .....	ART 100	5
Introduction to Music .....	MUS 107	5

##### Social Sciences (10 credits required)

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

##### Natural Science (5 credits required)

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

**Total Degree Credits: 90**

## Paralegal Program

See Administration of Law and Justice, pages 56-57.

## Paramedic Training

See Emergency Medical & Health Services, page 60.

## Pharmacy Technician Program

**Program Chair: Pat Brown ..... 253.566.5179**

This program prepares students for practice as Pharmacy Technicians, working under the supervision of a licensed pharmacist, performing a variety of tasks in both hospital and retail pharmacies. This program is a partnership between Tacoma Community College and St. Joseph Medical Center, and meets eligibility requirements for state certification as a Pharmacy Technician by the Pharmacy Technician Certification Board (PTCB). A separate application is required for admission into the St. Joseph portion of the program. Application must be made no later than July 1 each year, and applicant must have completed all prerequisites by the end of summer. Students interested in the program should call the Allied Health Division at 253.566.5179, to meet with an advisor.

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Two programs are available. Upon completing the first year requirements, the student is eligible to receive a certificate and is prepared for employment as a Pharmacy Technician. Completion of the two-year program qualifies students to receive the Associate in Applied Sciences degree. The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), a specialized accrediting board recognized by the Council for Higher Education Accreditation and/or the US Department of Education.

## Pharmacy Technician Program

### One year certificate

The graduate of the Pharmacy Technician Certificate or Associate in Applied Sciences degree must successfully complete the following courses with a grade of "C" or higher.

Course Title	Course No.	Credits
<b>Prerequisites</b>		
<i>Prerequisites: The following courses must be completed with a grade of "C" or higher, before entering the Pharmacy Technician Program.</i>		
Medical Terminology I .....	HT 130	3
Business English or English Composition .....	ENGL 100 or 101	5
Leadership and Human Relations .....	BUS 164	5
Word I, Excel I, PowerPoint .....	CU 105	5
MATH 99 or higher .....	MATH 99 or 100's	5
Medical Terminology II .....	HT 131	5

### First Quarter (Clinical Program at St. Joseph)\*\* (Fall)

Pharmacy Technology and Practice I .....	PHARM 110*	8
Drug Orientation and Pharmacology I .....	PHARM 120*	8
Pharmacy Calculations .....	PHARM 130*	2

### Second Quarter (Clinical Program at St. Joseph)\*\* (Winter)

Pharmacy Technology and Practice II .....	PHARM 111*	7
Drug Orientation and Pharmacology II .....	PHARM 121*	3
Pharmacy Technician Practicum I .....	PHARM 140*	4

### Third Quarter (Clinical Program at St. Joseph)\*\* (Spring)

Pharmacy Technology and Practice III .....	PHARM 112*	1
Pharmacy Technician Practicum II .....	PHARM 141*	12

**Total Credits: 73**

\*\* Students must be formally accepted into the clinical program by St. Joseph faculty to enter these classes.

## Pharmacy Technician

### Associate in Applied Sciences degree

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

### Required Core Courses (20 Credits)

Intro to Chemistry		
or Intro to Biology .....	CHEM 100** or BIOL 100**	5
Business Correspondence .....	BUS 225*	5
Fundamentals of Speech or Public Speech		
Communication .....	SPCH 100 or SPCH 101	5

## Elective Courses (10 Credits)

Survey of Sociology		
or General Psychology .....	SOC 110 or PSYCH 100	5
Intro to Humanities or		
other Humanities Distribution .....	HUMAN 100	5
Principles of Management .....	BUS 163	5
Health Care Delivery Systems .....	HT 110	5
Legal Concepts for the Health Field .....	HT 225	3

**Total Associate Degree Credits: 101**

\* Requires prerequisites or instructor permission.

\*\* Students may substitute higher level chemistry, biology or math courses to meet requirements.

\*\*\* Students may choose 10 credits from any combination of courses listed as electives.

## Radiologic Sciences Program

**Program Chair: Michael A. Mixdorf ..... 253.566.5113**

The Radiologic Technology Program leads to an Associate in Applied Sciences degree and a certificate of completion. The program is twenty-four calendar months in duration. Upon successful completion of required courses in radiologic sciences, the associate degree requirements and clinical education courses, the student is eligible to apply to take the national certification examination administered by The American Registry of Radiologic Technologists. A separate application to the Radiologic Technology program is required and may be obtained at the Allied Health Office in Bldg. 19, Room 70.

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

## Radiologic Sciences

### Associate in Applied Sciences degree

Course Title	Course No.	Credits
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### First Quarter (Fall)

Radiologic Sciences Orientation .....	RS 100	3
Fundamentals of Radiologic Science & Health Care .....	RS 101*	4
Radiographic Positioning I .....	RS 140*	5
Radiographic Film Critique and Technique I .....	RS 150*	1
Intro to Fundamentals of Patient Care .....	RS 170*	5

### Second Quarter (Winter)

Radiation Physics I .....	RS 108*	5
Clinical Education I .....	RS 120*	5
Radiographic Positioning II .....	RS 141*	5
Radiographic Film Critique and Technique II .....	RS 151*	1

### Third Quarter (Spring)

Radiation Physics II .....	RS 109*	5
Clinical Education II .....	RS 121*	5
Radiographic Positioning III .....	RS 142*	5
Radiographic Film Critique and Technique III .....	RS 152*	1
Student Leadership Seminar .....	RS 175*	1

### Fourth Quarter (Summer)

Clinical Education III .....	RS 122*	10
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### Fifth Quarter (Fall)

Pharmacology IV: Therapy .....	RS 216*	3
Clinical Education IV .....	RS 225*	7
Radiographic Positioning IV .....	RS 243*	4

### Sixth Quarter (Winter)

Radiographic Pathology .....	RS 214*	3
Clinical Education V .....	RS 226*	7
Leadership and Management .....	RS 233	1
Radiographic Positioning V .....	RS 244*	3

### Seventh Quarter (Spring)

Advanced Healthcare Organization .....	RS 250*	4
Clinical Education VI .....	RS 227*	7
Advanced Imaging Modalities .....	RS 255*	1
Student Leadership Seminar .....	RS 275*	1

### Eighth Quarter (Summer)

Clinical Education VII .....	RS 228*	10
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**Total Degree Credits: 111**

\* Prerequisite required (see course descriptions).

### Prerequisites

The following courses must be completed before entering the Radiologic Sciences program.

Medical Terminology .....	HT 130	3
Anatomy and Physiology .....	BIOL 220/221	5/5
Introduction to Chemistry .....	CHEM 100	5
Intermediate Algebra .....	MATH 99	5
College Freshman Composition .....	ENGL 101	5
Fundamentals of Speech Communication or Public Speech Communications .....	SPCH 100, 101, 104 or 120	5
Word of other approved CU course .....	CU 102	2

**Transfer information:** upon completion of the TCC Radiologic Technology program and successful writing of the national examination, students may apply to be accepted at the following baccalaureate programs: Boise State University, Idaho State University, Weber State University, Ogden, Utah, Midwestern State University, Wichita Falls, Texas. This list is not inclusive of all Bachelor degree programs in the radiologic sciences.

## Computed Tomography

The Computed Tomography (CT) 11-credit certificate program is for students who are registered ARRT technologists who seek academic preparation for the national certifying examination for American Registry of Radiologic Technologists in CT.

### Computed Tomography Certificate Program

*Course Title* *Course No. Credits*

#### First Quarter

Cross Sectional Anatomy & Pathology .....	MI 200	3
Computerized Imaging .....	MI 205	1

#### Second Quarter

CT Physics & Instrumentation .....	CT 210	2
CT Imaging Procedures .....	CT 220	3
CT Registry Review .....	CT 230	1

**Total Certificate Credits: 10**

## Magnetic Resonance Imaging

The Magnetic Resonance Imaging (MRI) Certificate Program is for students who are registered ARRT technologists who seek academic preparation for the national certifying examination for American Registry of Radiologic Technologists in MRI.

### Magnetic Resonance Imaging Certificate Program

*Course Title* *Course No. Credits*

#### First Quarter

Cross Sectional Anatomy & Pathology .....	MI 200	3
Computerized Imaging .....	MI 205	1

#### Second Quarter

Principles of MR Image Formation (MR PHYSICS) .....	MR 210	3
MR Imaging Procedures .....	MR 220	3

#### Third Quarter

MR Image Acquisition & Processing .....	MR 230	3
MR Registry Review .....	MR 240	1

**Total Certificate Credits: 14**

## Receptionist Clerk

See Office Professional Program, page 71.

## Respiratory Therapy Program

**Program Chair: Jan Coad** ..... **253.566.5113**

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

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The sequential daytime program at Tacoma Community College prepares the student for a career as a Respiratory Therapist. Upon satisfactory completion of the eight quarters of instruction, the student is awarded an Associate in Applied Sciences degree and is eligible to take the entry level (Certification) and advanced practitioner (Registry) examinations administered by the National Board for Respiratory Care. If the student passes the exam, he/she becomes a Certified or Registered Respiratory Therapist. The graduate is then eligible to become licensed to practice in the state of Washington.

The program begins each summer quarter with applications due by April 1 of each year. MATH 90 must be completed or students must test into MATH 99. Additionally, students must place into college-level English. Students are encouraged to take any/all of the support courses before being accepted into the Respiratory Therapy Program. They include: HT 130; HT 170; PSYCH 100 or above; BIOL 118 or above; MATH 99; SPCH 100; and ENGL 101 or above.

## Respiratory Therapy

### Associate in Applied Sciences degree

<i>Course Title</i>	<i>Course No.</i>	<i>Credits</i>
<b>First Quarter - Summer (18 credits)</b>		
Survey of Chemistry, Microbiology & Physics**	RC 188*	5
Anatomy and Physiology**	BIOL 118*	5
Fundamentals of Patient Care**	HT 170*	5
Medical Terminology**	HT 130*	3
<b>Second Quarter - Fall (15 credits)</b>		
Cardiopulmonary A&P and Pathophysiology***	RC 160	4
Respiratory Therapy Equipment I	RC 170	3
Respiratory Therapy Clinical I	RC 180	8
<b>Third Quarter - Winter (17 credits)</b>		
Arterial Blood Gases***	RC 161	3
Respiratory Therapy Equipment II	RC 171	3
Respiratory Therapy Clinical Training II	RC 181	8
Respiratory Therapy Pharmacology	RC 191	2
<b>Fourth Quarter - Spring (18 credits)</b>		
Advanced Pathophysiology	RC 162	3
Respiratory Therapy Equipment III	RC 172	3
Respiratory Therapy Clinical III	RC 182	8
Pulmonary Functions	RC 163	3
<b>Fifth Quarter - Summer (13 credits)</b>		
Fundamentals of Speech Communication	SPCH 100	5
Advanced Mechanical Ventilation	RC 192	2
Respiratory Therapy Clinical IV	RC 183	6
<b>Sixth Quarter - Fall (14 credits)</b>		
English	ENGL 101*	5
Advanced Assessment & Diagnosis	RC 240	3
Specialty Clinical Rotation	RC 280	4
Ethics & Professionalism in Respiratory Care	RC 290	2

## Seventh Quarter - Winter (14 credits)

Psychology	PSYCH 100	5
Respiratory Pathophysiology Case	RC 251	2
Pediatric and Neonatal Respiratory Care	RC 261	4
Advanced Critical Care Clinical Rotation	RC 281	3

## Eighth Quarter - Spring (11 credits)

Review of Application of Respiratory Care	RC 262	4
Pulmonary Rehabilitation, Home Care &	RC 272	3
Neonatal Clinical Rotation	RC 282	2
Specialty Clinical Rotation II	RC 2832	

**Total Degree Credits: 120**

## Additional Required Support Courses

Using Computers	IT or CU	1-5
Individual Study	RC 299	1-5

**Total Program Credits: 120-125**

## Web Developer

See Information Technology, page 64.

## Web Graphics

See Information Technology, page 64.

## Word Processing

See Office Professional Program, page 71.

## Worker Retraining Programs

The Worker Retraining Program at TCC is designed to assist the unemployed in training for new and interesting careers. Financial Aid and job search assistance are available for those who qualify. Eligible students can retrain in any one of TCC's professional/technical programs, including:

### Allied Health

Emergency Medical Technician, Health Information Technology, Health Information Coding, Medical Billing Specialist, Medical Secretary, Medical Transcriptionist, Nursing, Paramedic, Pharmacy Technician, Radiologic Technology, and Respiratory Therapy.

### Business

Automated Accounting Applications, Bookkeeping, Business Administration & Management, Business Management & Organizational Leadership, Entrepreneurs Succeed, Global Business, Management, and Museum/Gallery Specialist.

### Information Technology

Computer Application Developer, Electronics/Wireless Engineering & Security, Network Administrator, Network Hardware Support, Web Developer, and Web Graphics.

## Administration of Law and Justice

Administration of Law & Justice, Paralegal, and Reserve Police Officer.

## Office Occupations

Accounting Office Associate, Assistant Bookkeeping Clerk, Computer User Specialist, Office Professional, General Office Assistant, Receptionist/Clerk, and Word Processing.

## Human Services Worker

Case Aide and Human Services.

## Paraeducator, Early Childhood Specialist

Individualized Training Plans are available for students who wish to develop individualized education plans to achieve specific marketable skills. For more information please contact the Worker Retraining office at 253.566.5188.

## WorkFirst Program

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

WorkFirst offers screening for learning disabilities, and training in basic skills. WorkFirst offers individualized training programs as well as a variety of customized job service training programs.

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

## Continuing Professional Education Programs

Continuing Professional Education programs meet the ongoing educational needs of people in a range of occupations and businesses. College credits, clock hours, or continuing education units (CEU's) necessary for certification, licensing and renewals are offered in areas listed below. Many classes may be contracted for delivery on-site for individual businesses, agencies, and associations. In addition, customized courses can be developed.

### ACLS (Advanced Cardiac Life Support)

A two-day, 16-hour course to certify or re-certify professionals in the practice of ACLS, as defined by the American Heart Association. RN, MD, Paramedic status, or instructor permission is required.

### Adult Family Home Certification

The 28-hour Fundamentals of Caregiving course is offered for Adult Family Home Caregivers to meet the requirements of the State Department of Licensing.

## Adult Family Home Continuing Education

AFH caregivers are required to complete ten hours of continuing education credits per calendar year. A wide variety of courses are offered to encourage the quality of care and foster professional excellence.

## AIDS Education

AIDS education workshops meet the 7-hour State requirement for health care professionals. There is also a 7-hour self-instructional video with take-home exam available for check-out.

## Building Codes

This certificate program includes Introduction to the Building Code, Building Inspector, Mechanical Codes, and Non-Structural Plan Review. Classes prepare students to take the certification exams offered by the International Conference of Building Officials and to enhance knowledge of the industry for professional advancement.

## Bloodborne Pathogens

This review of major bloodborne pathogens including HIV/AIDS and Hepatitis B and C meets OSHA and WISHA criteria for annual review for occupations such as healthcare, teaching professions, childcare providers and Adult Family or Group Home providers.

## Certificate in Gerontology

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

## Certified Nursing Assistant

The Nursing Assistant program is designed to prepare students to work as nursing assistants in convalescent centers and hospitals. The one-quarter program includes classroom training and clinical experience. Upon satisfactory completion of the program, students can apply for Washington Certification as Nursing Assistants by examination. Prerequisite: Must meet eligibility requirements for state certification.

## Certified Public Accountant

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

## CME for Licensed Massage Practitioners

Courses in this program are offered to enhance the profession of massage and bodywork therapy and satisfy requirements for 16 continuing education credits every two years for massage practitioners. Topics include aromatic hot stone, Thai massage, hara shiatsu, nutrition, ethics, reflexology, cranial sacral, integrative fascial release, high touch jin shin, as well as massage in the treatment of cancer, chronic back pain, multiple sclerosis, frozen shoulder, geriatric patients, stroke rehabilitation, headache, and more.





## Computer Classes

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

## CPR/First Aid

This state-approved 8-hour course meets Labor and Industry requirements in both CPR and First Aid. TCC also offers CPR for Healthcare Providers, approved for 4.2 contact hours by the Washington State Nurses Association. Re-certification in CPR for Healthcare Providers is also available.

## Flagger Training

One-day training seminars in flagging, safety and traffic control are offered monthly. Three-year certification cards valid in Washington, Oregon, Montana, and Idaho are awarded upon successful completion.

## Herbalist, Professional Certificate

This nine-month program is offered in three modules and includes clinical and practical applications of herbal preparations and materia medica for Chinese, Ayurvedic and Western herbs. Students receive a certificate of completion.

## Home Inspection

The training program consists of ten courses: Structure, Exterior, Roofing, Plumbing, Electrical, Heating I and II, Air Conditioning, and Heat Pumps, Insulation and Interiors and a Communication/Professional Practice. Emphasis is on practical knowledge of the performance of the systems and components of a house - not on theory.

## Hypnosis/Hypnotherapy

Beginning-level classes are designed for those interested in hypnosis/self-hypnosis for personal growth or those pursuing a professional interest in hypnosis. Intermediate and advanced courses meet the requirements for certification as a master hypnotist and hypnotherapist.

## Mental Health Specialty Training

Course provides training to meet the special needs of the mentally ill older adult. Meets the 20-hour training requirement for manager and staff at Adult Family or Boarding Homes serving clients with mental health problems.

## Mortgage Brokerage and Lending

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

## Paraeducator

Designed to train participants to be successfully employed in a variety of educational settings. Enrollment is open to currently employed paraeducators and individuals who wish to prepare for employment in the field.

## Payroll Professional

The Payroll Professional Learning Series covers critical skills as defined by the American Payroll Association. Courses are appropriate for those entering the payroll field, preparing for the Certified Payroll Professional (CPP) Certification Examination, for continuing professional development, and/or re-certification credit hours to maintain the CPP credential.

## Real Estate

TCC offers courses for Realtors and Appraisers including salesperson pre-licensing, Real Estate Appraising, Investment and Law. Classes are offered for college credit and are approved for license renewal, salesperson pre-exam requirements and courses required in appraising. Real Estate courses are approved by the Washington State Department of Licensing for clock hour credits toward certification in Real Estate.

## Survival Spanish

Courses in survival and emergency Spanish commands are available for Emergency Responders. A ground-breaking approach to occupational Spanish meets the real-world needs of professionals in many fields such as paramedics, EMTs, Firefighters, Law Enforcement, Library Staff, Probation Officers, Teachers, Court employees, Bank personnel, Construction, and more.

## Teacher Education

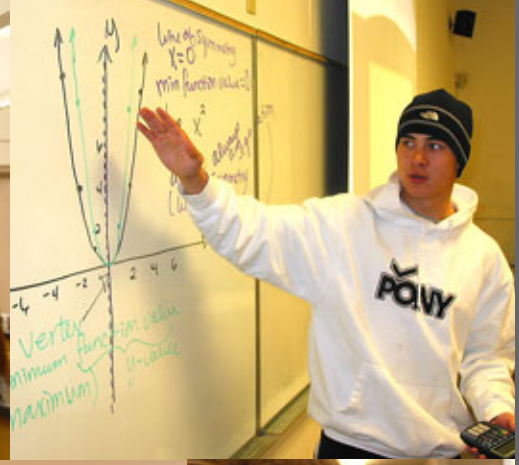
Designed for professional educators and trainers, classes cover instructional methods, planning and organization, learning disabilities, and other current trends in educational effectiveness. Approved for continuing education units and clock hour credits.

## Trainer National Certification

Courses available for national certification as a Personal Trainer, Senior Fitness Trainer and Group Aerobics Trainer. Includes theory, practical skills and examination.

## Writing for Professionals

Classes cover basic tools for technical writing, grant proposals for submission to public or private funding sources, travel writing, honing writing skills to increase business, and more.



On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter of 2003-2004 and 2004-2005 will be announced in the class schedules, which are published quarterly.

Courses numbered 1-99 are sub-college-level courses designed to develop skills needed for college work and vocational courses. Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences and Associate of Science as well as the Associate in Applied Sciences, the Associate in Technical Arts and Associate in General Studies degrees conferred by Tacoma Community College. These courses are normally accepted for transfer by four-year colleges and universities in Washington State when they are part of an Associate in Arts and Sciences or Associate of Science degrees. Students who transfer without one of the approved transfer degrees should not take for granted the transferability of all 100-level classes since some of them are vocational courses and apply toward the Applied Sciences and Technical Arts degrees only.

Courses numbered 299 are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chair of the division in which the course is offered. Credit granted for courses numbered 299 varies with the individual project.

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

Courses at TCC are organized into institutional divisions or categories, each including a related group of subjects. (Subject areas and course descriptions in this section of the catalog are listed in alphabetical order for the convenience of readers.)

Students wishing to learn more about certain courses are urged to talk about those courses with the chair of the division or department through which those courses are offered.

The divisions and subject groupings are as follows:

## Arts, Humanities & Social Sciences

Marlene Bosanko

- American Ethnic and Gender Studies
- American Sign Language
- Art
- Communication Skills/Critical Thinking
- Coordinated Studies
- Drama
- Education
- English Composition
- English Literature
- TCC Bridge Program
- French
- German
- History
- Humanities
- Japanese
- Journalism
- Library Sciences
- Museum/Gallery Operations
- Music
- Pacific Rim Studies
- Philosophy
- Political Science
- Reading
- Spanish
- Speech
- Study Skills

## Health, Justice & Human Services

Pat Brown

- Administration of Law and Justice
- Computed Tomography
- Diagnostic Medical Sonography
- Emergency Medical and Health Services
- Health Information Technology
- Health Information Coding
- Human Services
- Magnetic Resonance Imaging
- Medical Billing Specialist
- Nursing, Associate Degree
- Pharmacy Technician
- Physical Education
- Radiologic Sciences
- Respiratory Therapy

## Mathematics and Science

Mike Flodin

- Anthropology
- Astronomy
- Biology
- Botany
- Chemistry
- Computer Science
- Ecology
- Engineering
- Environmental Science
- Geography
- Geology
- Mathematics
- Oceanography
- Physical Science

- Physics
- Psychology
- Sociology

## Business Division, Continuing Education

M. Wayne Williams

### Business and Technology

Jeanette Lunceford

- Accounting (Academic)
- Accounting Office Associate
- Assistant Bookkeeping Clerk
- Automated Accounting Applications (Occupational)
- Bookkeeping Systems
- Business (Academic)
- Business Administration and Management
- Business Management and Organizational Leadership
- Computer User
- Economics
- Electronics/Wireless Engineering and Security
- General Office Assistant
- Global Business
- Information Technology
  - Computer Application Developer
  - Network Administrator
  - Network Hardware Support
  - Web Developer
  - Web Graphics
- Office Professional
- Word Processing
- Receptionist Clerk

**Center for Personal Enrichment**

Susan Cristao

- Computer Training
- Dance
- Home and Garden
- Language & Culture
- Health & Wellness
- Recreation & Sports
- Writing
- Youth Academic Enhancement

**Continuing Professional Education**

Linda Finkas

- ACLS
- Adult Family Home (Certification & CE)
- Alcohol Server and Mixologist Permits
- AIDS Education
- Aromatherapy Certificate
- Building Codes
- Business & Industry
- Certified Nursing Assistant
- Certified Public Accountant CE
- Chemical Dependency Counselors CE
- Child Care Provider CE
- CME for Licensed Massage Practitioners
- CPR/First Aid
- Flagger Training
- Herbalist, Professional Certificate
- Hypnosis/Hypnotherapy
- Kinesionics
- Mortgage Loan Processing
- Nursing Home Administrators CE
- Payroll Professional (CE & CPP Prep)
- Physical Therapists CE
- Professional Writing Classes
- Real Estate
- Spa Treatments
- Spanish for Professionals
- Teachers, Clock Hours
- Writing for Professionals

**Contract Training**

Linda Washburn

- Interpersonal Skill Training
- Customized Training
- Sexual Harassment
- Diversity
- Team Building
- Communication Skills
- Customized Computer Training
- Leadership
- Occupational Spanish
- and more ...

**TCC Downtown**

Steven Ellis

- Business and Industry Resource Center
- Business Lab
- Computer Lab
- Contract Training
- Credit Classes for Associate in Arts and Sciences Degree
- Entrepreneurs Succeed Program
- Management Certificate
- Project Management
- Small Business Development Center (SBDC)
- Small Business Management and Development
- Teleconferencing

**Information Technology Certification Center at the Tacoma Mall**

Rich Costanzo

- A+ Certification
- Certified Internet Webmaster
- Certified Wireless Network Administrator
- CISCO Certification
- MCDBA Certification
- MCSA Certification
- MCSE Certification
- Network+ Certification

**Gig Harbor Peninsula College Center**

Becky Morgan

- Academic Transfer Classes
- All Classes for Associate in Arts and Science Degree
- A+ Certification Program
- Business Lab
- Computer Lab
- Health Technology Lab
- Lifelong Education Program
- Adult Literacy Program
- Math Lab
- Medical Secretary
- Medical Transcription
- Microsoft Certified Systems Engineer
- Office Computer User Specialist Program

**ParaEducator, Early Childhood Emphasis**

Mary Skinner

**Learning Resources, Adult Basic Education, English as a Second Language and Distance Learning**

Yoswa Gwalamubisi

- Adult Basic Education
- ABE – English as a Second Language
- Citizenship
- College Preparatory Courses
- English as a Second Language
- General Education Development (GED)
- High School Completion Courses
- Distance Learning

**Workforce Education**

Paula Norby

- Professional/Technical Programs
- Worker Retraining
- WorkFirst

**Student Services**

Trish Geringer

- Education
- Human Development



## Please Note:

A special notation is used in parentheses next to the course number. This notation specifies the quarter during the year in which this course is usually offered.

Example: ACCNT 145 (Sp)

F = Fall    W = Winter    Sp = Spring    Su = Summer

If there is no notation, this information was not known at the time of catalog publication.

For current course offerings, check the quarterly class schedule or consult the appropriate division administrator.

Class availability is dependent on adequate enrollment.

## Accounting

ACCNT 140 (F, W, Sp, Su)

### Practical Accounting I (5)

Introduces students to basic accounting concepts and procedures, emphasizing sole proprietor businesses. Topics include analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.  
*Recommended: Concurrent or prior enrollment in CU 103 or CU 105.*

ACCNT 141 (W)

### Practical Accounting II (5)

A continuation of financial accounting topics, including an introduction to accounting for partnerships and corporations. Students will be encouraged to complete assignments using the computer.  
*Prerequisite: ACCNT 140 or equivalent with a grade of "C" or higher.*

ACCNT 142 (Sp)

### Practical Managerial Accounting (5)

Covers accounting information required by management. Includes an introduction to job and process costing, budgeting, statement analysis and management decision-making. Students will be encouraged to complete assignments using the computer.  
*Prerequisite: ACCNT 140 and ACCNT 141 or equivalent with a grade of "C" or higher.*

ACCNT 145 (Sp)

### Payroll and Business Taxes (5)

Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.  
*Prerequisite: ACCNT 140, ACCNT 210 or instructor permission.*

ACCNT 150

### Accounting for Decision Makers (5)

An accounting class from the user's perspective, this class will review the accounting cycle, with some attention directed toward procedures and techniques. The major emphasis is on the content of accounting reports, and the interpretation and possible uses of this information.  
*Prerequisite: ACCNT 140 or ACCNT 210 (BUS 101 and BUS 110 recommended).*

ACCNT 210 (F, W, Sp, Su)

### Accounting Principles - Financial (5)

Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of owner's equity.

ACCNT 220 (F, W, Sp)

### Accounting Principles - Financial (5)

Continuation of ACCNT 210. Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity and consolidated statements. Re-emphasizes the preparation of the Statement of Cash Flows. Introduction to methods used to interpret financial statements.  
*Prerequisite: ACCNT 210 with a "C" or higher.*

ACCNT 230 (F, W, Sp, Su)

### Accounting Principles: Managerial (5)

Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine product costs of a manufacturing business and the methods employed to control costs, such as the use of the standard cost system.  
*Prerequisite: ACCNT 210 with a "C" or higher.*

ACCNT 240 (F)

### Computer Applications in Accounting I (5)

An introduction to automated accounting methods using microcomputers. Integrated software packages will be utilized to examine the complete accounting cycle. Includes analysis, demonstration and hands-on experience using general ledger, accounts payable and accounts receivable modules.  
*Prerequisite: CU 102 and 103 or CU 105; ACCNT 141 or ACCNT 220 with a grade of "C" or higher.*

ACCNT 241 (W)

### Computer Applications in Accounting II (5)

An examination of computer applications implemented on microcomputers. Includes analysis, demonstration and hands-on experience with at least one computerized accounting system using the college's computers. These systems will integrate general ledger, accounts payable and payroll applications.  
*Prerequisite: ACCNT 240 with a grade of "C" or higher*

ACCNT 250 (W)

### Federal Income Tax (5)

Federal income tax for the layman, accounting student, working accountant/bookkeeper and small business owner, with special emphasis on tax issues affecting individuals.

ACCNT 290 (F, W, Sp)

### Work Internship (5)

During one quarter of the sophomore year, students may receive college credits for hands-on accounting work experience and training in a private or public sector organization.  
*Prerequisite: Program Chair permission.*

# Automated Accounting Applications

See page 54 for program requirements.

# Administration of Law and Justice

## ADJ 100 (F, W, Sp, Su) Introduction to Administration of Justice (5)

History and evolution of the police profession; ethics and professionalization; the correlation between the police, the courts and corrections in the criminal justice system; court organization procedures and functions; survey of professional career opportunities and qualifications required; overview of current police practices.

## ADJ 101 (F, W) Criminal Law (5)

Introduction to statutory law covering crimes against persons and property. Washington State law is emphasized regarding history of laws, common, and statutory law. Laws of arrest, act and intent, parties to crime, divisions of crime, principles and accessories, and penalties are covered. Course specific scenarios will be analyzed.

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

## ADJ 102 (Sp) Criminal Procedure and Evidence (5)

Discover kinds and rules of evidence, conclusions, opinions, and expert witness testimony. Discussion of Exclusionary Rule as it pertains to rules of search and seizure, criminal procedure, due process and Constitutional guarantees. Specific scenarios will be analyzed to ensure understanding of procedural due process as well as judicial due process.

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

## ADJ 103 (W) Community Policing (2)

This course examines police/community relationships. Focus is on the most current models of community policing, including the community-oriented, strategic-oriented, neighborhood-oriented, and problem-oriented

policing. Future trends of community-oriented policing will be presented and analyzed. This course is recommended to be taken in conjunction with ADJ 105 (Ethical Issues in Law Enforcement).

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

## ADJ 104(F) Power, Multiculturalism, and the Law (5)

This course examines personal biases and prejudices and explores the richness of the diverse communities in Western Washington. Consequences of discrimination when power is focused through the lens of prejudice are discussed. Issues are examined both from the law enforcement and community perspectives.

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

## ADJ 105 Ethical Issues in Law Enforcement (3)

A seminar type course where intensive scenario-based workshops examine some of the most important ethical issues facing law enforcement. Topics within the police subculture and the dynamics of informal power are discussed. Recommended to be taken in conjunction with ADJ 103 (Community Policing).

## ADJ 107 (F) Juvenile Justice System (5)

In-depth examination of the magnitude of the juvenile delinquency problem, reviews of theories and philosophies that guide and direct our enforcement agencies, juvenile courts, juvenile corrections and treatment programs.

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

## ADJ 140 (F) Introduction to Corrections (5)

An overview of corrections in the United States with special emphasis on: prisons, jails, case law, changing philosophy of punishment and future developments in penology. A field trip will highlight the course.

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

## ADJ 150 Paralegal Fundamentals and Ethics (5)

Students will be introduced to the varied and rewarding responsibilities of a paralegal. Topics will cover careers in the

legal community, paralegal organizations, ethics and professional responsibility, paralegal skills, sources of American law, specific areas of law, and preparation for the internship.

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

## ADJ 151 Legal Research and Writing I (5)

An introduction to developing simple, yet effective methods of conducting legal research by using general and legal reference material. Students will participate in a series of exercises that include finding regulations, statutes, and case decisions in books and through computer-assisted legal research; identifying legal problems; shepardizing cases; researching legal encyclopedias, digests, reporters, and annotated codes. Primary, secondary, mandatory, and persuasive authority will be covered. Students will learn how to brief cases and prepare legal memoranda with emphasis on using reference material for Washington State. (writing intensive)

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

## ADJ 152 Introduction to Civil Law (5)

This course is designed to introduce the student to the foundations of civil law that include substantive and procedural issues, jurisdiction, the law of contracts, property law, family law, torts and personal injury, products liability, business law, estates and probate, and the legal profession. Classroom activities will include case analysis, the examination and assessment of legal documents, the examination of the Washington Uniform Commercial Code Title 62A, and relevant class projects pertaining to these areas. (writing intensive)

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

## ADJ 153 Civil Procedure (5)

Students will be introduced to procedural requirements in the litigation process with an emphasis on skills and knowledge essential to the paralegal. Statutes and court rules will be examined as well as legal pleadings and documents for filing a lawsuit, discovery, pretrial motions, negotiation and pretrial conferences, the trial, and appeals.

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





**ADJ 154****Law Office Management (5)**

The organization and management of law offices is a critical function of the paralegal/legal assistant. The office environment as it pertains to support personnel, fee structure, standard operating procedures, office automation and computerization, communications and legal software, will be covered.

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

**ADJ 155****Health/Dealing With Stress (1)**

This is a self-paced, independent study course that covers the basics of maintaining physical and mental health while coping with stress.

**ADJ 179 (F, W, Sp)****Special Topics (2)**

Various short courses, seminars, or special topics will be covered. Topics will be offered based on need and interest to students.

Areas covered may include investigations, crime analysis, legal trends, cultural diversity issues, criminal case analysis, or correctional program evaluation. Credit awarded is contingent upon the length of the course. Students may only apply two sections of these courses toward a degree.

*Prerequisites: Assessment at college-level English and reading.*

**ADJ 200****Criminal Investigation (5)**

This course is designed to introduce students to preliminary investigation techniques by patrol officers; collection preservation, identification, recording of evidence, crime scene recording, and interviewing and interrogation techniques. Special emphasis is placed on investigating crimes against persons; i.e. assault, homicide, and sex crimes.

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

**ADJ 201****Forensics (5)**

Advanced course in the collection of physical evidence. Course focuses on proper evidence collection techniques, methods of analysis, and the legal admissibility of evidence. A close look at the exclusionary rule as it applies to procedural due process of physical evidence will be analyzed.

*Prerequisites: Assessment at college-level English and reading.*

**ADJ 202****Police Leadership (5)**

Police leadership is a learned trait. Leadership skills will be presented via interacting and engaging with commissioned police officers. Ethnic-based leadership, "General X" perceptions of leadership, and examples of ineffective leadership traits will be covered. This course will also examine collaborative leadership and involve students in leadership crisis and solution.

*Prerequisites: Assessment at college-level English and reading.*

**ADJ 204****Juvenile Delinquency in America (3)**

This course is designed to offer students an opportunity to grasp and understand definitions and perceptions applicable to the juvenile justice system in current America and study interesting and current themes in juvenile delinquency through a self-paced, independent study format. It is ideal for those students who wish to engage in a meaningful and challenging course with the added benefit of working outside the classroom setting at their own pace.

