



2017-2018 Catalog



Contents

Welcome to TCC

TCC at a Glance.....	1
The College Campus.....	5
2017-2018 Instructional Calendar.....	6

Enroll in College

Start here.....	7
Admission to TCC.....	8
Residency.....	9
Your Academic Success.....	10
Registration.....	12
Schedule Changes.....	12
Tuition and Fees.....	14
Financial Assistance.....	15
Refund Policy.....	17

Students

Support for YOU.....	18
Student Services.....	19
Other Services.....	21
Student Policies and Notices.....	22

Instruction

Learning Outcomes.....	26
Instructional Support Services.....	27
Learning Formats.....	29
College Degrees.....	31
Instructional Policies.....	33
Grades and Academic Policies.....	35
Honor Societies.....	39
Graduation.....	39

College Transfer

College-Level Education (Transfer).....	41
Associate in Arts.....	44
Associate in Biology.....	46
Associate in Business.....	47
Associate in Computer Science.....	49
Associate in Music.....	50
Associate in Pre-Nursing.....	52
Associate in Science.....	53
Associate of Science in Bioengineering and Chemical Engineering.....	56
Associate of Science in Electrical and Computer Engineering.....	57
Associate of Science in Mechanical, Civil, Aeronautical, Industrial and Material Science Engineering.....	58
Associate in General Studies.....	59
Approved Distribution Course List.....	60
Distinction Pathways.....	64

Four-Year Degree

Bachelor of Applied Science in Health Information.....	67
---	----

Career Training

Career Training Programs.....	69
Accounting.....	71
Business.....	73
Diagnostic Medical Sonography.....	76
Early Childhood Education: Emphasis on Children with Special Needs.....	78
Emergency Medical & Health Services.....	81
Health Information Technology.....	83
Human Services.....	86
Networking and Cyber Security.....	88
Nursing, RN Option.....	91
Paralegal.....	94
Radiologic Science.....	95
Respiratory Therapy.....	97

Transitional Studies

Program Learning Outcomes.....	100
Adult Basic Skills Programs.....	101
Adult Basic Education.....	102
English as a Second Language.....	106
English for Academic Purposes (EAP).....	107

Corporate Education..... 109

Customized Training.....	110
--------------------------	-----

Continuing Education..... 111

Community Education Classes.....	112
Job Skills and Career Training.....	112
Online Non-credit Classes.....	112

Credit Course Descriptions..... 113

The TCC Team

Board of Trustees.....	182
TCC Foundation.....	183
College Administrative Staff.....	183
Faculty.....	185
Exempt Staff.....	189
Classified Staff.....	193

Definitions..... 196

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

Welcome to TCC!



**2017-2018
Catalog**

TCC at a Glance

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

Students who enroll at the college enjoy intimate class sizes, diverse classmates and highly qualified professors. Of TCC's 136 full-time faculty, 79 hold master's degrees and 40 hold doctorates.

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

Mission

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

Vision

Tacoma Community College is recognized as a spirited leader in emphasizing and documenting student learning. We are known for our commitment to innovation and excellence, our inclusive internal and external community, and our technology integration. We achieve this through the collective dedication and recognition of our college family and the generous support of our community.

2014-18 Strategic Plan Core Themes

- Create Learning
- Achieve Equity
- Engage Community
- Embrace Discovery

Values

The college promotes student success by embracing core values of:

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

Educational Options

Since 1965, we've supported more than 500,000 students in discovering their passion and preparing for fulfilling careers. Students can pursue degrees or receive career training for affordable tuition at convenient locations during the day, evenings, weekends or online. Students can choose:

- **College Transfer** (page 41)
TCC offers several Associate degrees to help you prepare for your bachelor's degree. Each degree is directly transferable to most four-year colleges and institutions in Washington state.
- **Career Training** (page 68)
TCC's certificate and degree programs provide training for high demand careers in business, health and professional services.
- **Transitional Studies** (page 99)
These programs help students improve their basic reading, writing and math skills, earn a high school diploma or IBEST job-ready certificate, or study English for Academic Purposes (EAP).
- **Continuing Education** (page 111)
TCC provides classes to meet individual needs for improved job skills, employment certification, or personal enrichment.

TCC is a Smart Investment

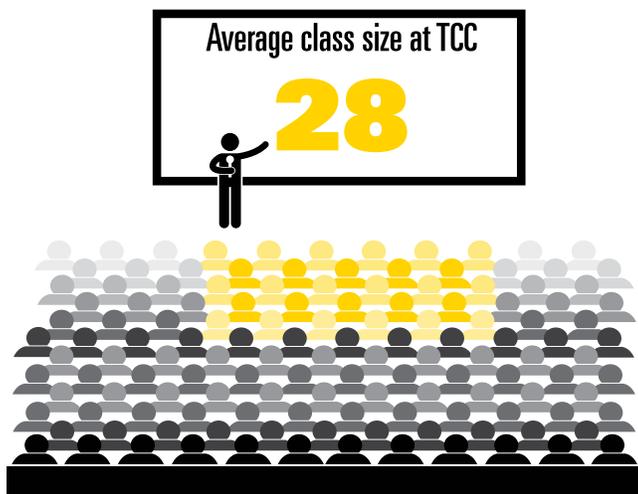
While the cost of attending four-year colleges and universities is beyond the reach of many students, tuition at Tacoma Community College remains affordable, and TCC academic credits will transfer to most four-year colleges and universities.

TCC offers a variety of financial aid packages to help students reach their educational goals. In 2015-2016, the average TCC award – including grants, loans, work study employment and scholarships – was \$6,100. Students received \$1.6 million in scholarships.

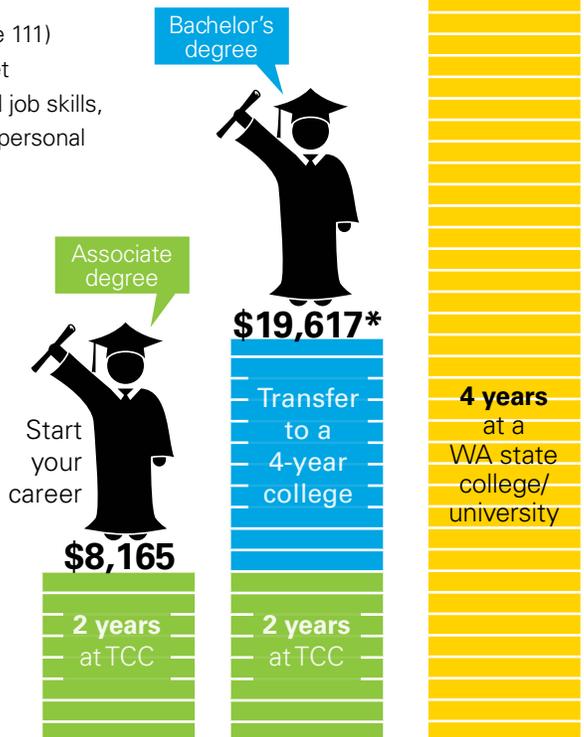
TCC's Financial Aid office offers limited work study jobs to eligible students. Work study positions are posted on the TCC website. The TCC Career Center posts new jobs each month and offers job search services to students.



\$39,235*



Small class sizes in two main locations (Tacoma and Gig Harbor).



* Average cost tuition & fees between all Washington state 4-year colleges/universities. Room & board costs not included.

Student Life/Programs

The TCC student experience continues outside of the classroom. The Office of Student Engagement (OSE) empowers students to learn and succeed through relevant and comprehensive leadership development training, multicultural programming, student government, as well as student-led clubs and organizations. Each student has the opportunity to contribute to an involved and equitable campus culture.

OSE offers a variety of ways for students to become involved on campus including:

- Student Government/Student Senate
- Clubs and organizations
- Production events and activities
- Artist & Lecture series
- Student Ambassadors
- *The Challenge* student news
- Paid student leadership positions
- Identity, Culture and Community leadership training
- The Collaboratory: a multi-use student space for critical dialogue and action
- Intramural sports

Visit the OSE upstairs in Building 11.
Find something to get involved in today!

Meet our Students

The diverse student body is one of Tacoma Community College's greatest strengths. Students of color comprise 41 percent of all TCC students. TCC also hosts nearly 400 international students each quarter, whose global perspectives enhance the TCC experience. Whether teenagers or members of the over-50 population, students are likely to find classmates like them in their TCC courses.



Accreditation

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

- TCC's Nursing, Associate Degree program is approved by the Washington State Nursing Care Quality Assurance Commission and is accredited by the Accrediting Commission for Education in Nursing (ACEN) formerly NLNAC, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326.
- TCC's Health Information Management program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).
- TCC's Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC).
- TCC's EMT-Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- TCC's Radiologic Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- TCC's Paralegal program is approved by the American Bar Association.
- TCC's Diagnostic Medical Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography.



The College Campuses

Tacoma Community College is a comprehensive state-supported institution serving more than 720,000 residents of the Tacoma-Pierce County area. The college's service district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula and serves the Tacoma and Peninsula School Districts. TCC is one of 34 community and technical colleges in a statewide system.

Tacoma Campus

6501 South 19th Street, Tacoma 253.566.5001

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

Gig Harbor Campus

3993 Hunt Street, Gig Harbor 253.460.2424

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

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

All classes required for the Associate in Arts transfer degree are offered at the Gig Harbor Campus. Students may fulfill requirements for other certificates and degrees by taking combinations of classes at the Gig Harbor Campus and online. In addition a variety of other classes are offered which fulfill prerequisites for other programs.

TCC's Gig Harbor Campus offers a variety of non-credit personal interest and job and career training classes. These range from art, fitness, and digital photography classes to gardening seminars and senior programs. Courses in computer basics and emerging technology are offered in computer labs, on laptops and mobile devices.



- 1 Facilities Admin, Mail, Print Shop
- 2 Auditorium
- 3 Early Learning Center
- 4 Art Gallery
- 5 Art
- 6 TCC Foundation, Marketing, Testing Center
- 7 Student Services, Advising, Library
- 8 Classrooms
- 9 Classrooms, Teaching & Learning Center
- 10 Classrooms
- 11 Bookstore, Dining, International Programs, Student Engagement
- 12 Administration, Classrooms
- 13 Health Center
- 14 Business Office, Public Safety, Financial Aid
- 15 Science & Engineering
- 16 Information Technology
- 17 Classrooms
- 18 Information Systems
- 19 Classrooms, MARC, Fresh Start
- 20 Physical Education & Athletics
- 21 Maintenance Shop
- 22 Maintenance Shop
- L1 Lecture Hall
- L2 Lecture Hall
- F1 Faculty Offices
- F2 Faculty Offices

2017-2018 Instructional Calendar

APPROVED by the Board of Trustees
April 13, 2016

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 26 Classes begin

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 Independence Day

August 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug. 17 Last day of classes/final exams if administered

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 19-21 Professional Development Days
Sept. 25 Classes begin

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 24 Educational Planning Day*

November 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 6 Registration Opens**
Nov. 10 Veterans' Day Nov. 22-24 Thanksgiving

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 11-14 Final Exams
Dec. 14 Last day of the quarter

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 2 Classes begin
Jan. 15 MLK Day

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Feb. 6 Educ. Plng. Day* Feb. 12 Registration Opens** Feb. 19 Presidents' Day

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mar. 2 Winter PDD Mar. 19-22 Final Exams
Mar. 22 Last day of the quarter

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr. 2 Classes begin
Apr. 27 Spring PDD

May 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 9 Educational Planning Day*
May 14 Registration Opens**
May 28 Memorial Day

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 11 Last Day of Classes
June 12-15 Final Exams
June 15 Last day of the quarter

LEGEND

- Day/Evening Classes Begin
- Registration Opens**
- Holiday (no class)
- Educational Planning Day*
- Final Exams and Grading
- Prof. Development Day (PDD)

* Classes starting at 3pm or later will be conducted on Educational Planning Days
** Registration opens for currently enrolled students

Enroll in College



Start here.

1. **ATTEND** an INFO SESSION

Learn what to do to become a TCC student. tacomacc.edu/outreach

2. **APPLY**

TCC's application is free and online! tacomacc.edu/apply

3. **CONNECT**

Set up your MyTCC portal and ctcLink. my.tacomacc.edu

4. **FIND** ways to pay for college

Apply for financial aid and scholarships. tacomacc.edu/costsandaid

5. **ASSESS** your skills

Options to assess your skills in English and math. Call 253.566.5093 or visit tacomacc.edu/assessyourskills

6. **GET ORIENTED**

Learn how to enroll for classes at TCC. tacomacc.edu/getoriented

7. **PAY** your tuition

Find out and remember when tuition is due. tacomacc.edu/academiccalendar

Admission to TCC

The college has an open-door admission policy, which reflects its commitment to access to higher education. Consistent with its open-door policy, Tacoma Community College practices equal opportunity in its educational programs. Admission decisions are not based on race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran.

New Student Admission

New student admission is a simple process. Submit an online admissions application at least 30 days prior to the quarter in which you want to begin.

Admission to TCC is available to:

- Individuals who are high school graduates, or at least 18 years of age, or have obtained a GED.
- Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs.
- Other applicants, age 16-18, must obtain written releases from the principal of the high school they last attended. Admission of these applicants will be considered on a case-by-case basis.

Readmitting Students

- Students who have attended TCC within the past year may reapply verbally over the phone.
- Students who attended more than a year ago will need to contact the Enrollment Services Office to be activated for the appropriate quarter of re-entry.

Students will be advised to update their biographic information in the ctcLink Student Center and forwarded to the Advising Center if their program of study has changed from when they previously attended.

Attended Another College

If you attended another college, mail or bring in your official college transcript(s) to the Enrollment Services Office (TCC, 6501 S. 19th St., Tacoma WA 98466) for a transcript evaluation. Evaluations usually take up to three months.

Once completed, you can review your transfer-in credits at MyTCC portal. You can also obtain a copy of your transfer-in credits at the Enrollment Services office, Bldg. 7 (picture ID required).

After reviewing your transfer-in credits, email credeval@tacomacc.edu if you have questions. You do not have to wait for your transcript to be evaluated before you meet with an advisor. Bring your unofficial transcript to your advising appointment.

Adult Basic Skills (ABE)

The Adult Basic Skills department offers a variety of courses and programs designed to help individuals who wish to prepare for entry into a college or career pathway and/or improve their basic reading, writing, math, conversation, and employment skills. Programs are designed for adults 18 years of age or older. Youth, ages 16-18, must obtain a high school release to be eligible for participation.

Tuition for the Adult Basic Skills program is \$25 each quarter. Some courses may also have additional material fees. Partial tuition assistance is available for qualified low-income individuals.

For more information about placement testing, class location and registration, call 253.566.5144. Refer to the Transitional Studies catalog section for additional program details.

Fresh Start Admissions

Fresh Start is a re-engagement program for youth ages 16-21 years who want to earn a high school diploma or Associate's Degree at Tacoma Community College. Interested students should call 253.566.5086 or visit tacomacc.edu/areasofstudy/learningoptions/freshstart.

International Student Admissions

TCC welcomes international students from more than 30 countries around the world. Whether you're entering college for the first time, seeking specific skills for a career path, or upgrading your expertise to compete in today's marketplace, TCC is a great place to learn and grow.

To apply to TCC, simply log on to the online application at tacomacc.edu/internationalstudents/applynow.

Transfer Students – if you are currently studying at a different U.S. college or university you are required to submit a transfer form after it has been signed by the International Advisor at your current institution.

For more information call 253.566.5190.

Career Training Program Admissions

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

Running Start Admissions

Running Start is a partnership between the Washington State's community college system and Washington's public school districts through which eligible high school juniors and seniors may enroll in TCC courses at no tuition cost.

College credits earned through Running Start apply toward high school graduation and satisfy college requirements (within guidelines of the program). To be eligible for Running Start, students must have college-level English skills. To apply, interested students should contact their high school counselor or the TCC Running Start program at 253.566.6061.

Integrated Basic Education and Skills Training (I-BEST) Admissions

I-BEST programs are offered for students who wish to improve their English language or basic skills while earning a college-level certificate or two-year degree. Call 253.566.5144 for enrollment information or stop by the Transitional Studies office in Bldg. 7.

Residency

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

- Be a U.S. citizen or have permanent resident immigration status in the U.S. for at least one year, or hold an eligible visa classification (A, E, G, H, I, K or L)
- Be physically present (or his/her parent or legal guardian) in Washington for 12 continuous months prior to the beginning of the quarter
- Have established a bona fide domicile (or his/her parent legal guardian) 12 continuous months prior to the beginning of the quarter
- Be separated from the military under honorable conditions after at least 90 days of service and enter an institution of higher education in Washington within three years of the date of separation who:
 - At the time of separation designated Washington as his or her intended domicile; or
 - Has Washington as his or her official home of record; or
 - Moves to Washington and establishes a domicile as determined in RCW28B.15.013; or
 - A student who is the spouse or a dependent of an individual who has separated from military as noted above.

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

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

Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply. The residency questionnaire is available at Enrollment Services, Bldg. 7. The questionnaire and all supporting documentation are reviewed by the residency officer. If a change to resident status is substantiated, a refund is processed for the difference between nonresident and resident tuition.

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

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

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

Your Academic Success

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

Assessment

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

- basic skills testing (CASAS),
- review of SAT/ACT scores,
- translation of other placement scores,
- college transcript review,
- or local high school articulation agreement.

The results are used for academic advising, course placement, and program placement.

Assessment is required for any student who plans to register for:

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

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

Naturalized or Immigrant students might need to first take the CASAS or EAP test

to be normed for English as a Second Language learner.

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

Students with disabilities may request testing accommodations by contacting the Access Services Coordinator in Bldg. 7 at 253.460.4438.

MATH PLACEMENT OPTIONS

Recent high school graduates may be placed into math courses based on a combination of their high school math courses, grades and ACCUPLACER scores. This option only applies to students from the Tacoma School District, University Place School District, and the Peninsula School District who are entering TCC within one year of high school graduation and are taking their first TCC math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 or the MARC in Bldg. 19 analyze the student's high school transcript as well as the student's assessment score to determine the best placement for eligible students.

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

It is strongly advised that students prepare before taking the placement either by coming to a TCC ACCUPLACER workshop or using the online tools at tacomacc.edu/gettingstarted/theenrollmentprocess/assessyourskills/accuplacer/testpreparation.

Advising

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

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

NEW STUDENT ADVISING & ORIENTATION (NSAO)

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

All students are required to complete NSAO unless they have successfully completed college-level courses at other colleges. To sign up for the next available orientation, go to tacomacc.edu/theenrollmentprocess/getoriented.

Students who are taking all their TCC courses online, returning students who have been away for more than a year, and students who are transferring from another college may use the Online NSAO to save time. It is important to complete the form at the end of the Online NSAO to get an updated advisor assignment and registration PIN.

The Advising Center in Bldg. 7 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students.

Academic advisors are available by appointment or on a drop-in basis. The Center also provides information on transfer requirements for students planning to pursue degrees at four-year colleges and universities. For more information call 253.566.6091.

Gig Harbor students may also call the Gig Harbor Campus at 253.460.2424 for advising information.

HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

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

HD courses help students explore college resources, set goals, make educational and career decisions, develop individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships. The courses are offered quarterly. Details are available at the Counseling and Advising Center, Bldg. 7.

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

- Determine/identify their own capabilities, interests, and values.
- Design their own educational, personal, social, or career action plan.
- Explain how their own personal responsibility determines their success as a college student.
- Locate, use, and evaluate information technology and other college resources.

- Participate in the college community.
- Contribute to team projects.
- Demonstrate an understanding of college culture.

Dual Enrollment Program between the Univ. of Washington–Tacoma and Tacoma Community College

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

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

Admission to the Dual Enrollment program does not guarantee admission to UW Tacoma as a degree-seeking student. Call 253.566.6091 for additional information.

Registration

Registration is the process of enrolling in classes each quarter. Detailed information and procedures for registration, as well as important dates and deadlines, are published at the college's website. Summer quarter and short courses have prorated deadlines.

NON-CREDIT COURSE ENROLLMENT

Students may register online, or by visiting Enrollment Services in Bldg. 7 on the Tacoma campus or the front desk at the Gig Harbor campus (253.460.2424).

NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

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

CURRENTLY ENROLLED STUDENTS

Students currently enrolled in credit courses register for the following quarter using the college website (ctcLink Student Center). Registration appointments are determined by number of credits completed at TCC and/or transfer-in credits. If students have completed courses at other institutions, up to 60 credit of those courses can be counted when they have been transferred in through the official evaluation process. Priority registration is given to certain groups, such as veterans, as required by State law.

RETURNING STUDENTS

Students who have attended TCC within the past year may register by online appointment on the first day of registration for currently enrolled

students based on cumulative and transfer credit priority. Returning students who have not attended TCC within the past year may register on the first day of open registration.

PRIORITY REGISTRATION POLICY

- Veterans and their spouses and dependents may register on the day prior to the first day of currently enrolled student registration, beginning at 6 a.m.
- Athletes, students using Access Services or Supplemental Instruction leaders and students participating in the CASA/MECA program may register on the first day of currently enrolled student registration beginning at 12 noon.
- All other currently enrolled students register by appointment beginning on the second day of currently enrolled student registration by cumulative and transfer credit priority.

LATE REGISTRATION

Students who have been admitted may register through the 3rd instructional day of the quarter. From the 4th instructional day through the 10th instructional day of the quarter, students may register with the written permission or email from their instructors.

Registration requests after the 10th instructional day of the quarter, with the exception of continuous enrollment or late-starting classes will only be considered for students who were in attendance of the class prior to the 10th day of the quarter, and must be petitioned and are subject to a \$36.50 per class late add/reinstatement fee if approved. The petition process includes verification by the instructor of the student's first date of attendance.

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

Schedule Changes

- Students may add or drop a course using the college website (ctcLink Student Center) through the 3rd instructional day of the quarter (through the 2nd instructional day for summer quarter).
- Adds after this date must be made on an add/drop form and submitted to Enrollment Services in Bldg. 7 by the 10th day of the quarter.
- The effective date of the transaction is the date the completed form is received at Enrollment Services.
- Check the academic calendar for dates tacomacc.edu/academiccalendar.

TO ADD A CLASS

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

- Add transactions completed on or before the 3rd day of the quarter can be made on the college website (ctcLink Student Center).
- 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.
- Add/drop forms must be submitted to Enrollment Services 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 10th day of the quarter can be done on the college website (ctcLink Student Center). These classes will not appear on student transcripts.

While faculty permission is not required, drop transactions completed on the 11th instructional day through the 55th calendar day of the quarter require completed add/drop forms submitted to Enrollment Services with either an instructor's signature or an email to the instructor with a response. A grade of 'W' will appear on the transcript indicating official withdrawal from the course. In the event the student is unable to obtain the instructor's signature, they may still drop the class.

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

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

Students who register for a quarter but do not attend classes must complete official withdrawals. Failure to pay tuition may not result in a cancellation of registration or tuition and fees. A failing grade may be assigned and be posted to the student's permanent record. The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and obligations the student may have regarding financial aid awards, veteran benefits or U.S. Citizenship and Immigration (USCIS) status. Students are advised to review possible consequences before proceeding with withdrawal from one or more classes (see also Refund Policy).

WITHDRAWALS

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

Students are limited to one medical refund petition each academic year. The State of Washington and the TCC Board of Trustees require medical refunds to be reserved for the following situations:

Serious, unanticipated illness or medical emergency that occurred during the current quarter. NOTE: A chronic illness or pre-existing condition is not considered an unanticipated illness and will not be accepted as a basis for a medical refund.

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

NO-SHOW INSTRUCTOR WITHDRAWAL

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

WAIT LISTS

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

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

Once a class has an active wait list, all regular registration activity for that class stops. As other students drop these classes, wait-listed students are automatically registered into available class openings from the wait list in the order they were placed on the wait list. Waitlisted students are not registered into available class openings if doing so will result in their exceeding their Maximum Total Units (usually 19 credits) or being enrolled in two different classes of the same course. Students may set up a Swap in ctclink Student Center to avoid these limitations.

It is the student's responsibility to track their status in ctclink Student Center to see if they have been moved from the wait list to having been enrolled in the class.

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

WAIT LIST HOLDS

Students with financial holds will not progress off of waitlists into classes until the hold is lifted. Students should contact the department that placed the hold for further information regarding lifting the hold once the financial obligation is satisfied.

Tuition and Fees

Fees paid by students include:

- Tuition fees, which are carefully controlled by legislative action;
- Student activities fees, which are voted on and approved by students through Student Leadership;
- Course fees, approved by the Board of Trustees on an annual basis;
- Facilities fees (i.e., the Early Childhood Center or the Student Center) paid to support buildings that require local funds to build and these are formally approved by Student Government as projects they want to support;
- Public Safety/Parking fees are set by the College to support staffing for Public Safety and to provide parking;
- Technology and Fitness Center fees are likewise added via student vote. These fees support student computer facilities and internet access, and provide equipment for use of the Fitness Center; and,
- eLearning fees for students participating in online, hybrid, and web enhanced courses are charged to support online technologies, training, and student support including a Help Desk.

Current quarterly tuition and fee rates are posted at tacomacc.edu/costsandaid/tuition. Tuition and fees are due approximately three weeks prior to the start of classes. Late payments may result in cancellation of registration.

Payments may be made via:

- Cashier's Office in Bldg. 14, Tacoma Campus
- VISA or MasterCard at the TCC website or by calling 253.566.5011
- Gig Harbor Campus
- Automatic Payment Plan (NELNET) (page 15)
- Financial Aid (page 15)

SPECIAL FEES

The college charges course fees at the time of registration for most courses. Students are charged for individualized instruction and other incidentals. Additionally, the college charges facilities use and safety fees. These fees are posted at tacomacc.edu/costsandaid/tuition.

Students who are coded for financial aid, payment plan, Running Start, Fresh Start, athlete, veteran, third party payee, or international may have their registration held. If it is held, the students is responsible for the charges.

skol-er-ship

A gift, not a loan.

What's a scholarship?

Money provided by generous people to help TCC students with tuition, fees and books.

TCC Foundation scholarships are a gift, not a loan - they do not need to be paid back.



[tacomacc.edu/
foundation/scholarships](http://tacomacc.edu/foundation/scholarships)

**TACOMA
COMMUNITY
COLLEGE**
FOUNDATION

Financial Assistance

FINANCIAL AID

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

Applying for financial aid takes time. Information is available online at tacomacc.edu/costsandaid/ or you may contact Financial Aid Services in Bldg. 14. It is advisable to begin the application process in October for the upcoming academic year. The deadline for priority funding is typically mid- to late-March for the upcoming fall quarter. Specific quarterly deadlines are available from Financial Aid Services and online at tacomacc.edu/applyforaid. Basic eligibility requirements for financial aid are as follows. A student must:

- Have a high school diploma or GED.
- Be in a financial aid-eligible degree program or an eligible certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Be making satisfactory academic progress as defined by the TCC satisfactory academic progress requirements.
- Be registered with selective service (if required).
- Provide a valid Social Security number, and not owe any repayments or be in default on any federal student loans.

Washington State Need Grant may be available for low income, non-citizen students who meet certain residency criteria.

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

eligible college certificate or degree program.

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with the Financial Aid Services office first. Failure to successfully complete their enrolled credits may cause financial aid to be cancelled and may require repayment of a portion of the aid received and all or a portion of the related tuition. A complete policy regarding these standards is available in the Financial Aid Services 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. All coursework from TCC is taken into consideration, even if aid was not received.

AUTOMATIC PAYMENT PLAN (NELNET)

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

- Go to tacomacc.edu/myeservices and click on *Registration Login*.
- Enter your student ID (SID) and quarter PIN to login to Registration.
- After registering for classes click *Finish*.

- Click on the *Pay by FACTS* link on the left side.
- Follow the on-screen instructions to enroll in the FACTS automatic payment plan.

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

PASSPORT TO COLLEGE PROGRAM

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

SCHOLARSHIPS

Scholarships are awarded for academic merit, financial need, athletic or artistic talent, community involvement and fields of study. Unlike loans, they do not have to be repaid.

Each year over 200 scholarships are awarded to TCC students. Money is provided by friends of the TCC Foundation to help students pay for tuition, books, fees, and in some instances, supplies. More information about TCC Foundation scholarships is at tacomacc.edu/foundationsscholarships.

There are also external scholarships available to all TCC students. An information board listing scholarships is maintained in Bldg. 14 and online at tacomacc.edu/costsandaid/typesofaid/scholarships/externalscholarships. The posted information summarizes scholarship criteria and the application process.

VETERANS, ACTIVE DUTY MILITARY AND RESERVIST SERVICES

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased or 100% disabled veterans, and eligible members of the select reserve. Contact Veterans Services in Bldg. 14 or call 253.566.5081 to apply for benefits.

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

- Veterans and dependents using benefits must declare a program of study or degree objective and will be paid only for those classes that apply toward the VA approved program of study.
- Veterans and dependents must complete the course work paid for. Grades of 'N', 'V', 'WI', 'U', 'R', 'S', 'Z' or 'W' will result in overpayment; this means some or all the benefits received must be repaid.
- Veterans and dependents must notify Veterans Services in Bldg. 14 when changing classes, withdrawing from the college or when deciding to stop attending classes.
- A dedicated veterans counselor is located in the Counseling & Advising Center, Bldg. 7, to support veterans and their spouses.