**ADJ 205 (F, W, Sp, Su)****Crime and Justice in America (3)**

An opportunity for students to study interesting and current issues in the criminal justice field through a self-paced, independent study format. Ideal for students who live considerable distances from campus or cannot visit the campus on a regular basis because of work, transportation, or conflicting schedules.

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

**ADJ 207, 208 (F, W, Sp, Su)****Law Enforcement/Criminal Justice Internship I, II (5, 5)**

The internship program offers students the opportunity to gain valuable experience in the justice field. State and local agencies as well as private institutions and law offices or municipal courts can serve as a field placement. Students must obtain the Program Chair's approval.

**ADJ 209****De-escalation Techniques (2)**

This course focuses on the development of necessary verbal skills to de-escalate hostile encounters by working with an experienced negotiator. Scenarios used are based on typical law enforcement situations; however, the acquired skills would benefit anyone who needs to diffuse hostility. Recommended to be taken concurrently with ADJ 212 (Law Enforcement Communication Skills).

*Prerequisites: Assessment at college-level English and reading.*

**AJD 211****Police in America (5)**

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

**ADJ 212****Law Enforcement Communication Skills (3)**

This is an advanced course in analyzing and properly documenting potentially useful confessional/verbal evidence. Students will practice observation, interviewing and report writing skills. Recommended to be taken concurrently with ADJ 203 (De-Escalation Techniques).

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

**ADJ 213 (Sp)****Prevention and Control of Delinquency (5)**

Survey of juvenile justice programs will include the history of juvenile delinquency, its social context, the youthful subculture, institutional responses and public policy. Emphasis will be on an analysis of delinquency programs - their successes and failures. Discussion of current police tactics also will be covered. Several exercises will be used in class.

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

ADJ 220

**Litigation (3)**

This class emphasizes the civil rules of procedure for the State of Washington and the local civil rules for Pierce County. The curriculum moves logically through the litigation process covering discovery, trial preparation, and post-trial relief.

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

ADJ 221

**Family Law (3)**

The Family Law course provides a basic understanding of the procedures for dissolution (divorce), child custody, child support actions, third party custody, and paternity issues. Students will become familiar with Washington State statutes and state and local court rules concerning marriage and divorce procedures, child support, and related issues. Students will learn the proper pleadings and the court rules for each type of case, from the standpoint of representing both the petitioner and the respondent.

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

ADJ 222

**Probate/Estate Planning (3)**

Estate planning involves the financial and healthcare arrangements that are made during a person's lifetime as well as the preparation for transfer of that person's assets at death. Probate is the process of proving the validity of a will and ensuring that the instructions in a valid will are carried out. Students will develop knowledge and skills for the drafting of wills and trusts and for the procedural requirements of the probate process.

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

ADJ 223

**Alternative Dispute Resolution (ADR) (3)**

Alternative Dispute Resolution is a method of resolving disputes before they go to trial. Negotiation, mediation and arbitration are forms of ADR. Paralegals may qualify as mediators and directly assist parties in reaching an agreement. Other paralegals will assist attorneys in this fast growing method of settling disputes. Students will become familiar with the ADR laws in Washington State.

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

ADJ 224

**Real Estate Law (3)**

An introduction to law and legal systems as related to real estate transactions. Major topics include forms of ownership; title, transfers and insurance; fraud, deceit and misrepresentation; contract law and documents; real estate security documents; and duties and liabilities of licensees.

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

ADJ 225

**Bankruptcy Law (3)**

Bankruptcy law is federal law with the proceedings taking place in the federal court system. Students will learn about the various types of relief for both individuals and businesses. They will gain knowledge and skills necessary for interviewing the debtor, reviewing creditors' claims, and preparing the documents for submission to the bankruptcy court.

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

ADJ 226

**Administrative Law (3)**

Administrative law consists of the rules, orders, and decisions of administrative agencies at all levels of government. Students will learn how to research and analyze agency regulations to assist clients in their business activities, clients pursuing a claim against an employer, or clients seeking government benefits.

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

ADJ 227

**Environmental Law/Land Use (3)**

Environmental law covers all state and federal laws or regulations enacted to protect the environment and preserve environmental resources. Students will develop knowledge and skills for the coordination of corporate programs and policies to ensure compliance with environmental regulations, for obtaining permits from governmental agencies for land use issues, for preparation of forms and documents relating the hazardous waste disposal, and for assisting in litigation relating to violations of environmental laws.

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

ADJ 228

**Employment and Labor Law (3)**

Employment and labor law includes laws governing health and safety in the workplace, labor unions and union-management relations, employment discrimination, wrongful employment termination, pension plans, retirement and disability income (Social Security), employee privacy rights, the minimum wage, and overtime wages. Students will research Washington State workers' compensation statutes and learn about agencies where paralegals may represent clients during agency hearings.

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

ADJ 229

**Intellectual Property Law (includes e-commerce) (3)**

Intellectual property results from intellectual, creative processes. Copyrights, patents, trademarks, and trade secrets are examples. The ownership rights of today's high-tech products need protection. Students will develop knowledge and skill in conducting research on patent or trademark protection of an invention, drafting documents to apply for protection, drafting contracts or licensing agreements, and in assisting in litigation resulting from the infringement of a right.

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

ADJ 230

**Business Organization/Corporations (3)**

Today's business owners may choose among a variety of business entities for business formation. Besides the traditional sole proprietorship, partnership, and corporation, owners may form limited liability companies and limited liability partnerships. Students will learn about the different relationships, rights, obligations, and regulatory schemes of the various entities. In corporate law, students will develop knowledge and skill in preparing articles of incorporation, drafting corporate bylaws, preparing minutes of corporate meetings, drafting shareholder proposals, reviewing documents relating to the sale of corporate securities, assisting with corporate mergers and acquisitions, and filing papers necessary to terminate a corporation.

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



**ADJ 231****Commercial Transactions (3)**

Sales contracts, or contracts for the sale of goods, are governed by state statutes that are based on Article 2 of the Uniform Commercial Code (UCC). Students will become familiar with the requirements of RCW 62A for the sale of goods. Also students will develop knowledge and skill in the general law of contracts by reviewing a contract to make sure that it has met all of the requirements for a valid contract, researching contract case decisions in the local jurisdiction, assisting in litigation of a breach of contract, and drafting a settlement letter to settle a contract dispute.

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

**ADJ 232****Interviewing and Investigation (3)**

Students are introduced to the legal contexts in which interviewing and investigating skills are utilized. Great emphasis is placed on the development of communication skills for interviewing and the use of resources available for investigating, particularly Internet resources. Students will walk step by step through an investigation by learning how to plan an investigation; handle evidence; identify and locate witnesses; conduct interviews; and locate, evaluate and work with expert witnesses.

*Prerequisites: Assessment and college-level English and reading.*

**ADJ 233, 234 (F, W, Sp, Su)****Internship Paralegal/Legal Assistant Program I, II (5,5)**

The internship program offers students the opportunity to gain valuable experience in the paralegal profession. Law offices, state and local agencies, and legal departments of corporations can serve as field placement facilities. Students must obtain the Program Chair's approval to enroll.

*Prerequisites: Assessment at college-level English and reading; completion of CU 105 or approved Business PC course; and typing at 50 wpm with maximum 5 errors.*

**ADJ 239****Transition Planning (1)**

Students take this course shortly before they complete the program. Students will update their portfolios, which contain their resumes and self-evaluations; review Codes of Ethics; search the job market; research the changes in the paralegal profession; and evaluate the program.

*Prerequisites: Assessment at college-level English and reading.*

**ADJ 240****Parole and Probation (5)**

This course covers the history and legal foundations of probation, sentencing and the decision to grant probation, administration of probation services, supervision of probation and parole, and its revocation. The history of parole, parole board and selection, effectiveness of parole and probation will also be examined.

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

**ADJ 251 (Sp)****Legal Research and Writing II (3)**

Building on the research and writing skills acquired in ADJ 151, students prepare a case for trial and appeal. Emphasis is placed on in-depth research of primary and secondary authorities, shepardizing, formatting of documents, citation of legal resources, and strategies for effective writing.

*Prerequisites: ADJ 151.*

**ADJ 290 (F, Sp)****Reserve Police Academy (18)**

This course allows students to obtain their Basic Law Enforcement Reserve Academy certification issued and approved by the Washington State Criminal Justice Training Commission. Agency-sponsored students may apply for admission to the Academy. Students engage in police training covering criminal law and procedures, traffic, patrol procedures, communication skills, firearms, emergency vehicle operation, and more. They must pass the state examination for certification in this 220-hour academy.

*Prerequisite: Obtain application from secretary, 253.566.5076.*

**ADJ 299 (F, W, Sp, Su)****Special Projects (5)**

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

## Adult Basic Education

**ABE 01/02/03/04/05/06****Adult Basic Education**

This no-fee, no-credit program is designed for students who need to build skills in reading, mathematics, writing and life skills in order to progress to the GED, High School Completion and/or developmental level of study, as well as to be more effective in the workforce. The ABE course offering is competency-based and follows the mandated Washington State Basic Skills Competency Indicators. There are six levels in the skill areas of reading, mathematics, and writing. Workplace literacy and family literacy are an integral part of the curriculum. Workplace literacy curriculum fits the needs and requirements to serve WorkFirst participants. The program offers continuous enrollment with student assessment throughout the quarter.

**ESL 11/12/13/14/15/16****English as a Second Language**

This no-fee, no-credit program is designed for English as a Second Language students who are assessed to have pre-developmental level skills, who need training in workplace and family literacy, ABE skills in reading, mathematics, writing, life skills and/or citizenship. There are six ABE-ESL levels that correspond to the Washington State Basic Skills Competency Indicators. Workplace literacy curriculum fits the needs and requirements to serve WorkFirst participants. The program offers continuous enrollment with student assessment throughout the quarter.

# American Ethnic and Gender Studies Certificate Program

See page 43.

## American Sign Language

SIGNL 120 (F)

### American Sign Language I (5)

A beginning course in American Sign Language (ASL) to introduce the student to the language and culture of the hearing impaired. (multicultural content)

SIGNL 121 (W)

### American Sign Language II (5)

A continuation of ASL I with greater emphasis on American Sign Language grammar with concentrated effort on expressive and receptive skills. Includes broadening of cultural awareness. (multicultural content)

*Prerequisite: SIGNL 120 or equivalent with a "C" or higher.*

SIGNL 122 (Sp)

### American Sign Language III (5)

A continuation of ASL II, a study of American Sign Language (ASL), its use, and the culture of the people who use it. (multicultural content)

*Prerequisite: SIGNL 121 or equivalent with a "C" or higher.*

SIGNL 123 (Sp)

### American Sign Language IV (5)

A continuation of SIGNL 122, American Sign Language III, with more advanced vocabulary and conversational dialogues. Students will be introduced to advanced grammatical uses of ASL; how sign movement can be modified to change meaning, how and when facial expressions occur; and how body, head and eye movements are used in phrasing and agreements. (multicultural content)

## Anthropology

ANTHR 100 (F, W, Sp)

### Introduction to Anthropology (5)

A survey of the subfields of physical anthropology, archaeology, anthropological linguistics and sociocultural anthropology through the examination of selected problems in human biological and cultural evolution. An introduction to the discipline of anthropology that asks what it means to be human. (multicultural content)

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

ANTHR 201 (F, W, Sp)

### Principles of Physical Anthropology (5)

Study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes, and humans. (multicultural content)

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

ANTHR 202 (F, W, Sp)

### Principles of Sociocultural Anthropology (5)

An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live. (multicultural content)

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

ANTHR 203

### Introduction to Linguistic Anthropology (5)

Introduction to linguistic methods and theories used within anthropology. Topics include the structure of language, evidence for the innateness of language, the relationship between language and culture, the ethnography of communication, sociolinguistics, and historical linguistics. The linguistic database in the course is both historical and cross-cultural. (multicultural content)

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

ANTHR 205

### Principles of Archaeology (5)

Introduction to the study of the prehistory of humankind as revealed by material remains. Covers excavation techniques, analyzing and dating artifacts, and a survey of world prehistory from the beginning of culture to the appearance of writing.

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

ANTHR 210

### Native American Cultures (5)

An examination of the diversity of cultures among the Indians of North America, this course is an ethnographic survey of Native American societies before European contact. (multicultural content)

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

ANTHR 270 (Sp)

### Models for Human Evolution: The Living Primates (5)

Examines the origins and evolutionary trends of the order Primates, from modern taxonomic relationships to ontogeny, behavioral and morphological adaptation, socioecology and conservation. Uses lectures, slides, labs, and readings to compare and contrast the major groups of non-human primates, consider their relationships to humans, and provide perspective on the status of endangered species, with which we may share a future as well as a past. Field trip included.

*Prerequisite: ANTHR 201.*

ANTHR 280 (W)

### Human Osteology and the Fossil Record

An introduction to the human skeleton and its place among other mammalian and vertebrate forms. This course covers the morphology of teeth and bones. It explores various methods of identifying a human skeleton, and of age and sex determination. Other topics include bone development, fossilization, and human evolution.

*Prerequisite: BIOL 100 or BIOL 118 or ANTHR 201.*

ANTHR 299

### Independent Study (1-5)

Independent observation, analysis and reporting of a selected problem in anthropology.

*Prerequisite: Instructor permission.*



## Art

The following courses are designed for students who wish to explore one or more areas of art. They are beginning studio courses and have no prerequisites.

*Note: Five credits of studio courses may be used as distribution credit for the AAS degree.*

- ART 101 Art Basics
- ART 102 Two-Dimensional Design
- ART 103 Three-Dimensional Design
- ART 105 Beginning Drawing
- ART 117A Basic Jewelry: Construction
- ART 118A Basic Jewelry: Casting
- ART 131 Beginning Ceramics
- ART 146 Beginning Photography
- ART 150 Beginning Printmaking
- ART 156 Beginning Painting
- ART 172 Beginning Sculpture

The following are lecture-oriented courses recommended for Humanities distribution requirements. They have no prerequisites.

- ART 100 Appreciation of the Visual Arts
- ART 201 History of Western Art: Ancient
- ART 202 History of Western Art: Medieval and Renaissance
- ART 203 History of Western Art: Baroque through Modern

Students who are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 102, 103, 105). These form the foundation for the advanced art courses offered at TCC.

Some of the courses listed in the catalog are offered on a limited basis once a year, every other year, etc. Contact the Art Department for help in planning your program. Students who plan to transfer should check the requirements of the college or university of their choice.

In painting, drawing and sculpture courses, the human form is a subject of study. The human model, sometimes in the nude, may be incorporated into these studies. Any student enrolled in one of these courses who may object, for whatever reason, to study of the nude model may arrange for optional studies with the instructor of that course.

The college reserves the right to temporarily retain for exhibit or photographing any student work submitted for credit.

### ART 100 (F, W, Sp)

#### **Appreciation of the Visual Arts (5)**

*Strongly recommend assessment at college-level reading and writing.*

An introductory course to guide the understanding and appreciation of the Visual Arts - Fine Arts, Crafts, Architecture, new media. Designed for non-art majors. Satisfies 5 credits for Humanities distribution requirement. A variety of learning approaches may include lectures, slides, videos, guest artists, field trips, demonstrations, and hands-on participation.

### ART 101 (F, W, Sp)

#### **Art Basics (5)**

Introduction to materials and techniques including drawing, painting, printmaking and design. Projects are designed for students with limited experience in art. Recommended for beginners. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

### ART 102 (F, W, Sp)

#### **Two-Dimensional Design (5)**

The organization of visual elements (line, shape, texture, color) as applied in two-dimensional design media. Recommend prior to Painting and Printmaking 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 (F, W)

#### **Three-Dimensional Design (5)**

Organization of visual-physical elements (contour, volume, space, light, and texture) as applied in three-dimensional materials. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

### ART 105 (F, W, Sp)

#### **Beginning Drawing (5)**

General exploration of various drawing techniques and media through the study of composition, perspective and form. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

### ART 106 (F, W, Sp)

#### **Drawing (5)**

Further development of drawing skills with emphasis on composition and communication concepts. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

*Prerequisite: ART 105.*

### ART 117 (F, W, Sp)

#### **Basic Jewelry:**

#### **Construction (2, max. 10)**

- 117A: Jewelry Construction IA-Basic forming of jewelry through sheet and wire: techniques of piercing, filing, sawing, soldering and polishing. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
- 117B: Jewelry Construction IB-Further experience in using sheet and wire: fabrication techniques and advanced soldering problems. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
- 117C: Jewelry Construction IC-Forging techniques: creating more three-dimensional jewelry forms by hammering and annealing. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
- 117D: Jewelry Construction ID-Filigree techniques: creating linear jewelry design through delicate wire manipulation and multiple soldering techniques. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum 5 credits.
- 117E: Jewelry Construction IE-Special surface techniques and finishes to accent and enhance jewelry (enamel highlights, granulation, etc.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum 5 credits.

*Prerequisite: ART 117A is basic requirement for 117B, 117C, 117D and 117E. ART 102, 103, and 105 are recommended for all design programs.*

**ART 118 (F, W, Sp)****Basic Jewelry: Casting (2, max. 10)**

- 118A: Jewelry Casting IA - Introduction to the lost-wax method for creating jewelry: includes instruction in techniques for making the wax model from various waxes and basic casting principles involved in the lost-wax method. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
- 118B: Jewelry Casting IB - Carving and wax build-up techniques to form three-dimensional jewelry forms (e.g., rings, bracelets.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
- 118C: Jewelry Casting IC - Carving and wax build-up techniques to create figurative forms and detail as applied to jewelry (e.g., charms, pendants, etc.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
- 118D: Jewelry Casting ID - Model building and casting techniques used to create precision fit and interlocking forms in jewelry design. Satisfies humanities distribution requirement for AAS degree under performance/skills category. 5 credits maximum.
- 118E: Jewelry Casting V - Techniques for joining and soldering pre-cast jewelry pieces. Satisfies humanities distribution requirement for AAS degree under performance/skills category. 5 credits maximum.

*Prerequisite: ART 118A is the basic requirement for 118B, 118C, 118D, and 118E. ART 102, 103, and 105 are recommended for all studio concentrations.*

**ART 120 (W)****Introduction to Animation (5)**

An introductory course for traditional and computer animation history and techniques. Students will learn key points in history of American animation, animation techniques from historical to current periods, including use of computer animation software. This is the same class as IT 120. Students may take either IT 120 or ART 120, but not both.

**ART 121 (Sp)****Flash Intermediate (5)**

This is an intermediate class on web animation that focuses on interactive design. The student will use web animation tools while learning how to organize information and create navigational systems that help viewers navigate through content. This is the same class as IT 121. Students may take either IT 121 or ART 121, but not both.

**ART 122 (Sp)****Advanced Web Graphics (3)**

This is the third course in a series of three courses which focuses on Web Graphics software and its applications. The course content will reflect current web graphic trends. This is the same class as IT 122. Students may take either IT 122 or ART 122, but not both.

**ART 131 (F, W, Sp)****Beginning Ceramics (5)**

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

**ART 132, 133 (F, W, Sp)****Intermediate Ceramics (5, 5)**

Further development of ceramic techniques: hand-built and/or wheel-thrown forming techniques, more advanced glazing and decorative techniques. Theory and practice in kiln loading and firing will be covered as part of ART 133.

*Prerequisite: ART 131 for 132; ART 132 and ART 102 (or 103 or 105) for 133. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 135 (F, Sp)****Innovative Ceramics (5)**

A ceramics course designed to study primitive techniques and materials and their application to contemporary ceramics. Use of handmade, improvised, and found tools. Innovative firing techniques will be used to approximate the look of traditional firing methods. Experiments in combining old and modern techniques and materials will be encouraged.

*Prerequisite: ART 131 or instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 146 (F, W)****Beginning Photography (5)**

Basic black-and-white still photography. Includes operating still cameras, developing film and making prints. Attention is also given to the aesthetics of photographic imagery, composition, lighting, etc. The student must have an adjustable camera and provide film, printing paper and incidental supplies. Satisfies humanities distribution requirement for AAS degree under performance/skills category. 5 credits maximum.

**ART 150 (Sp)****Beginning Printmaking (5)**

*Strongly recommend assessment at college-level reading.*

Studies in traditional print techniques and processes including relief, etching, and lithographic methods. Historical and contemporary print developments serve as background material for technical application. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits. (multicultural content)

*Prerequisite: None. ART 102, 103, and 105 recommended for all art studio concentrations.*

**ART 151 (F, Sp)****Intermediate Printmaking (5)**

Refining of basic procedures learned in ART 150 with attention to experimentation with materials, color and design applications for poster, fabric and illustration products. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions.

*Prerequisite: ART 150. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 152 (Sp)****Intermediate Printmaking (5)**

Printmaking design for fabric, decorative paper products and poster. Students develop procedures in designing for particular products, taking into consideration the print method, economy of color, repeating design patterns, and selections of appropriate materials. Students are introduced to the historical and cultural development of printed fabric, poster design, and paper products.

*Prerequisite: ART 151 and 102. ART 102, 103, and 105 recommended for all studio concentrations.*





**ART 156 (F, W)  
Beginning Painting (5)**

Introduction to basic principles and methods of representational painting. Painting materials, techniques, color, and drawing fundamentals provide the ground work for individual expression. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

*Prerequisite: None. ART, 102, 103, and 105 are recommended for all studio concentrations.*

**ART 157, 158 (F, W)  
Intermediate Painting (5, 5)**

Further experiences in painting techniques, color and composition in representation painting.

*Prerequisite: ART 156 for 157. ART 157 and ART 105 or 102 for 158.*

**ART 161 (F, W, Sp)****Life Studies:****Figure Drawing (2, max. 10)**

Drawing from the posed model (clothed and nude) including an introduction to surface anatomy, development of form consciousness, and exploration of figure composition.

**ART 162 (F, W, Sp)****Life Studies:****Figure Painting (2, max. 10)**

Painting from the posed model (clothed and nude) with emphasis on color and its role in form development, expression, and figure composition. This course is repeatable up to 10 credit hours.

**ART 172 (F, W, Sp)****Beginning Sculpture (5)**

Sculpture design, materials, techniques and tools. Emphasis on diversity of materials and variety in approaches to sculptural form - modeling, carving, casting, and fabrication. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

**ART 173, 174 (F, W, Sp)****Intermediate Sculpture (5, 5)**

Further experience in sculpture design, materials, techniques, tools and approaches.

*Prerequisite: ART 172 for 173; 173 and 103 or 105 for 174. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 199 (varies)  
Gallery Viewing Lab**

Recommended concurrent enrollment with all art classes and HUMAN 100, 101, 102, 103. ART 199 supplements the above courses and is designed as a "viewing lab" where students can develop their visual vocabulary, sharpen their critical thinking skills, and apply the concepts taught in Art and Humanities classes. Students will visit local galleries and museums and attend or view lectures and write a series of short reports. May be taken a total of three times. Graded S/U.

*Note: This class is a self-paced laboratory course. Course packet materials are available in the TCC Bookstore. Two meetings with instructor are required: Meeting #1 in the first two weeks of the quarter; Meeting #2 at mid-quarter. These meetings are required and part of the final grade. Call 253.460.4306 with any questions.*

**ART 201 (F)****History of Western Art: Ancient (5)**

The major artistic achievements in Europe, the near East, and North Africa from prehistoric times through the Roman and Byzantine eras. Satisfies humanities distribution requirement for AAS degree.

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

**ART 202 (W)****History of Western Art: Medieval and Renaissance (5)**

The major artistic achievements of Western Christendom from the Barbarian Invasions through the 16th Century. Satisfies humanities distribution requirement for AAS degree.

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

**ART 203 (Sp)****History of Western Art: Baroque through Modern (5)**

The development and expansion of the arts of Western culture from 1600 to the present. Satisfies humanities distribution requirement for AAS degree.

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

**ART 210 (W)****Color and Design (5)**

Exploration of color as a foundation for advanced studies in two-dimensional media.

*Prerequisite: ART 102.*

**ART 215 (F, W)****Design and Materials:****Wood (5, max. 10)**

Woodworking techniques of carving, tooling, and fabrication applied to functional and decorative three-dimensional art forms in wood. Emphasis on design, craftsmanship, and the proper use of tools and materials.

Maximum of 10 credit hours.

*Prerequisite: ART 103.*

**ART 217 (F, W, Sp)****Jewelry Construction (2, max. 8)**

217A: Jewelry Construction IIA - Bezel setting: setting a round-cut stone within an enclosed metal mounting.

217B: Jewelry Construction IIB - Facetted stone setting: setting facetted stones with a four-prong mounting.

217C: Jewelry Construction IIC - Basic principles for mounting irregular shaped stones.

217D: Jewelry Construction IID - Inlaying techniques: embedding stones, etc. into the metal surface.

*Prerequisite: ART 117 series; or 117A and instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 218 (F, W, Sp)****Jewelry Casting (2, max. 8)**

218A: Jewelry Casting IIA - Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

218B: Jewelry Casting IIB - Bezel setting in cast jewelry forms.

218C: Jewelry Casting IIC - Facetted stone setting (prong mounting) in cast jewelry forms.

218D: Jewelry Casting IID - Design and processes for duplication: mold making, cutting, and wax injection techniques.

*Prerequisite: ART 118 series; or 118A and instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 231 (F)****Low-fire Ceramics (5)**

Students will explore the possibilities available in low-fire ceramics. Traditional forms such as Majolica and burnished earthenware will be used as well as non-traditional styles. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty.

*Prerequisite: ART 133 and ART 102 (or 103 or 105) or instructor permission.*

**ART 232 (W)****Surface Embellishment and Form Alteration (5)**

Course work will concentrate on the alteration of forms and the various techniques for surface textures. The student should be competent in the ability to make basic shapes to use on the techniques assigned. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty.

*Prerequisite: ART 133 and ART 102 (or 103 or 105) or instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 233 (Sp)****Ceramic Sculpture (5)**

The course will concentrate on clay as a medium for expression through purely sculptural forms. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty.

*Prerequisite: ART 133 and ART 102 (or 103 or 105) or instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 246 (Sp)****Intermediate Photography (5)**

Second quarter of black-and-white photography or introduction to color. The course emphasizes development of photographic vision and technical proficiency including composition and light, refinements of camera and light meter operation, development and printing techniques. Individual direction encouraged. Students must have an adjustable camera and provide film, paper and incidental supplies.

*Prerequisite: ART 146 or instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 251 (varies)****Printmaking-Etching (5)**

Traditional and contemporary etching and related intaglio techniques applied to metal, plastic, and constructed plates. Selection and properties of paper and inking techniques are studied. Historical and contemporary developments serve as background material for technical application.

*Prerequisite: ART 152 or instructor permission. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 256, 257 (F, W)****Painting (5, 5)**

Individual interpretation and response to painting themes. Introduction to technical variations in the application of painting media (oil or acrylic) and to personal expression. Formulating and developing images and ideas in sketchbook activities as preparation to painting.

*Prerequisite: ART 158 for 256; 256 for 257. ART 102, 103 and 105 recommended for all studio concentrations.*

**ART 258, 259 (Su)****Watercolor (5, 5)**

Development and broadening of technical skills and knowledge regarding watercolor tools and materials and their application to self-expression. Watercolor media used for sketching studies, for visualization processes and for final expression. Forms, methods selection, and interpretation of subject matter is encouraged.

**ART 272 (W)****Sculpture: Modeling and Casting (5, max. 10)**

Basic experience in direct modeling, in the construction of molds and in the casting of various materials. Design, craftsmanship, and the proper use of tools and materials. Maximum of 10 credits.

*Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 273 (F)****Sculpture: Carving (5, max. 10)**

Introduction to tools, techniques, and materials used in the carving approach to sculpture, design and craftsmanship. Maximum of 10 credits.

*Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 274 (F)****Sculpture: Fabrication Techniques (5, max. 10)**

Introduction to building sculptural forms through the use of materials, techniques, and equipment of modern industry - woodworking tools and machinery, metal working techniques (welding, brazing, etc.), and other processes where materials are joined to build up forms. Good design and craftsmanship are stressed. Maximum of 10 credits.

*Prerequisite: ART 174. ART 102, 103, and 105 are recommended for all studio concentrations.*

**ART 275 (Sp)****Sculpture: Bronze Casting (5, max. 10)**

Concentration on wax manipulation techniques, model and mold making, and foundry procedures for casting metals through the lost-wax method. For additional experience and credit, this course may be repeated. Maximum 10 credits.

*Prerequisite: ART 174 and ART 103 or 105. ART 102, 103, and 105 recommended for all studio concentrations.*

**ART 296 (varies)****Special Projects in Art (2)**

This course involves special group efforts which grow out of departmental need or artistic opportunity. The course will be offered as each project is identified. The number of participants would be limited by the nature of the project, and involvement would be subject to the applicant's background coursework and the instructor's approval.

**ART 297 (F, W, Sp)****Folio Preparation (1)**

Designed to help students select, develop, and prepare a portfolio of work for application to a transfer institution. Students will be advised regarding their selections of samples, revisions and skill areas needing attention. Students will learn to photograph samples, mat and frame appropriate samples, develop special projects, and put together an organized presentation.

*Prerequisite: Students must claim their intent to major in art and must have completed two of the three following courses: Art 102, 103, or 105. Instructor permission required.*



### ART 299 (F, W, Sp) Special Problems in Art (5)

These courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require permission of the instructor.

*Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium. Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART 105 and 106.*

- 299A Ceramics
- 299B Design
- 299C Drawing
- 299D Figure Drawing
- 299E Painting
- 299F Photography
- 299G Printmaking
- 299H Sculpture
- 299I Watercolor
- 299J Jewelry

## Astronomy

### ASTRO 105 (F, Sp, Su) Astronomy (5)

Introduces basic concepts in astronomy including the formation of the solar system; characteristics of the planets, moons, asteroids, and comets; the formation and evolution of stars; the nature and characteristics of light and telescopes; and notes the historical milestones of astronomy from ancient astronomers to current space probes. Laboratory included.

## Biology

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

### BIOL 100 (F, W, Sp) Introduction to Biology (5)

A one-quarter introduction to biological principles for non-majors or students starting in life sciences. Topics include: diversity of life; basic cellular anatomy and biochemical processes; evolution and genetics; ecology and environmental issues; and an overview of human anatomy/physiology. Laboratory included.

*Prerequisite: ENGL 91 or above.*

### BIOL 105 (W, Sp) Fossils and the History of Life (5)

Introduction to the geological and biological processes that created the astounding record of life on this planet. Covers topics such as plate tectonics, rock identification, fossilization processes, principles of evolution, and a survey of the history of life. The laboratory focuses on studying rock and fossil specimens and includes local field trips. Laboratory included.

*This course is the same as GEOL 108. Students may receive credit for either BIOL 105 or GEOL 108 but not both.*

### BIOL 107 (F) Milestones in Biology (5)

Alternative to Biology 100. Principles of biology are introduced using an historical, experimental approach. Emphasis is on milestone experiments that have contributed to our understanding of processes fundamental to life on earth. Topics include: biodiversity, basic cellular anatomy, biochemical processes, evolution, genetics, and the biology of disease. Laboratory included.

*BIOL 107 is equivalent to BIOL 100 and satisfies the biology prerequisite for all 200 level biology courses.*

### BIOL 108 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.

### BIOL 118 (F, W, Sp) Human Anatomy and Physiology (5)

A brief overview for the non-science major. A study of basic mechanisms and requirements for life at the cellular level. Basic anatomy of the major systems of the body and how the systems functionally unite to support and maintain the life of the organism. Laboratory included.

### BIOL 140 (Sp) Marine Biology (5)

Introductory marine biology designed for nonmajors. 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.

### BIOL 161 Human Nutrition (5)

A scientific study of human nutrition, with an emphasis on a chemical understanding of the major nutrients, a biologic understanding of the gastrointestinal tract and a practical understanding of dietary needs throughout life. Laboratory sessions will include the use of a computer database for dietary analysis.

### BIOL 201 (F, W, Sp) General Microbiology (5)

Biological characteristics and metabolic activities of microorganisms, with an emphasis on bacteria and viruses. Includes consideration of microbial ecology as well as the relationship of microorganisms to disease. Laboratory included.

*Prerequisite: BIOL 100 and CHEM 101 or equivalent; CHEM 102 recommended.*

### BIOL 210 (F) Introduction to Evolution, Ecology, and Biodiversity (5)

Introduction to the evolutionary and ecological processes involved in the generation of our planet's biodiversity, including review of patterns and processes that influence the origin, evolution, distribution and abundance of living things. One of a three quarter sequence (210, 211, 212) designed for science majors. Laboratory included.

*Prerequisites: BIOL 100 and CHEM 140 or their equivalents (CHEM 140 may be taken concurrently).*

### BIOL 211 (W) Introduction to Cellular and Molecular Biology (5)

Introduction to the structures and functions of biological molecules; anatomy of prokaryotic and eukaryotic cells; cell metabolism and metabolic diversity; molecular genetics and genomics. Laboratory included.

*Prerequisites: BIOL 100 and CHEM 140.*

**BIOL 212 (Sp)**  
**Introduction to the Biology of Organisms (5)**

Introduction to the structures and functions of eukaryotic organisms with particular attention to animal and plant anatomy, physiology, and development. Laboratory included.

*Prerequisites: BIOL 211 and CHEM 150.*

*NOTE: The biology majors' sequence may be taken either as BIOL 210, 211, and 212 or as BIOL 211, 212, and 210.*

**BIOL 220 (F, W, Sp)**  
**Human Anatomy and Physiology (5)**

The first of a two-quarter sequence of human anatomy and physiology. The course covers basic molecular and cell biology, histology, the integumentary system, the skeletal system, the muscular system, the nervous system and the special senses. Laboratory sessions include the study of microscopy, histology, anatomical models, preserved bones and human cadavers.

*Prerequisite: CHEM 100 or higher. CHEM 102 and BIOL 100 recommended.*

**BIOL 221 (F, W, Sp)**  
**Human Anatomy and Physiology (5)**

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 220.*

**BIOL 240 (F, W, Sp)**  
**Human Anatomy and Physiology (5)**

Lecture focuses on the fundamental biochemical structures and processes associated with most cells of the body. Includes membrane structure and molecular dynamics, especially membrane proteins and lipids. Muscle contraction, bioelectric signal transmission, transduction and the biochemistry of cellular energetics (cell respiration) are covered. Laboratory focus is on microscopic tissue study (histology) and the anatomy of the skeletal and muscular systems.

*Prerequisite: CHEM 101 (CHEM 102 and BIOL 100 highly recommended).*

**BIOL 241 (F, W, Sp)**  
**Human Anatomy and Physiology (5)**

A continuation of BIOL 240 and includes studies of the anatomy and physiology of the nervous, endocrine, circulatory, lymphatic, and immune systems. The lectures will focus on the physiology of the systems. Lab supports the lectures with anatomical studies using lab models, cadaver studies, and physiology exercises.

*Prerequisite: Successful completion of BIOL 240 or the first quarter of a three-quarter sequence of college-level human anatomy and physiology, or the first semester of a two-semester sequence of college-level human anatomy and physiology.*

**BIOL 242 (F, W, Sp)**  
**Human Anatomy and Physiology (5)**

A continuation of BIOL 241. Includes studies of the anatomy and physiology of the digestive, respiratory, urinary, and reproductive systems. Lectures focus on the physiology of the systems. Lab supports lectures and anatomical studies using lab models, cadaver studies, and physiology exercises.