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

RIGHTS OF WASHINGTON NATIONAL GUARD AND OTHER MILITARY RESERVE STUDENTS CALLED TO SERVICE (RCW 28B.10.270)

A member of the Washington National Guard or any other military reserve component who is a student at an institution of higher education and who is ordered for a period exceeding thirty days to either active state service, as defined in RCW 38.040.010, or to federal active military service has the following rights:

- Withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses.
- Be given a grade of incomplete and be allowed to complete the course upon release from active duty under the institution's standard practice for completion of incompletes.
- Continue and complete the course for full credit.
- Be entitled to make up the class, test, examination, laboratory, presentation, or event without prejudice to the final course grade or evaluation.

For full details of this RCW refer to app.leg.wa.gov/rcw/default.aspx?cite=28B.10.270.

WORKFORCE

Workforce programs are designed to help connect you with your career path and carry you all the way through to completion and employment. Each workforce education funding program has different criteria and requirements, but TCC has made it easy to get started with only one application to help students connect to the program(s) best designed to provide the most support. Help may be available for tuition, fees, books and childcare assistance (through DSHS).

Workforce programs can support:

- Professional technical training (TCC has over 40 degrees and certificates available)
- Job skills training – specific skills needed to gain employment
- Pre-college skills (high school diploma, GED, basic skills or ESL) to prepare for career training

BASIC FOOD EMPLOYMENT & TRAINING PROGRAM

Students receiving or who are income eligible for Basic Food Assistance through the Department of Social and Health Services (DSHS) may be eligible for funding and support under the Basic Food Employment & Training (BFET) program.

OPPORTUNITY GRANTS

A student may be eligible for Opportunity Grants if the student:

- Holds Washington State resident status per TCC Enrollment Services
- Meets income guidelines
- Has not received Opportunity Grant funds more than three years ago ago
- Is within 45-credit limit to meet Opportunity Grant guidelines

Refund Policy

WORKER RETRAINING

A student may be eligible for Worker Retraining assistance if in the past 48 months any of the following apply:

- Collects or has collected unemployment benefits in Washington state
- Separated from the military with an honorable discharge
- Displaced homemaker (divorced, separated or widowed)
- Formerly self-employment in a Washington State-licensed business
- Currently employed but meets at least two of the following:
 - Is in a declining occupation
 - Needs training to keep current job
 - Has not earned 45 college credits and a related certificate or degree

WORKFIRST

WorkFirst assistance is available to students who are receiving Temporary Assistance for Needy Families (TANF) through the Department of Social and Health Services (DSHS).

For information on all Workforce programs:

- Visit workforce.tacomacc.edu/
- Call 253.566.5188
- Email tccworkforce@tacomacc.edu
- Come by the Workforce Education office in Bldg. 8 on TCC's main campus

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.
- Calendar days are defined as all days of the month, not just instructional days.

Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the college – 100%
- Withdrawal up to the 5th instructional day of the quarter – 100%
- 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% refund for five instructional days after the course begins and a 40% refund from the 6th through the 20th calendar day.

Summer quarter courses, courses which do not follow the regular college calendar, early/late starting courses, and short courses have prorated refund periods. Contact Enrollment Services at 253.566.5325 for the related refund dates.

Continuing Education Non-Credit Class Cancellation and Refund Policy

TCC reserves the right to change, reschedule and cancel non-credit classes as needed, for reasons including but not limited to inclement weather, instructor-related issues, and low enrollment.

Payment for all non-credit classes is payable at the time of enrollment.

- Student-initiated withdrawal: If a student elects to withdraw from a class, a request must be made before a refund is issued. If the request is made at least seven calendar days before the first day of class, the class fee will be returned to the student.
- College initiated cancellation: If TCC initiates a class cancellation, a full refund will be issued. Efforts will be made to notify all registered students.
- In case of a withdrawal of cancellation, the student may transfer the class fee to another class offered that quarter or the following quarter.
- Low enrollment cancellations: Non-credit classes are dependent upon a minimum student enrollment number and are cancelled three days prior to the class start date if that enrollment number is not met.
- Refunds: Students should allow three to four weeks for processing of refunds. Refund checks will be mailed to the address students have on file.

Students



Support for YOU

TCC offers comprehensive student support services to help ensure student success, including:

- Nationally accredited Early Learning Center for child care
- Counseling and Advising Center
- Career Center
- Access Services for students with disabilities
- Assessment Services for appropriate placement into classes
- Center for Academic Support and Achievement (CASA) and Multi-Ethnic and Cultural Affairs (MECA)
- International Student Services and Programs
- Free tutoring and writing services:
 - Writing and Tutoring Center (WTC)
 - Business Education Center (BEC)
 - Math Advising Resource Center (MARC)
- Learning Resource Center at the Gig Harbor Campus
- Re-entry navigation
- Veterans Services
- Supplemental Instruction (SI)
- Computer Assisted Learning (CAL) Lab
- Cooperative Learning Center
- Peer Mentors
- TCC/THA College Housing Assistance program

and more ...

Student Services

Access Services

Serving Students with Disabilities

TCC's Access Services assures that students with disabilities have equal access to programs and activities offered at the college.

Access Services staff coordinate services and foster student independence. To receive academic accommodations, students must provide official documentation to the disability specialist.

To learn about options and opportunities:

- visit Access Services, Bldg. 7
- call 253.460.3995
- visit tacomacc.edu/resourcesandservices/accessservices

Career Center

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

- Individual career assessment to explore interests, identify personal strengths and match skills with career opportunities
- Access to a Career Coach to help match students with TCC education pathways and careers
- Washington Occupational Information Services (WOIS), a system providing access to accurate, up-to-date occupational and educational information specific to Washington State
- Catalogs for colleges and universities; contacts for Washington schools
- Assistance in finding full-time, part-time, temporary and seasonal employment
- Assistance with job-search skills, including resume assistance and interviewing techniques
- Internships and volunteer opportunities

Center for Academic Support & Achievement (CASA) and Multi-Ethnic & Cultural Affairs (MECA)

The CASA program is committed to providing comprehensive programs and support services to traditionally under-represented, first generation, economically disadvantaged students, and students with disabilities to promote access, academic persistence, and achievement with a diverse student body. CASA promotes academic excellence for all students. Programs services include:

- academic advising
- transfer counseling
- peer-to-peer mentoring
- financial aid and financial literacy advising
- scholarship and grant information
- emergency book loan.

CASA staff members advise clubs and play a key role in many campus lectures, events, and activities.

To learn more visit the center, located on the first floor of the Student Center (Bldg. 11) or go to tacomacc.edu/resourcesandservices/casameca.

Counseling Center

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

- Counseling to assist in educational planning and resolving problems relating to studies
- Counseling to address personal concerns
- Counseling to assist in choosing academic majors, programs or careers
- Counseling and support for veterans and military affiliated students
- Career interest assessment
- Current information on educational and career opportunities

- Classes in human development, career and life planning
- Special-interest workshops and class presentations
- Information on substance abuse prevention and recovery.
- Referral to a wide variety of community resources when additional services are needed

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

Early Learning Center (ELC)

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

The Center accepts children from one month to five years of age and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is determined by a sliding fee scale, based on parent's income. Eligible four-year-olds can enroll in the preschool ECEAP program which provides 6½ hours of free preschool per day. Also, eligible children one month to three years of age may enroll in the Early Head Start program.

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

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

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

Parents can place their children's names on the waiting list by calling the Center at 253.566.5180, coming to Bldg. 3, or visiting tacomacc.edu/resourcesandservices/earlylearningcenter.

Educational Talent Search

Educational Talent Search (ETS) is a federally funded TRIO program designed to assist 6th- through 12th-graders enrolled at Jason Lee Middle School and Stadium and Foss High Schools to better understand their educational opportunities and options.

ETS provides tutoring, academic advising, personal counseling, career and college preparation and mentoring and is committed to educational access, diversity, excellence and the belief that each student is a valuable member of the educational community. Contact ETS at 253.566.5110.

International Student Services and Programs

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

Through the college's International Student Services and Programs office (Bldg. 11), students receive support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. In addition, the office provides information on United States Citizenship and Immigration Services regulations.

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

TCC offers direct transfer agreements for international students transferring to the University of Washington–Tacoma, Saint Martin's University in engineering, Pacific Lutheran University, Washington State University, Brandman University, Central Washington University, Concordia University, Portland State University, Indiana University South Bend, and more.

For more information visit tacomacc.edu/internationalstudents/universitytransfer/ or call 253.566.5190.

Men's Services

Men are encouraged to call or stop by the Counseling Center in Bldg. 7 to inquire about resources addressing men's issues or concerns.

A men's support group is offered when interest is expressed. See also the Human Development course, Life Choices for Men (HD 116). TCC's Early Learning Center provides information on classes of interest to parents.

For more information call 253.566.5122.

Women's Services

A variety of workshops, support groups and activities are planned on campus throughout the year to support women's interests.

Life Choices for Women (HD 116) is a class offered to assist women in transition. Women may call the Counseling Center at 253.566.5122 with questions about women's services. TCC's Early Learning Center provides information on classes of interest to parents.

A yearly women's fair is hosted by the Counseling Center. For more information call 253.460.4384.

Other Services

College Bookstore

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

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

Coffee, drinks and a variety of snacks are available in the Convenience Store, located inside the Bookstore.

Food Court

The TCC Food Court is located in the Opgaard Student Center, Bldg. 11.

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

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

ID Cards

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

Parking on Campus

Students are required to display a parking permit when parking in designated student parking areas (unmarked spaces). Administrators, faculty, and staff are required to have valid parking permits which authorizes their vehicles to park in designated administrative or faculty/staff designated parking spaces. Failure to obtain a permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties. Security and parking information is given to students during registration and to employees at the time of employment.

Parking permits may be obtained through the Public Safety office in Bldg. 14.

Public Safety Office

TCC's Public Safety office is responsible for:

- providing a safe and healthy educational and working environment for students and employees,
- maintaining TCC's accident prevention program,
- and the protection of people and property.

Public Safety employees maintain parking controls, enforce traffic laws, investigate accidents, maintain a lost and found department and handle emergency situations.

Students and staff are encouraged to report any unusual campus incidents by calling 253.566.5111. The backup number is 253.495.4146.

Student Policies and Notices

Tacoma Community College, its employees and its students adhere to a variety of policies. The major policies of the college are posted at www.tacomacc.edu/abouttcc/policies.

Student Right to Know

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

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

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

Policy Appeals

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

Some of the rules by which TCC operates are based on state or federal laws; in most situations, laws may not be appealed. To find out who to contact regarding a particular appeal, contact the office of the Vice President for Student Services in Bldg. 7.

Code of Student Conduct

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

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

Students who commit any of the following offenses are subject to disciplinary action:

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

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

A student is subject to disciplinary warning, probation, suspension or expulsion for violating any of the above listed offenses. The Code of Student Conduct identifies the due process guaranteed to students who are charged with violating provisions of the code.

The college’s Code of Student Conduct is available in the office of the Vice President for Student Services in Bldg. 7 and on the college website tacomacc.edu/abouttcc/policies/codeofstudentconduct/.

Use of Student Artifacts

Some student assignments may be referenced as artifacts and analyzed in conjunction with the college seeking accreditation renewal; needing to demonstrate evidence of expected performance; subjecting itself to external review by accrediting bodies; and/or sharing best practices and lessons learned with other higher education professionals. By attending classes at TCC, students agree to allow access and reference to assignments, usage patterns, and share content and/or information as needed to facilitate such processes and the continuous improvement of college programs.

Equal Opportunity Employer and Educator

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

- It is the policy of Tacoma Community College to provide an environment in which faculty, staff and students can work and study free from harassment or discrimination.
- The college will assure equal employment opportunity and prohibit discrimination in employment on the basis of race, ethnicity, religion, national origin, gender, sexual orientation, gender identity, age, marital status, status as a disabled or Vietnam era veteran, the presence of a sensory, mental or physical disability or genetic information.
- The college will integrate the principles of diversity into all facets of the college. We strive to eliminate barriers to employment which artificially restrict hiring, promotion, recruitment, and tenure and to create an organization that reflects the diversity of the client constituencies we serve. Further, the college is committed to creating a climate in which diversity is valued and fostered, exposure to differing cultures and peoples is viewed as a key component of the employment experience, and that the college seeks to strengthen and expand the diversity of faculty, staff and students wherever possible.
- The college is committed to creating a culture and environment that respects and values individual differences as well as encourages the productive potential of every employee.

- The college seeks to address challenges, further our objectives and develop a culture welcoming to all who enter. The diversity of the college has a direct correlation to the excellence of services provided to students to meet their needs culturally, economically and socially.

The college maintains a program of affirmative action as provided for by state and/or federal law. This policy is applicable to the college's educational programs and activities; student services and financial aid programs; use of facilities, purchasing, contracting and facilities construction activities, and all areas of employment. The college is committed to protecting the rights and dignity of each individual in the campus community, and will not tolerate discrimination of any kind at any level.

Individuals who feel they are being discriminated against are encouraged to seek help. For more information contact one of the following offices:

- Vice President for Student Services, 253.566.5115, or
- Vice President for Human Resources and Legal Affairs, 253.566.5054.

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

Nondiscrimination and Harassment Policy and Grievance Procedure (Title IX)

Tacoma Community College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

To this end, Tacoma Community College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment. The policy in its entirety is available at tacomacc.edu/abouttcc/policies.

Leave for Faith and Conscience

Students are entitled to up to two days of excused absences per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Each holiday taken under this policy must be taken as a whole day, i.e., the day may not be divided into hours and taken piecemeal. Per RCW 1.16.050 and Substitute Senate Bill 5173 absences occurring under this policy shall not adversely impact a student's grade.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

HIV/AIDS

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

Radiologic Technology Program Pregnancy Policy

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

Tobacco and Smoke Free Campus Policy

It is the policy of Tacoma Community College that smoking or the use of tobacco products is prohibited on all college premises.

Smoking materials must be extinguished and properly disposed of prior to entering college premises or exiting a vehicle. Improper disposal includes, but is not limited to, spitting smokeless tobacco product, littering (e.g., discarding cigarette butts, throwing cigarette butts out of windows, leaving spit containers), and anything that creates a fire hazard.

The sale of tobacco products or tobacco related merchandise is prohibited on College property. This includes the free distribution (sampling) of tobacco products and associated products. Sponsorship of campus events by organizations that promote tobacco use is prohibited. Advertisement of tobacco products at campus events is prohibited regardless of sponsorship. Additionally, TCC shall neither solicit nor accept any grant, gift or anything else of value from a manufacturer, distributor or retailer whose principal business is tobacco products.