*Prerequisite: BIOL 241 or by permission of instructor.*

**BIOL 260 (Sp)**  
**Human Cadaver Prosection (2)**

This is a two-credit laboratory dissection course. Students will dissect a human cadaver to include removal of skin and superficial fascia, isolation of selected muscles, and opening of thoracic and abdomino-pelvic cavities. Students will also participate in the annual Surgical Demonstration event and present selected surgical procedures to the public.

*Prerequisite: BIOL 220 or BIOL 240 (minimum grade "C") or BIOL 118 (minimum grade "B+").*

**BIOL 294**  
**Field Studies (1-5)**

Study of selected topics in biology primarily through field study, discussions, and readings.

## Botany

**BOT 101 (W, Sp)**  
**General Botany (5)**

Alternative to Biology 100 (for non-majors). Basic biology is learned through exploration of the organisms traditionally studied by botanists (plants, bacteria, algae and fungi). Topics include: characteristics and taxonomy of living creatures, cell structures, basic chemistry, photosynthesis, genetics, anatomy, ecology and relevant "real-life" topics such as drugs, food, fibers and horticultural techniques. Hands-on activities are emphasized (observations, experiments, presentations and field trips). Laboratory included.

*Prerequisite: ENGL 91 or above.*

## Business

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

**BUS 100 (F, W, Sp)(Previously BUS 104)**  
**Business English (5)**

An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. Students may take either ENGL 100 or BUS 100, but not both.

*Prerequisite: Assessment at college-level English and reading or grade of "C" or higher in ENGL 91 and READ 93.*

**BUS 101 (F, W, Sp, Su)**  
**Introduction to Business (5)**

For both business and non-business majors. Dynamics and complexities of the competitive business world are explored through the study of topics including economic systems, forms of business ownership, social responsibility and ethics, entrepreneurship, marketing, management, organizational design, finance, banking, and securities markets.

**BUS 110 (F, W, Sp)**  
**Business Math (5)**

A review of basic math and its application to business problems. Topics include bank reconciliation, discounts, taxes, installment buying, payroll, insurance, depreciation, and interest. Electronic calculators are used to solve problems. Ten-key skills emphasized.

*Prerequisite: MATH 86; MATH 88 strongly recommended because BUS 110 uses basic algebraic formulas.*



**BUS 155****Continuous Quality Improvement (2)**

This course presents TQM management and planning tools needed to achieve Continuous Quality Improvement. It is designed for organizations and/or individuals developing a strategic implementation plan. The class will cover the establishment of priorities, implementation requirements, the development of timelines and an outline of implementation processes.

**BUS 163 (F, Sp)****Management Principles and Organizational Systems (5)**

Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

**BUS 164 (F, W, Sp, Su)****Leadership and Human Relations (5)**

Applies human relations skills to the work world. Focuses on interpersonal leadership skills that can maximize cooperation, flexibility, sensitivity and teamwork among workers. Students examine how attitudes, values, needs and communication styles affect relationships at work. Small-group projects will practice leadership skills and evaluate individual interpersonal competence.

**BUS 165 (Bi-Annually, Sp)****Personnel Management (5)**

Explores how organizations obtain, retain, and effectively utilize human resources. Topics include workplace diversity, forming quality work teams, equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, union/management relations, and grievance procedures.

**BUS 167 (Sp)****Work Teams and Organizational Dynamics (5)**

Examines the effects of the organizational setting on worker attitudes and their subsequent behaviors. Explores group influences on individual perceptions and work performance. Utilizes experiential exercises and group interaction to review the impact of employee attitudes and behavior on the organization, and the study of group dynamics.

**BUS 200 (F, W, Sp, Su)****Business Law (5)**

An introduction to the American legal system and the functions of law in a business environment; legal reasoning and the process of resolving disputes in society; a preliminary analysis of contractual arrangements and business associations in the business community.

**BUS 225 (W, Sp)****Business Correspondence (5)**

Fundamentals of writing memorandums and business letters. Punctuation and grammar are reviewed. (writing intensive)

*Prerequisite: BUS 100 or ENGL 100, OFFCE 103 or keyboarding skills by touch.*

**BUS 230 (W)****Business Ethics and Corporate Responsibility**

Explores the moral principles, community standards and the ethics of decision making at the personal and professional levels. Students will also assess the impact management decisions have on business and society, and learn to examine corporate citizenship and social responsibility.

**BUS 240 (W)****Marketing and Business Development (5)**

Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.

**BUS 245 (Bi-Annually, F)****Retailing and Professional Sales (5)**

A study of the business activity of selling goods and services at the wholesale, retail, and consumer levels. Major topics covered include the traditional sales process, the "nuts & bolts" of personal selling and retailing, consumer behavior, buying and pricing products, retail promotion, and the future of selling and retail.

**BUS 255 (Sp)****Managing Diversity (5)**

This course will explore the opportunities available to business today, from the rich mix of perspectives, ideas and talent offered by a culturally diverse workforce. From the personal to the organizational level, it will examine issues related to performance, productivity, job enrichment and the added dimension of supervising an increasingly diverse work population. (multicultural content)

**BUS 256 (F, Sp)****Statistical Analysis (5)**

Statistical techniques to be used in guiding business decisions. Introduction to descriptive techniques, probability, estimation, hypothesis testing, chi-square, correlation and related concepts.

*Prerequisite: MATH 99, or assessment above MATH 99.*

**BUS 260 (Bi-Annually F or W)****Small Business Entrepreneurship (5)**

A "how-to" course concentrating on ways to successfully launch and manage a small business; techniques on how to achieve optimum benefits from limited resources; tips on how to plan for growth and succession; and skills, qualities, and traits that influence entrepreneurial behavior. Students will write a business plan that supports their future entrepreneurial efforts.

**BUS 265 (Bi-Annually W)****E-Business and Commerce**

Examines the transformation of key business processes through the expanding use of Internet technologies. Explores both the technological aspects of change in the business world and how e-business is changing consumer expectations and society.

**BUS 270 (Bi-Annually Sp)****Business in a Changing World (5)**

Examines the strategies businesses use to operate in an increasingly dynamic and competitive environment. An historic overview of the economic and cultural impacts of business on society leads to the exploration of strategic planning, Total Quality Management systems, and innovation geared to 21st-century technologies, diversity, and global interdependence.

**BUS 280****Career Readiness Skills (1)**

This course covers employment search skills and the employee skills needed to be successful on the job. It is recommended preparation for internships: ACCNT 290, BUS 290, GBUS 290, IT 290, OFFCE 290.

**BUS 290 (F, W, Sp)****Work Internship (5)**

During one quarter of the sophomore year, students can earn college credits for hands-on work experience and training in a private or public sector organization. Internships can cover any of the related business subjects introduced in the Business Administration Management and Organizational Leadership Program.

*Prerequisite: Program Chair permission one quarter prior to the internship.*

**BUS 299****Individual Study in Business (1-5)**

Study on an individual basis.

*Prerequisite: Instructor permission.*

## Chemistry

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: CHEM 100, 101, and 102. These courses are also appropriate for students working toward Allied Health careers.

Students pursuing a major in the sciences, engineering, or some medical fields should select courses from CHEM 140, 150, 160, 231, 232, and 233. An academic advisor should be consulted to determine the appropriate courses for your degree goal. Students intending to major in Chemistry at a baccalaureate institution should work toward an Associate of Science degree with a Chemistry Specialization.

**CHEM 100 (F, W, Sp, Su)****Introduction to Chemistry (5)**

Survey of the fundamental principles of chemistry. Includes study of the metric system, atomic theory, bonding, properties of matter, reactions, nomenclature and applications of chemistry to everyday life. Laboratory included.

*Prerequisite: MATH 97, MATH 99 or TMATH 100 and college-level reading and writing.*

**CHEM 101 (F, W, Sp, Su)****Survey of Inorganic Chemistry (5)**

(For non-science and non-engineering majors.) Course includes study of the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Laboratory included.

*Prerequisite: High school chemistry or CHEM 100 and MATH 97, 99 or TMATH 100.*

**CHEM 102 (W, Sp)****Survey of Organic and Biochemistry (5)**

(For non-science majors.) Study of organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins and carbohydrates. Laboratory included.

*Prerequisite: CHEM 101.*

**CHEM 140 (F, W),****150 (W, Sp), 160 (Sp, Su)****General Chemistry (5, 5, 5)**

*(For science and engineering majors.)*

These courses include study of the structure of matter, atomic theory, quantitative relationships, solutions, solids, liquids and gases, thermochemistry, periodic properties, chemical bonding, kinetics, equilibria, acids and bases, electrochemistry and nuclear chemistry. Laboratory included. CHEM 160 lab includes qualitative analysis for common cations and anions.

*Prerequisite: MATH 115 or MATH 111 (may be taken concurrently), and high school chemistry or CHEM 101. CHEM 140 for 150. CHEM 150 for 160.*

**CHEM 231(F), 232 (W), 233 (Sp)****Organic Chemistry (5, 5, 5)**

This series of courses includes the study of the structure, properties, nomenclature, synthesis, reactions, and reaction mechanisms of the main classes of organic compounds. CHEM 233 includes the study of polyfunctional compounds, natural products and an introduction to biochemistry. The laboratory includes basic organic techniques including: synthesis, qualitative organic analysis, and instrumental analysis of organic compounds.

*Prerequisite: CHEM 160; CHEM 231 for CHEM 232; CHEM 232 for CHEM 233.*

## Communication Skills

**COMSK 100 (F, W, Sp)****Introduction to Critical Thinking (5)**

Through directed practice in reading, writing, listening, and speaking, students learn to recognize the structure of arguments, to interpret texts and improve their critical thinking skills. They will analyze, write about and discuss carefully chosen classical and contemporary texts.

## Computed Tomography

**CT 210 (W)****CT Physics and Instrumentation (2)**

X-ray generation with an emphasis on human tissue interaction, CT beam attenuation, linear attenuation coefficients, and Hounsfield Unit applications are discussed. Additionally, back-projection, filtered back-projection and Fourier transform are discussed. Computed tomography system components inherent in computer acquisition, processing and image display will also be explained.

*Prerequisite: Registered Radiologic Technologist (ARRT).*

**CT 220 (W)****CT Imaging Procedures (3)**

This class provides information concerning CT imaging protocols for the head, neck, thorax, spine, abdomen, pelvis, and musculoskeletal system. These include procedure indications, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image, selectable scan parameters, and filming and archiving of the images.

*Prerequisite: Registered Radiologic Technologist (ARRT).*

**CT 230 (W)****CT Registry Review (1)**

Review of CT imaging information in preparation for the national certification exam in CT administered by the ARRT. The topics in the review will consist of patient care, CT imaging procedures, and CT physics and instrumentation.

*Prerequisite: CT 210 or CT 220; Registered Radiologic Technologist (ARRT).*





# Computer Science

Tacoma Community College offers a wide range of courses involving computer applications. The courses listed below are designed to satisfy computer programming requirements for engineering and science majors. Students intending to major in Computer Science at a baccalaureate institution should work toward an Associate of Science degree with a Computer Science Specialization. Students interested in introductory computer courses or Business applications should see courses listed under Information Technology and Computer User.

## CS 140

### Visual Basic Programming for Engineers and Scientists (5)

Flowcharts, algorithms, and programming fundamentals such as data types, operators, decision structures, loops and arrays are used to create computer programs in Visual Basic. Course will prepare students for advanced computer programming topics. This course is the same as ENGR 140. Students may receive credit for ENGR 140 or CS 140, but not both.

*Prerequisite: MATH 115 (may be taken concurrently).*

## 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. This course is the same as ENGR 142. Students may receive credit for ENGR 142 or CS 142, but not both.

*Prerequisites: ENGR 140 (CS 140) or structured computer programming course and MATH 115.*

## CS 143

### Java Programming for Engineers and Scientists II (5)

An intermediate programming course, using Java, that follows ENGR/CS 142. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an

introduction to performance analysis and implementation tradeoffs. This course is the same as ENGR 143. Students may receive credit for ENGR 143 or CS 143, but not both.

*Prerequisite: ENGR 142 or CS 142.*

# Computer User

## CU 091 (F, W, Sp)

### Keyboarding Basics (2)

Computer keyboard by touch. Includes development of speed and accuracy.

*Prerequisite: READ 92 level recommended.*

## CU 092 (F, W, Sp)

### 10-Key Basics (1)

Computer 10-key pad by touch. Emphasis on speed and accuracy.

## CU 100 (F, W, Sp, Su)

### Introduction to Windows and World Wide Web (1)

Introduction to the use of Windows to operate the computer and manage files. Introduction to the use of electronic mail and the internet.

## CU 102 (F, W, Sp, Su)

### Word I (2)

Beginning Word Processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies.

*Prerequisite: Knowledge of Windows required (25 wpm typing recommended).*

## CU 103 (F, W, Sp, Su)

### Excel I (2)

Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS "Core Level" competencies.

*Prerequisite: Knowledge of Windows required (MATH 86 level recommended).*

## CU 104 (F, W, Sp, Su)

### Power Point (1)

Introduction to electronic presentations using Microsoft Power Point. Emphasizes MOUS "Core Level" competencies.

*Prerequisite: Knowledge of Windows required.*

## CU 105 (F, W, Sp)

### Word I, Excel I, Power Point (5)

Introduction to using Microsoft Office Suite. Emphasizes MOUS "Core Level" competencies in Word, Excel and Power Point.

*Prerequisite: Knowledge of Windows required (MATH 86 and 25 wpm typing recommended).*

## CU 108

### Outlook (2)

Beginning Outlook. Course includes coverage of the software's following features: e-mail, contacts, calendar, and scheduling.

*Prerequisite: CU 105 or equivalent (Business English 100 recommended).*

## CU 110

### Introduction to Access (2)

Beginning database class using Microsoft Access. Emphasizes MOUS "Core Level" competencies.

*Recommended: Prior enrollment in CU 103 or CU 105.*

## CU 115 (varies)

### MOUS Prep, Level I (1)

Provides practice applications for self-assessment in Word, Excel, Access and Power Point to the MOUS Core Level of proficiency.

*Prerequisite: CU 102, CU 103, CU 104 or CU 105 and CU 110 (or equivalent).*

## CU 130

### Quick Books (3)

Introduction to automated bookkeeping methods using Quick Books.

*Prerequisite: ACCNT 140 or equivalent.*

## CU 202

### Word II (3)

Advanced Word processing class using Microsoft Word. Emphasizes MOUS "Expert Level" competencies.

*Prerequisite: CU 102 or CU 105 or equivalent.*

## CU 203

### Excel II (3)

Advanced spreadsheet class using Microsoft Excel. Emphasizes MOUS "Expert Level" competencies.

*Prerequisite: CU 103 or CU 105 or equivalent.*

## CU 210 (varies)

### Access II (3)

Intermediate to advanced database skills using Microsoft Access. Emphasizes data import and export features, data access pages, advanced queries, tables, reports and forms. Includes creating macros and modules, managing database objects and managing databases.

CU 215 (varies)

### **MOUS Prep, Level II (1)**

Provides practice applications for self-assessment in Word, Excel, Access and Power Point to the Expert Level of proficiency.

*Prerequisite: CU 202, CU 203, CU 110 (or equivalent).*

## **Diagnostic Medical Sonography**

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

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

### **DMS 100**

#### **Introduction to Diagnostic Medical Sonography (4)**

Introduces the field of sonography including: the history and uses of ultrasound, roles and responsibilities of a diagnostic medical sonographer, health care settings that use ultrasound, as well as job and training opportunities for sonographers. Discusses medical ethics and legal issues relevant to sonography.

*Prerequisites: Acceptance into the program or Program Chair permission.*

### **DMS 105**

#### **Ultrasound Cross-Sectional Anatomy (4)**

Provides information on cross-sectional anatomy in the human body with an emphasis on the organs of sonographic interest. Different scanning planes are represented including longitudinal, transverse, coronal and oblique views. Students also gain an understanding of transducer positioning in relation to organs within the body, and correlate their studies with sonographic images.

*Prerequisites: Acceptance into the program or Program Chair permission.*

### **DMS 110**

#### **Pathophysiology I (3)**

Explores the pathogenesis of disease processes and their impact on the human body. Discusses the clinical manifestations, diagnosis, treatment and surgical interventions of different disease processes affecting specific body systems. Emphasizes disease processes relevant to sonography.

*Prerequisites: Acceptance into the program or Program Chair permission.*

### **DMS 111**

#### **Pathophysiology II (3)**

A continuation of Pathophysiology I. Discusses clinical manifestations, diagnosis, treatment and surgical interventions of diseases affecting specific body systems. Emphasizes disease processes relevant to sonography.

*Prerequisites: Successful completion of DMS 110.*

### **DMS 120**

#### **Abdominal Scanning and Techniques (5)**

Introduces ultrasound terminology and basic scanning techniques. Discusses the normal and pathologic appearances, laboratory tests and clinical signs and symptoms pertinent to the organs studied. Routine scanning protocols are learned and practiced during lecture/lab.

*Prerequisites: Acceptance into the program or Program Chair permission.*

### **DMS 121**

#### **Small Parts and Intraoperative Scanning and Techniques (5)**

Focuses on the sonographic scanning techniques of various superficial structures. Reviews the anatomy, physiology, and pathology of these small parts; discussing laboratory tests and clinical signs and

symptoms. Also explores the use of ultrasound in surgical procedures. Routine scanning protocols are learned and practiced during lecture/lab.

*Prerequisites: Acceptance into the program or Program Chair permission.*

### **DMS 122**

#### **Gynecological and Obstetrical Scanning and Technique (5)**

Provides information on the female reproductive system and fetal development in the first trimester, including: a review of female pelvis anatomy, physiology and associated pathologic findings. Introduces embryonic development and maternal changes in the first trimester. Focuses on scanning protocols and techniques, which are discussed and practiced in lecture/lab.

*Prerequisites: Successful completion of DMS 120 and 121.*

### **DMS 123**

#### **Obstetrical Scanning and Techniques (5)**

Provides information on the female reproductive system and fetal development. Emphasizes obstetrical states in the second and third trimesters and the associated pathological findings. Basic scanning techniques and protocols are introduced and practiced in lecture/lab.

*Prerequisites: Successful completion of DMS 122.*

### **DMS 130**

#### **Ultrasound Physics and Instrumentation I (3)**

Provides a theoretical and practical understanding of acoustic physics and its application in diagnostic medical sonography. Includes a review of related mathematic concepts and explores wave concepts, properties of attenuation, ultrasound beam formation, transducer construction, and function and system operation.

*Prerequisites: Acceptance into the program or Program Chair permission.*

### **DMS 131**

#### **Ultrasound Physics and Instrumentation II (3)**

A continuation of Ultrasound Physics and Instrumentation I. Topics covered include hemodynamics, Doppler physics (including color and spectral Doppler), acoustic artifacts, bioeffects and safety and quality assurance.

*Prerequisites: Successful completion of DMS 130.*



**DMS 150****Ultrasound Clinical I (2)**

Provides students the opportunity to apply sonographic theory to observation and limited hands-on scanning in a clinical setting. Includes professional skills, scanning techniques, protocols, patient care and quality assurance.

*Prerequisites: Acceptance into the program or Program Chair permission.*

**DMS 151****Ultrasound Clinical II (5)**

A continuation of Ultrasound Clinical I. The student will observe, assist, and perform various technical, clerical, professional, patient care, and sonographic duties under strict supervision. Requires completion of clinical competencies which will be observed and signed-off by a supervising sonographer.

*Prerequisites: Successful completion of DMS 150 didactic and lab coursework with a passing grade of "C" or higher.*

**DMS 152****Ultrasound Clinical III (8)**

A continuation of Ultrasound Clinical II. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision.

Requires completion of clinical competencies  
*Prerequisites: Successful completion of DMS 151 didactic and lab coursework with a passing grade of "C" or higher.*

**DMS 220****Introduction to Vascular Technology and Echocardiography (5)**

Introduction to the basic concepts of vascular sonography and echocardiography. Includes an overview of the basic cardiovascular anatomy and physiology, pertinent pathophysiology, and basic scanning protocols and ultrasound findings. Includes laboratory practice of routine protocols.

*Prerequisites: Successful completion of DMS 220.*

**DMS 250****Ultrasound Clinical IV (10)**

A continuation of Ultrasound Clinical III. Continued observation with increasing performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under generalized supervision. Requires completion of clinical

competencies. Also includes observation in a vascular ultrasound and echocardiographic laboratory.

*Prerequisites: Successful completion of DMS 152 didactic and lab coursework with a passing grade of "C" or higher.*

**DMS 251****Ultrasound Clinical V (13)**

A continuation of Ultrasound Clinical IV. Continued performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under minimal supervision. Requires completion of clinical competencies.

*Prerequisites: Successful completion of DMS 250 didactic and lab coursework with a passing grade of "C" or higher.*

**DMS 252****Ultrasound Clinical VI (13)**

A continuation of Ultrasound Clinical V. Continued performance of all duties of a sonographer in a clinical setting. Patient examinations are performed under minimal supervision. Requires completion of clinical competencies. This course may be waived if the student has completed all clinical competencies and is performing all examinations independently by the completion of DMS 251.

*Prerequisites: Successful completion of DMS 251 didactic and lab coursework with a passing grade of "C" or higher.*

**DMS 160, 161****Ultrasound Seminar and Critique I, II (2, 2)**

This course is a seminar on current issues in sonography. Includes case study presentation, discussion and critique.

*Prerequisites: Acceptance into the program or Program Chair permission.*

**DMS 260, 261****Ultrasound Seminar and Critique III, IV (2, 2)**

This course is a seminar on current issues in sonography. Includes case study presentation, discussion, and critique.

*Prerequisites: Acceptance into the program or Program Chair permission.*

**DMS 270****Ultrasound Registry Review Seminar (1)**

This elective course is an intensive review of the content in the American Registry of Diagnostic Medical Sonographers registry exam, including physics and instrumentation,

abdomen and small parts, and ob/gyn.

Students review with in class discussions and practice sample registry exams.

*Prerequisites: Acceptance into the program or Program Chair permission.*

## Drama

**DRAMA 101 (varies)****Introduction to Drama (5)**

Basic introduction to drama and theatrical production. Students learn to analyze and summarize play texts, from the Greeks to contemporary playwrights, and to write reviews of play productions. The basic technical aspects of production (producing, directing, design, and acting) are explored. Some scene work and staged readings. (multicultural content)

*Prerequisite: Completion of ENGL 101 with a grade of "C" or higher.*

## Economics

**ECON 200 (F, W, Sp, Su)****Principles of Economics: Macro (5)**

History and development of the United States economy, including effects of government taxing and spending, control of the money supply, and effects of international trade.

*Prerequisite: MATH 99, or assessment above MATH 99.*

**ECON 201 (F, W, Sp, Su)****Principles of Economics: Micro (5)**

Theory of the market systems as a method of allocating resources and distributing income and products. Analysis of current problems including government regulation, subsidies, monopoly and taxation.

*Prerequisite: MATH 99, or assessment above MATH 99.*

**ECON 211****General Economics (5)**

A one-quarter survey of economics designed specifically for non-majors. Includes such topics as effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects. Special emphasis on current issues in economics (survey of macro and micro).

## Education

The field of Teacher Education is undergoing changes and will continue to change in the near future. If students are interested in teaching, the most current information can be found at [www.teachwashington.org](http://www.teachwashington.org). Tacoma Community College's Teachers of Tomorrow Club welcomes students planning to enter the teaching profession.

Teacher Education candidates should keep in close contact with their designated transfer school so they will be aware of changes. Students are advised to work closely with the Education Coordinator to plan their programs whether they will be pursuing a Paraeducator-Early Childhood Emphasis Certificate or whether they will be fulfilling the associate's degree requirements for transfer to a four-year school to complete a degree in Elementary or Secondary Education. TCC is currently developing articulation agreements with selected four-year schools, and specific course recommendations will be forthcoming. Watch the quarterly schedules under the Education section for new course offerings.

Students are reminded that successful completion of recommended coursework does not guarantee admission to a university college of education. Additional criteria, such as grade point average, community service, leadership activities and prior classroom experience (e.g. volunteer tutoring), may also be used by a college of education in making admission decisions.

For current information contact: The Education Coordinator at 253.566.5010.

## Educational Paraprofessional

### EDP 100 Introduction to Early Childhood Education (3)

An overview of the early childhood field from personal and historical perspectives. Also includes current issues, trends, and best practice.

**EDP 101  
Effective Instruction I (3)**  
Provides an introduction to the elements of learning in young children, including room arrangement, scheduling and materials.

**EDP 102  
Effective Instruction II (3)**  
An introduction to effective teaching strategies and curriculum planning for early childhood classrooms.

**EDP 103  
Basic Child Care Provider Training (2)**  
Provides basic introduction to child growth and development, child guidance, health and safety. Meets STARS (State Training and Registry System) requirements of 20 hours basic training for all child care providers.

**EDP 104  
Essentials I (3)**  
Exploration of the personal characteristics, responsibilities and rewards for individuals working with young children and examines the basic concepts of development and normal development characteristics of children from birth through age 5 to be used as a foundation for planning appropriate activities and establishing appropriate expectations of children at various ages.

**EDP 105  
Essentials II (3)**  
Development and planning of a safe, healthy environment that invites learning and provides positive ways to support children's social and emotional development.

**EDP 106  
Essentials III (3)**  
Explores ways of advancing physical and intellectual competence of children, establishing positive and productive relationships with families and ensuring a well-run and purposeful program responsive to participant needs.

**EDP 112  
Curriculum Development (3)**  
Development and planning of curriculum for early childhood programs; includes emergent curriculum and inclusion of family culture and ideas.

**EDP 130  
Individual and Cultural Diversity (2)**  
An exploration of diversity issues and their application to children and early childhood education programming. (multicultural content)

**EDP 202  
Family Health, Nutrition and Safety (3)**  
Practical study of health, safety, and nutrition for paraeducator students. Includes prevention, emergency management, and family-centered services utilizing a wellness model.

**EDP 203  
Family Systems and Support Services (3)**  
An introduction to family systems and family dynamics as they relate to working with children and families in the early childhood education setting; includes exploration of available community support resources.

**EDP 204  
Effective Communication with Families (3)**  
Explores effective communication techniques for interacting with children and families in the early childhood education setting; includes an introduction to small group facilitation, and crisis intervention.

**EDP 290  
Practicum (3)**  
Supervised classroom experience in the early childhood education setting. Provides the opportunity for skills development and application of theory learned in educational courses.

## Education (Continuing Education)

**EDU 102  
Introduction to Learning Disabilities (2)**  
Provides educators and counselors with an awareness of learning disabilities, how learning disabled students approach language-based tasks, and resources to better serve students. Emphasis on determining what constitutes learning disabilities, how to identify and refer at-risk individuals to diagnosticians, identify how learning disabilities impact academic success, and categorization and accommodation. (Clock-hour credits available.)



## Education

### (Transfer)

EDUC 135 (varies)

#### Child Development (5)

Growth and guidance of young children, their mental, emotional, physical and social development; meeting the needs of children in the family; observation of young children.

EDUC 201 (F, W, Sp)

#### Introduction to Education (5)

Designed for students who are considering teaching as a profession, the course will examine historical and philosophical foundations of American education, learning theories, contemporary students, and curriculum development. The course will also explore the social, political, cultural, and economic pressures that influence current issues and trends in education. Includes required lab experience that gives students opportunities to practice learned concepts.

EDUC 299 (F, Sp)

#### Early Childhood Field Experience (2)

This class taken concurrently with EDP 100 (Introduction to Early Childhood Experience) will provide the opportunity to work with children in ECE classrooms, learning and implementing developmentally appropriate practices in guidance, curriculum, observation, assessment and the preparation of the physical environment.

## Electronics

ELEC 104 (F)

#### Fundamentals of Electricity and Electronics (5)

Basic knowledge and skills of DC and AC electrical circuits including circuit analysis, recognition, and use of electrical components and electrical measurement instruments. Covers voltage, resistance, current, power, Ohm's Law, inductors, capacitors, series and parallel circuits, phase resonance and circuit transients.

*Prerequisite: One year of high school algebra.*

ELEC 106 (F)

#### Electronic Devices and Systems (5)

Working knowledge of modern electronic devices and the circuits in which they are employed. Electronic trouble-shooting techniques. Rectifiers, transistors, SCRs and

triacs, vacuum and gaseous tubes, filters, amplifier circuits, operational amplifiers, noise reduction, and cathode ray tubes.

*Prerequisite: One year of high school algebra.*

ELEC 107 (W)

#### Digital Techniques (5)

Fundamentals of digital techniques, logic circuits, Boolean algebra, flip-flops, registers, combinational logic circuitry, and digital design.

ELEC 108 (W)

#### Schematics (5)

A study of digital logic devices and circuits with an emphasis on learning how to read and analyze digital schematic diagrams.

ELEC 109 (Sp)

#### Microprocessors (5)

A comprehensive, microprocessor course covering microprocessor theory and operation, computer arithmetic and interfacing.

ELEC 110 (Sp)

#### Peripherals and Communications (5)

Acquaints students with the integral relationships between peripheral and communication devices and the computer.

ELEC 212

#### Wireless (Radio Frequency) Theory (5)

A study of wireless frequency usage to include cellular and fixed broadband, transmission methodologies, equipment usage, transmitter range, FCC licensing, tower and antenna usage and fundamentals.

ELEC 214

#### Wireless (Radio Frequency) Security Fundamentals (5)

A study of radio frequency vulnerabilities as they pertain to applied transmission methods. An introduction to hardware and software firewall and encryption techniques used in the cellular and fixed broadband technologies.

ELEC 216

#### Principles of Wireless Networks (5)

An introduction to the incorporation of wireless technologies and equipment in the development and application of wireless broadband and cellular networks.

ELEC 218

#### Radio Wave Modulation and Signal Propagation (5)

A study of the various methods used for modulating and demodulating radio frequency transmission, signal propagation as it pertains to frequency, transmitter power, topography, and atmospheric effect.

ELEC 220

#### Wireless Security and Encryption Fundamentals (5)

Application of security and encryption methods in a wireless environment. Various methods demonstrated, vulnerabilities isolated and opportunities presented to secure systems.

## Emergency Medical and Health Services

EMC 110 (F, W, Sp)

#### Emergency Medical Technician Basic (8)

Upon completion of this course students are prepared to fulfill state and/or National Registry requirements for certification as an EMT-Basic, the entry level position in EMS for pre-hospital care providers. EMT-Bs provide basic life support and transportation for victims of illness and injury. Includes 112 hours of lecture and practical class-work time, and some clinical observation. Class also meets a portion of the prerequisites for the Paramedic program. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.

*Prerequisites: At least 18 years old, high school graduation or GED, CPR card, Standard First Aid Training and valid driver's license. Application and screening are necessary prior to course, due to limited enrollment and prerequisites.*

*NOTE: Active affiliation with an EMS provider agency is required for state certification. Class may be taken without affiliation; however, students will not obtain state certification without sponsor.*

EMC 112 (F, W, Sp)

#### Emergency Medical Technician Recertification (4)

For the currently certified EMT-Basic who needs to fulfill state and/or National Registry requirements for re-certification.

*Prerequisite: Current state or National Registry EMT-Basic. Certification and Program Chair permission.*

**EMC 115****Pre-Hospital Trauma Life Support (PHTLS) (2)**

Pre-Hospital Trauma Life Support (PHTLS) is a nationally recognized course that focuses on improving the care rendered to the victims of trauma in the out-of-hospital setting. The course features a blend of focused classroom presentations coupled with extensive hands-on experiences to help turn the theories and concepts of quality trauma care into practical application.

**EMC 118 (F)****EMS Wellness and Prevention (4)**

This course will explore the various factors that impact the physical and mental wellbeing of the paramedic. A wide range of health and prevention concepts will be presented to enhance personal wellness. The students will also learn the function of paramedics as role models, coaches, and educators in the community.

**EMC 120 (F)****Paramedic I (12)**

First of three courses of the Paramedic education program. Covers advanced concepts and skills in patient Assessment, airway management, shock management and I. V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support (ACLS) provider course included.  
*Prerequisite: HT 130, BIOL 118, EMC 118 and acceptance into the Paramedic program.*

**EMC 121 (W)****Paramedic II (12)**

Second in the three-quarter paramedic course. Covers Assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric emergencies. Pre-hospital trauma life support (PHTLS-Provider) as well as the P.E.P.P. provider course included.  
*Prerequisites: Successful completion of EMC 120, EMC 130 and PE 100.*

**EMC 122 (Sp)****Paramedic III (5)**

Third in the three-quarter course. Reviews the entire didactic content utilizing case studies. Requires application of the material covered in EMC 120 and EMC 121.  
*Prerequisites: Successful completion of EMC 121, EMC 131 and PE 200.*

**EMC 130 (F)****Paramedic Clinical I (4)**

First-quarter clinical and in-field experience for paramedic students taken in conjunction with EMC 120; includes supervised clinical experience in hospital and in-field rotations.  
*Prerequisite: Enrollment in EMC 120.*

**EMC 131 (W)****Paramedic Clinical II (7)**

Second-quarter clinical and field experience for Paramedic students taken in conjunction with EMC 121. Students will have assigned clinical and in-field rotations.  
*Prerequisite: Completion of EMC 120, EMC 130 and current enrollment in EMC 121.*

**EMC 132 (Sp)****Paramedic Clinical III (9)**

Continuation of EMC 131. Primary emphasis is on extensive field experience and attainment of entry level competencies.  
*Prerequisites: Completion of EMC 121, EMC 131 and enrollment in EMC 122.*

**EMC 140, 150****Supplemental Education for EMC Programs (2-10, 2-10)**

This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or re-certification requirements.  
*Prerequisite: Recommendation of County Medical Director and instructor permission.*

**EMC 200****Contemporary Issues in Pre-hospital Care (2)**

This is a dynamic seminar-style course that focuses on the various aspects of quality Emergency Medical Service. The course utilizes assorted current readings in conjunction with small group work that promotes critical thinking and a global understanding of what comprises state of the art out-of-hospital care.  
*Prerequisites: Certified Paramedic or instructor permission.*

## Engineering

The engineering transfer program is designed to offer students the same courses as the first two years at a baccalaureate institution. Students have the option of pursuing an Associate in Arts and Sciences degree Option B or an Associate of Science

degree with an Engineering Specialization. Engineering advisors are available for assistance in establishing a degree plan. Students seeking courses for general interest, upgrading skills, or college-level electives should consider ENGR 100, 124, 140, and 231. TCC supports a local chapter of the ASME (American Society of Mechanical Engineers) and encourages student involvement.

**ENGR 100 (F, W)****Introduction to Engineering and Design (5)**

Introduction to the engineering profession and its design process by building group skills, understanding the effects of different learning styles, producing strategies for innovation, and fostering creativity in problem solving. Includes design projects, journal keeping, professionalism and ethical issues, and oral presentations. Acquaints students with disciplines and opportunities in engineering.

**ENGR 124****Introduction to Computer Aided Drafting (5)**

A practical course in the use of computer aided design and drafting (AutoCAD software) as well as basic drafting instruments to solve engineering graphics problems. Design and analysis team will operate workstations and become familiar with sheet layout, geometric construction, multiview, auxiliary views, dimensioning and pictorals.

*Prerequisite: MATH 99 (may be taken concurrently).*

**ENGR 140 (F, Sp)****Computer Applications to Engineering Problems (5)**

Flowcharts, algorithms, and programming fundamentals such as data types, operators, decision structures, loops and arrays are used to create computer programs in Visual Basic. Course will prepare students for advanced computer programming topics. This course is the same as CS 140. Students may receive credit for ENGR 140 or CS 140, but not both.

*Prerequisite: MATH 115 (may be taken concurrently).*



**ENGR 142****Java Programming for Engineers and Scientists (5)**

Using the Java programming language, students learn general principles of object-oriented programming, including how to design, implement, document, test, and debug computer programs. Topics include classes, objects, messages, expressions, decision structures, iteration, arrays, collections, events, and interfaces. This course is the same as CS 142. Students may receive credit for ENGR 142 or CS 142, but not both.

*Prerequisite: ENGR 140 (CS 140) or structured computer programming course and MATH 115.*

**ENGR 143 (Sp)****Java Programming for Engineers and Scientists II (5)**

An intermediate programming course, using Java, that follows ENGR/CS 142. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an introduction to performance analysis and implementation tradeoffs. This course is the same as CS 143. Students may receive credit for ENGR 143 or CS 143, but not both.

*Prerequisite: ENGR 142 or CS 142.*

**ENGR 170****Fundamentals of Material Science (4)**

Elementary principles underlying the structure and properties of materials used in the practice of engineering. The properties of inorganic and organic materials as related to atomic, molecular and crystalline structure. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties.

*Prerequisite: CHEM 150 and MATH 124.*

**ENGR 210 (F)****Engineering Mechanics: Statics (4)**

Problem solution organization will aid in the study and analysis of the reactions on stationary or static objects. Combines mathematics and the physical sciences to develop engineering problem solving skills. Topics covered in this course include: vector notation, equilibrium, shear, moments, couples, resultants, trusses, frames, center of mass, inertia, beams, and friction. Includes design project.

*Prerequisite: MATH 125 (may be taken concurrently), PHYS 121 recommended.*

**ENGR 215****Fundamentals of Electrical Engineering (4)**

Introduction to Electrical Engineering. Basic circuit and systems concepts. Resistors, sources, capacitors, inductors, and operational amplifiers. Solution of first and second order linear differential equations associated with basic circuit forms.

*Prerequisite: MATH 238 and PHYS 122.*

**ENGR 220 (Sp)****Introduction to Mechanics of Materials (4)**

Introduction to the concepts of stress, strain, deformation, and failure theory in solid materials. Development of elastic behavior of structural and machine elements in tension, compression, bending, and torsion. Topics include deformation of members, Poisson's ratio, stress concentrations, thermal stress, statically indeterminate techniques, flexure formula, shear flow, stress transformation, strain gauges, deflections, and columns.

*Prerequisite: ENGR 210 and MATH 126 (may be taken concurrently).*

**ENGR 230 (W)****Engineering Mechanics: Dynamics (4)**

Dynamics of particles and rigid bodies, using the vector notation. Topics covered in this course include: kinematics, kinetics, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, impact, steady mass flow, rotation, absolute motion and relative motion. Includes design project.

*Prerequisite: ENGR 210 or PHYS 121, and MATH 126 (may be taken concurrently).*

**ENGR 231 (W, Sp)****Introduction to Technical Writing (3)**

A practical course in organizing, developing and writing technical information, including reports. Attention given to organizational patterns and report formats common to scientific and technical disciplines and technical writing conventions, including headings, illustrations, style and tone. Same course as ENGL 105.

*Prerequisite: ENGL 101 and READ 93 with a grade of "C" or higher.*

**ENGR 260 (Sp)****Thermodynamics (4)**

Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics and their application to energy transformation and state changes in engineering problems. Topics include work, heat, energy, ideal gasses, specific heat, incompressible materials, control volume analysis, entropy, and applications to devices and systems.

*Prerequisite: PHYS 121 and CHEM 150 or instructor permission; and MATH 126 (may be taken concurrently).*

**ENGR 299****Independent Study (1-5)**

Independent design, observation, analysis, and reporting of an engineering project or topic.

*Prerequisite: Instructor permission.*

## English: Composition

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the English program designed for native speakers.

**English 80's**

All English courses numbered in the 80's are laboratory courses. Each course includes one hour in class and one hour in laboratory. Students may take up to three of these courses, not necessarily in sequence, and may enroll as late as the third week of the quarter. These courses meet in the Writing Center, Bldg. 7, room 4.

**ENGL 80 (F, W, Sp)****Grammar Review (1)**

A laboratory course to assist the student who lacks understanding in basic grammar. Emphasis is on parts of speech and common grammatical errors. This review course utilizes a workbook with grammar explanations and exercises and includes competency tests for each lesson. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.



**ENGL 81 (F, W, Sp)****Sentence Structure Review (1)**

A laboratory course designed to review basic sentence patterns and sentence construction. Workbook lessons provide explanations and practice in developing various sentence patterns, including subordinate clauses and phrases.

Competency tests follow each lesson. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.

**ENGL 82 (F, W, Sp)****Punctuation Review (1)**

A laboratory course designed to review punctuation and other English fundamentals. Workbook lessons provide rules, explanations and practice exercises. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.

**ENGL 83 (F, W, Sp)****Vocabulary Development (1)**

Self-paced course provides student with strategies and skills to develop vocabulary necessary to meet college demands. Student will develop vocabulary through context, pronunciation, structural analysis, and dictionary usage.

**ENGL 84 (F, W, Sp)****Spelling (2)**

Course is designed to assist students lacking in spelling skills. The course concentrates on learning general rules and concepts of spelling as well as common exceptions and troublesome words. The class utilizes a spelling workbook with explanations and exercises accompanied by competency tests. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.

**ENGL 85 (F, W, Sp)****Paragraph Writing (2)**

A review of basic paragraph construction. This course provides extensive practice in writing unified, coherent, and well-developed paragraphs.

**ENGL 90 (F, W, Sp)****Beginning Writing (5)**

This course is designed to introduce basic reading skills and to develop basic writing skills. Coursework emphasizes writing from observation as well as writing in response to readings. The focus is on writing sentences which demonstrate a grasp of basic syntax and usage, and writing sound paragraphs which express a main idea clearly and develop it fully with a minimum of errors in sentence structure, punctuation, and spelling. This course may not be taken "S/U."

*Prerequisite: Assessment at or above ENGL 90 and READ 92.*

**ENGL 91 (F, W, Sp)****Composition (5)**

A course designed to improve the student's writing ability for entrance into ENGL 101. Coursework focuses on critical reading and analytic writing in response to readings, with emphasis on organization, unity, coherence, and adequate development; an introduction to the expository essays; and a review of the rules and conventions of standard written English. This course may not be taken "S/U."

*Prerequisite: Assessment at or above ENGL 91 and READ 93 or a grade of "C" or higher in ENGL 90 and READ 92.*

**ENGL 96 (F, W, Sp)****Writing Center Tutorials (1)**

Laboratory course offers students one-on-one tutorial help with assignments for classes where writing is required, as well as help with independent writing projects. Course also includes computer-assisted tutorials and on-site drafting time. No outside work is assigned. Ten half-hour tutorial sessions per quarter must be completed for credit, but students are not limited to ten. Course can be added up to mid-term. May be taken a total of 4 times and is graded as "S/U" only.

**ENGL 100/BUS 100 (F, W, Sp)****Business English (5)**

An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. Students may take either ENGL 100 or BUS 100, but not both.

*Prerequisite: Assessment at college-level English and reading or a grade of "C" or higher in ENGL 91 and READ 93.*

**ENGL 101 (F, W, Sp)****College Freshman Composition (5)**

Study and application of the principles of college writing. Students read, analyze, and write expository, descriptive, and argumentative essays, as well as learn to develop ideas fully, organize them effectively, and express them clearly. ENGL 101 readings focus on the essay. Literature is the focus in ENGL 102. This course may not be taken "S/U."

*Prerequisite: Scores at or above college-level reading and writing or a grade of "C" or higher in ENGL 91 and READ 93.*

**ENGL 102 (F, W, Sp)****College Freshman Composition (5)**

The application and further development of writing principles covered in ENGL 101. The writing-primarily analytical-is based on the reading and discussion of literature. This course may not be taken "S/U."

*Prerequisite: A grade of "C" or higher in ENGL 101.*

**ENGL 103 (F, W, Sp)****Argument and Persuasion (5)**

The application and further development of writing principles covered in ENGL 101. ENGL 103 is a composition course designed to develop the student's ability to write sound and cogent arguments in several academic disciplines. Coursework focuses on strategies for developing convincing evidence, with emphasis on critical thinking and library research skills. This course may not be taken "S/U."

*Prerequisite: A grade of "C" or higher in ENGL 101.*

**ENGL 105 (F, W)****Technical and Report Writing (3)**

A practical course in organizing, developing, and writing technical information, including reports. Attention given to (1) organizational patterns and report formats common to scientific and technical disciplines and (2) technical writing conventions, including heading, illustrations, style and tone. Same course as ENGR 231.

*Prerequisite: ENGL 101 and READ 93 with a grade of "C" or higher or ENGL 100 with a "C" or higher.*



ENGL 140 (F, W, Sp)

**Writing Center Tutor Practicum I (2)**

Provides qualified students with training and experience in tutoring students in one-on-one settings in the Writing Center. Topics of study include tutoring and learning styles, Writing Center theories and operations, ESL tutoring, tutoring students with learning disabilities, and discipline-specific and technical assignments. Students have the opportunity to apply training and skills in supervised sessions by end of the quarter.

*Prerequisite: Instructor permission. First course in a series.*

ENGL 141 (F, W, Sp)

**Writing Center Tutor Practicum II (2)**

Provides qualified students with training and experience in tutoring students in one-on-one settings in the Writing Center. Topics of study include tutoring and learning styles, Writing Center theories and operations, ESL tutoring, tutoring students with learning disabilities, and discipline-specific and technical assignments. Students have the opportunity to apply training and skills in supervised sessions by the end of the quarter.

*Prerequisite: Instructor permission. Second course in a series. Satisfactory completion ("S") in ENGL 140.*

ENGL 145 (F, W, Sp)

**Writing Center Tutor Practicum III (2)**

Provides qualified students continued training and experience as writing tutors. New topics of study include computer-assisted tutoring and e-mail tutoring. Students apply training by tutoring students in the Writing Center throughout quarter. May be taken a total of four times.

*Prerequisite: Instructor permission, and a grade of "B" or higher in ENGL 101 and 102 or 103 and an "S" in ENGL 141.*

ENGL 276, 277 (F, W, Sp)

**Creative Writing - Fiction (3, 3)**

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students. (writing intensive)

*Prerequisite: Completion of ENGL 101 with a grade of "C" or higher.*

ENGL 278, 279 (F, W, Sp)

**Creative Writing - Poetry (2, 2)**

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Instruction is flexible to meet the needs of individual students. (writing intensive)

*Prerequisite: Completion of ENGL 101 with a grade of "C" or higher.*

## English: Literature

*Note: Completion of ENGL 101 with a grade of "C" or higher is a prerequisite for all literature courses. Completion of ENGL 102 is strongly advised.*

*Courses designated as multicultural meet multicultural requirement for the Associate in Arts and Sciences degree.*

ENGL 232 (varies)

**Popular Fiction (5)**

A survey of popular fiction as it has developed over the past century. Focus is on representative selections from various categories of popular fiction to better understand the nature and appeal of popular fiction. Representative categories include the western science fiction, fantasy, adventure, and romance. (multicultural content) (writing intensive)

ENGL 234 (varies)

**Introduction to Mythology and Folk Stories (5)**

A comparative study of myth and folklore throughout the world. Emphasis is on the commonality of concerns and values expressed by both western and non-western cultures and on the literary value of myths and folklore. (multicultural content) (writing intensive)

ENGL 241 (varies)

**World Literature: 1500 to Present (5)**

The course examines a number of major literary works from various parts of the world. (multicultural content) (writing intensive)

ENGL 242 (varies)

**Contemporary Non-Western Literature (5)**

A survey of contemporary non-Western literature. Various cultural and historical themes will be studied from quarter to quarter. (multicultural content) (writing intensive)

ENGL 250 (varies)

**Introduction to Shakespeare (5)**

Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets. (writing intensive)

ENGL 257 (varies)

**Introduction to Poetry (5)**

Study of poetry and poetic elements such as structure, diction, imagery, figurative language, and sound devices. (multicultural content) (writing intensive)

ENGL 258 (varies)

**Introduction to Fiction (5)**

Study of short stories and novels and the various elements of fiction such as character, plot, theme, setting, and point of view. (multicultural content) (writing intensive)

ENGL 259 (varies)

**Introduction to Drama (5)**

Study of drama and its various elements such as character, plot, theme, and other literary devices. (writing intensive) (multicultural content)

ENGL 260 (varies)

**Themes or Social Issues in Fiction/Drama/Poetry (5)**

A survey of popular themes or social issues pertinent to present society. Various themes or issues will be studied from quarter to quarter. May be taken twice as themes and issues covered are different each offering. (multicultural content) (writing intensive)

ENGL 264 (varies)

**English Literature: From Beowulf Through Shakespeare (5)**

Survey of English literature from three major periods of English literature: Old English (500-1100), Middle English (1100-1500), and the English Renaissance. (writing intensive)

ENGL 265 (varies)

**English Literature: From Donne Through Blake (5)**

Survey of English literature from the Donne (1630s) through Blake (early Romantics, 1780s). (writing intensive)

ENGL 267 (varies)

**American Literature: From the Beginnings to 1860 (5)**

Survey of American literature from the beginnings through the Civil War. (multicultural content) (writing intensive)

ENGL 268 (varies)  
**American Literature:  
 From 1860 to 1910 (5)**

Survey of American literature from the Civil War to the eve of World War I. (multicultural content) (writing intensive)

ENGL 269 (varies)  
**American Literature:  
 From 1910 to 1960 (5)**

Survey of American literature from 1910-1960. (multicultural content) (writing intensive)

ENGL 271 (varies)  
**Contemporary American Fiction (5)**

Study of American fiction written since 1960 with an emphasis on the major writers and themes of contemporary fiction. (multicultural content) (writing intensive)

ENGL 280 (varies)  
**Literatures of Diversity (5)**

An introduction to the literatures of various cultures. Includes a study of historical and cultural context within which the literature evolved. Various single authors or a combination of authors will be studied from quarter to quarter. May be taken twice as cultures or authors covered are different each offering. (multi-cultural content) (writing intensive)

*Note: Writers of the Pacific Rim offered Spring quarter.*

ENGL 299 (varies)  
**Independent Study (5)**

Individual study, project-oriented. Instructor permission required and the successful completion of ENGL 101 and 102.

## English as a Second Language

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the English or Reading programs designed for native speakers.

ESL 89  
**Conversation and Pronunciation I (3)**

A beginning-level course in conversation and pronunciation for students of English as a Second Language. Students are introduced to the pronunciation of specific English sounds and basic intonation patterns, contextualized and practiced in conversation. Language laboratory lessons supplement classroom work.

*Prerequisite: ESL placement exam.*

ESL 90  
**Conversation and Pronunciation II (2)**

A course in conversation and pronunciation for students of English as a Second Language at the advanced-beginning to low-intermediate level. While developing conversational fluency, students improve their pronunciation of both the specific sounds and the intonation patterns of English. Some practice in note-taking is also included. Supplementary work in the language laboratory provides additional listening and speaking practice.

*Prerequisite: ESL 89 or placement exam.*

ESL 91  
**Grammar I (5)**

The first in a series of five grammar and speaking courses for non-native speakers of English at the beginning level. The course is designed to introduce students to basic English grammar and pronunciation.

*Prerequisite: ESL placement exam.*

ESL 92  
**Grammar II (5)**

The second in a series of five grammar and speaking courses for non-native speakers of English at the advanced-beginner level. This course is designed to give students a strong grammatical basis in English and to improve their speaking and listening skills. At least one oral report is required.

*Prerequisite: ESL 91 or ESL placement exam.*

ESL 93  
**Grammar III (5)**

The third in a series of five grammar and speaking classes for non-native speakers of English at the low-intermediate level. The focus is on grammar usage with work on the comprehension of spoken English.

*Prerequisite: ESL 92 or ESL placement exam.*

ESL 94  
**Grammar IV (5)**

The fourth in a series of five grammar and speaking classes for non-native speakers of English at the intermediate level. The class focuses on grammar plus classroom discussion and reports.

*Prerequisite: ESL 93 or ESL placement exam.*

ESL 95  
**Reading and Writing I (10)**

The first in a series of five reading and writing courses for non-native speakers of English at the beginning level. Students learn the basics of writing English sentences and are also introduced to the basics of the writing process (planning, writing, editing, rewriting) as they progress from sentences to single paragraphs, written in narrative style. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to develop their reading comprehension and expand their vocabulary.

*Prerequisite: ESL placement exam.*

ESL 96  
**Reading and Writing II (10)**

The second in a series of five reading and writing courses for non-native speakers of English at the high-beginning level. Students are introduced to the process of writing (planning, writing, editing, rewriting), as they progress from sentences to one-paragraph essays. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to improve their reading comprehension, speed, and vocabulary.

*Prerequisite: ESL 95 or ESL placement exam.*



**ESL 97****Reading and Writing III (10)**

The third in a series of reading and writing courses for non-native speakers of English at the low-intermediate level. Students practice the process of writing (planning, writing, editing, rewriting) in the context of short compositions. Types of compositions include narrative, descriptive, and summary. Grammatical structures and mechanics will be practiced in the context of the writing assignments. Reading lessons support writing activities and additionally build reading comprehension, retention, and vocabulary. Outside-of-class readings with oral and written reports required.

*Prerequisite: ESL 96 or ESL placement exam.*

**ESL 98****Reading and Writing IV (8)**

The fourth in a series of five courses in reading and writing for non-native speakers of English at the high-intermediate level. Students progress from one-paragraph to multiple-paragraph compositions while continuing work on the process of writing (generating ideas, organizing, writing, and revising) with a focus on these types of paragraphs: persuasive, descriptive, narrative, and expository. Readings provide the necessary background for compositions while enabling students to build vocabulary and develop reading comprehension and retention.

*Prerequisite: ESL 97 or ESL placement exam.*

**ESL 155****Grammar V (3)**

The last in a series of five grammar and speaking courses for non-native speakers of English at the advanced level. The course focuses on areas of English grammar that present difficulties to advanced students of the language; aural comprehension, speaking skills, and vocabulary development are also included.

*Prerequisite: ESL 94 or ESL placement exam.*

**ESL 159****Reading and Writing V (7)**

Last in a series of five courses in reading and writing for non-native speakers of English, designed to prepare advanced students for composition classes with native speakers. Focuses on a variety of 5-paragraph essays with introductions, transitions, and conclusions. The writing process is stressed, with particular emphasis on editing and polishing skills.

Readings provide background for the writing component of the course, with emphasis placed on comprehension, speed, retention, and vocabulary building.

*Prerequisite: ESL 98 or ESL placement exam.*

**ESL 160****Advanced Writing (5)**

An advanced course in writing for non-native speakers of English. The course focuses on assessment and improvement of sentence and paragraph structure, allowing students to critique their own work in order to increase the accurateness, variety, and sophistication of sentences and paragraphs.

*Prerequisite: Successful completion of ESL 159 or instructor permission.*

**ESL 161****Content Study Skills (2)**

A course designed for non-native speakers of English to increase students' comprehension and retention of material presented in a college-level content class by providing practice with vocabulary, listening and speaking skills, study skills, and cultural information necessary for success in an American college setting. May be taken three times for credit.

*Prerequisite: Placement into ESL 159 or higher.*

**ESL 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.

**ESL 190****American Culture and Conversation (3)**

A course in conversational English focusing on contemporary American at the high-intermediate or advanced level. The class is also appropriate for native speakers of English. Students explore current issues in American life through readings, videos, and conversation. May be taken twice for credit. (multicultural content)

**ESL 191****Conversation and Pronunciation III (2)**

Instruction and practice in recognition and production of individual phonemes of American English and of word accent and intonation levels at the high intermediate-advanced level. Students participate in a variety of speech activities: speech giving, poetry reading, role playing, debate.

*Prerequisite: ESL 94 or placement exam.*

**ESL 199****Individual Study (2)**

Project-oriented individual study or work. May be taken as pass/fail.

*Prerequisite: Instructor permission and the successful completion of ESL 160 and 162.*

## Environmental Science

Students intending to major in environmental science or environmental studies at a baccalaureate institution should work towards an Associate of Science degree with an Environmental Science specialization and consult with an advisor in the biology department. Students seeking courses for general interest or natural sciences distribution requirements for the Associate in Arts and Sciences, General Studies, should consider the following non-major courses: ENVSC 106, ENVSC 146.

**ENVSC 106 (F, W, Sp)****Environmental Science (5)**

An interdisciplinary science course for both non-science majors and beginning science students. Topics such as overpopulation, forest resources, energy, and pollution are covered. Underlying scientific principles are identified and related to relevant ethical, economic, and political issues from global, national and local perspectives. Laboratories and field trips included.

*Prerequisite: ENGL 91 or higher.*

**ENVSC 145****Introductory Ecology (5)**

Study of the factors affecting organisms and their environments (eg. symbioses, nutrient cycles, population dynamics, habitat alterations). Strong emphasis on local ecosystems, field work, and lab experiments. Will involve some computer analysis, library research, and writing. May involve weekend and possible overnight field-trip.

ENVSC 179

### **Special Topics in Environmental Science (2)**

Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Example topics for any one quarter may include Biodiversity, Toxins and Human Health, Non-Native Invasives, Wetlands, etc.

ENVSC 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.

## **French**

Placement of students with previous foreign language training will be made by the course instructor. Foreign language challenge credit will not be awarded for native languages.

FREN 101, 102, 103 (F) (W) (Sp)

### **Beginning French (5, 5, 5)**

An introduction to the basic elements of contemporary French language and culture with emphasis on developing students' listening, speaking, reading and writing skills. (FREN 103 multicultural content)

*Prerequisite: FREN 101 or equivalent with a grade of "C" or higher for 102; FREN 102 or equivalent with a "C" or higher for 103.*

## **General Education Development (GED)**

ABE 05/06

### **General Education Development**

For the student who wishes to prepare for the high school equivalency test (GED). Emphasis is on the five subject and skill areas of the GED test, which include: Test I - writing skills; Test II - social studies; Test III - science; Test IV - reading skills; Test V - mathematics. Students may enroll any time during the quarter.

*Prerequisite: 8th grade level basic skills recommended.*

## **Geography**

GEOG 110 (varies)

### **Geography of the Pacific Rim (5)**

Students will study the geographical elements of the Pacific Rim area. The physical and cultural attributes of each country will be compared. Problems related to the physical environment, ethnic composition, and resources will be emphasized. (multicultural content)

GEOG 200

### **Introduction to ArcView GIS**

Provides students with an introduction to the principles of geographic information systems, uses of the technology, and hands-on experience with ArcView software. Practical skills will be learned through tutorials and an independent project in which the student develops a GIS. The independent project will focus on gathering geographic data, assembling the GIS, performing analyses, and presenting the results.

*Prerequisite: Familiarity with Windows.*

GEOG 205

### **Physical Geography (5)**

Study of the formation and evolution of the physical features of the earth, including the atmosphere, climate, and weather; rocks, minerals, vegetation, and soils; erosion and modification of the earth's surfaces; and human impact and modification. Laboratory included.

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.

## **Geology**

Students seeking courses for general interest or degree distribution requirements may consider GEOL 101, GEOL 108, and GEOL 125 (and GEOL 105 for general elective categories) for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts degrees. Students intending to major in Geology at a baccalaureate institution should work towards an Associate of Science degree with an Earth Sciences Specialization and consult with the earth sciences advisor.

GEOL 101 (F, W)

### **Physical Geology (5)**

Provides students with an introduction to the materials and landscapes of the earth, and the diverse geological processes that produce and change them. Subjects such as volcanoes, glaciers, rivers, and earthquakes will be studied. The laboratory consists of diverse activities, including examination of rocks and minerals. Includes local fieldtrips.

GEOL 105 (F, W, Sp)

### **Earth Systems Science (5)**

Provides an introduction to earth systems by studying the lithosphere, biosphere, hydrosphere, and atmosphere, and how these realms interact to produce the dynamic earth that we inhabit. Hands-on exercises will involve work with rock samples, weather gauges, and maps and diagrams. This course is taught online via the Internet.



**GEOL 108 (W, Sp)****Fossils and the History of Life (5)**

Introduction to the geological and biological processes that created the astounding record of life on this planet. Covers topics such as plate tectonics, rock identification, fossilization processes, principles of evolution, and a survey of the history of life. The laboratory focuses on studying rock and fossil specimens and includes local fieldtrips. This course is the same as BIOL 105. Students may receive credit for BIOL 105 or GEOL 108 but not both.

**GEOL 125 (Su)****Geology in the Field (5-12)**

Geology in the Field is an intensive course in introductory geology. Includes an initial segment in which the fundamental principles of geology are covered, followed by an extended field trip portion in which students travel to spectacular geologic localities to study the geology first hand. The exact itinerary for the trip varies quarterly.

**GEOL 179****Special Topic Seminars (2)**

Seminars designed to provide geology students with an opportunity for advanced study of selected geologic topics. Topics will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program. Field trips will be an important component of the seminars.

*Prerequisite: Instructor permission.*

**GEOL 299****Individual Study in Geology (1-5)**

Study of selected geologic topics on an individual basis.

*Prerequisite: GEOL 101 and Instructor permission.*

## German

**GERM 101 (F)****German I**

The first course in a series designed to expose students to German grammar, culture and conversation and to provide a foundation for an elementary proficiency in speaking, writing and comprehension of the language. Emphasis is placed on proper pronunciation, auditory comprehension and grammar usage. Laboratory work assists students with speaking and comprehension skills.

**GERM 102 (W)****German II**

The second course in a series designed to expose students to German grammar, culture and conversation and to provide a foundation for an elementary proficiency in speaking, writing and comprehension of the language. Emphasis is placed on proper pronunciation, auditory comprehension and grammar usage. Laboratory work assists students with speaking and comprehension skills.

*Prerequisite: GERM 101 with a "C" or higher or instructor permission.*

**GERM 103 (Sp)****German III**

The third course in a series designed to expose students to German grammar, culture and conversation and to provide a foundation for an elementary proficiency in speaking, writing and comprehension of the language. Emphasis is placed on proper pronunciation, auditory comprehension and grammar usage. Laboratory work assists students with speaking and comprehension skills.

*Prerequisite: GERM 102 with a "C" or higher or instructor permission.*

## Global Business

**GBUS 210****Cultural Aspects of Global Business (5)**

Study of cultural factors and their impact on global business operations. Examines political, social, economic and legal systems; customs, historical, religious, and communication differences across cultures, countries, and regions. Identifies suggested guidelines for effective interpersonal behavior in global business settings, including protocol and etiquette, and negotiation strategies and practices. (multicultural content)

**GBUS 220****Introduction to Global Business (5)**

This course provides an overview of the international world of business: multinational corporations, international business management, marketing, finance and production. Emphasis will be placed on international cultures, the Pacific Rim, and issues of the 21st century. (writing intensive) (multicultural content)

**GBUS 230****Global Marketing (5)**

A comparative analysis of the similarities and differences between domestic and global marketing theories and trends; as well as processes, issues, and opportunities for marketing products and services globally. Emphasis on cases typical of various-sized companies. (multicultural content)

**GBUS 240****Global Trade and Transportation (5)**

This course focuses on issues relating to exporting that should be considered by a company seeking practical help in conducting business abroad. The import process and general requirements of importing goods into the U.S. and marketing products domestically are also considered.

**GBUS 290****Work Internship (5)**

During one quarter of the year, students can earn college credits for hands-on work experience and training in a private - or public- sector organization. Internships can cover any of the related business subjects introduced in the Global Business Program.

*Prerequisite: Program Chair permission.*

**GBUS 299****Independent Study & Special Projects (1-5)**

Study on an individual basis.

*Prerequisite: Program Chair permission.*

## Health Information Technology

**HIM 180 (F, Sp)****Intro to Health Record Management (5)**

Survey of development and content of health records; a study of the objectives and codes of ethics of the professional organization for health information practitioners; functions and use of computers in health information departments; development, content and format of the record, including in-depth study of physicians record completion systems and requirements, methods of record storage and retrieval procedures; functions of the admitting department, other ancillary service departments, patient confidentiality and release of health information. (4 hours lecture, 2 hours lab per week).

*Prerequisite: HT 130 or CU 105, or instructor permission.*

**HIM 190 (F, Sp)****Clinical Applications I (2)**

Students spend one hour in seminar on campus per week, plus a total of 30 hours of practical experience performing health information clerical duties in local health care facilities to introduce health information management students to practitioners and the health care environment.

*Prerequisite: Concurrent enrollment in HIM 180 or instructor permission.*

**HIM 220 (F)****ICD-9-CM Coding (5)**

Coding of diseases and operations according to the International Classification of Diseases, Clinical Modification. Course covers coding of all major body systems with an emphasis on Diagnosis Related Groups (DRGs), including computerized encoders.

*Prerequisite: HIM 180, HIM 190, HT 210 (or concurrent enrollment) or instructor permission.*

**HIM 222 (Sp)****Health Records in Alternate Care Settings (3)**

Continued study of health record systems for ambulatory care, psychiatric, long-term care, home health care and mental retardation facilities, including licensure and accreditation standards. (2 hours lecture, 2 hours lab per week.)

*Prerequisite: HIM 241, HIM 232, current enrollment or instructor permission.*

**HIM 230 (F)****HIM Clinical Lab (3)**

Practical experience performing health information duties in the campus laboratory including physicians' incomplete chart system, organizing and maintaining automated disease and operations indices, tumor registry, vital records, writing of policies, procedures, flow charts, and job descriptions in preparation for acute care hospital clinical experience (HIM 231). Special emphasis is placed on computer applications of these functions.

*Prerequisite: HIM 180, HIM 190, or instructor permission.*

**HIM 231 (W)****Clinical Applications II (5)**

Practical experience performing health information duties in seminar and in local health facilities to provide the opportunity to actively perform technical duties. 120 hours total per quarter on-site in hospitals.

*Prerequisite: HIM 220, 230, 241, HIT 216 or concurrent enrollment and instructor permission.*

**HIM 232 (Sp)****Clinical Applications III (6)**

Practical experience performing health information management duties in seminar and in local health facilities to give the student the opportunity to actively perform technical duties. Fifteen hours per week on-site in specialized care facilities for a total of 150 hours per quarter.

*Prerequisite: HIM 222 (or concurrent enrollment), HIM 231, or instructor permission.*

**HIM 241 (W)****Data Quality and Statistics for Health Care (5)**

Study and practical application of the purpose, organization, and function of continuous quality improvement, utilization management, standards for hospital accreditation and licensure, and calculation and presentation of statistical data. This course addresses the role of the Joint Commission, Government agencies, and the United States Vital and Public Health Statistic.

*Prerequisite: BUS 110, HIM 180, CU 110, HIM 220, and HIM 230.*

**HIM 242 (Sp)****Health Information Management (3)**

Development of management and supervisory skills, including planning, organizing, directing and controlling. Special emphasis in systems management.

*Prerequisite: HIM 241 or concurrent enrollment or instructor permission.*

**HIM 252****Medical Reimbursement Management (3)**

Course is designed to provide students with skills in medical reimbursement management for use in a variety of health care settings with emphasis on outpatient settings. Includes advanced applications of ICD-9-CM and CPT Coding practice and principles in case mix analysis, DRGs, RBRVS, and APGs, as these impact the financial reimbursement and marketing issues for health care facilities. Emphasis is on the advantages of computerized systems in the tracking and statistical analysis of these functions.

*Prerequisite: HT 110, HIM 220, HT 216, or instructor permission.*

**HIM 299****Individual Study in HIM (1-5)**

Individual study of an aspect of HIM in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken.

*Prerequisite: Instructor permission.*

## Health Technology

**HT 110 (F)****Health Care Delivery Systems (4)**

Interdisciplinary course: concepts of health care organization, finance, and delivery in the United States; interrelationships among facilities, agencies and health organizations; interrelationships between health personnel and the medical staff in the delivery of health care; professional ethics; accreditation, licensing and certification standards. Classroom instruction and field visit.

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

**HT 120 (W)****Medical/Dental Office Management (5)**

This course is designed to instruct the student in basic business practices and procedures as they relate to the medical practice and dental office; including professional intra-relationships, basic medical practice issues, patient management, professional referral, legal issues, scheduling, coding, billing, correspondence and forms, insurance billing, collecting and posting of accounts receivable and accounts payable, financial issues and budgeting, and internal practice marketing. The student will also become familiar with various functions of the "back office," to include patient interactions and common clinical procedures, and equipment and supplies used in a medical practice.

*Prerequisites: HT 130, HT 110, IT 235 or CU 105 (or concurrent enrollment) or instructor permission.*





HT 130 (F, W, Sp)

**Medical Terminology I (3)**

Study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology.

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

HT 131 (F, W, Sp, Su)

**Medical Terminology II (5)**

Continuing study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Identifying, defining and spelling terms related to systemic disorders, oncology, anesthesiology, pharmacology, pathology, therapeutic radiology, nuclear medicine, and mental health.

*Prerequisite: HT 130 or instructor permission.*

HT 134

**Medical Spanish, Introduction - Level I (2)**

Designed for students who do not speak Spanish. Class will acquaint students with basic vocabulary, common phrases, pronunciation and a basic understanding of how to use Spanish in basic medically related situations.

HT 135

**Medical Spanish, Introduction - Level II (2)**

As a continuation of Medical Spanish Level I, the course will provide students in health-related professions a solid foundation in speaking, listening, comprehending and writing in Spanish. Special emphasis will be placed on understanding cultural differences and issues.

HT 137 (F, W, Sp, S)

**Comprehensive Medical Terminology (5)**

A study of selected roots, prefixes and suffixes, principles of word building, and study of diagnostic, operative and symptomatic terms of the various systems of the body. Emphasis on accurate spelling and pronunciation of all medical terms. A strong component of the course is related to common medical abbreviations, selected eponyms, clinical laboratory procedures and radiology procedures with associated terminology for each body system. Online course.

HT 138 (F, W, Sp, S)

**Advanced Medical Terminology (3)**

This course builds on the prerequisite course - Comprehensive Medical Terminology (HT 137). The class is designed to expand and enhance the student's knowledge base through continued medical terminology studies in the systems of the body with an emphasis on specialized clinical applications. Studies will include diagnostic and therapeutic procedures, advanced abbreviations and symbology, systemic diseases, and treatment modalities. The ability to read, understand, and interpret various types of medical reports and physician generated documentation will be stressed and required. The chapters of Pharmacology and Psychiatry will also be covered which will complete the text book content. Online course.

HT 139 (varies)

**Introduction to Disease Process (3)**

Introduction to human disease in terms of the cause, signs, symptoms, diagnosis, and treatment of specific diseases with general information on laboratory and radiology procedures for application in coding diseases and operations.

HT 140, 141, 142 (F, W, Sp, S)

**Medical Transcription I/II/III (3, 3, 3)**

A sequential course involving skills in word processing and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of actual physician dictation in history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references.

*Prerequisites: ENGL 100, HT 130 and typing speed of 45 wpm (or word processing skills); and IT 235 or CU 105 (or concurrent enrollment); or instructor permission.*

HT 143 (F, W, Sp)

**Medical Transcription Professional Development (2)**

This course provides students with an overview of issues and trends in medical transcription and health information, including productivity requirements, quality assurance practices, equipment and software technology, stress management, privacy, confidentiality and documentation.