Exceptions to this policy for cultural or artistic purposes require prior written approval of the college president or designee.

Marijuana Use on Campus

Even though limited personal possession and use of marijuana is legal in Washington State, it is illegal on the TCC campus. Because the college receives federal funds we must adhere to federal policy in regard to possession and use of marijuana and other drugs.

Being under the influence, use, possession, manufacturing or distribution of marijuana, including medical marijuana, is a violation of the TCC Code of Student Conduct and will result in disciplinary action.

Substance Abuse

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

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

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

TCC is a Weapons Free Campus

Tacoma Community College seeks to maintain a welcoming and safe educational and learning environment for students, employees, and visitors. TCC does not allow weapons on its property, which includes any vehicle, building, classroom, laboratory, artistic venue, athletic venue, entertainment venue, all College-related organization property whether leased or owned by TCC, and all TCC-officially-recognized organization property whether leased or owned by TCC and any real property, including parking areas, sidewalks, and common areas under the control of TCC.

No person covered by this policy, unless authorized by law or specifically exempted by federal or state law or TCC regulation, is authorized to have in their possession

a firearm, weapon or explosive at a time when engaging in TCC-related business or activities on TCC property referenced in WAC 132S-50-280:

1. It shall be the policy of this college that possession of weapons apparently capable of producing bodily harm and/or property damage is prohibited on or in college facilities or college-leased facilities.
2. Explosives are prohibited on or in college facilities or leased college facilities.
3. Carrying of firearms on or in college facilities or college-leased facilities is prohibited except and unless the firearm is registered with the campus security department for a specified period of time.
4. The aforementioned regulations shall not apply to equipment or materials owned, used or maintained by the college; nor will they apply to law enforcement officers.

The provisions do not apply if the possession of the firearm or weapons is:

- Carried by a law enforcement officer from an external agency conducting official business at TCC.
- A simulated firearm, or weapon may be authorized and permitted for educational purposes in connection with TCC-related research, teaching or theatrical production, (e.g., stage play or film production, or rehearsals for them), from the appropriate Vice President or designee.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Student Conduct. Further, TCC may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest.

An employee who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action, up to and including termination of employment. Further, TCC may contact the appropriate law enforcement agency if it learns that an employee has violated or is violating the policy. The employee may also be subject to arrest.

A person other than an employee or student who violates this policy will be asked to remove the weapon from campus immediately. Further, TCC may contact the appropriate law enforcement agency if it learns that such person has violated or is violating the policy. Such person may also be subject to arrest.

Violations may result in referrals to external law enforcement agencies.

EXCLUSIONS

1. This policy does not apply to law enforcement officials duly authorized to carry such weapons.
2. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Washington National Guard when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons.
3. Civil officers of the United States in the performance of their official duties.
4. Armored guards in the performance of their duties of picking up and dropping off money.

Instruction



Learning Outcomes

TCC has a responsibility to the larger community to guide its students toward becoming thoughtful, skilled, contributing citizens. To that end, we have developed outcomes that we expect every degree recipient to meet. Yet much of what we hope students learn is not easily measurable, nor is it necessarily completed when they acquire a degree here.

Intellectual curiosity and creativity, appreciation for a broad education, respect for self and others, a strong ethical conscience, resourcefulness in the face of change - these are qualities that may take time to develop, and may be attained beyond TCC in communities, work places, and other institutions of higher learning.

We take seriously our role in nurturing these qualities while students are here and we try to cultivate in our graduates an awareness that the degree they earn here is not the end of their learning, but a beginning. While students attend TCC, we hold ourselves accountable both to them and to the wider community for the following degree-related learning outcomes.

Instructional Support Services

Degree Learning Outcomes

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

- **Core of Knowledge (COK)**
Demonstrate a basic knowledge of each of the distribution areas (Written Communication, Humanities, Quantitative Skills, Natural Sciences and Social Sciences) or, as applicable, specific professional/technical content, and program-level content and apply this knowledge to academic endeavors.
- **Communication (COM)**
Listen, speak, read, and write effectively and use nonverbal and technological means to make connections between self and others.
- **Critical Thinking & Problem Solving (CRT)**
Compare, analyze and evaluate information and ideas to solve problems.
- **Information & Information Technology (IIT)**
Locate, evaluate, retrieve and ethically use relevant and current information of appropriate authority for academic or, as applicable, specific professional/technical applications.
- **Intercultural Collaboration & Diversity (ICD)**
Demonstrate successful application of an interdependent, diverse, and multicultural worldview through collaborative engagement.
- **Responsibility & Ethics (RES)**
Demonstrate an understanding of what constitutes responsible and ethical behavior toward individuals, the community, and the environment.

eLearning Support

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

ONLINE COURSES

Providing flexibility to accommodate various student schedules, online courses are offered via the internet in web-enhanced, hybrid, and full online formats. Online courses meet students' educational goals to complete degrees, update job skills, and for personal enrichment.

In addition to online courses, TCC provides online student enrollment services and support to assist students with eLearning technical issues. For technical support call 253.566.5176 or email support@tacomacc.edu. For additional information visit tacomacc.edu/areasofstudy/learningoptions/eLearning. Also refer to information in your Canvas courses.

MULTIMEDIA PRODUCTION

TCC's Multimedia Production team delivers multimedia resources and support for classes and events held at the college. Staff assist students and faculty to digitize materials, create digital media content like video and photos, and our Studio offers a green screen setup for various types of video presentations. The eLearning Media Production team offers support and basic training for non-linear editing software like Final Cut Pro, Adobe Premier, iMovie and Movie Maker. Staff offer support and training for lecture capture software, and assists in the distribution of multimedia content in digital or physical formats.

INFORMATION COMMONS STUDENT COMPUTER LAB

TCC's Information Commons (Bldg. 16) provides 89 student computers with internet access, Microsoft Office, additional software programs, and two small-group study rooms equipped with high-tech Mediascape tables for collaboration. Height adjustable surfaces and software are available to accommodate students with disabilities. Help Desk staff answers student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve group study rooms. Students can check out equipment such as laptops, projectors, digital camcorders, and digital still cameras.

Library

The TCC Library (Bldg. 7) provides access to research materials, technology, instruction, study space and a variety of services that support teaching and learning for TCC students, faculty, and staff. Available resources include:

- Individual assistance with research projects from faculty librarians in person, by email, or chat
- Information literacy class sessions tailored to help students with specific research projects
- Electronic research guides tailored to specific research assignments
- 2-credit research courses taught by faculty librarians
- Online research databases available 24/7 with a wide variety of full-text articles from more than 7,000 magazines, journals, and newspapers
- Approximately 50,000 print books, 86,000 electronic books, and over 200 textbook reserves
- English as a Second Language and English for Academic Purposes reading collections

- Individual and group study space including three group media rooms with large screen monitors and advance online booking
- Over 80 computers with Microsoft Office programs, wireless internet access, and technology support
- Copiers, scanners, DVD equipment, black-and-white and color printers, headphones and laptops for on-campus use

To access electronic research databases, research tutorials, current hours and contact information, visit the student portal or tacomacc.libguides.com/tcclibrary.

Student Learning Centers

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

ART GALLERY

The TCC Art Gallery is an open space, located across from Bldg. 5. The Gallery features original artwork by students, faculty, community artist and more.

BUSINESS EDUCATION CENTER

TCC's Business Education Center (BEC) provides:

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

The BEC is located in Bldg. 16. For information on hours, making appointments, and contact information, go to tacomacc.edu/bec.

COMPUTER ASSISTED LEARNING (CAL) LAB

TCC's Computer Assisted Learning Lab (Bldg. 7) supports student learning in all subjects with particular emphasis on English, ABE, ESL, and math courses. Students may participate with their classes during reserved times or drop in to use available computers and online resources on a first-come, first-serve basis. The CAL Lab supports campus-wide efforts to provide instructors and students with Open Educational

Resources (OER) through its website (<http://learn.tacomacc.edu>). The CAL Lab provides students with easy access to an array of online learning modules, with one-on-one support and training, and ongoing workshops and presentations.

COOPERATIVE LEARNING CENTER

The Cooperative Learning Center ("the Coop") is equipped with resources, computers, and creative space designed specifically for faculty, tutors, and students to meet in small groups to enhance cooperative learning. The Coop specifically supports the instruction in Transitional Studies (ENGL 85 and 95, Basic Skills, IBEST, EAP), Dedicated Tutoring (DT) sessions, critical reading groups, language conversation groups, and other opportunities for cooperative learning.

GIG HARBOR CAMPUS LEARNING RESOURCE CENTER

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

MATH ADVISING RESOURCE CENTER

TCC's Math Advising Resource Center (MARC) is a student learning center (Bldg. 19) devoted to helping TCC students be successful in math courses. Resources available in the MARC include:

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

For additional information, current hours, and online resources, visit tacomacc.edu/marc.

SUPPLEMENTAL INSTRUCTION (SI)

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

- Students wishing to participate in the SI program should check the online quarterly course schedule for courses identified as an SI section.
- Participation is voluntary, free, and open to all students
- SI can help students develop essential academic and learning skills in their courses
- SI sessions begin during the first or second week of the quarter before students encounter academic difficulties
- SI leaders do not lecture; instead they direct collaborative learning exercises that encourage students to take responsibility for processing course content
- In schools around the world, SI students earn higher final course grades and withdraw less often than non-SI participants

WRITING AND TUTORING CENTER

TCC's Writing & Tutoring Center (Bldg. 7) offers students tutoring for a wide range of course and subjects:

- Individual tutoring appointments and drop-in help in math, physics, chemistry, engineering, biology, social science, English, reading, EAP/ESL, ABE, World Language and HSP courses
- Assistance in developing new learning strategies, understanding concepts, learning good study habits, studying for exams, and understanding one's own learning process
- Writing assistance at any stage of the writing process
- Drop-in grammar help in the Grammar Corner
- Computers for drafting, research, and computer-assisted tutorials
- Online tutoring through eTutoring
- Tutor training and certification
- Credit courses include WRITE 096 Writing Tutorials and WRITE 140, 141, and 142 Writing Tutor Practicum

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

Learning Formats

In addition to diverse classroom offerings, Tacoma Community College provides a wide range of alternative learning formats in the same subjects taught in the traditional classroom. Courses provided in the following formats are identified in TCC's online class schedule.

Online Courses

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

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

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

Students enrolled in online/lab courses attend an on-campus orientation before using web-based instructional materials. Instructor assistance is available at scheduled hours in a computer lab.

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

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

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

Computer-Mediated Learning

Many developmental math courses are offered in a computer-mediated format (designated with “CM” in the section number of the class). Students meet regularly with instructors in hands-on computer classrooms.

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

Coordinated Studies/Learning Communities

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

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

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

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

Condensed Format

COMPUTER USER COURSES

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

CU	Course Title	Credit	Weeks
100	Intro. to Windows & WWW	1	2 or 10
102	Word I	2	4 or 10
103	Excel I	3	6 or 10
104	PowerPoint	1	2 or 10

INTENSIVE REVIEW

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

Experiential Learning

INTERNSHIPS

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

SERVICE LEARNING

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

PRIOR LEARNING ASSESSMENT THROUGH A PORTFOLIO (PLA)

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

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

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

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

College Degrees

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

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

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

Institutional Assessments

USE OF STUDENT ARTIFACTS

While you are a student at TCC, some of your student assignments may be referenced as artifacts and analyzed in conjunction with the college seeking accreditation renewal; needing to demonstrate evidence of expected performance; subjecting itself to external review by accrediting bodies; and/or sharing best practices and lessons learned with other higher education professionals. By attending classes at TCC, you agree to allow access and reference to your assignments, usage patterns, share content, and/or information as needed to facilitate such processes and the continuous improvement of college programs.

Tacoma Community College grants the following college degrees:

- College transfer associate degrees: Awarded for completion of a transfer curriculum paralleling the first two years of college study. See page 43.
- Associate in Applied Sciences: Awarded for completion of an approved TCC career training program. This is a terminal degree that is not generally transferable to universities. In some cases, articulation agreements with specific universities enable transfer. Program chairs can provide information regarding transfer opportunities associated with specific programs.
- Associate in General Studies: Awarded for completion of a two-year academic program designed to meet a particular educational goal.
- Bachelor of Applied Science: The Applied Baccalaureate (BAS) is a two-year baccalaureate completion program for students with associate degrees in specific fields. A BAS emphasizes upper division knowledge and skills applied to specific contexts, such as the health field. The credential met by TCC's BAS degree is expected to enhance employment and advancement in an evolving field, filling a critical access and affordability need for TCC's service area and the state of Washington.

Requirements for All Degrees

General requirements for all degrees are:

- A combined cumulative college-level grade point average of 2.00 in TCC and transferred-in college-level coursework. College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. For questions regarding transfer credit, see the credential evaluator, Bldg. 7.

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

Advisors will assist students in understanding these requirements, but final responsibility for meeting all academic and graduation requirements rests with the individual student. See Grade and Academic Policies on page 36.

Credits Transferred to TCC

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

Tacoma Community College honors academic credits earned at other regionally accredited institutions that are equivalent in academic level and learning outcomes to credit (or courses) offered at TCC.

The college subscribes to the statewide policy on transfer credit among Washington public colleges and universities approved by the State Board for Community and Technical Colleges. For more detailed information about transfer credits, contact the Enrollment Services office, Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions attended as soon as they are admitted to the college. Credit evaluations usually take up to three months to complete. Transfer coursework will not be used to satisfy degree requirements until official transcripts have been evaluated. One semester credit hour is equivalent to one and one-half quarter credit hours.

Transfer among Washington State Community & Technical Colleges

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

- **Individual Courses:** If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement for a specific transfer degree at the sending two-year college, that course is considered to have met the TCC requirement for a similar transfer degree, even if the course does not have an exact equivalent at TCC.
- **Distribution Areas/Specific Requirements:** TCC will accept an entire Distribution, Communication Skills, Quantitative Skills or other requirement for a transfer degree as met if that student has met certain requirements. A student can also meet their multicultural requirement through this process. It is the student's responsibility to initiate the reciprocity process.
- It is the responsibility of the student to notify the college if transfer courses fall into the Inter-College Reciprocity Policy. Complete the Reciprocity Form available in Enrollment Services, Bldg. 7.

Credits Transferring from Tacoma Community College

TRANSFER OF CREDITS

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

- College Transfer
- Career Training
- Transitional Studies

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

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

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

TRANSFER OF DEGREES

Tacoma Community College offers several two-year degrees designed to transfer to four-year colleges or universities. See College Transfer (page 41) for these transfer degrees. These degrees are directly transferable to most Washington baccalaureate (four year) institutions. TCC, along with 30 community colleges and 20 four-year Washington colleges and universities, subscribes to the Policy on Intercollege Transfer and Articulation among Washington Public Colleges and Universities (sbctc.edu).