*Prerequisite: HT 140, HT 160, or instructor permission.*

HT 150 (F, W, Sp)

**Pharmacology for Health Professionals (2)**

This is an introductory course in Pharmacology to include terminology, drug classification, and usage, emphasizing clinical applications of pharmacology in treatment of diseases. This course will include lecture and computer-assisted instructional techniques.

*Prerequisites: BIO 118, HT 130, or instructor permission.*

HT 159 (varies)

**Introduction to Medical Coding for Ambulatory Services (3)**

Introduction to diagnosis and procedural coding used in hospitals, physicians offices and medical clinics serving outpatients. Familiarization with basic coding concepts and applications for ICD-9-CM disease and procedure coding and CPT coding. Emphasis is on CPT ambulatory services coding.

HT 160 (F,W, Sp, S)

**Medical Transcription Lab I (2)**

A beginning course developing machine transcription skills in transcribing medical reports for hospitals, clinics, and physician offices using a word processor. (4 hours lab per week).

*Prerequisites: ENGL 100, HT 130, concurrent enrollment in HT 140, typing speed of 45 wpm (or word processing skills); or instructor permission*

HT 161 (F, W, Sp, S)

**Medical Transcription Lab II (2)**

An intermediate lab course developing word processing and machine transcription skills in transcribing medical reports for hospitals, clinics, and physician offices. Transcription of actual physician dictation in clinic notes, procedure notes, history/physical examinations, consultations, radiology reports, pathology reports, and discharge summaries with continuing study of selected terminology, medical report format, and use of medical references. (4 hours lab per week).

*Prerequisites:* HT 140, HT 160, concurrent enrollment in HT 141; or instructor permission

HT 162 (F, W, Sp, S)

**Medical Transcription Lab III (2)**

An advanced lab course using word processing and machine transcription of medical reports for hospitals, clinics, and physician offices including transcription of actual physician dictation in history and physical examinations, consultations, radiology reports, operative reports, and discharge summaries with academic study of selected terminology, medical report format and technological advances. (4 hours lab per week).

*Prerequisites:* HT 141, HT 161, concurrent enrollment in HT 142; or instructor permission

HT 170 (W)

**Introduction to Fundamentals of Patient Care (5)**

Introduces common knowledge of patient care including venipuncture and EKG placement. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Provides basic knowledge regarding the initiation and maintenance of intravenous access, as well as basic introduction to EKG's, including placement of leads. Recognition that the patient's health problems, including evaluation of patient responses during procedures, are the foci of activities for the health care team will be emphasized. Lecture and lab course. Same course as RS 170.

*Prerequisite:* HT 130 or concurrent enrollment.

HT 210 (Sp)

**Principles of Disease (5)**

Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Lecture course.

*Prerequisite:* BIOL 118, HT 130, HT 131.

HT 214 (F, Sp)

**Basic Principles of ICD-9-CM Coding (2)**

Instruction on the basic principles of coding of diseases and operative procedures. Designed as an introductory course for beginners, as well as a review course for practitioners.

*Prerequisite:* HT 130 and 131; or instructor permission.

HT 215 (Sp)

**Advanced ICD-9-CM and CPT Coding for Health Personnel (2)**

An advanced course for experienced coders. Instruction on the more difficult sections of the coding system, coding exercises, and advanced practice using abstracted medical records.

*Prerequisite:* HT 214 (or HIM 220), HT 216; or instructor permission.

HT 216 (W, Sp)

**CPT Coding (5)**

Instruction in basic, comprehensive, and more advanced aspects of coding with Current Procedural Terminology (CPT-4) for use in various health care settings. Designed to provide the student with a comprehensive understanding of CPT coding guidelines, rules, and regulations; a basic understanding of HCPCS Level II Coding; a basic working knowledge of E/M coding methods; and a thorough working knowledge of CPT-4.

*Prerequisite:* HT 130, HT 131, BIOL 118; or instructor permission.

HT 225 (F)

**Legal Concepts for the Health Field (3)**

Principles of law including case studies as applied to health care professionals. The course surveys the U.S. Court System, legal proceedings and terminology, conduct of witnesses and rights and responsibilities of patients and health care professionals. The course gives particular reference to all phases of medical documentation, including release of medical information and professional ethics.

*Prerequisite:* HIM 180 or instructor permission.

HT 240

**Clinical Applications for Medical Billing Specialists (3)**

Work internships for the Medical Billing Specialist program provide students the opportunity to apply their training and skills. Students spend a total of 90 hours in supervised practical experiences in health care facilities. Internship should be the culmination of course work. Students must provide their own transportation.

*Prerequisite:* Instructor permission required.

HT 241 (varies)

**Clinical Applications for Medical Office Professional and Medical Transcriptionist (5)**

(formerly Medical Secretary)

Work internships for the Medical Office Professional and Medical Transcriptionist programs provide students the opportunity to apply their training and skills. Students spend a total of 150 hours in supervised practical experience in health care facilities. Internship should be the culmination of course work. Students must provide their own transportation.

*Prerequisite:* Instructor permission required.

HT 250

**Clinical Applications for Health Information Coding Specialists (3)**

This course provides skill practice for HICS students in their final quarter of the program. The course consists of a professional seminar and medical record coding practice (two credits or 40 hours). Coding practice includes in-patient, out-patient and emergency coding. This is the final capstone experience prior to completion of the program in readiness for employment as a coding specialist.

HT 299 (F, W, Sp)

**Individual Study in Medical Secretary/Transcription (1 - 5)**

An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the medical secretary or transcription student.

*Prerequisite:* Instructor permission.



# High School Completion

## HSC 90 (F, W, Sp, Su) Contemporary Problems (5)

Areas of social problems which include youth and the family, the economy, health, minorities, criminal justice and dissent, metropolitan areas, the environment, world affairs, and terrorism. Self-paced, lab-style modular format.

## HSC 91 (F, W, Sp, Su) U. S. History I (Pre-Colonial-1900) (5)

America before the Europeans, colonial beginnings, Revolutionary War, the birth of the United States, the Articles of Confederation, the Constitution, westward expansion, the War of 1812, the Industrial Revolution, democratic and social reforms between the 1820s and the 1860s, the development of slavery from Colonial days to about 1830, the Civil War, and Reconstruction. Self-paced, lab-style modular format.

## HSC 92 (F, W, Sp, Su) U.S. History II (1865 to Present) (5)

Major areas and basic events in United States history from 1865 to the present. Self-paced, lab-style modular format.

## HSC 93 (F, W, Sp, Su) Introduction to American Government (5)

Fundamental concepts of federal and state government structure, government service, the tax system, the two-party system, lobby and pressure groups, voting and citizen responsibility. Self-paced, lab-style modular format.

## HSC 94 (F, W, Sp, Su) Washington State History (5)

History of the Pacific Northwest from pre-history to the present. Self-paced, lab-style modular format.

# History

## HIST 111 (F) World Civilization (5)

Development of man from prehistoric days to the 14th Century, including social, political, cultural and economic aspects.

## HIST 112 (W) World Civilization (5)

Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture and science; expansion of European influence throughout the world.

## HIST 113 (Sp) World Civilization (5)

Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

## HIST 120 (varies) East Asian Civilization I (5)

This course is designed to introduce students to the East Asian civilization from the pre-historical era to 1800. The focus of the course will be on evolution of the political systems and the intellectual world. (multicultural content)

## HIST 121 (varies) East Asian Civilization II (5)

This course is designed to introduce students to the East Asian civilization from 1800 to present. The focus will be on the dramatic changes that occurred to the East Asian countries during this period of time. (multicultural content)

## HIST 147 (varies) The Japanese American Experience (3)

An historic overview of the contributions of the Japanese Americans from the 1880s to the present. (multicultural content)

**HIST 211 (varies)  
Chinese Civilization (5)**  
Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B. C.) to the present. (multicultural content)

## HIST 221 (varies) History of the British Isles I: 1485-1785 (5)

This course examines the development of the British nation between 1485 and 1785, emphasizing Irish, Welsh, Scots, and English relations, the establishment of the Tudor dynasty, the intertwining of religion and politics during the Tudor/Stuart era, the causes and consequences of the English Civil War and the Glorious Revolution, the establishment of the First British Empire, and the causes and effects of the American Revolution. (writing intensive)

## HIST 222 (varies) History of the British Isles II: Nineteenth Century (5)

This course examines the development of the British nation between 1785 and 1914, emphasizing Irish, Welsh, Scots, and English relations, the causes and effects of the Industrial Revolution, the development of the British Empire, and Great Britain's rise to prominence in European and world affairs. (writing intensive)

## HIST 223 (varies) History of the British Isles, III (5)

This course examines the development of the British nation between 1901 and the present day, emphasizing multicultural relations, World War I and World War II, and the change in Great Britain's status as a world or European power via the transformation of the British Empire into the British Commonwealth of Nations and the development of the EEC. (multicultural content) (writing intensive)

## HIST 225 (varies) History of Canada (5)

Examines the political, economic, and social aspects of Canadian history from the foundation of New France to the present. Topics include: European imperialism, intercultural relations, U.S.-Canadian relations, nationalism and Quebec separatism, and Canada's role as a twentieth-century world leader. (multicultural content) (writing intensive)

## HIST 230 (varies) Japanese Civilization (5)

Historical study of Japan, with emphasis on social, religious and philosophical influences in the formation of Japanese civilization. (multicultural content) (writing intensive)

HIST 231 (varies)

**American History, American Film (5)**

Examines U.S. History, society and culture since 1929 through the lens of Hollywood feature films. Topics include: the Great Depression, the Cold War at home and abroad, gender roles and the American family, and the civil rights movement. (multicultural content) (writing intensive)

HIST 241 (F)

**United States History:  
17th, 18th Centuries (5)**

The development of America in the 17th and 18th Centuries: European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation. (multicultural content) (writing intensive)

HIST 242 (W)

**United States History:  
19th Century (5)**

The United States during the time of the early Republic: the developing sectional tensions over land acquisitions, social reform and slavery; the Civil War and Reconstruction, and the rise of large industrial corporations after the war. (multicultural content) (writing intensive)

HIST 243 (Sp)

**United States History:  
20th Century (5)**

The United States during the time of the Populist-Progressive movement, the prosperous Twenties, the Depression Thirties, World War II and the Cold War. (multicultural content) (writing intensive)

HIST 244 (varies)

**A Decade: Revolving Time Periods (5)**

This course will examine key political, social, cultural, economic and diplomatic events with a specific decade. Time periods covered will vary.

HIST 248 (varies)

**The Diplomacy of the United States  
to 1898 (5)**

A survey of the American diplomatic history from the American revolution to the war with Spain. It will examine the issues and events, which shaped the foreign relations of America's first century of independence.

Particular attention will be paid to the development of traditions, such as a tradition of violence, a belief in American exceptionalism, a moral imperative, a heritage of success. (writing intensive)

HIST 249 (varies)

**20th Century American Diplomatic  
History (5)**

Course will survey the United States' rise to world power from 1898 to the present, with particular attention given to the causes and consequences of increased U.S. participation in world affairs, America's initial reluctance and ultimate acceptance of the responsibility of world leadership. (writing intensive)

HIST 250 (varies)

**The War in Vietnam (5)**

Study of the origin and development of the war in Vietnam from 1940 to 1975. Special emphasis will be devoted to Vietnamese nationalism, French imperialism and its defeat, American involvement from Presidents Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, and Ford. The course will conclude with an examination of the impact of the Vietnam War on America and on the world.

HIST 251 (varies)

**Native American History (5)**

This course will examine the history of Native American cultures in the United States. Through readings, lectures, and class discussions, students will explore the unique histories of several specific Native cultures, as well as the impact that these cultures had in shaping the course of American history.

HIST 254 (varies)

**Introduction to  
African-American History**

This course is an integral component of U.S. history that focuses on African Americans. It traces their roots in the Old World and their experiences in the new one. Although the course focuses on African Americans, it examines how they shaped the people around them and how the people, in turn, shaped them. In this way, it is also a study in intellectual relationship. (multicultural content)

HIST 255 (varies)

**Civil Rights Movement (5)**

This course traces the struggle by African-Americans to acquire the basic rights of humanity, freedom, and equal rights. By focusing on the men and women central to the movement, the course touches on the methods used, gains achieved, and areas left to be accomplished.

HIST 260 (varies)

**Russian History (5)**

Russia's material civilization as revealed in the arts, literature and history; political, economic, social and legal institutions and thoughts are studied in relation to the development of 20th Century Russian society. (multicultural content)

HIST 264 (varies)

**History of Washington and  
the Pacific Northwest (5)**

Exploration, settlement and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

HIST 290 (varies)

**Introduction to Historical  
Reasoning (5)**

The nature of historical reasoning for first-year college students. "What is history?" and "Why is history an important first step in understanding the humanities?" Course presents historical-mindedness as a necessary check against anti-intellectualism, pre-sentism, narcissism, and radical doctrines of discontinuity.

## Home and Family Life Education

HFL 91

**Nutrition for the Family (3)**

Covers nutritional needs of adults and children, the effects of good nutrition and planning meals to meet needs of all ages and stages of development.

HFL 95

**The Consumer and  
the Market Place (5)**

Selecting goods and services, comparing costs, availability and quality of goods; using credit, consumer agencies, and consumer information.



HFL 96

**Parenting Skills (1)**

Methods of communicating with children and managing behavior. Examines the relationship of child development principles to parenting practices.

HFL 97 (F)

**Child & Family Studies I: Health, Safety, and Nutrition (1)**

An introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and physical safety needs, and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet high school-level expectations.

HFL 98 (W)

**Child & Family Studies I: Child Development (1)**

An introduction to the parenting skills series with emphasis on the development of social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages, learning the language to build self-esteem, positively communicating expectations and limits, and problem solving techniques. Students participating in this course should meet high school-level expectations.

HFL 99 (Sp)

**Child & Family Studies I: Learning Development (1)**

An introduction to parenting skills series focusing on learning development. Provides students with skills to help foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on techniques, activities, books and materials that develop the talents of every child. Students participating in this course should meet high school-level expectations.

HFL 115

**Consumer and Family Economics (3)**

Planning and budgeting money, time and energy; purchasing goods and services; savings; credit and installment buying; insurance; and taxes.

HFL 132

**Positive Parenting (3-4)**

Developing and refining parenting skills to include methods of communication, behavior management, individual and family problem solving and goal setting. Leading theories on parent-child interaction will be explored. Parents whose children are enrolled at the TCC Children's Center may receive one extra credit for participating in their child's classroom on a regular basis.

HFL 140 (F)

**Child & Family Studies II: Health Safety and Nutrition (1)**

Introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and physical safety needs and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet college-level expectations.

HFL 141 (W)

**Child & Family Studies II: Child Development (1)**

An introduction to parenting skills series with emphasis on the development of social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages, learning the language to build self-esteem, positively communicating expectations and limits, and problem solving techniques. Students participating in this course should meet college-level expectations.

HFL 142 (Sp)

**Child & Family Studies II: Learning Development (1)**

An introduction to parenting skills series focusing on learning development. Provides students with skills to help foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on technique activities, books and materials that develop the talents of every child. Students participating in this course should meet college-level expectations.

EDUC 135

**Child Development (5)**

(previously HFL 135)

See description on page 100.

# Human Development

HD 98 (F, Sp)

**Managing Math Anxiety (1)**

Increasing our awareness of why we have math anxiety and an appreciation of our own attitudes can actually help us to learn anxiety management tools and strategies to learn math. An emphasis is placed on understanding problem solving techniques and math assertiveness.

*Prerequisite: Concurrent registration in the linked MATH 88 (4 credits) class is required.*

HD 101 (F, W, Sp)

**Student Success Seminar (2)**

This course is designed to prepare students for a successful college experience by developing study, note-taking and test-taking skills. Students will discover the goals of higher education and the many campus resources and support services available. In a group-building environment, students will explore cultural diversity and other issues that are important to the development of the modern college student.

Other sections are occasionally designed to meet specific program needs. One special section of HD 101 is designed to help international/immigrant students understand American culture, the local community, and college resources. The course will also emphasize academic success and effective study skills.

HD 105 (F, W, Sp, Su)

**Career and Life Planning (3)**

Provides students with help selecting a career. Opportunities for students to explore and establish their individual goals as related to their interests, abilities and lifestyles. Vocational testing, career research, self-assessment, career decision-making, and job search skills are included.

HD 110 (F, W, Sp)

**Human Relations (3)**

Introductory course in personal growth through interpersonal communication. Primarily an experiential course, designed to facilitate learning and growth in self-awareness, self-esteem, and self-expression, with the goal of promoting positive relationships with others. (multicultural content)

HD 112 (F, W, Sp)

**Assertive Skills (3)**

Increasing assertiveness in everyday actions, expressing oneself honestly without undue anxiety, and exercising one's own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem. (multicultural content)

HD 114

**Exploring Human Potential (3)**

This course helps students discover and develop their individual potential. Students explore who they are and how to set meaningful goals in their own terms. We identify ways to unlock our individual potential and learn how to establish an action plan for positive change.

HD 116 (Sp)

**Life Choices (3)**

Students will increase their self-awareness and learn skills in decision making and handling the process of transition. Adult development and the impact of societal and family values will also be explored.

HD 150 (F, W, Sp)

**Access Technology (1 - 5)**

This class is tailored to individual student needs and is offered as an independent study. Students explore topics related to disability and working with adaptive equipment and technology. The class is offered on a credit/no credit basis.

*Prerequisite: Instructor permission.*

HD 170 - 179

**Special Topic Seminars and/or Workshops (1 - 2)**

Seminars or workshops designed to provide students and interested members of the community with specific information and/or development of specific skills. Topics and skills are based on the needs of the campus community (examples are: diversity, difference, dialogue, community empowerment).

HD 250

**Assistive Technology in Education and Life (3)**

The course presents an overview of both existing and emerging assistive technologies that may be adapted to the unique needs of persons with physical, sensory and cognitive disabilities. The interaction between assistive technologies and the

educational and everyday environment of people with special needs will be examined. (multicultural content)

HD 299

**Independent Study (1 - 5)**

Independent observation, analysis and reporting of a selected problem in career and life planning.

*Prerequisite: Permission of department chairperson.*

## Human Services

HSP 100 (F, W, Sp)

**Introduction to Human Services (5)**

Overview of the history, philosophy and present status of the major human service delivery systems. Examines the roles of practitioners as well as occupational and educational alternatives for graduates. Also explores services provided by local human service agencies.

*Prerequisite: ENGL 101 ready and complete program admission.*

HSP 103 (F, W, Sp)

**Therapeutic Approaches and Techniques (5)**

Principles, concepts and processes related to counseling are presented. Role and function of the helping person is examined. Counseling skills are demonstrated and practiced in class.

*Prerequisite: HSP 100.*

HSP 105 (F, W, Sp)

**Leadership, Ethics, and Development (5)**

Students will examine personal belief systems, ethical dimensions, and laws in the human service field. Uses critical thinking skills to explore central work-related issues and for developing leadership skills while preparing for entry into the field training portion of the human service program. The course prepares students for Human Services, internships, and careers.

*Prerequisite: HSP 100 and HSP 103.*

HSP 106

**Advanced Helping Strategies (5)**

This course explores the role of group, family, and treatment systems. Course will present strategies for helping in these areas and examine relevant issues in the Human Service field.

*Prerequisites: HSP 103*

HSP 112 (F, W, Sp)

**Case Management and Services (5)**

Examines the fundamental roles and functions of case management in a variety of systems. Will explore methods of acquiring client data, documentation, and file management. ASAM criteria for adult and adolescent assessment and treatment planning will also be covered.

*Prerequisites: ENGL 101 ready and complete program admission.*

HSP 170-179

**Special Topic Seminars and/or Workshops (1 - 2)**

Seminars or workshops designed to provide HSP students and interested members of the community with specific information and/or development of specific skills. Topic and skills to be determined by expressed need of students in HSP program, former HSP students, faculty and/or people working in the community in the human services field.

HSP 191, 192, 193 (F, W, Sp, Su)

**Supervised Clinical Practicum I, II, III (4, 5, 5)**

These practicum courses provide the student with supervised experience in the Human Services field. Students develop a learning contract with specific objectives to guide their progress in the workplace. A weekly seminar is also required to receive supervision and assessment of their progress.

*Prerequisite for HSP 191: HSP 100, 103, 105, completion of HSP 191 learning contract, and Program Coordinator/Instructor permission.*

*Prerequisite for HSP 192: successful completion of HSP 191 and completion of HSP 192 learning contract.*

*Prerequisite for HSP 193: successful completion of HSP 192 and completion of HSP 193 learning contract.*

HSP 200 (F, W, Sp)

**Pharmacology and Survey of Chemical Dependency (5)**

Introduction to the physiological, psychological, and socio-cultural aspects of alcohol and drug related problems. The course also provides an overview of the pharmacology of alcohol and other psychoactive drugs including an explanation of how brain chemistry changes result in compulsive use. The impact of historical developments such as the "war on drugs" will also be discussed.



**HSP 205****Substance Abuse Prevention (5)**

This course meets part of the requirements for certification as a "Prevention Specialist". The course content includes an overview of prevention, current research, prevention planning, the role of the media, program models and evaluation methodology.

**HSP 206****Advanced Prevention Strategies (5)**

This course meets part of the requirements for certification as a "Prevention Specialist". The course content includes analysis of research theory and practical applications of prevention. The course will also include an analysis of the role and practical application of prevention evaluation.

**HSP 207 (F, W, Sp, Su)****Behavioral Health and Wellness (5)**

This course explores theories and strategies for wellness and self care. A life long learning approach is used to learn relaxation technique and coping strategies to reduce stress. HIV/AIDS information required for counselor and CDP registration will also be covered including brief risk intervention.

*Note: Same course as PSYCH 207; credit for degree will be granted for either PSYCH 207 or HSP 207 but not for both.*

**HSP 208****Program Planning and Grant Writing (5)**

Students will learn how to develop and acquire funding for a variety of human service programs and projects. Subject areas include grant writing, proposal development, and project development.

**HSP 209 (Sp)****Aging & Adult Services (5)**

This course examines the developmental issues of aging and related social services. Housing, health care, and support services network are presented and discussed. Students will learn to assess and access appropriate levels of care for the aging client.

**HSP 212****Advanced Case Management (5)**

Examines the unique problems and concerns of case management with special needs populations. Students will be introduced to the unique difficulties, concerns, and issues that confront the case manager. This course will present information necessary to

develop and implement effective service plans and to handle crisis situations that may arise.

*Prerequisites: HSP 112 or instructor permission.*

**HSP 261****Understanding Diversity (5)**

This online course through Washington Online will examine the elements that create differences within society. This course will expose learners to a variety of cultural ideas that will lead to a better understanding of people who are "different," despite what creates the difference. Culture, ethnicity, lifestyles, religion, disabilities, age, and gender issues will be examined as potential dividers of people.

*Prerequisites: ENGL 101 ready and complete program admission.*

## Humanities

*Note: These courses are NOT sequential. Nor is one prerequisite to another.*

**HUMAN 100 (varies)****Intro to Humanities (5)**

An introduction to the humanities through investigation of current cultural events offered by local communities. Study of the arts - painting, sculpture, architecture, drama, film, music and dance - will be enhanced by attending performances and on-location field trips to sites in the community. Students will become familiar with terminology of the arts and with community performance/demonstrations of these same arts.

**HUMAN 101 (varies)****Intro to Humanities: Ancient to 1400**

An introduction to the humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from the ancient world to 1400. The course will focus on connecting ideas and beliefs with their expressions.

**HUMAN 102 (varies)****Intro to Humanities: 1400-1800**

An introduction to the humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from 1400 to 1800. The course will focus on connecting ideas and beliefs with their expressions.

**HUMAN 103 (varies)****Intro to Humanities: 1800-Present**

An introduction to the humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture, and architecture from 1800 to the present. The course will focus on connecting ideas and beliefs with their expressions.

**HUMAN 110 (Sp)****Introduction to Pacific Rim Cultures (5)**

A general introduction to a Pacific Rim culture (Southeast Asia, China, Japan, Korea, Mexico or Central America) emphasizing history, language, literature, arts, politics, economy, and society. (multicultural content)

**HUMAN 120 (varies)****The American Multicultural Arts Experience (5)**

An introduction to the special and unique contribution to American art, theater, dance and music by American ethnic cultures; specifically, African-American, Asian-American, Hispanic and Native-Americans. (multicultural content)

**HUMAN 130 (varies)****Introduction to Film (5)**

Study in motion picture techniques and the development of cinema as an art form. (multicultural content)

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

**HUMAN 131 (varies)****Introduction to International Film (5)**

Study in motion picture techniques and the development of cinema as an art form with an emphasis on international film. (multicultural content)

**HUMAN 260 (varies)****Theme or Topic in Humanities (Revolving Topics) (5)**

This course will examine the history of Native American cultures in the United States. Through readings, lectures, and class discussions, students will explore the unique histories of several specific Native cultures, as well as the impact that these cultures had in shaping the course of American history.



**HUMAN 285 (varies)**

**The City (5)**

An in-depth study covering history, philosophy, religion, art, architecture and literature of a culturally significant city. A different city, time, and place will be studied each quarter Humanities 285 is offered. May be repeated. (multicultural content)

*Prerequisite: ENGL 101.*

## Information Technology

**IT 102 (F, W, Sp, Su)**

**Microcomputer Fundamentals (5)**

This course provides concepts and hands-on experience in understanding and supporting a PC-compatible microcomputer. Topics include microprocessors, system architecture, system boards, expansion cards, memory, input/output devices, and peripherals. The student learns how to build, configure, and troubleshoot a personal computer, its operating system, and an application. The objectives of the course are based on those of the A+ Hardware Core Certification Exam. Students are encouraged to sit for the exam upon completion of the class.

*Prerequisite: IT 235 with a grade of "B" or higher and instructor permission.*

**IT 110 (F, W, Sp, Su)**

**Operating Systems I (5)**

*(formerly IT 250, Operating Systems)*

The student is introduced to operating systems used on desktop microcomputers. The course covers installation and configuration, memory and storage management, batch and script files, device drivers, troubleshooting and maintenance tools, and virus protection. Emphasis is on current operating systems in the Windows family. The objectives of the course are based on those of the A+ Operating System (OS) Technologies Certification Exam. Students are encouraged to sit for the exam upon completion of the class.

*Prerequisite: IT 235 with a grade of "B" or higher and instructor permission.*

**IT 120 (W)**

**Introduction to Animation (5)**

An introductory course for traditional and computer animation history and techniques. Students will learn key points in history of American animation, animation techniques

from historical to current periods, including use of computer animation software. This is the same class as ART 120. Students may take ART 120 or IT 120, but not both.

**IT 121 (Sp)**

**Flash: Intermediate (5)**

This is an intermediate class on web animation that focuses on interactive design. The student will use web animation tools while learning how to organize information and create navigational systems that help the viewer navigate through content. This is the same class as ART 121. Students may take ART 121 or IT 121, but not both.

*Prerequisite: ART 120 or IT 120 or instructor permission.*

**IT 122 (Sp)**

**Advanced Web Graphics (3)**

This is the third course in a series of three courses which focuses on Web Graphics software and its applications. The course content will reflect current web graphic trends. This is the same class as ART 122. Students may take either ART 122 or IT 122, but not both.

*Prerequisite: IT 120 or ART 120.*

**IT 201 (W, Sp, Su)**

**Introduction to Programming (5)**

An introduction to programming and programming concepts. Students will analyze various types of problems, use flowcharting and pseudocode as preliminary design tools, and then will design, code, test, and debug programs using the Visual Basic programming language.

*Prerequisite: IT 235 with a grade of "B" or higher or instructor permission.*

**IT 202**

**Mobile Computing Fundamentals (5)**

Using the skills gained in IT 102, this course extends those skills to various mobile computing platforms. Notebook, laptop, and handheld computers and information devices are studied. System requirements of mobile users and the hardware and software available to meet those requirements are identified. Networking of these devices from remote locations is a major element of the course.

*Prerequisite: IT 102 with a grade of "C" or higher.*

**IT 205 (F)**

**Introduction to Multimedia Graphics (5)**

An introduction to basic publication design principles. Students will become familiar with PageMaker, Illustrator and Photoshop software. They use the software with scanners, digital cameras, and other input devices to create personal projects incorporating digital images and type into simple publications that communicate effectively. Familiarity with Microsoft Windows is assumed. This class is the same as JOUR 205. Students may take JOUR 205 or IT 205, but not both.

**IT 210 (W, Su)**

**Operating Systems II (5)**

This course extends the skills learned in IT 110 to more advanced desktop operating systems. Microsoft Windows NT Workstation, Microsoft Windows 2000 Professional, and Linux are installed, configured and maintained.

*Prerequisite: IT 110 with a grade of "C" or higher.*

**IT 222 (W)**

**Desktop Publishing Principles and Practice (5)**

Students learn principles of typography and publication design using PageMaker software to create publications for print and online distribution. This is the same class as JOUR 222. Students may take JOUR 222 or IT 222 but not both.

*Prerequisite: CU 100 or equivalent experience with personal computers.*

**IT 235 (F, W, Sp, Su)**

**Introduction to Information Technology (5)**

Introduction to the business use of computers. Covers theory, terminology, and business application of computer systems. Students learn how to use a word processor, spreadsheet, presentation and database software. Includes modules on the use of personal computers, Internet essentials and Windows.

**IT 238 (F)**

**Visual Basic (5)**

Building on the concepts learned in IT 201, Introduction to Programming, students will develop more advanced Visual Basic Programs. Emphasis will be on advanced controls, file access, data validation, the use of arrays, and error handling.

*Prerequisite: IT 201 with a grade of "C" or higher or instructor permission.*



IT 239 (W)

**Advanced Visual Basic (5)**

Advanced Visual Basic application development with emphasis on database access, class modules, active-x controls, and the use of Visual Basic in a client-server environment.

*Prerequisite: IT 238 and IT 244 both with a grade of "C" or higher or instructor permission.*

IT 240 (F, W)

**C++ (5)**

Introduction to the structure and use of "C++". Students use C++ to create object-oriented programs.

*Prerequisite: IT 201 with a grade of "C" or higher.*

IT 241 (Sp)

**Advanced C++ (5)**

Visual concepts of C++. Other topics include Microsoft Foundation Classes and Active-X controls.

*Prerequisite: IT 240 with a grade of "C" or higher or instructor permission.*

IT 242 (F, W, Su)

**Java Programming (5)**

Introduction to the syntax and semantics of Java. Students will use loops, selections, nested structures and arrays of basic data types, and will identify and apply basic debugging techniques. Object-oriented design will be stressed.

*Prerequisite: IT 201 with a grade of "C" or higher or instructor permission.*

IT 243 (W)

**Advanced Java (5)**

This is the second course in the IT Java series. Students will be able to implement various types of abstraction to program design, use recursion in dealing with complex problem solving, and understand the basics of various data structures. Students will also use various sorting/searching schemes of large amounts of data, along with analyzing a programs efficiency.

*Prerequisite: IT 242 with a "B" or higher or instructor permission.*

IT 244 (F, W, Sp, Su)

**Database Systems (5)**

Covers basic database concepts including designing a database, structured queries, input forms, and reports. Includes analysis, demonstration, and hands on experience with a microcomputer DBMS application.

*Prerequisite: IT 235 with a grade of "B" or higher, or CU 105 or CU 110.*

IT 245 (Sp)

**Advanced Database Systems (5)**

Builds on the concepts learned in Database Systems. Data modeling and the use of a server-based DBMS are stressed. Focuses also on database administration and security issues.

*Prerequisite: IT 244 with a grade of "C" or higher.*

IT 247 (F, W, Sp, Su)

**System Analysis and Design (5)**

*(formerly Computer Information Systems Selection and Design)*

Examines the system-development cycle in depth. Topics include problem identification, problem solving, information gathering techniques, process and data modeling, and project management. Creative problem solving and working in a team environment are stressed.

*Prerequisite: BUS 101 or ACCT 140, IT 235 with a grade of "B" or higher, BUS 164, ENG 100/101/105.*

IT 251 (F, Sp)

**Web Graphics Applications (5)**

Development of multimedia applications and their incorporation into web sites are the focus of this class. A variety of multimedia software will be presented.

*Prerequisite: IT 235 with a grade of "B" or higher or instructor permission.*

IT 254 (F)

**Web Development (5)**

An introduction to client-side web page development using HTML, dynamic HTML, and an introduction to scripting. Web page composition and the use of multimedia in web pages will also be discussed.

*Prerequisite: IT 201 with a grade of "C" or higher or instructor permission.*

IT 255 (W)

**Advanced Web Development (5)**

Advanced web development including client and server-side scripting. Students will build an advanced web application that incorporates graphics and accesses static data sources.

*Prerequisite: IT 254 with a grade of "C" or higher or instructor permission.*

IT 257 (Sp)

**Server Data Access (5)**

Students will develop advanced skills in web page development including accessing and updating server data. Active-server page technology and relational database access are the primary concepts of the course.

*Prerequisite: IT 255 and IT 244 both with a grade of "C" or higher or instructor permission.*

IT 260 (F, Sp)

**Client/Server Technology I - LANs (5)**

*(formerly IT 253, Data Communication and Distributed Processing)*

This course introduces the student to the concepts of data communication in a Local Area Network (LAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in local environments. Topics include the OSI Communication Model, transmission media, protocol stacks especially TCP/IP, simple internetworking, and LAN services. Course objectives are based on the objectives of the Network + and the retired Microsoft Network Essentials certification exams.

*Prerequisite: IT 235 with a grade of "B" or higher.*

IT 261 (F, Sp)

**Administration of Windows Networks (5)**

*(formerly named Network Administration)*

The student is introduced to networking and to a detailed study of network administration techniques. This is an applied course in the concepts of local area networks (LANs). The student focuses on configuration of file and print services. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network environments are studied. Microsoft Windows 2000 Server is used as the platform for this course.

*Prerequisite: IT 102 and IT 110 both with a grade of "C" or higher, BUS 164.*

**IT 262 (W)****Technical Support of Windows Networks (5)***(formerly named Network Engineering)*

A practical course in the installation, configuration, maintenance, and support of Local Area Networks (LANs) using the Windows Network Operating Systems (NOSs). Students explore the hardware and cabling for a secure, expandable network environment. A Microsoft Windows 2000 Server is installed and configured for secure and efficient file, print and application services. The architecture and functionality of the Windows 2000 Server OS are studied. Desktop clients are installed and configured.  
*Prerequisite: IT 260 and IT 261 both with a grade of "C" or higher.*

**IT 265****Administration of Novell Networks (5)**

The student focuses on configuration of file and print services in a Novell environment. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network (LAN) environments using Novell products are studied. The comparison of network administration using products by Novell and Microsoft is an objective of the course.  
*Prerequisite: IT 260 and IT 261 both with a grade of "C" or higher.*

**IT 267 (Sp)****Client/Server Technology II - WANs (5)**

This course introduces the student to the concepts of data communication within a Wide Area Network (WAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in relatively distant environments using technologies available through common carriers. Topics include a review of the OSI Communication Model, transmission media, available protocol stacks, carrier rate structures, connecting to the Internet, and internetworking hardware and services.