Changing Degree Requirements

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

If the degree is completed within five years of the student's original enrollment date the student may choose to graduate under the provisions of the TCC degree requirements in effect when he or she originally enrolled at TCC.

If the student transfers to TCC with a minimum of 55 credits, the student may choose to graduate under the provisions of the TCC degree in place at the time they enrolled at the transfer college as long as the college is accredited by the Northwest Commission on Colleges and Universities or other accrediting body duly recognized by TCC, and within five years of their graduation date.

The college encourages all students to fulfill the degree requirements in effect at the time of their graduation. Students who do not complete their degree requirements within five years must fulfill the requirements in effect when they graduate.

Instructional Policies

Multiple Degrees

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

Application for Degrees or Certificates

Students preparing for graduation must complete formal applications for degrees or certificates. Application forms are available from Enrollment Services, Bldg. 7 and online on the college website and on the student portal. A completed application form, signed by the advisor or program coordinator, must be on file at Enrollment Services no later than two weeks prior to the end of the quarter in which a student plans to graduate. Students applying to graduate with the Associate in Arts degree, Option B, must also complete Option B application forms, which must be signed by advisors. See additional information under Option B Degrees.

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

Credit Hours and Quarter

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

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

TCC's academic year is divided into four quarters. See the Academic Calendar (page 6) for specific quarter start and end dates.

INSTRUCTIONAL AND CALENDAR DAYS

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

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

Student Status

- **FULL-TIME STUDENT**
Tacoma Community College's degree programs are structured with the expectation that students who intend to complete associate's degrees within two years, will enroll for an average 15 college-level credits each quarter. The college considers students enrolled in 12 or more credits in a given quarter to be full-time.
- **PART-TIME STUDENT**
A student registered for fewer than 12 credits in a given quarter.
- **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 (page 37) for more information.
- **NON-DEGREE SEEKING STUDENT**
A student attending TCC for purposes other than to obtain a degree or certificate. Non-degree seeking students are restricted to registration for five credits or fewer per quarter and are self-advised.

Transcripts

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request official transcripts online or at the Enrollment Services office, Bldg. 7.

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

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

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

TRANSCRIPTS FROM OTHER SCHOOLS

Tacoma Community College does not release or certify copies of transcripts received from other institutions.

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

Official transcripts from other institutions must be received by TCC from sending institutions electronically or in unopened, sealed envelopes. For more information about transfer credit see Credits Transferred to TCC (page 31).

Nationally-Recognized Exams

ADVANCED PLACEMENT

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

The chart at this link (www.tacomacc.edu/gettingstarted/theenrollmentprocess/assessyourskills/recent_high_school_graduates/) represents the minimum credit/courses awarded for each Advanced Placement (AP) exam, recognized by all community and technical colleges in Washington.

Students interested in transferring to a four-year university should check the requirements of their target school to determine the best way to use their AP exam credits.

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

INTERNATIONAL BACCALAUREATE (IB)

International Baccalaureate students who have earned successful IB Higher-Level test scores may request college credit for IB higher-level (HL) work. No college credit is given for Standard Level (SL) course work. TCC academic departments evaluate students' individual records prior to awarding advanced placement credit. Students should submit official test scores for evaluation to Enrollment Services, Bldg. 7.

Subject	HL Test Score	College Credit
Chemistry	6	No credit, exemption from CHEM& 161. Placement into CHEM& 162.
Chemistry	7	No credit, exemption from CHEM& 161, CHEM& 162. Placement into CHEM& 163.
Math	5	MATH& 141
Math	6	MATH& 142
Math	7	MATH& 151
Physics	6 or above	Dept. evaluation required

CLEP

Tacoma Community College grants up to 30 credits toward the Associate in General Studies degree to students who score at the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examinations with division or department chairperson approval. Students should submit official test scores for evaluation to Enrollment Services, Bldg. 7.

Grades and Academic Policies

Articulation Agreements

COLLEGE IN THE HIGH SCHOOL PROGRAM

TCC develops articulation agreements with local school districts that permit students to earn college credit completing approved courses at their high schools.

SERVICE MEMBER'S OPPORTUNITY COLLEGE (SOC)

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

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

Other Options

DEPARTMENTAL CHALLENGE EXAM

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

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

Grading Policies

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

Grade	Description	Grade Points
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
E	Failure to complete minimum requirement	0.0
IP	In Progress (used only by the Basic Skills Department)	0.0
W	Official withdrawal from course <i>Applies 11th through 55th calendar day *</i>	0.0
W-	<i>Applies 11th through 55th calendar day *</i>	0.0
WI	Instructor approved withdrawal <i>Applies after 55th calendar day *</i>	0.0
V	Unofficial withdrawal <i>Student commenced attendance, then stopped attending before instructor had sufficient data to evaluate. Instructor reports last date of attendance on grade sheet.</i>	0.0
I	Incomplete (see Incomplete Grade for more detail)	0.0
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit (see Course Audit for detail)	0.0
R	Repeat R beside lowest grade	0.0
Z	Unofficial withdrawal with zero attendance	0.0

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

FINAL COURSE GRADE APPEAL PROCESS

Students who believe a final course grade has been awarded incorrectly or in error, can address the discrepancy by following the Final Course Grade Appeal Process. The procedure is available in the office of the Vice President for Student Services or at the college website.

INCOMPLETE GRADE

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

SATISFACTORY/UNSATISFACTORY GRADE

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

- Must choose the 'S/U' grade option in writing at Enrollment Services, Bldg. 7, by the 15th instructional day of the quarter.
- Must understand that once the choice for the 'S/U' grade has been made, it will not be changed to the regular

letter grade option. Students should be aware that courses with 'S' grades may not satisfy transfer requirements. Some universities do not accept 'S' graded courses to satisfy distribution requirements. Students are urged to confer with their advisors and consult catalogs of their transfer institutions.

COURSE REPEAT

Students (not enrolled in an allied health program with specific course repeat limitations) may repeat courses in which they have received grades of 'C' or lower.

Courses can be repeated no more than twice for a total of three enrollments. In computing cumulative grade point averages, the higher grade earned for repeated courses will be used and recalculated into the student's cumulative GPA. Repeated grades remain on the student's transcript.

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

The Tacoma Community College grade point average reflects TCC work only. A student's grade point average cannot be improved by repeating a course elsewhere. If a student wishes to repeat a TCC course for a better grade, the course must be repeated at TCC.

COURSE AUDIT

The course audit option allows students to participate in courses without having credits or grades posted to their transcripts. Auditing students pay regular tuition and fees. Individual faculty members determine participation and attendance requirements for their courses. Audited courses are identified on transcripts by 'N' grades. If attendance or other requirements are not met, 'WI' grades indicate course withdrawal.

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

CHANGE OF GRADE

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

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

ACADEMIC FORGIVENESS POLICY

With an advisor's written approval, a student may petition the Vice President for Student Services (or designee) to have Tacoma Community College course work set aside. Students should submit a completed Academic Forgiveness Petition form to the Student Services Administration office in Bldg. 7.

- The student must be currently enrolled.
- The forgiveness (set aside) date must be at least five years prior to the current quarter.
- All course work taken prior to the forgiveness date is set aside. The student may not elect to retain individual courses and set aside other courses.
- A student may exercise the Academic Forgiveness option only once.
- Complete the Academic Forgiveness Petition and submit it to the Student Services Administration office, Bldg. 7.

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

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

Academic Review Policy and Procedures

Academic review is designed to help students in academic difficulty improve their academic performance.

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

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

ACADEMIC DEFICIENCY

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

ACADEMIC PROBATION

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

No later than the second week of the subsequent quarter, the Vice President for Student Services will notify the student that he or she has been placed on academic probation.

REMOVAL OF ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

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

The Vice President for Student Services will notify a student by mail by the first day of classes of the subsequent quarter that he or she has been suspended.

A student who has already enrolled for classes prior to suspension status being determined will be administratively withdrawn, and tuition paid will be refunded.

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

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

APPEAL PROCEDURES

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

If a student on academic appeal status fails to attain a quarterly grade point average of 2.00 or higher at the end of the next quarter in which he or she is enrolled in six or more credits after the 10th instructional day of the quarter, the student will be academically suspended for three consecutive quarters. Appeal procedures are available in the Student Services Administration office in Bldg. 7.

RE-ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION

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

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

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

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

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

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

ACADEMIC DISHONESTY

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

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

It is the official policy of Tacoma Community College that cheating, plagiarism, fabrication, and other forms of academic misconduct are grounds for disciplinary action under the Code of Student Conduct. A student accused of academic dishonesty may be reported to the appropriate college official for initiation of disciplinary proceedings which could result in disciplinary sanctions ranging from a warning to expulsion from the college.

Definitions of academic dishonesty and descriptions of the hearing and appeal processes are included in the Tacoma Community College Administrative Procedure for Academic Dishonesty, available in all administrative offices.

Copies of the Code of Student Conduct are available in the office of the Vice President for Student Services in Bldg. 7.

Honor Societies

Phi Theta Kappa

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

Alpha Delta Nu Epsilon Iota Chapter

The objective of the OADN (Organization for Associate Degree Nursing) Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility.

Graduation

Degrees are conferred at the end of each quarter. Commencement ceremonies are held annually in June, at the end of spring quarter.

All students who have earned degrees and/or certificates of 45 credits or more in the current academic year are invited to participate in the June commencement. Students within two courses or 10 credits of degree completion, who have enrolled in the required courses for summer quarter, may also apply to participate in commencement. For degree and early commencement applications, contact the credentials evaluator, Bldg. 7.

Graduation Awards

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

- Graduation with Honors – Students with graduation grade point averages of 3.33 to 3.65 for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met award criteria described below graduate with “Honors.”
- Graduation with High Honors – Students with graduation grade point averages of 3.66 or higher for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met the award criteria described below graduate with “High Honors.”

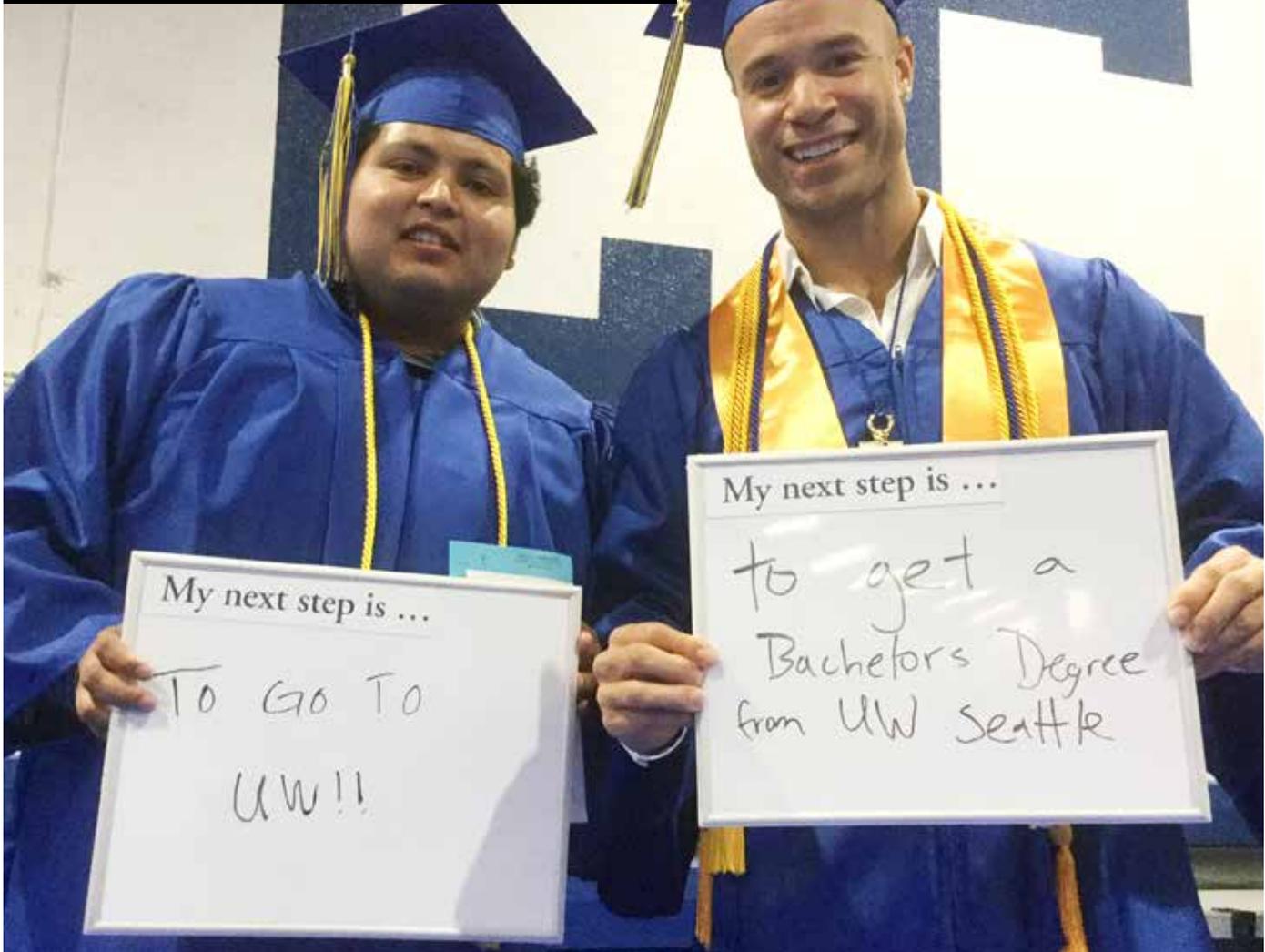
Awards Criteria

GRADUATION WITH HONORS AND GRADUATION WITH HIGH HONORS

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

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

College Transfer



Students interested in pursuing fields that require four-year degrees may complete the first two years of courses through enrollment in Tacoma Community College's comprehensive college parallel programs. TCC provides freshman- and sophomore-level courses leading to bachelor's degrees at four-year colleges and universities. For specific major department requirements, students are advised to contact the four-year institutions to which they intend to transfer.

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

majors. Consult TCC advisors for more information on major readiness.

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

College-Level Education (Transfer)

College Transfer Degrees Washington 45

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

- Associate in Arts
Option A on page 44
Option B on page 45
- Associate in Biology, page 46
- Associate in Business, page 47
- Associate in Computer Science, page 49
- Associate in Music, page 50
- Associate in Pre-Nursing, page 52
- Associate in Science, page 53
Specialization Courses, page 54
- Associate of Science in Bioengineering and Chemical Engineering, page 56
- Associate of Science in Electrical and Computer Engineering, page 57
- Associate of Science in Mechanical, Civil, Aeronautical, Industrial & Material Science Engineering, page 58

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

LIST OF ONE YEAR TRANSFER COURSES

*Adopted: May 2012;
Implemented: Fall 2012*

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

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

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs. The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

FIRST YEAR TRANSFER LIST OF GENERAL EDUCATION COURSES

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

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

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

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

Transfer Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to clear, accurate, and current information about degree requirements, transfer admission requirements, transfer admission deadlines, and transfer policies that include course equivalencies.

Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.

Students have the right to seek clarification regarding their transfer evaluations and may request the reconsideration of any aspects of those evaluations. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.

Students have the responsibility to complete all materials required for admission and to submit applications on or before published deadlines.

Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program at which they intend to earn a bachelor's degree.

When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.

Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.

Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

Program Learning Outcomes (PLO)

The following learning outcomes were developed through faculty conversations regarding what TCC wants students to be able to know and do after they complete our programs. Outcomes gained through programs that support TCC's transfer degrees will be used by students at the baccalaureate institutions to which they transfer.

WRITTEN COMMUNICATION SKILLS

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

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

QUANTITATIVE SKILLS

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

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

NATURAL SCIENCES

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

- Evaluate information scientifically in the context of their own lives.
- Explain the importance of observation and hypothesis testing in the scientific process, and distinguish between the scientific process and other human endeavors.

- Communicate the primary principles and processes underlying at least one natural system (for example: atoms and molecules, cells and organisms, the oceans and atmosphere, the solid earth, or the cosmos).
- Perform and effectively communicate the results of scientific investigations, and explain how research is done in science.
- Demonstrate the safe and proper use of scientific instrumentation, measuring devices, chemical reagents, media, and/or tools of science in a laboratory or field setting relevant to specific disciplines of science.

SOCIAL SCIENCES

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

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

HUMANITIES

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

- Know and recall important ideas and facts relating to Humanities program subject areas (Art, Creative Writing, World Languages, Humanities, Literature, Music, and Philosophy).
- Apply critical thinking skills to explore and interpret the diversity of the human experience.
- Create and communicate comprehension of content by utilizing various media.
- Demonstrate empathy and understanding based on recognition of historical and cultural contexts in more than one Humanities subject area.

PHYSICAL EDUCATION

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

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

Associate in Arts

DEGREE COMPLETION REQUIREMENTS

- 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading Option A or the requirements of an approved Option B plan.
- At least 30 applicable credits earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the associate degree, and a cumulative grade point average of 2.00 in all TCC college-level courses.
- No more than three physical education activity credits will apply toward the degree.
- Option A Degree: At least one course (five credits) of the 90 credits applied toward graduation must be a designated multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List (page 60) and in the Credit Course Descriptions section. Students who plan to transfer to The Evergreen State College or to the University of Washington–Tacoma are strongly advised to include at least one learning community (coordinated studies or linked course) as part of their degree. See the distribution electives below.

Option A Degree

(DTA Transfer Degree)

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

Basic Requirements (15 credits)

WRITTEN COMMUNICATION SKILLS (10 CREDITS)

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

QUANTITATIVE SKILLS (5 CREDITS)

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

- » MATH& 107 Math in Society
- » MATH& 131 Math for Elementary Education 1
- » MATH& 132 Math for Elementary Education 2
- » MATH 136 Inferential Statistics
- » MATH& 141 Precalculus I
- » MATH& 142 Precalculus II
- » MATH& 146 Introduction to Statistics
- » MATH 147 College Algebra for Business and Economics
- » MATH& 148 Business Calculus
- » MATH& 151 Calculus I
- » MATH& 152 Calculus II
- » MATH& 153 Calculus III

- » MATH 220..... Linear Algebra
- » MATH 238..... Elements of Differential Equations
- » MATH& 254..... Calculus IV

Distribution Requirements (60 credits)

Individual credits may be counted in only one distribution area.

HUMANITIES (15 CREDITS)

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

SOCIAL SCIENCES (15 CREDITS)

- » Select courses from the Social Sciences section of the Approved Distribution Course List.
- » Courses must be selected from at least two disciplines.

NATURAL SCIENCES (15 CREDITS)

- » Select courses from the Natural Sciences section of the Approved Distribution Course List. Courses must be selected from at least two disciplines and must include at least two laboratory courses.

MULTICULTURAL (5 CREDITS)

- » Select one course from the Multicultural section of the Approved Distribution Course List. (See NOTE on Distribution List.)

PHYSICAL EDUCATION (3 CREDITS)

- » Any three activity credits.
- » No more than three PE activity credits apply toward the degree.
- » The following PE courses do not count as activity credits:
PE 190, PE 191, PE 285, PE 292.

DISTRIBUTION ELECTIVES (7 CREDITS)

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

Other College-Level Electives (15 credits)

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

Total: 90 credits

DTA: Direct Transfer Agreement

See Approved Distribution Course List on page 60.

Option B Degree

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

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

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

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

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

Associate in Biology

(DTA Transfer Degree)

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

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

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

DEGREE COMPLETION REQUIREMENTS

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

Basic Requirements (15 credits)

WRITTEN COMMUNICATION SKILLS (10 CREDITS)

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

QUANTITATIVE SKILLS (5 CREDITS)

- » MATH& 151 Calculus I

Distribution Requirements (60 credits)

HUMANITIES (15 CREDITS)

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

SOCIAL SCIENCE (15 CREDITS)

- » Select social sciences courses from the Approved Distribution Course List.
- » Select courses from at least two different disciplines.

NATURAL SCIENCES (30 CREDITS)

- » BIOL& 221 Introduction to Evolution, Ecology and Biodiversity
- » BIOL& 222 Introduction to Cellular and Molecular Biology
- » BIOL& 223 Introduction to the Biology of Organisms
- » CHEM& 161 General Chemistry w/Lab I
- » CHEM& 162 General Chemistry w/Lab II
- » CHEM& 163 General Chemistry w/Lab III

College-Level Electives (15 credits)

- » Select remaining college-level courses to reach a total of 90 credits
- » Selected courses must include two elective physical education credits
- » Select no more than five elective credits from courses that do not appear on the Basic Requirements Distribution List for the Associate in Arts degree or the Approved Distribution Course List.

Total: 90 credits

DTA: Direct Transfer Agreement
See Approved Distribution Course List on page 60.

Associate in Business

(DTA Transfer Degree)

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

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

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

PROGRAM LEARNING OUTCOMES

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

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

DEGREE COMPLETION REQUIREMENTS

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

Basic Requirements (20 credits)

WRITTEN COMMUNICATION SKILLS (10 CREDITS)

- » ENGL& 101 English Composition I
- » ENGL& 102 Argument and Persuasion
or ENGL 103 College Composition: Writing about Literature

QUANTITATIVE SKILLS (10 CREDITS)

- » MATH 147 College Algebra for Business and Economics
- » MATH& 148 Business Calculus

Distribution Requirements (65 credits)

HUMANITIES (15 CREDITS)

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

SOCIAL SCIENCE (15 CREDITS)

- » ECON& 201 Micro Economics
- » ECON& 202 Macro Economics
- » Select one additional Social Science course in a discipline other than Economics, from the Approved Distribution Course List.

DTA: Direct Transfer Agreement

See Approved Distribution Course List on page 60.

Associate in Business

MULTICULTURAL

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

NATURAL SCIENCES (10 CREDITS)

- » Select two courses from two disciplines on the Approved Distribution Course List.
- » At least one course must be a lab science.

STATISTICS (5 CREDITS)

- » BUS 256 (preferred).... Statistical Analysis
or MATH&146..... Introduction to Statistics

BUSINESS (20 CREDITS)

- » ACCT& 201 Principles of Accounting I
- » ACCT& 202 Principles of Accounting II
- » ACCT& 203 Principles of Accounting III
- » BUS& 201 Business Law

College-Level Electives 5 credits

- » Elective courses must be numbered 100 or above.

Total: 90 credits

Associate in Computer Science

(DTA/MRP Transfer Degree)

This degree, awarded by Tacoma Community College, is designed for students who intend to transfer to a baccalaureate institution to major in Computer Science or some other closely related field.

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

The Associate in Computer Science degree satisfies the General Education requirements of most Washington baccalaureate institutions (four-year colleges and universities). Students who transfer with the Associate in Computer Science degree may be required to complete some additional requirements during their junior and senior years as required by individual institutions. Students should review the requirements at their intended transfer institution to minimize the number of such additional requirements.

Basic Requirements (15 credits)

WRITTEN COMMUNICATIONS SKILLS (10 CREDITS)

ENGL& 101	English Composition I5
ENGL& 235	Technical Writing5
or ENGL& 102	English Composition II5

QUANTITATIVE SKILLS (5 CREDITS)

MATH& 151	Calculus I5
-----------	------------	--------

Humanities (15 credits)

Selected from at least two disciplines..... 15

- » No more than 10 credits allowed from any one discipline.
- » No more than 5 credits in foreign language at the 100 level.
- » No more than 5 credits allowed in performance/skills courses.
- » Selected from the Humanities section of the Approved Distribution Course List.
- » Courses should be selected as appropriate for intended bachelor's institution. . .
- » One of the courses selected to satisfy either a Humanities or Social Science Distribution requirement must also be an approved multicultural course from the Approved Distribution Course List.

Social Sciences (15 credits)

Selected from at least two disciplines..... 15

- » No more than 10 credits allowed from any one discipline.
- » Selected from the Social Sciences section of the Approved Distribution Course List.
- » Courses should be selected as appropriate for intended bachelor's institution.
- » One of the courses selected to satisfy either a Humanities or Social Science Distribution requirement must also be an approved multicultural course from the Approved Distribution Course List.

Natural Sciences (16-17 credits)

PHYS& 221	Engineering Physics – Mechanics with lab6
PHYS& 222	Engineering Physics – Electricity and Magnetism with lab5-6
	OR Any laboratory science course in the Natural Sciences section of the Approved Distribution Course List	
MATH& 152	Calculus II5

Major Requirements (10 credits)

CS 142	Java Programming for Engineers and Scientists I5
CS 143	Java Programming for Engineers and Scientists II5

University Specific Requirements (10-12 Credits)

Select a minimum of two courses from this list, as appropriate for the intended bachelor's institution. If greater than two courses are required by the bachelor's institution, the additional courses can be applied as Electives credits in the MRP.

MATH& 153	Calculus III5
MATH& 254	Calculus IV5
MATH& 146	Statistics5
MATH 220	Linear Algebra5
PHYS& 223	Engineering Physics – Waves, Optics, and Thermodynamics6
MATH 210	Discrete Mathematics5
	Physical, biological and/or earth sciences with lab5-6

Electives (6-9 credits)

- » Additional elective courses required to reach a minimum of 90 total credits should be selected in consultation with an advisor, as appropriate for the intended bachelor's institution.
- » No more than three Physical Education Activity credits may apply to this degree.

DTA/MRP: Direct Transfer Agreement/Major Related Program
See Approved Distribution Course List on page 60.

Associate in Music

(DTA/MRP Transfer Degree)

This TCC degree is designed for students who intend to transfer to music schools at baccalaureate institutions. Students who complete the Associate in Music degree are possibly granted junior standing upon admission to four-year colleges and universities.

Admission to schools of music is highly competitive, and completion of the Associate in Music degree does not guarantee admission. In addition to the required courses for the Associate in Music degree, some baccalaureate institutions have unique graduation requirements. Many institutions require foreign language for admission, which can be used to satisfy humanities requirements and/or electives in TCC's Associate in Music degree. Students pursuing this degree are encouraged to work closely with TCC advisors familiar with music transfer requirements.

CAREER OPPORTUNITIES

The rigor and design of this degree and its curriculum are helpful for any TCC students seeking to transfer and earn a 4-year music degree. Bachelor of Arts in Music, Bachelor of Music, and music education degrees are popular and possible next steps. Other degree possibilities include degrees in: music therapy, musicology, music composition, music theory, and ethnomusicology. Possible careers for Associate in Music earning students include: performing musician, music teacher, accompanist, music sales representative, music production operations, church musician, and much more.

PROGRAM OUTCOMES:

- Complete / Qualify for transfer music theory placement exams.
- Complete / Qualify for transfer piano proficiency exams.
- Apply basic musicianship and knowledge of the theoretical, historical, technological and practical backgrounds needed to understand how music is created, understood and performed.
- Recall knowledge of traditional history and of the cultural diversity and heritage in music.
- Critically evaluate music, applying terminology specific to the discipline.
- Demonstrate skills and technical proficiency in a selected area (vocal music or instrumental music) through rehearsals and performances.

Basic Requirements (15 credits)

WRITTEN COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argument and Persuasion	5
or ENGL 103	Composition III: Writing about Literature	5

QUANTITATIVE SKILLS (5 CREDITS)

Select from the courses listed below. Each of these courses carries a prerequisite of MATH 095 or MATH 140.

MATH& 107	Math in Society	5
MATH& 131	Math for Elementary Education 1	5
MATH& 132	Math for Elementary Education 2	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Introduction to Statistics	5
MATH 147	College Algebra for Business & Economics	5
MATH& 148	Business Calculus	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 220	Linear Algebra	5
MATH 238	Elements of Differential Equations	5
MATH& 254	Calculus IV	5

Distribution Requirements (45 credits)

HUMANITIES (15 CREDITS)

MUSC& 141	Music Theory I	5
MUSC& 142	Music Theory II	5

Select an additional 5 credit course (other than Music) from the Humanities section of the Approved

Distribution Course List	5
--------------------------------	---

SOCIAL SCIENCES (15 CREDITS)

Select courses from the Social Sciences section of the Approved Distribution Course List. Courses must be selected from at least two disciplines. At least 5 credits must meet the Multicultural requirement.

NATURAL SCIENCES (15 CREDITS)

Select courses from the Natural Sciences section of the Approved Distribution Course List. Courses must be selected from at least two different disciplines and must include at least two laboratory courses.

DTA/MRP: Direct Transfer Agreement/Major Related Program
See Approved Distribution Course List on page 60.