*Prerequisite: IT 260 and IT 261 both with a grade of "C" or higher.*

**IT 269 (Su)****Advanced Networking OS Technologies (5)***(formerly IT 264, Advanced Network Services)*

This is the capstone course for the AAS - Network Administrator degree track. It focuses on the concepts for understanding and supporting today's and future Network Operating Systems (NOSs). Topics include a comparison of network operating systems including UNIX and Linux, the configuration and management of Novell/Microsoft/UNIX hybrid networks, advanced network services, and life-long learning. Students will access online resources needed to discuss emerging network technologies, products, and management issues in a seminar environment and in writing.

*Prerequisite: IT 262 and IT 267 both with a grade of "C" or higher, SPCH 100, ENGL 105.*

**IT 270 (Sp)****Service and Support Fundamentals (5)***(formerly IT 263, Network Fault Isolation Techniques)*

This course is an introduction to the methodologies and tools for personal computer and Local Area Network (LAN) troubleshooting from a proactive viewpoint. The student studies the methods to identify and repair the most likely causes of network faults caused by user, hardware, and software problems. Disaster Plans, including a Backup Plan, are developed. Quality customer service, journaling and documentation are emphasized. Configuration management and patch/service release installation is learned. Server performance monitoring is discussed.

*Prerequisite: IT 260 and IT 261 both with a grade of "C" or higher, ENGL 105.*

**IT 271 (F)****Network Hardware Service and Support (5)**

The skills learned in IT 270 are extended to networking hardware. Equipment, such as client computers, servers, bridges, hubs, switches, routers, and DSU/CSU units, are installed and configured. While the course is not specific to one vendor, many objectives parallel those of the Cisco Certified Network Associate (CCNA) Certification.

*Prerequisite: IT 270 with a grade of "C" or higher.*

**IT 279 (W)****Advanced Network Hardware Technologies (5)**

This is the capstone course for the AAS - Network Hardware Support track. It focuses on the concepts for understanding and supporting today's and future networking and internetworking devices. Topics include a comparison of vendors, configuration of a simulated LAN/WAN project, new near- and far-term technologies, and life-long education. Students will access online resources needed to discuss emerging technologies, products, and management issues in a seminar environment and in writing.

*Prerequisite: IT 271 with a grade of "C" or higher, SPCH 100, ENGL 105.*

**IT 290****Work Internship (5)**

During one quarter of the sophomore year, students can receive college credits for hands-on computer related work experience and training in a private or public sector organization.

*Prerequisite: Program Chair permission.*

**IT 291****Employability Skills for the IT Industry (1)**

This course is taken in the second year of the program. Stresses job search and interviewing skills, job retention, the need for continuing education, and IT certifications. Industry representatives will share valuable insights.

*Prerequisite: Program Chair permission.*

## Japanese

*Foreign language challenge credit will not be awarded for native languages.*

**JAPAN 111, 112, 113 (F) (W) (Sp)  
Elementary Japanese (5, 5, 5)**

Elementary sequential course that enables students to learn Japanese characters (Kanji) grammar and sentence structure. The correct pronunciation of Japanese will be equally emphasized with lab work. (JAPAN 113 multicultural content)

*Prerequisite: JAPAN 111 with a grade of "C" or higher for JAPAN 112; JAPAN 112 with a "C" or higher for JAPAN 113; or equivalents.*



## Journalism

### JOUR 101 (F, Sp) Introduction to News Writing and Reporting (5)

An introduction to news reporting and writing. Topics include the role of journalism in American society, news reporting and writing skills, research methods, ethics and libel law. Students write at least four stories suitable for publication in The Challenge, TCC's student newspaper. (writing intensive)  
*Prerequisite: ENGL 101.*

### JOUR 102 (W) News Editing (3)

This course involves training in English grammar, news editing using AP style, headline writing, copy editing and rewriting for conciseness and clarity.  
*Prerequisite: JOUR 101 or instructor permission. Word processing skills helpful.*

### JOUR 103 (W) Introduction to Photojournalism (3)

Photojournalism for non-photographers. An introduction to the history, principles and ethics of photojournalism. Explores the concept of visual literacy and the intelligent use of photos in publications.

### JOUR 106 (Su) News Feature Writing (3)

In this hands-on course, students will explore the basics of news feature writing, with emphasis on developing story ideas, gathering materials, and writing in clear, compelling fashion. Intended for novice journalists who wish to contribute articles to The Challenge, TCC's student newspaper, community newspapers or specialty publications, this course also will cover writing for the freelance market. (writing intensive)  
*Prerequisite: ENGL 101*

### JOUR 150 (F, W, Sp) Newspaper Workshop (2)

(6 credits maximum) Students who have taken Journalism 101 or have had other experience approved by the instructor get a chance to produce the campus newspaper for credit. Covers developing and completing stories or photo assignments, meeting deadlines, improving writing and news judgment skills, and practicing news decisions as part of the campus newspaper team.  
*Prerequisite: JOUR 101 or instructor permission.*

### JOUR 203 (Sp) Advanced Photojournalism (5)

Training in news photography techniques, meeting deadlines, picture editing and caption writing. Students do graded single-picture assignments and one picture story or essay, and contribute at least one photo to each issue of The Challenge, TCC's student newspaper, during the quarter. Students use their own 35mm camera equipment.  
*Prerequisite: ART 146 or portfolio and Instructor permission.*

### JOUR 205 Introduction to Multimedia Graphics (5)

An introduction to basic publication design principles. Students will become familiar with PageMaker, Illustrator and Photoshop software. They use the software with scanners, digital cameras, and other input devices to create personal projects incorporating digital images and type into simple publications that communicate effectively. Familiarity with Microsoft Windows is assumed. This class is the same as IT 205. Students may take JOUR 205 or IT 205, but not both.

### JOUR 209 (W, Sp) Mass Media and Society (5)

Survey of mass media, including television, radio and newspapers, and the role they play in our lives. Tours, films, and guest speakers are an integral part of this course. (reading and writing intensive)

### JOUR 222 Desktop Publishing: Principles and Practice (5)

Students learn principles of typography and publication design using PageMaker software to create publications for print and online distribution. This is the same class as IT 222. Students may take JOUR 222 or IT 222, but not both.

### JOUR 299 (F, W, Sp) Independent Study (1 - 5)

Independent observation, analysis and reporting on selected topics or problems. Final product may be either news reportage or a scholarly research paper.

## Library Science

### LS 101 Basic Research (1)

Tame your fear of libraries! Acquire the basic computer skills needed to use the library's electronic resources. Learn how to choose a research topic and use the basic features of the library catalog, reference collection, magazine databases and the Internet to gather and properly cite high quality information.

### LS 102 (varies) Research Methods (2)

Learn to meet course-related information needs by developing research strategies and using a broad range of research tools, including the Internet. Evaluation of resources and proper citation will be emphasized. Recommended for students who have first-time responsibilities for a research project in another class.  
*NOTE: Sections labeled NUR are for students in the TCC nursing program; others willing to work with a health science focus may be admitted as space permits.*  
*Prerequisite: Instructor permission.*

### LS 103 (varies) Research Problems (1)

Learn about the nature of information production and dissemination. Improve your ability to efficiently locate, critically evaluate and properly cite materials from library catalogs, periodicals and other databases and the Internet. Recommended for students who have successfully completed LS 101 and/or at least one college-level research project.

### LS 105 Learning in the 21st Century (5)

Build skills for successful lifelong learning. Through a quarter-long research project, students will examine various strategies for locating, evaluating, and applying information resources. Information policy issues such as censorship and freedom of information will be explored. This course is typically taught online via the Internet.

# Magnetic Resonance Imaging

MR 210 (W)

## Principles of MR Image Formation (MR Physics) (3)

The principles of MR imaging will be discussed with emphasis on magnetic fields (i.e. main magnetic field, gradient magnetic fields), hydrogen atom precession, the Larmor equation, radio frequency waves and RF pulses, transmitting antennas, and imaging planes (X-Y-Z gradients).

Additionally, imaging parameters such as TR, T1, T2 and T2\* will be presented.

*Prerequisite: Registered Radiologic Technologist (ARRT).*

MR 220 (W)

## MR Imaging Procedures (3)

This class provides information concerning MR imaging protocols for the central nervous system, neck, thorax, abdomen, pelvis, and musculoskeletal system. These include procedure indications, patient education, preparation, orientation and positioning, patient history and assessment, MR contrast media usage, MR scan parameters, and filming and archiving of the images.

*Prerequisite: Registered Radiologic Technologist (ARRT).*

MR 230 (Sp)

## MR Image Acquisition and Processing (3)

An indepth knowledge of MR data acquisition and processing. The interrelationship of MR imaging pulse sequences and data acquisition and processing is explored. MR special procedures, such as MR angiography, are also discussed along with 2-D and 3-D imaging.

*Prerequisite: Registered Radiologic Tehnologist (ARRT).*

MR 240 (Sp)

## MR Registry Review (1)

A review of patient care and MRI safety, MR imaging procedures, data acquisition and processing and the physical principles related to MR image formation.

*Prerequisite: MR 210 or MR 220 or MR 230; Registered Radiologic Technologist (ARRT).*

# Mathematics

Before enrolling in their first math course at TCC, students must take a mathematics placement test unless they have taken a college-level mathematics class within the last two years. TCC offers both college transfer and pre-college level courses.

Most pre-college level classes are available in either of two modes: classroom lecture/discussion or independent tutorial.

Students planning to earn an Associate in Arts and Sciences degree will need to complete a quantitative skills course from the list shown earlier in this catalog under Degrees and Graduation. Students considering a major in mathematics, engineering, science or computer science will normally complete MATH 115, 116, 124, 125, 126, 220, 224, and 238. Business and economics majors should complete MATH 111 and 112.

A calculator is required in all math classes. Students should consult with a math instructor before purchasing a new calculator. The use of computer applications, including spreadsheets, is included in MATH 108, 111, and 112. For these classes, CU 103 and CU 203 are recommended as prerequisites if a student does not have spreadsheet experience. For additional information and resources access the department's website at [http://www.tacoma.ctc.edu/inst\\_dept/math/start.shtm](http://www.tacoma.ctc.edu/inst_dept/math/start.shtm).

For students who graduated within the past year from either Tacoma or Peninsula high schools, there is an alternate placement for mathematics based upon your recent high school math work. See Advising for details.

*Prerequisite: A student has met a prerequisite if he or she has completed the required course earning a grade of "C-" or higher within the last two years.*

MATH 80

## Fundamentals of Arithmetic (5)

Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages.

*Prerequisite: College math assessment score below 25 and assessed into READ 92 or completed ABE reading.*

MATH 86 (F, W, Sp, Su)

## Review Arithmetic (5)

Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percentages, ratios, proportions and plane geometry. 4-function basic calculator required.

*Prerequisite: READ 92 and assessment above MATH 80.*

MATH 88 (F, W, Sp, Su)

## Introduction to Elementary Algebra (4)

Beginning algebra specifically designed for students with no algebra background.

Topics include: introduction to variables; signed numbers; solutions to linear equations and inequalities; work with positive integer exponents; evaluation and manipulation of formulas; and emphasis on word problems. Scientific calculator required, TI-30xIIs recommended.

*Prerequisite: READ 92 and MATH 86 or assessment above MATH 86.*

MATH 90 (F, W, Sp, Su)

## Elementary Algebra (5)

Topics include linear equations, polynomials, factoring, rational expressions, graphing, and systems of equations. Scientific calculator required, TI-30xIIs recommended.

*Prerequisite: READ 92 and MATH 88 or assessment above MATH 88.*

MATH 97 (F, W, Sp)

## Intermediate Algebra for the Liberal Arts (5)

An alternative to MATH 99 for students going on to MATH 107 or MATH 108.

Topics include linear, quadratic and exponential functions, systems of equations, radical expressions, scientific notation, variation and quadratic equations.

Applications from the real world will be used with the above concepts. Scientific calculator required, TI-30xIIs recommended.

*Prerequisite: READ 92 and MATH 90 or assessment above MATH 90.*

MATH 99 (F, W, Sp, Su)

## Intermediate Algebra (5)

Algebraic operations and concepts, solving equations and inequalities including quadratic equations, algebraic fractions, exponents, roots and radicals, graphing of linear and quadratic functions, and introduction to logarithms. Scientific calculator required, TI-30xIIs recommended.

*Prerequisite: READ 92 and MATH 90 or assessment above MATH 90.*



**MATH 107 (F, W, Sp, Su)  
Math: A Practical Art (5)**

A general education course demonstrating the use of mathematics in management science, statistics, social choice and other fields. Mathematical theory combined with quantitative skills will be used in practical applications to problems encountered in modern society. Problem solving within an interdisciplinary framework will be stressed.  
*Prerequisite: READ 93 and MATH 97 or MATH 99 or assessment above MATH 99.*

**MATH 108 (F, W, Sp, Su)  
Introduction to Statistics (5)**

Topics include descriptive statistics of central tendency, frequency and distribution of events, sample spaces, dispersion, graphing and organization of data, inferential statistics, hypothesis testing, and linear regression. TI-83 Graphing calculator required.  
*Prerequisite: READ 93 and MATH 97 or MATH 99 or assessment above MATH 99.*

**MATH 111 (F, W, Sp)  
College Algebra for Business and Economics (5)**

Pre-calculus course for business majors. Topics include: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, linear regression, and the time value of money. Graphing calculator required; TI-83 highly recommended.  
*Prerequisite: READ 93 and MATH 99 and knowledge of an advanced spreadsheet including graphing (Excel recommended) or CU 103 or CU 203, previously or concurrently.*

**MATH 112 (W, Sp, Su)  
Elements of Calculus (5)**

(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus.) Topics include the derivative, rates of change, maxima and minima, the integral and area under curves. Graphing calculator required; TI-83 highly recommended.  
*Prerequisite: READ 93 and MATH 111 and knowledge of an advanced spreadsheet including graphing (Excel recommended); or CU 103 or CU 203, previously or concurrently.*

**MATH 115 (F, W, Sp, Su)  
Pre-Calculus I: College Algebra (5)**

An emphasis on functions expressed in words, equations, graphs, and tables of values, especially logarithm, exponential and inverse functions. Also included are translation and composition of functions, absolute value and rational functions, root finding and applications of functions with a view toward the study of calculus. Above average symbolic manipulation skills are assumed as a prerequisite. Technical reading and writing are an important part of this course. Graphing calculator required; TI-86 highly recommended.  
*Prerequisite: READ 93 and MATH 99 or assessment above MATH 99.*

**MATH 116 (F, W, Sp, Su)  
Pre-Calculus II: Trigonometry (5)**

A continuation of Pre-calculus I. Topics include trigonometric functions, graphs, identities, equations and inverse trigonometric functions along with solutions of triangles, complex numbers and polar coordinates. Graphing calculator required; TI-86 highly recommended.  
*Prerequisite: READ 93 and MATH 115.*

**MATH 117 (F, W, Sp)  
Math for Non-Science Majors (5)**

A general education college math course for students in programs that do not have specific mathematics requirement. Emphasizes application of the topics to problems encountered in modern society. Topics include: probability and statistics, exponential and logarithmic functions and the time value of money including amortization and annuities. This course is typically taught online via the Internet. Graphing calculator required.  
*Prerequisite: READ 93 and MATH 99.*

**MATH 124 (F, W, Sp)****MATH 125 (W, Sp, Su)****MATH 126 (Sp, F)  
Calculus I, II, III (5, 5, 5)**

(Courses must be taken sequentially) Topics of calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. There is an emphasis on writing to learn. Students should expect to read and write extensively. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. MATH 124 includes limits; introduction to differentiation including derivatives of exponential

and logarithmic functions; applications of the derivative. MATH 125 includes topics from applications of integration, differentiation and methods of integration including improper integrals; MATH 126 includes topics from polar coordinates, parametric equations, infinite series, conic sections and vectors. Graphing calculator required; TI-86 highly recommended.

*Prerequisite: READ 93 and MATH 115 and MATH 116 for MATH 124, MATH 124 for MATH 125, and MATH 125 for MATH 126.*

**MATH 220 (F)  
Linear Algebra (5)**

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications. Graphing calculator required; TI-86 highly recommended.  
*Prerequisite: READ 93 and MATH 126.*

**MATH 224 (Sp)  
Multivariable Calculus (3)**

Functions of several variables, partial differentiation, gradients, multiple integration, cylindrical and spherical coordinates. Graphing calculator required; TI-86 highly recommended.  
*Prerequisite: READ 93 and MATH 126.*

**MATH 238 (W)  
Elements of Differential Equations (5)**

A course teaching methods of solving linear, non-linear and systems of first-order differential equations and higher-order linear differential equations including numerical approximations and Laplace transforms. Initial value problems are included. Graphing calculator required; TI-86 highly recommended.  
*Prerequisite: READ 93 and MATH 126.*

## Math: Technical

**TMATH 100****Mathematics for the Health Sciences**

An algebra-based course for Health Science students, satisfying the requirements for the emergency medical, nursing, radiology, and respiratory therapy programs. Topics will cover graphing and graph analysis; linear, exponential, and logarithmic functions; roots; unit conversions, scientific notation, variation; biostatistics; and applications involving various algebraic concepts applied specifically to Health Science fields.

# Medical Imaging

MI 200 (F)

## Cross-Sectional Anatomy and Pathology (3)

Basic introduction to cross-sectional anatomy. Anatomy of the brain, neck, thorax, abdomen/pelvis, and the musculoskeletal system is presented in the transverse, sagittal, coronal, and oblique imaging planes. CT and MR images are correlated with conventional X-ray images to emphasize cross-sectional anatomy perspectives. Emphasis is placed in identifying anatomy and basic pathology.

*Prerequisite:* Second year RS student or registered radiologic technologist (ARRT).

MI 205 (F)

## Computerized Imaging (1)

This class describes the advent of computers and the evolution of medical imaging since the inception of computerized imaging. General computer hardware is discussed as it relates to imaging. Fundamental components of all imaging systems will be introduced.

*Prerequisite:* Registered Radiologic Technologist (ARRT).

# Medical Records Technology

See Health Information Technology, page 108.

# Music

MUS 100 (varies)

## Fundamentals of Music (5)

For students with very limited, or no music background. An introductory class covering music notation, terminology, the keyboard, intervals and scales.

MUS 101 (F)

## Music Theory I (5)

Recommended for all music majors and minors, but open to all students who have some music experience. Introduction to the materials of music, including notation, scales, intervals, diatonic triads, and rhythm. Includes development of elementary ear-training, sight-singing, and keyboard skills.

MUS 102 (W)

## Music Theory II (5)

Introduction to the study of diatonic harmony. Analysis of 18th and 19th century harmonic usage; composition exercises stressing correct voice-leading and chord succession. Further development of aural skills through ear-training, sight-singing and keyboard practice.

*Prerequisite:* MUS 101 or instructor permission.

MUS 103 (Sp)

## Music Theory III (5)

Continuation and completion of study of diatonic harmony through analysis and composition exercises. Further development of aural skills through ear-training, sight-singing and keyboard practice. Supplemental topics dealing with diatonic modes and the smaller formal archetypes.

*Prerequisite:* MUS 102 or instructor permission.

MUS 106 (F)

## World Music (5)

Introduction to music of various cultures of the world. Music as an expression of human values, identity, and way of life. (multicultural content)

MUS 107 (F, W, Sp)

## Introduction to Music (5)

(For the general college student; recommended for education majors.) A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary reading and listening experiences to foster understanding of common musical forms, idioms, periods and styles.

MUS 108 (varies)

## Style Periods I: The Baroque-Bach and Handel (3)

Aspects of the Baroque style in music history (1600-1750). Emphasis on composers from Italy, England, France and Germany.

MUS 112 (varies)

## Opera Literature (3)

Opera through the ages from the Baroque era to 20th century. Focus on operas in the text.

MUS 121 (F, W, Sp)

## Class Applied Music: Voice (1)

Designed to help students who enjoy singing. Course covers vocal exercises, breathing techniques and how to apply these in specific songs.

MUS 123 (F, W, Sp)

## Class Applied Music: Guitar (1)

Class instruction in performance. Beginning and Intermediate sections offered each quarter.

MUS 124 (F, W, Sp)

## Class Applied Music: Piano I (1)

Class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory.

MUS 125 (F, W, Sp)

## Class Applied Music: Piano II (1)

Class instruction in beginning piano; the second course in a series of three.

*Prerequisite:* MUS 124 or instructor permission.

MUS 126 (F, W, Sp)

## Class Applied Music: Piano III (1)

Class instruction in beginning piano; the third course in a series of three.

*Prerequisite:* MUS 125 or instructor permission.

MUS 130 (F, W, Sp)

## Private Vocal or Instrumental Instruction (1)

Additional variable fee (\$150-\$200).

Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. May be taken three times on same instrument.

*Prerequisite:* Music Dept. Chair permission.

MUS 150 (F, W, Sp)

## Special Topics in Music (5)

Study of the important contributions of a selected music genre, time period or culture to the world's music. Sample topics: American Music, Scandinavian Music, History of Jazz, The Symphony, History of Rock and Roll, etc. May be repeated twice (different topics).

MUS 160, 260 (F, W, Sp)

## Chamber Orchestra (2)

Preparation and performance of chamber orchestral literature. This group plays four concerts annually on campus.

*Prerequisite:* Audition or instructor permission. Three quarters of MUS 160 for 260.





MUS 170, 270 (F, W, Sp)

**TCC Singers (1-3)**

Mixed chorus which rehearses and performs a broad variety of both sacred and secular choral music. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

*Prerequisite: Three quarters of MUS 170 for 270.*

MUS 180, 280 (F, W, Sp)

**TCC Voices (1-3)**

A small vocal ensemble whose members are selected by audition. Known for their versatility and polished performances, this group sings both on and off campus several times each quarter.

*Prerequisite: Instructor permission and concurrent enrollment in MUS 170/270, three quarters of MUS 180 for 280.*

MUS 230 (F, W, Sp)

**Private Vocal or Instrumental Instruction (1)**

Additional Variable Fee (\$150-200). Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. May be taken three times on same instrument.

*Prerequisite: 3 quarters of MUS 130 (same instrument) and Music Dept. Chair permission.*

MUS 299 (F, W, Sp)

**Independent Study (1-5)**

Individual study, project-oriented for advanced music students.

*Prerequisite: Instructor permission.*

## Nursing, Associate Degree

NURS 111

**Nursing I: Caring for the Well Client - Theory (5)**

Didactic course prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.

*Prerequisite: Admittance to the Nursing Program.*

NURS 112

**Nursing I: Caring for the Well Client - Clinical (5)**

Prepares students to care for clients of any age in a variety of wellness settings in the community. Includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.

*Prerequisite: Admittance to the Nursing Program; NURS 111 if not taking concurrently.*

NURS 113

**Nursing Interventions I: Assessment (1)**

Consists of supervised practice and check-offs under simulated conditions for nursing technical skills. Technical skills taught include physical assessment, interviewing, hand washing, vital signs, and basic hygiene measures.

*Prerequisite: Admittance to the Nursing Program.*

NURS 121

**Nursing II: Caring for the Client with Minor Deviations from Wellness - Theory (5)**

Didactic course provides learning experiences with clients of all ages with episodic and/or minor deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisite: NURS 111, NURS 112, NURS 113 and NURS 141.*

NURS 122

**Nursing II: Caring for the Client with Minor Deviations from Wellness - Clinical (5)**

Clinical course provides learning experiences with clients of all ages with episodic and/or minor deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisite: NURS 111, NURS 112, NURS 113 & NURS 141; NURS 121 (or taken concurrently).*

NURS 123

**Nursing Interventions II: Basic Skills (1)**

Supervised practice and checkoffs under simulated conditions for nursing skills and procedures commonly encountered in ambulatory and hospital settings such as: sterile technique, dressing change, administration of medications.

*Prerequisite: NURS 111, NURS 112, NURS 113, NURS 141 or instructor permission.*

NURS 130

**LPN - ADN Articulation (Bridge) (3)**

Articulation (bridge) course for LPN's entering the ADN program at the third quarter. The following concepts are discussed: role transition, wellness-illness continuum; nursing process, caring behaviors, prevention concepts, dosage calculations, fluid and electrolyte balance, history and physical assessment based on NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.

*Prerequisite: LPN License and acceptance into the Nursing Program.*

NURS 131

**Nursing III: Caring for the Childbearing Family - Theory (5)**

Didactic course provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisites: NURS 121, NURS 122, NURS 123, & NURS 142.*

NURS 132

**Nursing III: Caring for the Childbearing Family - Clinical (5)**

Clinical course provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisites: NURS 121, NURS 122, NURS 123, and NURS 142.*

**NURS 133****Nursing Interventions III: Advanced Skills (1)**

Supervised practice and check-off under simulated conditions for nursing skills and procedures commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tracheostomy care and blood administration.

*Prerequisites: NURS 121, NURS 122, NURS 123, NURS 142 or instructor permission.*

**NURS 141****Nursing Focus I: Gerontological Nursing (1)**

Concepts of gerontological nursing care are presented in this course. Emphasis is on the physical, psychological, social, and developmental changes that occur with aging.

*Prerequisite: Admittance to the Nursing Program.*

**NURS 142****Nursing Focus II: Pharmacology I (1)**

This course will introduce nursing students to the basics of clinical pharmacology including dosage calculations, pharmacokinetics, drug classifications and references. Information will be presented on: anti-infectives, neurosensory, pain/comfort, and food/fluid drugs.

*Prerequisites: NURS 111, NURS 112, NURS 113, NURS 141 or instructor permission.*

**NURS 143****Nursing Focus III: Pharmacology II (1)**

This course is a continuation of NURS 142, Pharmacology I. The basics of clinical pharmacology are expanded. Information will be presented on respiration, circulation, neurosensory and food/fluid drugs.

*Prerequisites: NURS 121, NURS 122, NURS 123, NURS 142 or instructor permission.*

**NURS 210****LPN - ADN Articulation II (Bridge) (3)**

Articulation (bridge) course for LPNs entering the ADN program at the fourth quarter. The following concepts are discussed: role transition, wellness - illness continuum, nursing process, caring behaviors, prevention concepts, dosage calculations, intravenous administration, fluid and electrolyte balance, history and physical assessment based upon NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.

*Prerequisite: LPN Licensure, Mobility testing indicating 4th qtr. entry, and admission to the Nursing Program.*

**NURS 211****Nursing IV: Caring for the Client With Acute Problems - Theory (5)**

Didactic course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisites: NURS 131, NURS 132, NURS 133, NURS 143 or instructor permission*

**NURS 212****Nursing IV: Caring for the Client With Acute Problems - Clinical (5)**

Clinical course provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisite: NURS 131, NURS 132, NURS 133 & NURS 143 or instructor permission.*

**NURS 221****Nursing V: Caring for the Client With Chronic Problems - Theory (5)**

Didactic course provides experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and a respect for the dignity of the individual. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisites: NURS 211, NURS 212, NURS 241 or instructor permission.*

**NURS 222****Nursing V: Caring for the Client With Chronic Problems - Clinical (5)**

Clinical course provides learning experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and respect for the dignity of the individual. Principles of the nursing process, growth, and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

*Prerequisites: NURS 211, NURS 212, NURS 241 or instructor permission.*

**NURS 231****Nursing Seminar in Care Management (1)**

A seminar for students taking Nursing 232, Nursing Preceptorship. Course provides students an opportunity to share experiences and feelings associated with the preceptorship experience. The instructor facilitates the discussion to incorporate previously taught concepts, especially leadership.

*Prerequisites: NURS 221, NURS 222 & NURS 242 or instructor permission.*

**NURS 232****Nursing Preceptorship: Manager of Care (8)**

This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area for the student's final clinical experience.

*Prerequisites: NURS 221, NURS 222 & NURS 242, or instructor permission.*

**NURS 233****Preparation for RN Licensure (1)**

A seminar to prepare students for the National Council Licensing Exam-RN (NCLEX-RN). The course includes assessment of both nursing knowledge and critical thinking skills.

*Prerequisite: NURS 221, NURS 222 & NURS 242 or instructor permission.*

**NURS 241****Nursing Focus IV: Leadership and Management (2)**

Leadership skills associated with patient care management are introduced. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, quality assurance, responsibility, accountability, and collaboration.

*Prerequisites: NURS 131, NURS 132, NURS 133 & NURS 143 or instructor permission.*

**NURS 242****Nursing Focus V: End of Life Care (2)**

This course provides learning experiences for the client at the end of life. Course will include both 'high tech' and 'high touch' situations and the ethical dilemmas associated with each. The principles of communication, ethics, legal aspects, symptom management, cultural and spiritual competence regarding death are integrated.

*Prerequisites: NURS 211, NURS 212 & NURS 241 or instructor permission.*



**NURS 243****Nursing Focus VI:  
Trends and Issues (2)**

This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethico-legal issues, health care trends both nationally and globally, political awareness and collaboration with health care team members will be the primary topics.

*Prerequisites: NURS 211, NURS 212 & NURS 241 or instructor permission.*

**NURS 260****Advanced IV Therapy Skills (1)**

This course provides advanced content related to the care of clients receiving intravenous fluids. Concepts related to selecting solutions, managing common complications, legal/ethical considerations, infection control, managing catheters and implanted port devices are discussed. Principles of the nursing process, growth and development, nutrition, pharmacology and health teaching are integrated.

*Prerequisites: NURS 252 or instructor permission.*

**NURS 261****Summer Nursing Internship (5)**

This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area of a health care system.

*Prerequisite: NURS 251, NURS 272 or instructor permission.*

**NURS 262****Dosage Calculations (2)**

This is an online course for students in the medical fields, covering drug dosage calculation using formulas, ratio proportion, and dimensional analysis. Included in this course is preparation of adult and pediatric dosages for oral, enteral, intramuscular, subcutaneous, and intravenous administration. Metric conversion, to and from other measurement systems, is covered. Student will learn how to read drug labels as well as measure medications in syringes and medication cups.

*Prerequisite: Completion of MATH 86 recommended.*

**NURS 299 (F, W, Sp)****Individualized Studies in Nursing (1-5)**

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

*Prerequisite: Instructor permission.*

## Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEAN 101 for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts degrees. Students intending to major in Oceanography at a baccalaureate institution should consult with the Earth Sciences advisor.

**OCEAN 101 (F, Sp)****Survey of Oceanography (5)**

Focuses on topics such as the origin of ocean basins, seawater chemistry, atmospheric and oceanic circulation, waves, and marine ecosystems. The laboratory centers on investigations of oceanographic phenomena and includes local fieldtrips.

**OCEAN 179****Special Topic Seminars (2)**

Seminars designed to provide oceanography students with an opportunity for advanced study of selected oceanographic topics. Topics will generally be determined by the instructor but may also reflect the expressed need or interest of students in the oceanography and earth science programs. Field trips will be an important component to the seminars.

*Prerequisite: Instructor permission.*

**OCEAN 299****Individual Study in  
Oceanography (1-5)**

Study of selected oceanographic topics on an individual basis.

*Prerequisite: OCEAN 101 and Instructor permission.*

## Office Computer User Specialist

See page 58 for program requirements.

## Office Education

**OFFCE 100 (F, W, Sp)****General Office Procedures (2)**

A basic course for the prospective office worker. Topics included are telephone etiquette, work ethic, operation of copy machines and fax machines, how to work effectively, and how to work with co-workers.

**OFFCE 101 (F)****Office Reference Resources (1)**

Learn to locate valuable office-related information by using web sites, The Gregg Reference Manual, phone book, and dictionary.

*Prerequisite: Assessment at or above READ 92.*

**OFFCE 103 (F, W, Sp)****Typing I (4)**

Typing fundamentals on the computer including mastery of the keyboard by touch, memos, letters, reports, and tables.

*Prerequisite: READ 92 or equivalent and ENGL 90 or equivalent.*

**OFFCE 105 (F, W, Sp)****Editing and Proofreading Business Documents (2)**

Course presents the following skills needed to produce mailable, realistic business correspondence: editing, formatting, and proofreading. Basic knowledge of current campus software used is necessary.

*Prerequisite: ENGL 100, OFFCE 103 or CU 91 or CU 102 or equivalent.*

**OFFCE 106 (F, W, Sp)****Typing-Speed and Accuracy  
Development (2)**

Designed for students who already know the keyboard by touch. Students complete self-diagnostic tests and take corrective steps to improve accuracy and speed.

*Prerequisite: Minimum typing speed of 25 wpm by touch.*

**OFFCE 116****Records and Database  
Management (3)**

Principles of alphabetic, geographic, numeric, and subject filing systems using manual and electronic records storage.

*Prerequisite: READ 92 and knowledge of Windows.*

OFFCE 117

### Machine Transcription (3)

Transcribing mailable business-related correspondence from prepared materials.

*Prerequisite: OFFCE 234, OFFCE 105 and ENGL 100.*

OFFCE 127 (F)

### Today's Office Environment (3)

Topics include effectively working with co-workers; reviewing basic grammar and punctuation; creating properly formatted business documents; and understanding ergonomics and other office concepts. Basic concepts of Microsoft Word are introduced.

*Prerequisite: Keyboarding skills, assessment at READ 92 and MATH 86.*

OFFCE 231

### Creating Business Publications Using Desktop Publishing (3)

Design and produce professional-quality publications including newsletters, flyers, brochures, bulletins, and certificates.

*Prerequisite: BUS 225 and CU 105 or equivalent.*

OFFCE 234 (Sp)

### Word Processing: Professional Skills II (5)

Learn the use and capabilities of word processing software, and apply these skills to create, proofread and edit business documents. Particular emphasis on editing skills, mail merge, sorting, and tables.

*Prerequisite: ENGL 100, OFFCE 106 and CU 105 or instructor permission.*

OFFCE 290 (F, W, Sp)

### Work Internship (5)

Supervised experience in office-related positions.

*Prerequisite: Program Chair permission.*

## Paraeducator

See Educational Paraprofessional, page 99.

## Paramedic Training

See Emergency Medical and Health Services, page 100.

## Pharmacy Technician

PHARM 110 (W), 111 (Sp), 112 (Su)

### Pharmacy Technology and Practice I, II, III (8, 7, 1)

Provides students with the knowledge and skills needed to perform both inpatient and outpatient technical pharmacy tasks. Sterile products and aseptic techniques are taught. Work safety and security as it pertains to the Pharmacy Department is also included. Introduces the student to pharmacy technology as a career, including history, ethics, pharmacy law and regulations pertaining to Pharmacy Technicians.

*Prerequisite: Admittance into Pharmacy Technician Program.*

PHARM 121, 122

### Drug Orientation and Pharmacology I, II (8, 3)

Orients the student to therapeutic classes of drugs, glossary of terms, brand names and generic drugs. Pharmacological information for all prescription drug classifications is provided. Over-the-counter drugs are also described.

*Prerequisite: Admittance into Pharmacy Technician Program.*

PHARM 130 (W)

### Pharmacy Calculations (2)

Reviews mathematical calculations and introduces students to application in performance of Pharmacy Assistant tasks. Common conversions, proportions, millequivalents, ratios and percentages are included.

*Prerequisite: Admittance into Pharmacy Technician Program.*

PHARM 140 (Sp), 141 (Su)

### Pharmacy Technician Practicum I, II (4, 12)

Provides the student with supervised clinical practice experience, performing the tasks of a pharmacy assistant in the inpatient setting and outpatient pharmacy.

*Prerequisite: Admittance into Pharmacy Technician Program.*

## Philosophy

PHIL 100 (F, W, Sp)

### Introduction to Philosophy (5)

The human quest for greater understanding; connections among efforts to understand the universe; the nature of knowledge; perennial questions concerning human nature and values.

PHIL 119 (varies)

### Introduction to Logic (5)

Emphasizes inductive argument; enables students to perceive and evaluate complex lines of reasoning; develops skills in detecting weak and faulty reasoning through exercises in natural language.

PHIL 120 (varies)

### Symbolic Logic (5)

Focuses on deductive symbolic reasoning; includes propositional and predicate logic; emphasizes natural deduction and translation into propositional and predicate symbolism.

*Prerequisite: MATH 99 or MATH 97.*

PHIL 190 (varies)

### World Philosophy (5)

This course will introduce students to the major philosophical traditions of the world. The course will explore different views on ethics, political philosophy, philosophy of education and other areas of inquiry, comparing and contrasting them with one another. (multicultural content)

PHIL 200 (varies)

### Asian Philosophy (5)

Examination of major philosophies and philosophers that have shaped the mind of the Oriental. Special attention is given to Confucianism, Legalism, Taoism, and Buddhism. (multicultural content)

PHIL 215 (varies)

### Introduction to Ethics (5)

Explores efforts of the humanities to discover moral principles to guide conduct; covers systematic ethical theories; examines the relationship between religion and morals; and includes contemporary ethical issues.



PHIL 230 (varies)

### Contemporary Philosophy (5)

Focuses on Western philosophy in the 20th Century, examining the dominant schools of philosophy. Covers the intellectual and social forces affecting and being affected by philosophy. Representative figures covered will include Russell, Sartre, Camus, Dewey, A. J. Ayer and W. V. O. Quine.

PHIL 260 (varies)

### Philosophy of Science (5)

A conceptual and historical introduction to the nature of scientific progress and other issues current in the philosophy of science. Among these are the validation and falsification of scientific hypotheses, the debate over realism and anti-realism, the theoretic reduction of theories, the status of laws of nature, and the role of rationality, objectivity, and values of science. The course will focus on developing a critical awareness of philosophical issues in science.

PHIL 267 (varies)

### Problems in Philosophy of Religion (5)

Analysis of problems in religious thought such as existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

PHIL 270 (varies)

### Great Thinkers of the Western World (5)

Survey of Western philosophy. Starts with pre-Socratic Greek philosophy and ends in the present century. Examines the impact which historical forces such as religion and science have had on philosophy. Representative figures such as Plato, Aristotle, Hume and Russell will be studied.

PHIL 290 (varies)

### Political Philosophy and Ideology (5)

This class will cover major political philosophers from ancient Greece to the present, including Aristotle, Macchiavelli, Locke, Rousseau, Hume and others. Topics such as liberty and coercion, victimless crime, equality and others will be examined. Same as POLSC 201.

*Prerequisite: Assessment at college-level reading and ENGL 101 or completion of READ 093 and ENGL 091 with a grade of "C" or higher in both classes.*

## Physical Education

In order to receive the Associate in General Studies or Associate in Arts and Sciences degrees, it is necessary to obtain three physical education activity credits. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

Beginning courses are prerequisites to intermediate courses, and intermediate courses are prerequisites to advanced courses. Advanced placement may be made by the instructor. An activity at the same level may not be repeated for credit.

Most activities require extra fees.

The physical education requirement may be waived only with approval of the physical education department chairman. Students may request waivers only if there is a medical problem or a student has previous military service.

### Fitness Activities: 1 - 2 Credits each

- 100 (F, W, Sp) Total Fitness (2)
- 105 (W, Sp) Aerobic Fitness (1)
- 103 (F) Self Defense for Women (1)
- 108 (F, W, Sp) Beginning Weight Training (1)
- 109 (F, W, Sp) Toning (1)
- 111 (Sp) Walking (1)
- 140 (W, Sp) Cardio Fitness (1)
- 155 (F, W, Sp) Fast Fitness (1)
- 170 (F, W, Sp) Independent Fitness Lab I (1)
- 171 (F, W, Sp) Independent Fitness Lab II (1)
- 200 (F, W, Sp) Advanced Total Fitness (2)
- 201 (W) Sport Specific Conditioning (2)
- 208 (F, W, Sp) Intermediate Weight Training (1)

### Lifetime Recreational Activities 1 - 5 Credits each

- 175 Hiking (1)
- 288 Backpacking (1 - 5)

### Aquatics: 1 Credit each

- 112 (F, W, Sp) Beginning Swimming
- 113 (F, W, Sp) Intermediate Swimming
- 114 (F, W, Sp) Advanced Swimming
- 115 (Sp) Life Guarding (2 credits)

### Dance: 1 Credit each

- 118 (F, W, Sp) Modern Jazz Dance

### Individual Sports: 1 Credit each

- 122 (F, W) Beginning Bowling
- 222 (F, W) Intermediate Bowling
- 123 Beginning Golf
- 223 Intermediate Golf
- 128 (F, Sp) Beginning Tennis (Student furnishes racquet)
- 131 (F, W, Sp) Beginning Racquetball
- 231 (F, W, Sp) Intermediate Racquetball (Student furnishes racquet)
- 125 (W) Beginning Skiing
- 225 (W) Intermediate Skiing

### Dual Sports: 1 Credit each

- 126 (F, W, Sp) Beginning Badminton and Pickleball
- 129 (F, Sp) Beginning Tennis and Pickleball

### Team Sports: 1 Credit each

- 241 (F) Baseball Techniques
- 133 (F, W) Beginning Basketball
- 233 (F) Advanced Basketball
- 134 (Sp) Softball
- 135 (Sp) Beginning Soccer
- 235 Advanced Soccer Techniques
- 136 (F, W, Sp) Volleyball
- 236 (F, W, Sp) Intermediate Volleyball
- 237 Advanced Volleyball

## Physical Education Professional Courses

PE 241 (F)

### Baseball Techniques (1)

The fundamentals of baseball. Includes conditioning, basic skills, strategies, team-play concepts and rules of the game.

*Prerequisite: Experience in organized baseball-either high school or college.*

PE 285 (W)

### Coaching Skills (2)

Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for baseball. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

PE 290 (W)

### **Sports Officiating (3)**

Designed to introduce the student to the avocation of sports officiating. Topics include philosophy of officiating, requirements to become an official, rules, mechanics and societal influences and attitudes towards sports officials.

## **Physical Education Non-Activity Courses**

PE 190 (F, W, Sp)

### **Health and Wellness (3)**

A course for students to learn how to take control of their personal health and lifestyle habits so they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-being.

Encompasses a total wellness concept of one's physical, mental, emotional and social well being. Students will examine major health issues of contemporary society, with emphasis on identifying risk factors.

PE 191 (F, W, Sp) WAOL

### **Contemporary Health and Wellness (5)**

Emphasis is placed on the relationship between course content and lifestyle choices to foster a better understanding of health issues today. Current issues include, but are not limited to, physical fitness and nutrition; weight management; stress and emotional health; chemical use and abuse; issues in contemporary human sexuality; communicable and non-communicable disease; health-smart consumerism; the contemporary healthcare system; aging and dying; and environmental health issues.

PE 292 (F, W, Sp)

### **Advanced First Aid (5)**

The student will satisfy the requirements for Responding to Emergencies American Red Cross first aid and CPR (Cardiopulmonary Resuscitation) certification.

## **Physical Science**

PHYSN 100 (F, W, Sp)

### **Physical Science and Technology**

Studies underlying physical principles and interactions in topics like motion, energy, light, sound, electricity, etc., and how they are applied and used in technology. A hands-on approach is used to develop conceptual reasoning, interrelationships between concept and applications, and effective communication skills. Laboratory included.

## **Physics**

An advisor should be consulted to determine the appropriate level of physics course for your degree goal. Students intending to major in Physics at a baccalaureate institution should work toward an Associate of Science degree with a Physics Specialization.

PHYS 114 (F, Sp), 115 (W), 116 (Sp)

### **General Physics (5, 5, 5)**

Algebra-based physics for liberal arts students and certain professions. 114 - Study of basic mechanics including position, velocity, acceleration, forces, momentum, and energy. 115 - Study of thermodynamics, oscillations, waves, capacitance, and electric forces/fields/potential/potential energy. 116 - Study of DC circuits, magnetism, geometrical optics, wave optics, and modern physics. Laboratory included.

*Prerequisite: MATH 97 or 99; MATH 115 recommended.*

PHYS 121 (F, W, Sp), 122 (W),

123 (F, Sp)

### **Engineering Physics (5, 5, 5)**

Calculus based physics for engineering or those majoring in certain sciences.

121 - Study of mechanics: motions and causes of motion, conservation of energy, momentum and angular momentum, gravitation, center of mass, and torques.

122 - Electricity and magnetism. Topics include Coulomb's Law, Gauss' Laws, circuits and circuit theory, electrical devices, Ampere's Law, electric and magnetic flux, and induction.

123 - Waves, sound, light and thermodynamics. Topics include oscillations, damping, wave propagation, interference,

refraction, reflection, optical systems, fluids, specific heat, temperature, ideal gasses, and states of matter. Introduces problem solving techniques and applications to real world situations. Laboratory included.

*Prerequisite: MATH 124 for PHYS 121; PHYS 121 for 122, PHYS 121 for 123.*

PHYS 299

### **Independent Study (1-5)**

Independent observation, analysis, and reporting of a physics-related topic.

*Prerequisite: Instructor permission.*

## **Political Science**

POLSC 101 (F, W, Sp)

### **Introduction to Political Science**

This course is intended to serve as a comparative introduction to the concepts, methods, and subject areas of the discipline of political science. Students will explore various forms of political beliefs, behaviors, institutions, and processes at the individual, group, national, and international levels. Strongly recommended for those students with no prior coursework in political science.

POLSC 201 (varies)

### **Political Philosophy and Ideology**

The class will cover major political philosophers from ancient Greece to the present, including Aristotle, Macchiavelli, Locke, Rousseau, Hume and others. Topics such as liberty and coercion, victimless crime, equality and others will be examined. (Same as PHIL 290).

*Prerequisite: Assessment at college-level reading and ENGL 101 or completion of READ 093 and ENGL 091 with a grade of "C" or higher in both classes.*

POLSC 202 (F, W, Sp)

### **American National Government and Politics (5)**

Survey of the Constitution, the three branches of government, and processes through which public policy is formulated, enacted into law and executed.

POLSC 203 (varies)

### **International Relations (5)**

Study of interrelationships among nations: power, structure, decision-making; conflicts and compromise.



POLSC 205 (varies)

**State and Local Government and Politics (5)**

Study of the nature, function and problems of state, county and city governments, including an examination of the problems confronting these local political units.

POLSC 210 (varies)

**Contemporary Issues in American Politics (3)**

This course will examine a variety of current controversial public policy issues on a weekly basis. Students will read arguments on both sides of the policy debate and write a series of short papers analyzing the respective positions. (multicultural content)

POLSC 220 (varies)

**Introduction to Constitutional Law (5)**

This course will introduce students to the process of constitutional decision making in the U.S., with particular emphasis on the U.S. Supreme Court. The course is organized around three substantive areas of law: institutional powers of government, property rights and economic liberty, and equal protection. Court decisions in these areas will be examined in a broader political, social, and economic context. (writing intensive)

*Prerequisite: POLSC 202 or instructor permission.*

POLSC 230 (varies)

**Advanced International Relations Seminar (5)**

The course will focus on how various international conflicts get started and how they are resolved. We will examine conflicts such as the war in Yugoslavia, the continuing difficult relations between Israelis and Palestinians, and past wars which still smolder in Congo and Somalia.

*Prerequisite: Completion of POLSC 203 or HIST 113 recommended.*

POLSC 231 (varies)

**Politics and Film (5)**

This course will examine a variety of political and legal issues through their portrayal in contemporary cinema. Students will read relevant political science literature as a background for an analysis of the films viewed in the course. Rotating themes include: elections and the presidency, law and courts, racial politics and military interventions. (can be repeated.)

*Prerequisite: A "C" or better in ENGL 091 and READ 093 or equivalent assessment.*

POLSC 240 (varies)

**Women in Politics (5)**

This course will explore the role of gender in American politics. Students will learn about women's political activism and the impact of various policy decisions upon the lives of women. The role of race, class, sexuality and ethnicity in uniting and dividing women will also be addressed. (multicultural content) (writing intensive)

POLSC 290 (varies)

**Political Philosophy and Ideology (5)**

A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, Marx, Machiavelli, Hobbes, Bentham, Jefferson, Montesquieu and Sumner.

POLSC 298 (F, W, Sp)

**Political Internship (1-5)**

Students will participate in internships with either a political party, interest group, or an elected official and will meet periodically with the instructor to discuss assigned readings and a research paper based on the internship experience.

*Prerequisite: Instructor permission.*

## Psychology

PSYCH 100 (F, W, Sp)

**General Psychology (5)**

Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality will be examined.

*Prerequisite: Completion of ENGL 91 and READ 93 with a "C" or higher or assessment at college-level reading and writing.*

PSYCH 140

**Behavioral Management (3)**

An exploration of preventive and effective behavior management techniques with emphasis on positive self-image and communication. (this class is used for the Paraeducator Program only.)

PSYCH 204

**Abnormal Psychology (5)**

A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of

adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health.

*Prerequisite: PSYCH 100.*

PSYCH 205

**Introduction to Personality (5)**

Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality will be studied.

PSYCH 206 (F, W, Sp)

**Developmental Psychology: Life Span (5)**

An examination of the physical, social, emotional, and intellectual development of the human from conception to death.

(multicultural content)

*Prerequisite: PSYCH 100.*

PSYCH 207 (F, W, Sp)

**Behavioral Health & Wellness (5)**

(For non-majors)

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which can manifest itself in various ways such as chronic tension, illness and chemical abuse (alcohol-drug). Same course as HSP 207; credit for degree will be granted for either PSYCH 207 or HSP 207 but not for both.

PSYCH 299

**Individual Study in Psychology (1-5)**

Independent observation, analysis and reporting of a selected problem.

*Prerequisite: Instructor permission.*

## Radiologic Sciences

RS 100 (F)

**Radiologic Science Orientation (3)**

This course is designed to help prepare students, accepted into the Radiologic Science program, for a successful educational experience. 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. In addition, students will have the opportunity to earn their CPR certification and initiate their HIV education.

*Prerequisite: Acceptance into the Radiologic Sciences Program.*



**RS 101 (F)****Fundamentals of Radiologic Science and Health Care (4)**

Content is designed to provide a foundation of the principles, practices and policies in healthcare and radiology specifically. The student will be introduced to the history of radiology, medicolegal ethics and professional associations. An introductory orientation to X-ray equipment and basic principles of radiographic exposure will be covered.

*Prerequisite: Math 99, official acceptance into the RS program, or instructor permission.*

**RS 108 (W)****Radiation Physics I (5)**

Introduces concepts of electromagnetic radiation from the aspect of developing a basic understanding of the production and control of X-radiation. Deals with components of X-ray circuits, tubes, X-ray equipment, design and application.

*Prerequisite: MATH 99, RS 101, and instructor permission.*

**RS 109 (Sp)****Radiation Physics II (5)**

A continuation of Radiation Physics I. Emphasis will be placed on radiographic film and its response to exposure, fluoroscopic and digital imaging, CR, tomography, mammography, imaging equipment and accessory imaging equipment used in radiography. Radiation biology and protection considerations for patients and staff relative to radiation interactions with living tissue is also presented.

*Prerequisites: Math 99, RS 108, or instructor permission*

**RS 120 (W)****Clinical Education I (5)**

Initial course in competency based radiography clinical education. Students orient to an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

*Prerequisites: RS 101, RS 140, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.*

**RS 121 (Sp)****Clinical Education II (5)**

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical

education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

*Prerequisite: RS 120, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and instructor permission.*

**RS 122****Clinical Education III (12)**

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray energy.

*Prerequisites: RS 121, instructor permission, and medical health clearance, WSP background check, proof of medical insurance, current CPR card.*

**RS 140 (F)****Radiographic Positioning I (5)**

Studies basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen, upper and lower extremities. Projections studied will include information on performing cross-table examinations for minor trauma cases.

*Prerequisite: Official acceptance into RS program.*

**RS 141 (W)****Radiographic Positioning II (5)**

Provides demonstration and laboratory experience in radiography of the pelvis, hip, sacroiliac joints, cervical spine, thoracic spine, lumbar spine, sacrum, and coccyx. Visceral studies which include the upper gastrointestinal series, intravenous pyelography, and colon. Projections studied will include information for performing examinations on the pediatric and trauma patient.

*Prerequisite: RS 140 or instructor permission.*

**RS 142 (Sp)****Radiographic Positioning III (5)**

Overview of special radiographic procedures including myelography, angiography, ERCP's and cholecystography. A study of the contrast media employed with these examinations is also conducted.

Demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mandible. Projections studied will include information for pediatric and trauma patients.

*Prerequisite: RS 141 or instructor permission.*

**RS 150 (F)****Radiographic Film Critique and Technique I (1)**

Prime factors (detail, density, contrast and distortion) and other factors influencing radiographic technique for production of quality radiographs.

*Prerequisite: Official acceptance into RS program, or instructor permission.*

**RS 151 (W)****Radiographic Film Critique and Technique II (1)**

A review and evaluation of radiographs is conducted to determine their quality as diagnostic images. Emphasis is placed on developing the critique method and successfully evaluating radiographs for proper positioning, correct density and contrast, lack of motion, lack of distortion, and optimum recorded detail.

*Prerequisite: RS 150 or instructor permission.*

**RS 152 (Sp)****Radiographic Film Critique and Technique III (1)**

A review and evaluation of radiographs is conducted to determine their quality as diagnostic images. Emphasis is placed on determining what adjustments in technical factors are necessary to correct non-diagnostic radiographs due to incorrect exposure factors. Radiographs will also be evaluated to insure proper positioning, lack of motion, lack of distortion and optimum recorded detail.

*Prerequisite: RS 151 or instructor permission.*

**RS 170 (F)****Introduction to Fundamentals of Patient Care (5)**

Introduces common knowledge of patient care including venipuncture and EKG placement. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Provides basic knowledge regarding the initiation and maintenance of intravenous access, as well as basic introduction to EKG's, including placement of leads. Recognition that the patient's health problems, including evaluation of patient responses during procedures, are the foci of activities for the health care team will be emphasized. Lecture and lab course. Same course as HT 170.

*Prerequisite: HT 130 or concurrent enrollment.*



**RS 175 (Sp)****Student Leadership Seminar (1)**

First-year students will participate in the organization of a two-day leadership conference and attend educational sessions presented at the conference.

*Prerequisite: Instructor permission.*

**RS 214 (W)****Radiographic Pathology (3)**

Acquaints the student with certain changes occurring in disease and injury, and their application to radiologic technology. Systems covered include respiratory, skeletal, gastrointestinal and urinary. Emphasis on how pathology is demonstrated on radiographs and its effect on radiographic quality.

*Prerequisite: RS 243, BIOL 220/221, or instructor permission.*

**RS 216 (F)****Pharmacology and IV Therapy (3)**

An overview of the circulatory system, identifying common sites for venipuncture, performing venipuncture, identifying contrast media reactions and determining the appropriate interventional response. Course will include common medications in the Radiology Department, ACLS drugs, the common dosages and physiology.

*Prerequisites: RS 170 or instructor permission.*

**RS 225 (F)****Clinical Education IV (7)**

Students beginning their 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 previously learned examinations. Students incorporate critical thinking skills and correlate it 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, or instructor permission.*

**RS 226 (W)****Clinical Education V (7)**

Students in the second year of competency based clinical instruction rotate to another 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, or instructor permission.*

**RS 227 (Sp)****Clinical Education VI (7)**

Students in the second year of competency based clinical instruction are assigned to a clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

*Prerequisite: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or instructor permission.*

**RS 228****Clinical Education VII (10)**

This is a capstone competency based clinical class in preparation for entry level clinical practice. Students in the second year of instruction are assigned to a clinical education center and continue to acquire new skills, while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

*Prerequisites: RS 227, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or instructor permission.*

**RS 233 (W)****Leadership and Management (1)**

Studies leadership skills associated with patient care and management. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, the work environment, responsibility, accountability, collaboration and resume preparation.

*Prerequisite: RS 175.*

**RS 243 (F)****Radiographic Positioning IV (3)**

Demonstration and lab experience of alternate and special positioning of the upper and lower extremities, thoracic cage, shoulder girdle, pelvis, and spinal column. A review of radiographic imaging with emphasis on basic radiographic quality assurance. Information will be included for performing pediatric and trauma projections.

*Prerequisite: RS 142 or instructor permission.*

**RS 244 (W)****Radiographic Positioning V (3)**

Advanced patient care skills with special emphasis on procedures involving the pediatric and/or severe trauma patient. Includes information for the geriatric, pediatric and patient with disabilities to meet JCAHO requirements.

*Prerequisite: RS 243 or instructor permission.*

**RS 250****Advanced Healthcare Organization (4)**

An in-depth study of the healthcare organization with emphasis on radiology. Radiology quality control, quality assurance factors, and medicolegal considerations will be presented and related to their impact on patient exposure and the maintenance of imaging equipment.

**RS 255 (Sp)****Advanced Imaging Modalities (1)**

An overview of CT, MRI, U/S, and other advanced imaging modalities. The emphasis will be on the various energies used to generate images, the equipment and other dynamics of the imaging environment.

*Prerequisite: RS 108, 109, second year radiography student.*

**RS 270 (Sp)****Introduction to Mammography (3)**

A lecture and laboratory course for specialized training in mammography with an emphasis on basic positioning and quality control measures. Course will assist students and practitioners to prepare for the ARRT Advanced Registry Examination in Mammography; also meets the FDA/MQSA requirements for mammography training.

*Prerequisite: Second year RS student or ARRT Certified Practitioner.*

**RS 275 (Sp)****Student Leadership Seminar (1)**

The second year students will participate in the organization of a two-day leadership conference and attend education sessions presented at the conference. Presentation of a project or essay is required.

*Prerequisite: Instructor permission.*

**RS 299 (F, W, Sp)****Independent Study (1-5)**

Independent learning activity, designed jointly by the student and instructor, to improve and/or increase the knowledge and skill of the learner.

*Prerequisite: Program Chair permission.*

## Reading

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the Reading program designed for native speakers.

**READ 80, 81, 82 (F, W, Sp) (F, W, Sp) (F, W, Sp)**

### **Vocabulary Textbook Comprehension (1, 1, 1)**

Self-paced courses help students improve basic reading skills for college text. Student furthers vocabulary growth and learns to read textbooks with greater understanding and efficiency. Student works with lab instructor, text, and/or computer software; no prior computer experience is necessary.

**READ 89 (F, W, Sp)**

### **Tutor (1)**

Self-paced course helps student develop tutoring skills with confidence and effectiveness. Student works with students, lab instructor, text and videotapes.

**READ 92 (F, W, Sp)**

### **Textbook Mastery (5)**

This course enables students to work with essential text structure and to begin basic analysis of passages from a variety of texts. Identification of main points, details, implications are included, as well as skills in outlining and summarizing. Lab application is used for practice, and vocabulary development is included.

*Prerequisite: Assessment into READ 92.*

**READ 93 (F, W, Sp)**

### **College Textbook Mastery**

The preparatory class for college success. Emphasis on text analysis for structure, inferring meaning, critical thinking and vocabulary development. Introduction to literary devices is included. A variety of expository excerpts from college textbooks are used for demonstration of skills. Lab application is used for practice. Instruction reading graphic materials (graphs, charts, diagrams) are included.

*Prerequisite: Assessment in READ 93 or a grade of "C" or higher in READ 92.*

**READ 94 (F, W, Sp)**

### **College Vocabulary (3)**

Designed to provide students with information, strategies, and skills to build the necessary vocabulary that the college environment demands. Strategies include: increase of vocabulary through study and use of own context, dictionary, and knowledge of Greek and Latin Roots and affixes.

**READ 095 (F, W, Sp)**

### **Literature Circle (1)**

Reading lab activities reinforce basic reading skills through exposure of award-winning, thought provoking literature. Vocabulary and comprehension skills and value of reading are heightened through course level books, journal responses, and group discussions. May be repeated a total of three times and will be graded S/U.

**READ 098 (F, W, Sp)**

### **Reading Lab (1)**

Reading lab activities reinforce basic reading skills introduced in reading class (READ 092 and 093). Self-paced program enables students to improve vocabulary and comprehension skills. Concurrent enrollment in READ 092 or READ 093 strongly recommended. May be repeated a total of three times and will graded S/U.

**READ 100 (F, W, Sp)**

### **Advanced Vocabulary Development (2)**

Self-paced course provides student with skills to develop vocabulary necessary for college success. Course uses strategies in identification and use of context clues, pronunciation, word parts, word meaning and dictionary/thesaurus usage.

*Prerequisite: Assessment at college-level reading or a grade of "C" or higher in READ 93.*

## Real Estate

**REAL 160**

### **Real Estate Law (3)**

Introduction to law and legal systems as related to real estate transactions. Major topics include forms of ownership; title, transfers and insurance; fraud, deceit and misrepresentation; contract law and documents; real estate security documents; duties and liabilities of licensees. Approved by the Washington State Licensing Division for 30 clock-hour credits. Satisfies law requirements for the Real Estate Certificate Program.

**REAL 170**

### **Principles of Real Estate Appraising (3)**

Principles and procedures used in determining the value of single-family residences. Students will apply cost, economic and market data approaches to determine value. Students will be required to successfully complete a Uniform Residential Appraisal Report (URAR). This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

**REAL 175**

### **Real Estate Appraising: Market Data Analysis (3)**

Analysis of income-producing properties utilizing cost, market data, and income correlative approach to value. Gross income estimates, expense analysis and capitalization techniques are also incorporated into the analysis. This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

**REAL 182**

### **Report Writing of Residential Real Estate Appraising (3)**

Shows the students how to complete real estate appraisal reports. Students learn the steps for completing all written reports, as well as the steps for review appraising. This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.



**REAL 200****Fundamentals of Real Estate Salesman Pre-licensure (6)**

An in-depth study of real estate fundamentals as they relate to Washington State. Designed to prepare students to pass the salesman/broker real estate licensing examination. Approved by the Washington State Licensing Division for 60 clock-hours to meet pre-licensing requirement in real estate fundamentals.

**REAL 250****Real Estate Investment Strategy (3)**

Course designed to establish a basic understanding of investment principles, value-added concepts, market trends and cycles, feasibility studies, and various real estate analyses. This is an applied education course whereby students will work with and develop investment returns by capitalization, discounted cash flows, analyses of different property types, gross rent multipliers, CAP rates, net operating income, and subjective and objective values. Approved by the Washington State Licensing Division for 30 clock-hour credits.

## Respiratory Therapy

**RC 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. Hybrid online course.

**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. Hybrid online course.

*Prerequisite: RC 160.*

**RC 162****Advanced RC Pathophysiology (3)**

Course is designed to provide students with advanced information about disease processes. General pathophysiology provides a foundation of information for the student to apply in the specialty area of respiratory care. Included will be a comprehensive overview of the disease process in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.

**RC 163****Pulmonary Functions (3)**

Course will provide students with information necessary for understanding Pulmonary Function Testing, Exercise Testing, and their interpretations. Included will be a comprehensive overview of the subject matter in the form of lecture, small group discussion, or student presentations.

**RC 170****Respiratory Therapy Equipment I (3)**

Course will provide students with a historical background on discovery and development of basic RC principles and technologies. Included is hands-on usage of equipment: pressure gauges, flow meters, regulators, oxygen delivery devices, compressed gas and liquid oxygen systems, humidity and aerosol generators, and positive- and negative-pressure breathing devices. Knowledge of history as it relates to RC is essential to assimilating the numerous, technical facets of the field.

**RC 171****Respiratory Therapy Equipment II (3)**

Course is designed to provide first-year RC students with a background on the principles and technologies of emergency airway management, tracheostomy management, non-invasive patient monitoring, bedside pulmonary function assessment, true volume measuring devices vs. pneumotachometer devices, and of RC home care. Equipment will include: Respirationics, Mallinckrodt, Sullivan, Fisher & Paykel - modes, pressure settings, interfaces and patient comfort and compliance issues.

*Prerequisite: RC 170.*

**RC 172****Respiratory Therapy Equipment III (4)**

Course will provide the principles and technologies for the student to assimilate and interrelate technical and physiological criteria for treating patients on mechanical ventilation (CMV). Students learn logical thinking required to troubleshoot ventilator problems in the ICU and utilize different types of ventilators to gain confidence, proficiency, and appreciate the level of sophistication to which modern ventilators have risen.

*Prerequisite: RC 171.*

**RC 180****Respiratory Therapy Clinical I (8)**

Course is designed to prepare the beginning Respiratory Care student to perform basic respiratory therapeutic modalities in the hospital setting. Emphasis is placed on patient assessment techniques. This class consists of a lecture/classroom component and a lab/clinical rotation. The first six weeks of the quarter lab will be on campus. Clinical rotations to the hospital sites will begin the first week of November.

**RC 181****Respiratory Therapy Clinical II (8)**

Course will continue to build on the clinical skills and knowledge base acquired in first quarter. The Respiratory Care student will be introduced to the critical care environment this quarter. Emphasis is placed on airway management, ECG's, arterial blood gases, non-invasive ventilation and CPAP. This class consists of a lecture/classroom component and a lab/clinical rotation.

*Prerequisite: RC 180.*

**RC 182****Respiratory Therapy Clinical III (8)**

Course is intended to prepare the third quarter Respiratory Care student to care for patients in the Intensive Care Unit. Topics covered will include the initiation and care of the patient receiving mechanical ventilation and special RC procedures. This class consists of a lecture/classroom component and a lab/clinical rotation.

*Prerequisite: RC 181.*

**RC 183****Respiratory Therapy Clinical IV (9)**

This is the final clinical course of the first year, of the respiratory program. Students are expected to use this time at the clinical sites to polish their clinical skills, improve their time management skills and increase their comfort level and autonomy in the clinical setting in order to be prepared for the advanced clinical courses in the second program year.

*Prerequisite: RC 182.*

**RC 188****Allied Health Sciences: Survey of Chemistry, Microbiology, & Physics (5)**

Course will provide application of the sciences required in respiratory care. The students will review the math skills used in performing calculations; relate chemistry concepts to clinical care; apply elements of biochemistry; understand physical laws, principles, and associated theories; and have an understanding of certain principles of microbiology as they relate to being a respiratory therapist. Same course as HT 188.

**RC 191****Respiratory Therapy Pharmacology (3)**

Course is designed to provide students with information about drugs used to treat the cardiopulmonary system. Emphasis is on mechanism of action, indication for, and proper administration of drugs, with particular emphasis on those delivered by Respiratory Care Practitioners. Introduction and discussion of other drugs used in critical care are included.

**RC 192****Advanced Mechanical Ventilation (2)**

Course will provide students with information to master the knowledge of mechanical ventilation and its application to patients. Skills needed to best "interface" patient and ventilator is discussed; adult and pediatric/neonatal mechanical ventilation are introduced.

*Prerequisite: RC 191.*

**RC 221 (W)****Advanced Respiratory Pharmacology (2)**

Subjects include the actions of various bronchodilators and cardioactive drugs commonly used in respiratory care.

*Prerequisite: RC 220.*

**RC 240****Advanced Assessment and Diagnosis (3)**

Course will provide second year students with information necessary to care for the critically ill patient. Advanced assessment and diagnosis covers trauma care, Hemodynamics, and assessing and managing the patient in the critical care unit.

**RC 251****Respiratory Pathophysiology Case Presentations (2)**

Course is designed to provide students with introductory Pathophysiology. Included will be a comprehensive overview of the various disease processes, surgical procedures, or new technology. Fellow students will present topics, in an organized, interesting manner in the form of lecture or small group discussion.

**RC 261****Pediatric and Neonatal Respiratory Care (4)**

Course will provide second year students with an overview of pediatric and neonatal diseases. The field of neonatology/pediatrics is highly dynamic and requires up to date knowledge of clinical and technical skills. A neonatal/pediatric RCP is expected to be able to perform as an integral part of the highly specialized health care team as well as develop critical thinking skills.

**RC 262****Review of Applications of Respiratory Care (4)**

Course will provide students with a review for the advanced level practitioner written and clinical simulation board examinations. Included will be comprehensive overviews of all respiratory subject matter, including: Analysis of Data, Equipment, and Therapies.

**RC 272****Pulmonary Rehabilitation, Home Care, and Assistance in Specialty Procedures (3)**

Course will provide students with information about the alternate settings of pulmonary rehabilitation and home care. Additionally, students will study the special procedures they assist physicians with.

**RC 280****Specialty Clinical Rotation (4)**

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

**RC 281****Advanced Critical Care Clinical Rotation (4)**

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

**RC 282****Neonatal Clinical Rotation (2)**

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a neonatal intensive care setting. Emphasis is placed on patient assessment techniques. This class consists of a five-week clinical rotation.

**RC 283****Specialty Clinical Rotation II (2)**

Course is designed to prepare the second year Respiratory Care student as an expert respiratory care practitioner. This five-week rotation is the last clinical rotation before graduation; therefore, students are encouraged to do their final rotation at their desired place of employment. This class consists of a clinical rotation only.

**RC 290****Ethics and Professionalism in Respiratory Care (2)**

While providing care and delivering therapies, RCP's must be continuously aware of the legal and ethical implications of the services they deliver and their actions while delivering them. This course will provide students with information necessary for understanding legal issues and for making ethical decisions in respiratory care.



RC 299 (F, W, Sp)

### Individual Study in Respiratory Therapy Technology (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the learner's knowledge and skill.

*Prerequisite: Admission to RC program.*

## Small Business Management

SBM 150

### Import/Export for Small Businesses (3)

A basic course on the day-to-day business of importing/exporting for small business, and the principles behind the procedures. Covers capital, customs, duties, use of brokers and establishment of overseas contracts.

SBM 299

### Formal Business Plan (5)

Extensive one-on-one consulting to assist in the development of your specific business plan. Students follow Federal Small Business Administration guidelines in developing your executive summary, business structure, marketing plan, financial proposal, operating plan, break-even analysis and operating forecast. This comprehensive plan will address relevant business issues such as customers, markets and profitability. The printed plan and related graphs form the basic outlines leading to business success.

*Prerequisite: Completion of SBM 147, SBM 148, SBM 149. Entrepreneur Succeed Program (ESP) Coordinator permission.*

## Sociology

SOC 110 (F, W, Sp)

### Introduction to Sociology (5)

An introduction to the basic concepts and theories of sociology with an emphasis on the group aspects of human behavior.

SOC 240

### Social Psychology (5)

An introduction to the study of individual behavior as a function of social stimuli. Focuses on cognition and perception, attitude formation and change, attribution, attraction and aggression.

*Prerequisite: SOC 110 or PSYCH 100.*

SOC 247

### Media, Politics and Society (5)

Takes a critical approach to the study of the production and consumption of mass media, focusing primarily on the United States.