Associate in Music

Required Music Electives (44 credits)

The following distribution electives are required for the Associate in Music degree (26 credits):

MUSC 124	Class Applied Music: Piano I	2
MUSC 125	Class Applied Music: Piano II	2
MUSC 126	Class Applied Music: Piano III	2
MUSC& 143	Music Theory III	5
MUSC& 241	Music Theory IV	5
MUSC& 242	Music Theory V	5
MUSC& 243	Music Theory VI	5

PLUS 6 quarters of music Performance Ensemble (choir, band, orchestra, jazz band, etc.). (12 credits):

MUSC 160	Orchestra I	2
MUSC 260	Orchestra II	2
MUSC 161	Symphonic Band I	2
MUSC 261	Symphonic Band II	2
MUSC 165	Jazz Band I	2
MUSC 265	Jazz Band II	2
MUSC 152	Chamber Choir I	2
MUSC 252	Chamber Choir II	2

PLUS 6 quarters of Applied Lessons on primary instrument.

Applied Lessons are 1 credit per quarter. These are repeated for a total of 3 credits for each course. (6 credits)

MUSC 131	Applied Lessons Strings 1	1
MUSC 231	Applied Lessons Strings 2	1
OR		
MUSC 132	Applied Lessons Brass 1	1
MUSC 232	Applied Lessons Brass 2	1
OR		
MUSC 133	Applied Lessons Woodwind 1	1
MUSC 233	Applied Lessons Woodwind 2	1
OR		
MUSC 134	Applied Lessons Percussion 1	1
MUSC 234	Applied Lessons Percussion 2	1
OR		
MUSC 135	Applied Lessons Keyboard 1	1
MUSC 235	Applied Lessons Keyboard 2	1
OR		
MUSC 136	Applied Lessons Voice 1	1
MUSC 236	Applied Lessons Voice 2	1

Total: 104 credits

Associate in Pre-Nursing

(DTA Transfer Degree)

TCC's Associate Degree in Pre-Nursing is a two-year program designed for students who plan to transfer to a Bachelor of Science in Nursing program (BSN) at a four-year university.

Students completing the pre-nursing degree, and who have met the minimum GPA requirement for the BSN program to which they are applying, will have met the prerequisites necessary to apply to most upper-division nursing programs in Washington.

Admittance to BSN programs are highly competitive, and completion of the pre-nursing associate degree does not guarantee admission. Students completing this track are not eligible to take National Council Licensure Examination (NCLEX) for Registered Nursing until they complete their BSN program.

Students wishing to become a registered nurse directly after completing their associate degree should talk with an advisor about an Associate of Applied Science Transfer Degree in Nursing. Participating 4-year universities include: UW Seattle, WSU, Northwest University, Seattle University, SPU, PLU, Walla Walla University, and the WSU Intercollegiate College of Nursing (WSU-ICN) whose members include EWU and Whitworth College.

PREPARATION

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

PROGRAM PLANNING

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

DEGREE REQUIREMENTS:

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

Core Requirements (15 credits)

WRITTEN COMMUNICATION SKILLS (10 CREDITS)

- » ENGL& 101 English Composition I
- » ENGL& 102 Argument and Persuasion
or ENGL 103 College Composition: Writing about Literature

QUANTITATIVE SKILLS (5 CREDITS)

- » MATH& 146 Introduction to Statistics

Distribution Requirements (75 credits)

HUMANITIES (15 CREDITS)

- » CMST& 220 Public Speaking
- » Select two additional courses from the Humanities section from the Approved Distribution Course List.
At least one course must be selected from a discipline other than Communication Studies (CMST).
- » No more than five credits of studio/performance/skills courses and no more than five foreign language credits can be applied.

SOCIAL SCIENCES (15 CREDITS)

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

NATURAL SCIENCES (35 CREDITS)

- » BIOL& 160 General Cell Biology
- » CHEM& 121 Introduction to Inorganic Chemistry
- » CHEM& 131 Introduction to Organic Biochemistry
- » NUTR& 101 Human Nutrition
- » BIOL& 241 Human Anatomy and Physiology 1
- » BIOL& 242 Human Anatomy and Physiology 2
- » BIOL& 260 General Microbiology

ADDITIONAL REQUIREMENTS (10 CREDITS)

- » PE 100 (2 credits) Total Fitness
- » PE Activity (1 credit)
- » Electives (7 credits)

Total: 90 credits

DTA: Direct Transfer Agreement

See Approved Distribution Course List on page 60.

Associate in Science

(AS-T Transfer Degree)

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

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

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

DEGREE COMPLETION REQUIREMENTS:

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

Basic Requirements (15 credits)

WRITTEN COMMUNICATIONS SKILLS (5 CREDITS)

- » ENGL& 101 English Composition I

QUANTITATIVE SKILLS (10 CREDITS)

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

Humanities & Social Sciences

Distribution Requirements (15 credits)

- » Select five Humanities credits from the Approved Distribution Course List.
- » Select five Social Sciences credits from the Approved Distribution Course List.
- » Select five additional Humanities or Social Sciences credits from the Approved Distribution Course List.

At least one of the courses selected above for Humanities or Social Science must be an approved multicultural course. Approved multicultural courses are identified on the Approved Distribution Course List and in the Credit Course Descriptions.

Specialization Courses (40–75 credits)

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

College-level Elective Courses (0–30 credits)

- » Select remaining college level courses to reach a total of 90 credits. The number of credits in this category depends on the number of credits in your specialization courses.
- » Select no more than five credits in this category from courses that do not appear on the Basic Requirements for the Associate in Arts degree or the Approved Distribution Course List.
- » PE activity courses cannot be used as electives.
- » Specializations approved at the time of printing are published below.

Total: 90-110 credits

NOTE: Most classes in this degree have prerequisites. Students who are not ready for MATH& 151 and ENGL& 101, and those who have not taken high school science will require additional classes.

See Approved Distribution Course List on page 60.

Associate in Science / Specialization Courses

Astronomy/Physics

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

SPECIALIZATION COURSES (48 CREDITS)

- » PHYS& 221, 222, 223
- » MATH& 153, 254
- » MATH 220, 238
- » CHEM& 161, 162

Select 12 credits in Section 4 (Electives) to reach a total of 90 credits. Elective courses should be selected based on major and transfer institution. See your advisor for suggestions. The following courses are highly recommended as electives:

- » CHEM& 163
- » CS 142 or ENGR 240
- » ASTR& 110, 115

Atmospheric Science

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

SPECIALIZATION COURSES (53 CREDITS)

- » MATH& 146, 153, 254
- » MATH 220, 238
- » PHYS& 221, 222, 223
- » CHEM& 161
- » ENGR 240

Select 7 credits in Section 4 (Electives) to reach a total of 90 credits. Elective courses should be selected based on major and transfer institution. See your advisor for suggestions. The following courses are highly recommended as electives:

- » CS 142
- » CHEM& 162, 163

Biology

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

SPECIALIZATION COURSES (50 CREDITS)

- » BIOL& 221, 222, 223 (15 credits).
- » CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- » MATH& 153 or MATH& 146 (5 credits).

Select 10 credits in Section 4 (Electives) to reach a total of 90 credits. The following courses are strongly recommended as electives:

- » PHYS& 114, 115
- » or PHYS& 221, 222

Chemistry

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

SPECIALIZATION COURSES (53 CREDITS)

- » CHEM& 161, 162, 163, 261, 262, 263 (30 credits).
- » MATH& 153 (5 credits).
- » PHYS& 221, 222, 223 (18 credits).

Select 7 credits in Section 4 (Electives) to reach a total of 90 credits.

Computer Engineering

The following course set fulfills the Specialization Requirement for the Associate of Science degree. This degree is generally appropriate for students studying computer engineering, while the Associate of Science in Electrical and Computer Engineering (MRP) is usually advised for electrical engineering students only.

SPECIALIZATION COURSES (64 CREDITS MINIMUM)

- » CS 142, 143 (10 credits).
- » PHYS& 221, 222, 223 (18 credits).
- » MATH& 153, 254 (10 credits).
- » MATH 220, 238 (10 credits).
- » ENGR& 204 (6 credits)

This specialization requires a minimum of 5 credits from the following list. Selection depends on the intended engineering university. These 5 credits must be approved by an engineering advisor.

- » ENGL& 235
- » ENGR& 224
- » ENGR 240
- » CHEM& 161, 162

Select a minimum of 1 credit in Section 4 (Electives) to reach a total of 90 credits. Electives may be chosen from the specialization list.

Earth Sciences

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

SPECIALIZATION COURSES (43 CREDITS)

- » MATH& 153 (5 credits).
- » CHEM& 161, 162, 163 (15 credits).
- » PHYS& 221, 222, 223 (18 credits).
- » GEOL& 101 (5 credits).

Select 17 elective credits to reach a total of 90 credits.

- » GEOG/ENVS 210 is recommended.

See Approved Distribution Course List on page 61.

Associate in Science / Specialization Courses

General Engineering

The following course set fulfills the Specialization Requirement for the Associate of Science degree. Most students are advised to complete one of the discipline specific engineering Associate of Science MRP degrees, rather than this General Engineering Associate of Science degree. University engineering degree programs have very specific entry requirements. The specialized MRP degrees generally meet those entry requirements better.

ENGR& 104 (5 credits) is highly recommended for this specialization and partially satisfies the Social Science degree requirement. ENGR& 104 and/or 114 may be taken either to meet Humanities & Social Science requirements OR to meet Additional Specialization Course requirements, not both.

SPECIALIZATION COURSES (63 CREDITS MINIMUM)

- » PHYS& 221, 222, 223 (18 credits).
- » MATH& 153 (5 credits).
- » CHEM& 161 (5 credits).

This specialization requires 35 credits from the following list. Selection depends on the intended engineering major. These 35 credits must be approved by an engineering advisor.

- » ENGR& 104, 114, 204, 214, 215, 224, 225
- » ENGR 240
- » CS 142, 143
- » ENGL& 235 or 102 (only one English class may be counted)
- » CHEM& 162, 163, 261, 262, 263
- » BIOL& 221, 222, 223
- » MATH 220, 238
- » MATH& 254

This specialization allows for no elective credits.

Environmental Sciences

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

SPECIALIZATION COURSES (46 CREDITS)

- » CHEM& 161, 162, 163 (15 credits).
- » BIOL& 221, 222, 223 (15 credits).
- » MATH& 146 or BUS 256 (5 credits).
- » PHYS& 114 (6 credits).
- » GEOL& 101 (5 credits).

Select 14 credits in Section 4 (Electives) to reach a total of 90 credits. Selection from the following courses is strongly recommended:

- » GEOL 179 or OCEA 179 or ENVS 179 (3 credits)
- » ENVS 210 or GEOG 210 (5 credits)
- » Humanities or Social Science (5 credits)

Astronomy/Physics

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

SPECIALIZATION COURSES (48 CREDITS)

- » PHYS& 221, 222, 223
- » MATH& 153, 254
- » MATH 220, 238
- » CHEM& 161, 162

Select 12 credits in Section 4 (Electives) to reach a total of 90 credits. Elective courses should be selected based on major and transfer institution. See your advisor for suggestions. The following courses are highly recommended as electives:

- » CHEM& 163
- » CS 142 or ENGR 240
- » ASTR& 110, 115

See Approved Distribution Course List on page 61.

Associate of Science in Bioengineering and Chemical Engineering

(MRP AS Transfer Degree)

TCC's AS-T in Bioengineering and Chemical Engineering is a state recognized Major Related Program (MRP) designed for students who plan to transfer to a Bachelor of Science degree program in one of the engineering disciplines listed.

Upon completion of this degree, students will be able to transfer to most four-year colleges and universities as juniors. Entry into many engineering programs is competitive. Completion of this degree does not guarantee admission into a specific engineering program. Students should work with advisors at TCC and their university advisors to make sure that all entry requirements are met.

PROGRAM LEARNING OUTCOMES

Upon successful completion of any Associate of Science Degree Engineering specialization, students will:

- Apply knowledge of mathematics and science to engineering related problems. (COK, CRT)
- Design a system, component, program or process to meet desired needs. (COK, COM, CRT, IIT, LWC, RES)
- Conduct scientific experiments, analyze and interpret the resulting data. (COK, CRT)
- Communicate design ideas, solutions to engineering related problems or results of scientific experiments effectively, using both English and mathematical languages. (COK, COM, CRT, IIT)
- Function effectively on a team to produce a cohesive and professional work product. (COK, COM, CRT, IIT, LWC, RES)

DEGREE COMPLETION REQUIREMENTS

- 98 quarter credit hours listed in the degree. (Since many of these classes have prerequisites, the total number of credit hours required may be greater than 98).
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree, and a cumulative grade point average of 2.0 in all TCC college level courses.
- At least one course applied to the degree must be selected from the list of approved multicultural courses in the Approved Distribution Course list and in the Credit Course Descriptions.

Basic Requirements (15 credits)

- » ENGL& 101
- » MATH& 151, 152

Humanities and Social Sciences (15 credits)

- » Humanities course from approved distribution list
- » Social Science course from approved distribution list - ENGR& 104* recommended
- » Select five additional Humanities or Social Science credits from the approved distribution list. (At least one course selected from Humanities or Social Sciences must be an approved multicultural course as identified on the approved distribution list.)

Required Specialization Courses (48 credits)

- » MATH& 153, MATH 238
- » PHYS& 221, 222, 223
- » CHEM& 161, 162, 163, 261

Additional Specialization Courses (20 credits)

Select four of the following classes as appropriate for intended major and bachelor's institution. One of the classes must be CHEM& 262 or BIOL& 222 (you may take both).

- » BIOL& 222, 223
- » CS 142
- » CHEM& 262
- » MATH& 254, MATH 220
- » ENGR& 104*, 204, 214, 224, 240
- » ENGL& 235

*ENGR& 104 may be taken either to meet Social Science distribution requirement or to meet additional specialization course requirements, but not both.

Note: Most classes on this list have prerequisites. Students who are not ready for MATH& 151 and ENGL& 101, and those who have not taken high school chemistry will require additional classes.

MRP: Major Related Program

See Approved Distribution Course List on page 60.

Associate of Science in Electrical and Computer Engineering

(MRP AS Transfer Degree)

TCC's AS-T in Electrical and Computer Engineering is a state recognized Major Related Program (MRP) designed for students who plan to transfer to a Bachelor of Science degree program in one of the engineering disciplines listed. Upon completion of this degree, students will be able to transfer to most four-year colleges and universities as juniors. Entry into many engineering programs is competitive. Completion of this degree does not guarantee admission into a specific engineering program. Students should work with advisors at TCC and their university advisors to make sure that all entry requirements are met.