Examines the economic and social organization of mass media, the content of media messages, and the impact various media have on the public. (multicultural content)

SOC 252 (F, W, Sp)

### Sociology of the Family (5)

The family as a social institution, understanding societal variation in family patterns and alternative family forms. An examination of the social psychological factors affecting mate selection, marital stability and satisfaction, child rearing, divorce, remarriage, and blended families. (multicultural content)

SOC 262

### Race and Ethnic Relations (5)

Builds upon and expands the students' understanding of race and ethnic relations in American contemporary society. Focuses on how immigrant groups adapt to a new country, manifestations of racism and discrimination, as well as the economic and social progress of different ethnic groups. Explores how to alter patterns of racial and ethnic inequality through social movements and social policy. (multicultural content)

SOC 270

### Social Problems (5)

A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies.

SOC 271

### Deviant Behavior (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Emphasis is on developing a sociological understanding and critical analysis of social theory relating to mental disorders, substance abuse, crime and violence in American society.

*Prerequisite: SOC 110 or PSYCH 100.*

SOC 287

### Sociology of Gender and Sexuality (5)

Introduces the concept of gender as a multidisciplinary 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.

*Prerequisite: SOC 110 or PSYCH 100 or ANTHRO 100.*

SOC 299

### Individual Study (1-5)

Independent observation, analysis and reporting of a selected problem in sociology.

*Prerequisite: Completed 15 credit-hours of course work in sociology and instructor permission.*

## Spanish

Placement of students with previous foreign language training at the secondary level will be made by the course instructor. Credit may be granted to students placed at the intermediate level. Consult with the course instructor for information concerning placement. Foreign language challenge credit will not be awarded for native languages.

SPAN 100 (varies)

### Basic Conversational Spanish (5)

Designed as a beginning introduction to basic conversational Spanish, prior to SPAN 101. The student is introduced to Spanish vocabulary and grammar at an enjoyable rate. The course allows students to brush up on their understanding of English grammar and structure as it pertains to learning Spanish. Recommended for the student who has little grammar background and would like to acquire useful study habits for studying Spanish.

SPAN 101 (F, W, Sp)

SPAN 102 (F, W, Sp)

SPAN 103 (Sp)

### Elementary Spanish (5, 5, 5)

The foundations of acceptable pronunciation, correct grammar, and syntax are covered in the sequence 101, 102, 103. Drilling in pronunciation and language usage takes place in the language laboratory. Grammar drills are presented through computer-generated exercises. Conversation in Spanish is stressed from the beginning, as students take part in presentations and discussions in small groups within the classroom. Students without previous Spanish register for 101. Others will be placed by instructor.

SPAN 299 (varies)

### **Directed Readings in Spanish (1-5)**

Readings in Spanish and Latin-American literature. Topics will be selected by students, with instructor's approval. Variable credit.

*Prerequisite: SPAN 203 or equivalent class. Instructor permission.*

## Speech

SPCH 90 (varies)

### **Basic Communication Skills (5)**

A communication skills-oriented course emphasizing hands-on skill development in interpersonal, small group and public communication.

SPCH 100 (F, W, Sp)

### **Fundamentals of Speech Communication (5)**

A survey of fundamental principles of communication theory. Students are introduced to verbal and nonverbal communication, effective listening, interpersonal communication, small group discussion as well as culture and gender factors in communication. Written assignments, examinations and informal oral presentations are included.

SPCH 101 (F, W, Sp)

### **Public Speaking (5)**

An introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, logical analysis, organization of informative presentations and critical analysis. Four to six speaking assignments, plus written examination.

SPCH 110 (varies)

### **Multicultural Communication (5)**

A survey of how culture shapes the communication interaction. Emphasis is on the role of world views, how culture affects the development of value systems, interpersonal relationships, workplace and educational expectations and high and low context communication styles. (multicultural content)

SPCH 111 (varies)

### **Intercultural Communications (5)**

This course is dedicated to a pursuit of Irish peoples and culture throughout the ages and their contributions to Irish civilization. Topics in this course will focus on in

intermixing of philosophical thought and cultural diffusion in the area of Irish culture, history & politics, the development of the Irish city, and Irish thought. The course focuses on how culture impacts the communication process.

SPCH 120 (varies)

### **Small Groups Communication (5)**

An introduction to the group process. Learn how to manage the different stages of a group's development. Acquire effective leadership and followership skills. Learn techniques for quality problem solving and conflict management.

SPCH 130 (varies)

### **Interpersonal Communication (5)**

An introduction to understanding the practical and theoretical aspects of interpersonal relationships through the application of intra personal information in interpersonal settings. Emphasized areas include gender, family and workplace relationship management. Information focuses on communication climates, resolving conflicts, intimacy and language. (multicultural content) (writing intensive)

SPCH 151 (varies)

### **Employment Interview Skills (2)**

Prepares students for an employment interview. Learn how to assess marketable skills and work experience, develop an effective resume and cover letter, prepare for the interview and employ effective communication before, after, and during the interview. Learning activities include a practice job interview with video critique. Not intended for students having completed Speech 150.

SPCH 299 (varies)

### **Individual Study in Speech (1-5)**

Independent observation, analysis and reporting of a selected problem for advanced students in speech.

*Prerequisite: Instructor permission.*

## Study Skills

STDSK 80 (F, W, Sp)

### **Library Orientation (1)**

Self-paced course helps student develop basic library skills. Student learns how to approach the library and use its resources effectively for research purposes, and work with text, lab instructor and librarian.

STDSK 81 (F, W, Sp)

### **Time Management (1)**

Self-paced course helps student manage time effectively. Student develops and implements efficient time management plans. Student works with text, videotapes and lab instructor.

STDSK 82 (F, W, Sp)

### **Test-taking Strategies (1)**

Student learns successful test-taking strategies. Student works with text, audiotapes, videotapes and lab instructor.

STDSK 95

### **Survival Study Skills (2)**

Skill building in study habits, time management, textbook reading, notetaking for students in developmental English, Math, Reading.

*\* Late starting class.*

STDSK 98 (F, W, Sp)

### **Essential Study Skills (5)**

Course offers skills building in time management, study organization, test preparation, textbook mastery and notetaking for students enrolled in 90 level English, Reading, or Math courses.

*Prerequisite: Assessment at or above READ 92.*

STDSK 110 (F, W, Sp)

### **College Study Skills (5)**

Development of techniques for effective study in college. Covers time management, note-taking systems, memory training, textbook analysis, exam preparation and test taking (both objective and essay exams), using the library and writing the research paper.

*Prerequisite: Assessment into college-level reading or a grade of "C" or higher in READ 93.*

## Supervision and Management

SMG 100

### **The New Supervisor (3)**

Explores the transition into supervision, attitudes toward the job and boss, supervisor-employee relationship, productivity, human relations, problem solving and delegation, keys to successful supervision, common mistakes to avoid, and self-development.





**SMG 101****Essentials of Supervision (3)**

A study of fundamental practices, roles, functions, and skills required of all supervisors. Topics include: motivation, group dynamics, leadership styles, appraisal process, counseling and discipline.

**SMG 120****Supervising the Problem Employee (3)**

Examines supervisory approaches to improving unacceptable employee performance and behavior. Explores techniques for gaining cooperation, overcoming attitude problems and improving work-group proficiency; and dealing with troublemakers, emotional outbursts, grievances and complaints.

**SMG 125****Supervising Employee Training (3)**

Principles and techniques that facilitate training and learning in work environments. Topics include: needs assessment, evaluating on-the-job training, new employee orientation, and individual development.

**SMG 131****Supervision and Group Behavior (3)**

Examines elements needed to understand, predict and influence human behavior in organizations. Explores how people at work can be motivated to work together, harmoniously and productively.

**SMG 201****Management Communications (3)**

Explores ways to use verbal and non-verbal language effectively, overcome communication barriers, increase listening efficiency, deliver better oral communications, conduct effective interviews and lead productive meetings.

**SMG 210****Public Relations (3)**

A practical approach to theory and application of public relations for managers. Topics include communication theory, public opinion, persuasion, print/broadcast media, crisis communications and public relations strategies.

**SMG 222****Management and Labor Relations (3)**

Survey of the collective bargaining process, current labor law and recent NLRB rulings. Examines contract administration for managers, grievances, mediation and arbitration, disciplinary procedures, and selected case studies.

**SMG 250****Human Resource Management (3)**

Examines typical personnel management functions and the relationship between supervisors and the personnel staff. Topics include: job analysis, recruiting, performance appraisal, and federal employment laws and guidelines.

**SMG 255****Supervisor and the Law (3)**

Introduction to the nature and sources of business law. Examines legislative, judicial and executive powers of regulatory agencies. Includes a survey of contract law, the principles of agency and employment, and a study of the employee grievance process.

**SMG 260****Managerial Excellence (3)**

Examines techniques of managing more effectively to increase employee productivity and job satisfaction. Reviews current behavioral science and management methods designed to improve individual effectiveness, interpersonal relationships, work-group functions and organizational quality awareness.

**SMG 261****Leadership Dynamics (3)**

A study of techniques, skills, and qualities of managers who lead subordinates to higher levels of morale, self-esteem, productivity and quality performance. Examines how these leaders create a work environment in which employee motivation is high and a spirit of teamwork prevails.

**SMG 264****Motivation and Productivity (3)**

A study of human relations skills necessary for managers who want to help employees unlock internal forces of motivation, satisfy personal growth needs, increase productivity and achieve organizational goals. Explores ways to develop greater self-awareness, improve interpersonal communications, and understand attitudes and values affecting human behavior.

**SMG 265****Organizational Behavior (3)**

A study of social and psychological processes that affect individual and group behavior in the organizational environment. Topics include: perceptions, managing change, behavior modification, group dynamics, power, politics and stress management.

**SMG 270****Managing for High Performance (3)**

This course emphasizes how to motivate high performance from subordinates, as well as how to maintain that level once it is achieved. Topics include the inseparable relationship between managers and the organizations and people they manage, the organization and its external environment, the interactions among management skills and functions and the responsibilities of managers to subordinates, customers and society. Developed for experienced managers and individuals with a minimum of formal management training.

**SMG 275****Valuing Cultural Diversity (3)**

This course explores how supervisors can learn to better appreciate and benefit from the diversity of ages, languages, cultures, traditions and values in American society and the workplace. Course also examines supervisory issues, laws, policies and practices involved in making a diverse workforce a more productive one.

**SMG 299****Individual Study & Special Projects (1-5)**

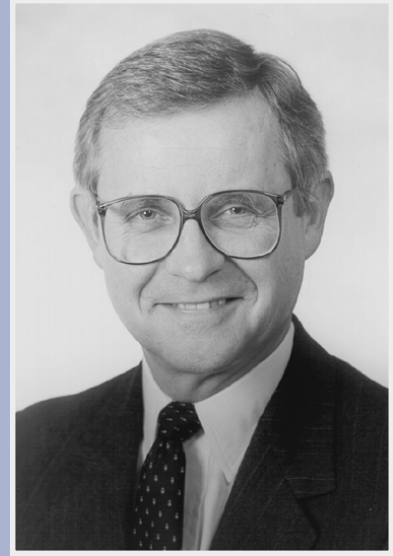
For advanced students interested in further study under the direction of an appropriate faculty member. May also be used in employee training programs and other circumstances calling for programs tailored to the specialized needs of a particular audience.

**Typing**

See Office Education, page 126.

**Word Processing**

See Office Education, page 126–127.



## Board of Trustees

Community College District 22

Board members (in alphabetical order)

Top row: David Edwards, Chair  
Laurie Jenkins  
John Lantz

Bottom row: Marilyn Walton  
Fred Whang, Vice Chair

TCC President Dr. Pamela Transue

# College Faculty and Administrative Staff

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Dean for Sciences .....	Mike Flodin
Dean for Arts, Humanities, and Social Sciences .....	Marlene S. Bosanko
Dean for Learning Resources, ABE, ESL, and Distance Learning .....	Yowsa Gwalamubisi
Dean for Health, Justice and Human Services .....	Pat Brown
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Coordinator of Lifelong Education .....	Susan Cristao
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Coordinator for Worker Retraining .....	Jacy L. Christensen
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Director of Fresh Start and Student Development .....	Dolores Haugen
Director of International Student Services and Programs .....	Sandy Plann
Director of Student Programs and Employment Development .....	Patty Nelson
Director of Student Support Services Programs and Advising/Running Start .....	Ricardo Leyva-Puebla
Director of Talent Search .....	Deborah Walker
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Manager of The Childrens Center .....	Olga Larrison
Registrar .....	Mary E. McCabe
Vice President of College Services .....	Shane J. Conway
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Director of Facilities .....	Clint Steele
Associate Director of Facilities, Capital Projects Management .....	vacant
Director of Financial Services .....	Mary Ann Brummond
Director of Institutional Research and Planning .....	Martin Harding
Manager of Internal Control and Risk Management .....	Hope Blakely
Executive Director of External Relations and TCC Foundation .....	vacant
Director of Community and Government Relations .....	Daniel E. Small
Director of Marketing .....	Sally Perkins

Complete staff listing available online at [tcc.ctc.edu/directory.asp](http://tcc.ctc.edu/directory.asp)

**Jacqueline Armstrong**

*Washington Corrections Center for Women*  
B.A., Washington State University

**Robert W. Austin**

*Coordinator, Computer Assisted Learning Lab*  
B.A., M.A., University of Washington

**Ingrid Bentzen, RHIA, CCS**

*Program Chair, Health Information Technology*  
B.A., University of Puget Sound;  
M.Ed., University of Washington;  
EMT and CCS Certification

**Marit Berg**

*Department Chair, Art*  
B.A., San Diego State University;  
M.F.A., Washington State University

**Hope Blakely**

*Manager, Control and Risk Management*  
B.S., University of Maryland;  
M.B.A., St. Martin's College;  
C.P.A.

**Jeff Bonnell**

*Nursing*  
B.S.N., University of Texas, Austin;  
M.S.N., University of Texas, El Paso

**Marlene S. Bosanko**

*Dean for Arts, Humanities, and Social Sciences*  
A.A., Diablo Community College, California;  
B.A., M.A., San Jose State University

**Erika A. Bowles**

*Program Chair, Information Technology Programs*  
B.S., University of Washington;  
M.S.A., George Washington University

**Allen Braden**

*English*  
B.A., Central Washington University;  
M.A., M.F.A., McNeese State University

**Katherine Brown**

*Counselor, Career Center;  
Coordinator, SPRUCE Program*  
B.A., Gonzaga University;  
M.A., Pacific Lutheran University

**Pat Brown**

*Dean for Health, Justice, and Human Services*  
B.S.N., University of Maryland;  
M.S.N., University of Texas-San Antonio

**Stephen Brown**

*Department Chair, Physical Education;  
Director, Athletics*  
B.A., M.Ed., Gonzaga University

**Mary Ann Brummond**

*Director, Accounting and Financial Services*  
B.A., Washington State University

**Julie Burton**

*Director, Central and Auxiliary Services*  
A.A.S., Oregon Institute of Technology;  
A.A.S., Portland Community College

**James Carroll**

*Program Chair, Human Services Program*  
B.A., Eastern Washington University;  
M.A., Gonzaga University

**Greg Carter, RRT**

*Respiratory Therapy*  
B.S., Pacific Lutheran University

**Mary F. Chen-Johnson**

*English*  
B.A., Cornell University;  
J.D., University of Pittsburgh School of Law;  
M.F.A., University of Montana

**Jacy L. Christensen**

*Coordinator, Worker Retraining*  
B.A., Central Washington University

**Karen Clark**

*Mathematics*  
A.A., Yakima Valley Community College;  
B.A.Ed., Central Washington University;  
M.S., Western Washington University

**Jan Coad, RRT**

*Program Chair, Respiratory Therapy*  
A.S., Santa Fe Community College;  
B.S., M.S., University of Central Arkansas

**Peggy Coleman**

*Radiological Sciences*

**Shane J. Conway**

*Vice President, College Services*  
B.S., M.S., Northern Illinois University

**Dr. Pamela G. Costa**

*Psychology*  
B.A., M.A., Loyola Marymount University;  
M.S., Ph.D., Pacific Graduate School of Psychology

**Rich Costanzo**

*Site Manager, IT Certification Center*  
B.S., University of Puget Sound

**Charlie Crawford**

*Library Unit Manager*  
B.A., M.L.S., University of Washington

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# Definitions

**Accredited:** Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates that course work is accepted by other colleges and universities.

**Advisor:** A member of the college faculty designated to assist students in planning their programs of study.

**Audit:** Take a class without receiving credit.

**Commencement:** An annual graduation ceremony held in June.

**Counselor:** A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

**Credit/Quarter Credit Hour:** A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

**Curriculum (Plural Curricula or Curriculums):** The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

**Deficiency:** Lack of credit in a course required for a specific program, graduation, or a degree. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

**Degree:** A diploma awarded by the college which signifies a student has successfully completed a program of study.

**Direct Transfer:** The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

**Discipline:** A branch of knowledge or of teaching, such as Art, History, English, etc.

**Distribution Requirements:** A range of courses required for graduation with an associate degree, in addition to the major department requirements.

**Division:** An area within the college which is devoted to a group of related subjects e.g., Business, Humanities, Allied Health, etc.

**Drop:** See Withdraw.

**Elective:** A course which is not required for a particular program.

**General Educational Development (GED):** A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

**Grade Point:** A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

**Grade-Point Average (GPA):** The numerical average obtained by dividing total grade points earned by total credit hours attempted in a quarter. A cumulative grade-point average is obtained by dividing the total grade points on a student's record by the total hours he or she has attempted.

**Honors Program:** A program with a two-year course of study for students with exceptional academic qualifications.

**Honors/High Honors:** A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher for Honors and 3.66 or higher for High Honors.

**Incomplete:** An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they remain on the student's permanent record.

**Major:** The subject or field of study to which the student devotes concentrated attention.

**Non-Resident Student:** See Resident Student.

**Pre-Professional:** A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

**Prerequisite:** A course which must be taken before a student is allowed to take another course. For example: MATH 115 and MATH 116 are prerequisites for MATH 124.

**Probation:** A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

**Quarter:** A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarter.

**Quarter Hour:** See Credit Hours and Quarters.

**Registration:** The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

**Resident Student:** A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered. See Admissions Procedures section for more information.

**Withdraw:** To officially stop taking classes before the 30th calendar day of the quarter. This must be done with an Add/Drop form.



## APPLICATION FOR ADMISSION

(Please type or print using a ball point pen.)

SHADED AREAS FOR OFFICE USE ONLY			
<b>TACOMA COMMUNITY COLLEGE</b> Admissions Office, Building 18 6501 South 19th Street • Tacoma, WA 98466 253.566.5001 • www.tacomac.ccc.edu • TDD 253.566.5319	<b>Quarter you plan to start</b> <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Fall <input type="checkbox"/> Spring        Year _____	<b>Quarter Code</b>	<b>Have you ever attended credit-bearing classes offered by this College?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when? _____
<b>Social Security Number*</b>	<b>Will you Attend</b> <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Both <input type="checkbox"/> Summer only	<b>Do you plan to transfer to a four-year college?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>S.I.D. Number will be assigned by staff</b> <b>Student Identification Number</b>	*Your social security number is confidential and, under a federal law called the Family Educational Rights and Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, or accountability research.		<b>Sex</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Your Intended Major Area of Study</b>	<b>Date of Birth</b> Mo _____ Day _____ Yr _____		
<b>Last Name</b>	<b>First Name</b>	<b>Initial</b>	<b>Previous last names</b>
<b>Address: Number and street</b>		<b>Apt. No.</b>	1. _____ 2. _____
<b>City, State and Zip Code</b>	<b>E-mail Address</b>	<b>Day Telephone</b> (    ) _____	<b>Evening Telephone</b> (    ) _____

<b>Which race do you consider yourself to be? (Optional)</b> <input type="checkbox"/> Asian (621) <input type="checkbox"/> African American (870) <input type="checkbox"/> Native American (597) <input type="checkbox"/> Alaskan Native (597) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (653) <input type="checkbox"/> White (800)	<b>U.S. Citizen?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If not U.S. Citizen, country of citizenship _____</small>  <b>If not U.S. Citizen, what is your Visa Status?</b> <input type="checkbox"/> International Student (with F or M Visa) <input type="checkbox"/> Visitor <input type="checkbox"/> Temporary Resident *Alien # _____ <input type="checkbox"/> Immigrant/Permanent Resident *Alien # _____ <input type="checkbox"/> Refugee/Parolee or Conditional Entrant *Alien # _____ <input type="checkbox"/> Other (Explain) _____ <small>*Please bring in your Permanent Resident Alien Card or your I-94 card so we may determine your residency for tuition purposes.</small>	<b>Residency for tuition purposes</b> 1. Have you lived <b>continuously</b> in the state of Washington for the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Were you claimed for federal income tax purposes by your mother, your father, or your legal guardian in the current calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No   In the past calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, has your mother, father, or legal guardian lived continuously in the state of Washington for the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Will a public or private non-federal agency/institution outside the state of Washington provide you with financial assistance to attend college? (Answer yes only if your eligibility for this assistance is based on being a resident of that state) <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Are you active duty military stationed in Washington or an active member of the Washington National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you the spouse or dependent of either (a) an active duty military person stationed in Washington, or (b) an active member of the Washington National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---	---

GED test taken? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, date earned _____ Where? _____	College Placement Tests taken: <input type="checkbox"/> ASSET <input type="checkbox"/> Compass <input type="checkbox"/> Accuplacer   Year Taken _____ (Please attach a copy of test results or bring a copy to the TCC Admissions Office)
--	--

Name of last high school attended	City and State	Years attended	Graduated	HS Code
		From _____ To _____ Year _____ Year _____	<input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No, Highest Grade Completed _____	
Name of last college, vocational/technical school attended	City and State	From _____ To _____ Year _____ Year _____	<input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No, Highest Grade Completed _____	
Name of other college, vocational/technical school attended	City and State	From _____ To _____ Year _____ Year _____	<input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No, Highest Grade Completed _____	
Name of other college, vocational/technical school attended	City and State	From _____ To _____ Year _____ Year _____	<input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No, Highest Grade Completed _____	

I certify to the best of my knowledge all statements on this form are true.

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Resid. Code	Fee Paying Status	Std. Type	Admission Number	Date Application Rec'd	<b>NO ADMISSION FEE REQUIRED</b>
-------------	-------------------	-----------	------------------	------------------------	----------------------------------

The community and technical colleges of the State of Washington do not discriminate on the basis of age, handicap, national origin, race, religion or sex.

Please complete additional questions on the back



**HOW LONG DO YOU PLAN TO ATTEND TCC?**  
(Circle the number that best applies to you – one only.)

- 11 One quarter
- 12 Two quarters
- 13 One year
- 14 Up to two years, no degree planned
- 15 Long enough to complete a degree
- 16 Don't know
- 90 Other

**WHAT IS YOUR CURRENT WORK STATUS WHILE ATTENDING COLLEGE?**  
(Circle the number that best applies to you – one only.)

- 11 Full-time homemaker
- 12 Full-time employment (including self-employed and military)
- 13 Part-time off-campus
- 14 Part-time on-campus
- 15 Not employed, but seeking employment
- 16 Not employed, not seeking employment
- 90 Other

**WHAT IS YOUR PRIOR LEVEL OF EDUCATION AT ENTRY TO TACOMA COMMUNITY COLLEGE?**  
(Circle the number that best applies to you – one only.)

- 11 Less than high school graduate
- 12 GED
- 13 High school graduate
- 14 Some post high school, but no degree or certificate
- 15 Certificate (less than two years)
- 16 Associate Degree
- 17 Bachelor's degree or above
- 90 Other

**WHAT WAS YOUR FAMILY STATUS WHEN YOU STARTED COMMUNITY COLLEGE? Were you...** (optional)  
(Circle the number that best applies to you – one only.)

- 11 A single parent with children or other dependents in your care
- 12 A couple with children or other dependents in your care
- 13 Without children or other dependents in your care
- 90 Other

**Were you raised in a home where at least one parent had earned a 4-year college degree?**  Yes  No (optional)

**Check the box that best applies to you (only one)**

- I should be/am receiving/have exhausted unemployment benefits within the last 24 months.
- I have recently been subject to an employment layoff.
- I am a displaced homemaker and I am now unemployed or underemployed.
- I was self-employed but am now unemployed because of economic conditions or a natural disaster.
- I have collected TANF within the last 12 months.

**Tacoma Community College Off-Campus Sites**

**TCC Downtown Center**  
1501 Pacific Avenue • Tacoma, WA 98402  
253.396.9128

**TCC Gig Harbor/Peninsula Center**  
3993 Hunt Street • Gig Harbor, WA 98335  
253.851.2424

**TCC Technology Center at the Tacoma Mall**  
4502 S. Steele • Tacoma, WA 98409  
253.475.2426

**College Transfer Program and the Associate of Science**

The Tacoma Community College **Arts and Sciences Degree, Option A**, is directly transferable to most major baccalaureate institutions in Washington. Students who earn this degree will normally satisfy the general education requirements and will normally be granted junior standing upon admission to any of these Washington baccalaureate institutions. Students are urged to consult with the baccalaureate institution about specific transfer requirements.

**Degree and Certificate Programs (Professional/Technical Programs)**

**Associate in Applied Sciences:**

- Administration of Law & Justice
- Automated Accounting Applications
- Business Administration & Management
- Business Management & Organizational Leadership
- Computer Application Developer
- Diagnostic Medical Sonography
- Electronics/Wireless Engineering & Security
- Emergency Medical Services/Paramedic
- Global Business
- Health Information Technology
- Human Services
- Medical Secretary
- Museum/Gallery Operations
- Network Administrator
- Network Hardware Support
- Nursing, Associate Degree
- Office Professional

Paraeducator, Early Childhood Emphasis

- Paralegal
- Pharmacy Technician
- Radiological Sciences
- Respiratory Therapy
- Supervision and Management
- Web Developer

**Certificate Programs:**

- Accounting Office Associate
- Assistant Bookkeeping Clerk
- Bookkeeping Systems
- Computed Tomography (CT)
- Computer User Specialist
- Electronics/Wireless Engineering & Security
- Emergency Medical Technician
- Entrepreneurs Succeed Program
- General Office Assistant
- Health Information Coding Specialist

- Human Services
- Human Services Case Aide
- Magnetic Resonance Imaging (MRI) Management
- Medical Billing Specialist
- Medical Secretary
- Medical Transcriptionist
- Network Administrator
- Network Hardware Support
- Nursing Assistant
- Paraeducator, Early Childhood Emphasis
- Paramedic
- Pharmacy Technician
- Receptionist/Clerk
- Reserve Police Academy
- Web Developer
- Web Graphics
- Word Processing

# Information Directory

Subject	Office-Bldg	Phone Number (253)
General Information		566.5000
Academic Questions	Advising Center (Bldg. 18)	566.5120
Access Services for Students with Disabilities	Access Services (Bldg. 18)	566.5328
Adding/Dropping a course	Registration and Records Center (Bldg. 18)	566.5035
Admission to TCC	Admissions Center (Bldg. 18)	566.5001
Adult Basic Education	Adult Learning Center (Bldg. 7)	566.5144
Advising	Advising Center (Bldg. 18)	566.5120
An Equal Opportunity Employer and Educator	Human Resources (Bldg. 4)	566-5096
Athletics/Intramurals	Athletic Director (Bldg. 9)	566.5097
Books and Supplies	Bookstore (Bldg. 11)	566.5040
Career Center	Program Coordinator (Bldg. 18)	566.5027
Center for Multi-Ethnic/Cultural Affairs (MECA)	Bldg. 11	566.5025
Children's Center	Bldg. 23	566.5180
Continuing Education	Bldg. 24	566.5020
Counseling	Counseling Center (Bldg. 18)	566.5122
Credential Evaluation	Registration and Records Center (Bldg. 18)	566.5048
Degree/Graduation	Registration and Records Center (Bldg. 18)	566.5048
Downtown Center	1501 Pacific Ave. Room 126	396.9128
Financial Aid, Scholarships	Financial Aid Services (Bldg. 18)	566.5135
GED	Adult Learning Center (Bldg. 7)	566.5144
Gig Harbor Peninsula Center	3993 Hunt Street, Gig Harbor	851.2424
High School Completion for Adults	Adult Learning Center (Bldg. 7)	566.5144
International Student Information	International Student Services (Bldg. 11)	566.5166
Library Services	Circulation Desk (Bldg. 7)	566.5087
Personal Enrichment	Bldg. 24	566.5020
Professional/Technical Programs	Professional/Technical Programs (Bldg. 9)	566.5131
Registration	Registration and Records Center (Bldg. 18)	566.5035
Student Activities	Bldg. 11	566.5118
Student Employment (off-campus jobs)	Job Assistance Center (Bldg. 18)	566.5191
Student Newspaper	The Challenge (Bldg. 8)	566.5042
TCC Foundation Office	Bldg. 6	566.5002
Transcripts	Registration and Records (Bldg. 18)	566.5037
Transfer to other colleges	Advising Center (Bldg. 18)	566.5120
TRIO	TRIO Student Support Services (Bldg. 7)	566.5153
Tutoring	Tutoring Center (Bldg. 11)	566.6032
Veterans Information	Office of Veterans Affairs (Bldg. 18)	566.5081
Withdrawal from college	Registration and Records Center (Bldg. 18)	566.5035
Work Study positions (for students receiving Financial Aid)	Financial Aid Services (Bldg. 18)	566.5138



# Campus Guide

## Bldg #

Description

**1**

Purchasing;  
Facilities & Grounds;  
Mail Services;  
Print Shop;  
Receiving

**2**

Business Office

**2A**

Fresh Start

**3**

College Auditorium

**4**

Human Resources;  
Payroll

**5**

Art Classrooms

**5A**

Carpenter Shop

**5B**

Art Gallery

**6**

College Development Office/TCC Foundation;  
Community & Government Relations;  
Marketing;  
Classrooms

**7**

Learning Resource Center;  
Adult Learning Center;  
CAL Lab;  
Cascade Conference Center  
(Rainier and Baker Rooms);  
High School Completion;  
Library;  
Language/Listening Lab;  
Music Classrooms;  
Math Lab;  
Reading Lab;  
TRIO Student Support Services;  
Writing Lab

## Bldg #

Description

**8**

Classrooms;  
The Challenge (Student Newspaper)

**9**

Faculty Offices;  
Athletic Department;  
Workforce Education

**10**

Lecture Hall

**11**

Opgaard Student Center;  
Bookstore;  
Cashier;  
Dining Services;  
Espresso;  
International Student Services and Programs;  
Multi-Ethnic/Cultural Affairs;  
Outreach Services;  
Parking Permits;  
Student Programs & Activities;  
Student Government;  
Tutoring

**12**

Faculty Offices

**14**

Sciences Building

**15**

Lecture Hall

**16**

Lecture Hall

**17**

Computer Center;  
Classrooms

**18**

Welcome Center;  
Information;  
Access Services for students with disabilities;  
Admissions;  
Advising;  
Assessment;  
Career Center;  
Counseling;

## Bldg #

Description

Associate Vice President of Student Services;  
Financial Aid;  
Job Assistance Center;  
Registrar;  
Registration;  
Running Start;  
Student Records;  
Veterans Affairs

**19**

Classrooms;  
Faculty Offices;  
Allied Health Programs;  
Independent Study Lab for Business Programs

**20**

Faculty Offices

**21**

Physical Education Building

**22**

Classroom Building;  
Security

**23**

Children's Center

**24**

Continuing Education;  
Classroom Building;  
University of Phoenix

**25**

Maintenance/Storage Building

## Temporary Administrative Offices

President's Office;  
Vice President-Academic & Student Affairs;  
Vice President-College Services;  
Institutional Research & Planning

**B-N**

Parking Lots



**New Construction**

**CAB-Bldg. 26**

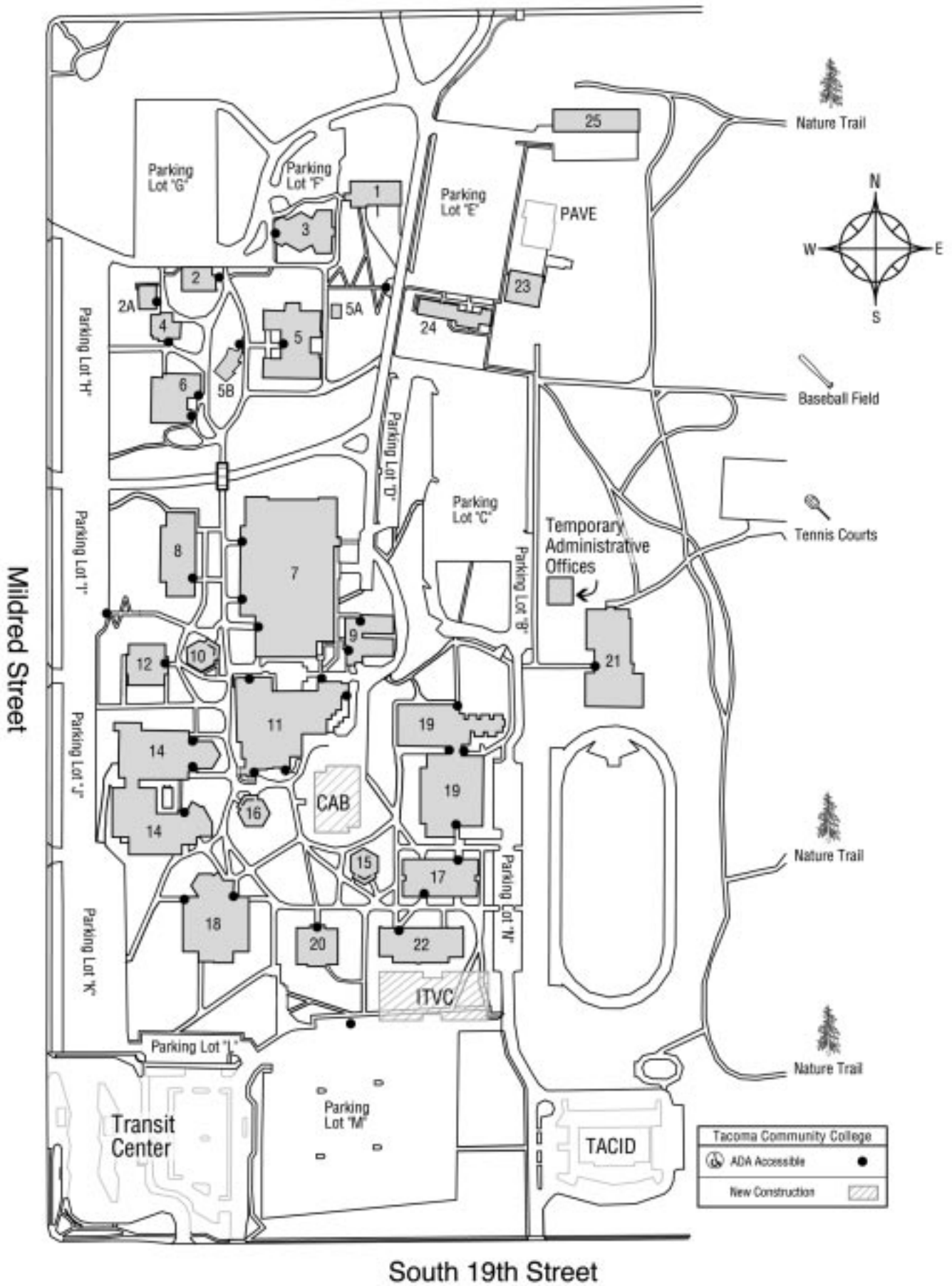
Classroom Administration Bldg.

**ITUC-Bldg. 27**

Information Technology Vocational Center



South 12th Street



Mildred Street

South 19th Street

Campus Map