PROGRAM LEARNING OUTCOMES

Upon successful completion of any Associate of Science Degree Engineering specialization, students will:

- Apply knowledge of mathematics and science to engineering related problems. (COK, CRT)
- Design a system, component, program or process to meet desired needs. (COK, COM, CRT, IIT, LWC, RES)
- Conduct scientific experiments, analyze and interpret the resulting data. (COK, CRT)
- Communicate design ideas, solutions to engineering related problems or results of scientific experiments effectively, using both English and mathematical languages. (COK, COM, CRT, IIT)
- Function effectively on a team to produce a cohesive and professional work product. (COK, COM, CRT, IIT, LWC, RES)

DEGREE COMPLETION REQUIREMENTS

- 103 quarter credit hours listed in the degree. (Since many of these classes have prerequisites, the total number of credit hours required may be greater than 103).
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree, and a cumulative grade point average of 2.0 in all TCC college level courses.
- At least one course applied to the degree must be selected from the list of approved multicultural courses in the Approved Distribution Course list and in the Credit Course Descriptions.

Basic Requirements (15 credits)

- » ENGL& 101
- » MATH& 151, 152

Humanities and Social Sciences (15 credits)

- » Humanities course from approved distribution list - ENGR& 114 recommended.
- » Social Science course from approved distribution list - ENGR& 104* recommended.
- » Select five additional Humanities or Social Science credits from the approved distribution list. (At least one course selected from Humanities or Social Sciences must be an approved multicultural course as identified on the approved distribution list.)

Required Specialization Courses (48 credits)

- » MATH& 153, MATH 220, 238
- » CS 142
- » PHYS& 221, 222, 223
- » CHEM& 161
- » ENGR& 204

Additional Specialization Courses (25 credits)

Select five of the following classes as appropriate for intended major and bachelor's institution.

- » BIOL& 222
- » CS 143
- » CHEM& 162
- » MATH& 254
- » ENGR& 104*, 214, 215, 224, 240
- » ENGL& 235

*ENGR& 104 may be taken either to meet Social Science requirement or to meet additional specialization course requirement, but not both.

Note: Most classes on this list have prerequisites. Students who are not ready for MATH& 151 and ENGL& 101, and those who have not taken high school chemistry will require additional classes.

MRP: Major Related Program

See Approved Distribution Course List on page 60.

Associate of Science in Mechanical, Civil, Aeronautical, Industrial and Material Science Engineering

(MRP AS-Transfer Degree)

TCC's AS-T in Mechanical, Civil, Aeronautical, and Material Science Engineering is a state recognized Major Related Program (MRP) designed for students who plan to transfer to a Bachelor of Science degree in one of the engineering disciplines listed. Upon completion of this degree, students will be able to transfer to most four-year colleges and universities as juniors. Entry into many engineering programs is competitive. Completion of this degree does not guarantee admission into a specific engineering program. Students should work with advisors at TCC and their university advisors to make sure that all entry requirements are met.

PROGRAM LEARNING OUTCOMES

Upon successful completion of any Associate of Science Degree Engineering specialization, students will:

- Apply knowledge of mathematics and science to engineering related problems. (COK, CRT)
- Design a system, component, program or process to meet desired needs. (COK, COM, CRT, IIT, LWC, RES)
- Conduct scientific experiments, analyze and interpret the resulting data. (COK, CRT)
- Communicate design ideas, solutions to engineering related problems or results of scientific experiments effectively, using both English and mathematical languages. (COK, COM, CRT, IIT)
- Function effectively on a team to produce a cohesive and professional work product. (COK, COM, CRT, IIT, LWC, RES)

DEGREE COMPLETION REQUIREMENTS

- 108 quarter credit hours listed in the degree. (Since many of these classes have prerequisites, the total number of credit hours required may be greater than 108).
- At least 30 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree, and a cumulative grade point average of 2.0 in all TCC college level courses.
- At least one course applied to the degree must be selected from the list of approved multicultural courses in the Approved Distribution Course list and in the Credit Course Descriptions.

Basic Requirements (15 credits)

- » ENGL& 101
- » MATH& 151, 152

Humanities and Social Sciences (15 credits)

- » Humanities course from approved distribution list - ENGR& 114* recommended.
- » Social Science course from approved distribution list - ENGR& 104* recommended.
- » Select five additional Humanities or Social Science credits from the approved distribution list. (At least one course selected from Humanities or Social Sciences must be an approved multicultural course as identified on the approved distribution list.)

Required Specialization Courses (58 credits)

- » MATH& 153, MATH 220, 238
- » PHYS& 221, 222, 223
- » CHEM& 161, 162
- » ENGR& 214, 215, 225

Additional Specialization Courses (20 credits)

Select four of the following classes as appropriate for intended major and bachelor's institution.

- » CS 142
- » MATH& 254
- » ENGR& 104*, 114*, 204, 224, 240
- » ENGL& 235

*ENGR& 104 and 114 may be taken either to meet Social Sciences and Humanities distribution requirements or to meet additional specialization course requirements, but not both.

Note: Most classes on this list have prerequisites. Students who are not ready for MATH& 151 and ENGL& 101, and those who have not taken high school chemistry will require additional classes.

MRP: Major Related Program

See Approved Distribution Course List on page 60.

Associate in General Studies

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

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

COURSES APPLICABLE TO AGS DEGREE

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

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

DEGREE COMPLETION REQUIREMENTS

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

Distribution Requirements

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

COMMUNICATIONS (10 CREDITS)

- » ENGL& 101 English Composition I
- » and one of the following:
- » ENGL& 102 Argument and Persuasion
- » ENGL 103..... College Composition: Writing about Literature
- » CMST& 101..... Introduction to Communication
- » CMST 110..... Multicultural Communication
- » CMST& 220 Public Speaking

HUMANITIES (10 CREDITS)

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

SOCIAL SCIENCE (10 CREDITS)

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

MATH/SCIENCE (10 CREDITS)

- » Select five credits from two of the following:
Natural Science (Astronomy, Biology, Botany, Environmental Science, Nutrition)
Physical Science (Chemistry, Geography, Geology, Oceanography, Physics, Physical Science)
Mathematics (100 or above)
- » ANTH& 205..... Biological Anthropology
- » ANTH& 245..... Primatology
- » GEOG 205..... Physical Geography (lab)

PHYSICAL EDUCATION (3 CREDITS)

- » Select any three activity credits

ELECTIVES (47 CREDITS)

Total: 90 credits

See Approved Distribution Course List on page 60.

Approved Distribution Course List

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

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

(P/S) = Performance/Skills courses use a mix of lecture, guided activities, and individual projects as teaching and learning methods. These courses often include creative projects and performances. Typical performance/skills courses include: studio art, music ensembles and creative writing courses.

Humanities

ANTH& 207	Linguistic Anthropology	CMST 110	Multicultural Communications
ART& 100	Art Appreciation	CMST 210	Interpersonal Communication
ART 102	Two-Dimensional Design (P/S)	CMST& 220	Public Speaking
ART 103	Three-Dimensional Design (P/S)	ENGL& 220	Introduction to Shakespeare
ART 105	Beginning Drawing (P/S)	ENGL 234	Introduction to Mythology and Folk Stories
ART 106	Drawing (P/S)	ENGL 242	Contemporary Non-Western Literature
ART 110	Beginning Graphic Design (P/S)	ENGL& 244	American Literature I
ART 111	Intermediate Graphic Design (P/S)	ENGL& 245	American Literature II
ART 131	Beginning Ceramics (P/S)	ENGL& 246	American Literature III
ART 132	Intermediate Ceramics I (P/S)	ENGL 261	The Bible as Literature
ART 133	Intermediate Ceramics II (P/S)	ENGL 262	Children's Literature
ART 146	Beginning Photography (P/S)	ENGL 264	English Literature: From Beowulf through Shakespeare
ART 147	Intro. to Digital Photography (P/S)	ENGL 265	English Literature: From Donne through Blake
ART 150	Beginning Printmaking (P/S)	ENGL 271	Contemporary American Literature
ART 156	Beginning Painting (P/S)	ENGL 276	Creative Writing – Fiction (P/S)
ART 172	Beginning Sculpture (P/S)	ENGL 278	Creative Writing – Poetry (P/S)
ART 180	Art for Elementary Education	ENGL 279	Creative Writing - Poetry Workshop (P/S)
ART 199	Gallery Viewing Lab	ENGL 280	Literatures of Diversity
ART 201	History of Western Art: Ancient	ENGR& 114	Engineering Graphics
ART 202	History of Western Art: Medieval and Renaissance	HIST& 219	Native American History
ART 203	History of Western Art: Baroque through Modern	HIST 231	American History, American Film
ART 231	Low-Fire Ceramics	HUM& 101	Introduction to Humanities
ART 232	Surface Embellishment and Form Alteration	HUM 110	Introduction to Pacific Rim Cultures
ART 247	Intermediate Digital Photography	HUM& 116	Humanities I
ART 296	Special Problems in Art	HUM& 117	Humanities II
CMST& 101	Introduction to Communications	HUM& 118	Humanities III
		HUM 120	The American Multicultural Arts Experience
		HUM 130	Introduction to Film
		HUM 131	Introduction to Film Production
		HUM 179	Themes or Topics in Humanities (revolving topics)
		HUM 285	The City
		MUSC& 105	Music Appreciation
		MUSC 106	World Music
		MUSC 110	Introduction to Digital Music
		MUSC 120	Music in the Classroom
		MUSC 122	Class Applied Music: Voice (P/S)
		MUSC 124	Class Applied Music: Piano I (P/S)
		MUSC 125	Class Applied Music: Piano II (P/S)
		MUSC 126	Class Applied Music: Piano III (P/S)
		MUSC 130	Private Vocal or Instrumental Instruction (P/S)
		MUSC 131	Applied Lessons: Strings 1 (P/S)
		MUSC 132	Applied Lessons: Brass 1 (P/S)
		MUSC 133	Applied Lessons: Woodwind 1 (P/S)

MUSC	134	Applied Lessons: Percussion 1 (P/S)
MUSC	135	Applied Lessons: Keyboard 1 (P/S)
MUSC	136	Applied Lessons: Voice 1 (P/S)
MUSC&	141	Music Theory I
MUSC&	142	Music Theory II
MUSC&	143	Music Theory III
MUSC	152	Chamber Choir I (P/S)
MUSC	155	Gospel Choir (P/S)
MUSC	160	Orchestra I (P/S)
MUSC	161	Symphonic Band I (P/S)
MUSC	165	Jazz Band I (P/S)
MUSC	179	Special Topics in Music
MUSC	230	Private Vocal or Instrumental Instruction
MUSC	231	Applied Lessons: Strings 2 (P/S)
MUSC	232	Applied Lessons: Brass 2 (P/S)
MUSC	233	Applied Lessons: Woodwind 2 (P/S)
MUSC	234	Applied Lessons: Percussion 2 (P/S)
MUSC	235	Applied Lessons: Keyboard 2 (P/S)
MUSC	236	Applied Lessons: Voice 2 (P/S)
MUSC	252	Chamber Choir II (P/S)
MUSC	260	Orchestra II (P/S)
MUSC	261	Symphonic Band II (P/S)
MUSC	265	Jazz Band II (P/S)
PHIL&	101	Introduction to Philosophy

(P/S) = Performance/Skills courses. No more than five credits of Performance/Skills courses may be used to satisfy the Humanities distribution requirement.

WORLD LANGUAGES (DISCIPLINE):

ARAB	121, 122, 123	Arabic 1, 2, 3
CHIN&	121, 122, 123	Chinese 1, 2, 3
FRCH&	121, 122, 123	French 1, 2, 3
GERM&	121, 122, 123	German 1, 2, 3
JAPN&	121, 122, 123	Japanese 1, 2, 3
SPAN&	121, 122, 123	Spanish 1, 2, 3
SPAN&	221, 222, 223	Intermediate Spanish 1, 2, 3

Social Sciences

ANTH&	100	Survey of Anthropology
ANTH&	204	Archaeology
ANTH&	205	Biological Anthropology
ANTH&	206	Cultural Anthropology
ANTH&	207	Linguistic Anthropology
ANTH&	210	Indians of North America
ANTH	220	Ethnographies of American Cultures
ANTH&	237	Human Osteology
ANTH&	245	Primatology
BUS&	101	Introduction to Business
BUS	150	Global Business
BUS&	201	Business Law
ECON&	201	Micro Economics
ECON&	202	Macro Economics
EDUC	220	Diversity in Education
ENGR&	104	Introduction to Engineering and Design
GEOG	110	Geography of the Pacific Rim
HIST&	126	World Civilizations I
HIST&	127	World Civilizations II
HIST&	128	World Civilizations III
HIST&	146	U.S. History I
HIST&	147	U.S. History II
HIST&	148	U.S. History III
HIST	210	History of Modern Europe
HIST	211	History of China
HIST&	214	Pacific Northwest History
HIST&	219	Native American History
HIST&	220	African-American History
HIST	230	History of Japan
HIST	231	American History, American Film
HIST	240	Religion in America
HIST	244	The 1960s
HIST	249	America and the Rise to Globalism
POLS&	101	Introduction to Political Science
POLS&	202	American Government
POLS&	203	International Relations
POLS	231	Politics and Film
POLS	240	Environmental Politics and Sustainability
PSYC&	100	General Psychology
PSYC&	180	Human Sexuality
PSYC&	200	Lifespan Psychology
PSYC	202	Biopsychology
PSYC	205	Introduction to Personality
PSYC	209	Fundamentals of Psychological Research

PSYC&	220	Abnormal Psychology
PSYC	240	Social Psychology
SOC&	101	Introduction to Sociology
SOC	120	Introduction to Women's Studies
SOC&	201	Social Problems
SOC	205	Sociology of African Americans
SOC	222	Sociology of Sport
SOC	238	Sociology of Latino Americans
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	271	Sociology of Deviance & Social Control

Natural Sciences

ANTH&	205	Biological Anthropology (non-lab)
ANTH&	237	Human Osteology (non-lab)
ANTH&	245	Primatology (non-lab)
ASTR&	101	Introduction to Astronomy (lab)
ASTR&	110	The Solar System (lab)
ASTR&	115	Stars, Galaxies, and the Cosmos (lab)
BIOL&	100	Survey of Biology (lab)
BIOL	105	Fossils and the History of Life (lab)
BIOL	125	Biology in the Field (lab)
BIOL	140	Marine Biology (lab)
BIOL&	160	General Cell Biology (lab)
BIOL&	175	Human Biology (lab)
BIOL	179	Special Topics in Biology
BIOL&	221	Intro. to Evolution, Ecology and Biodiversity (lab)
BIOL&	222	Intro. to Cellular and Molecular Biology (lab)
BIOL&	223	Intro. to the Biology of Organisms (lab)
BIOL&	241	Human Anatomy and Physiology 1 (lab)
BIOL&	242	Human Anatomy and Physiology 2 (lab)
BIOL	243	Current Advances in Human Anatomy & Physiology (lab)
BIOL&	260	General Microbiology (lab)
BOT	101	General Botany (lab)
BOT	179	Special Topics in Botany
CHEM&	110	Chemical Concepts with Lab
CHEM&	121	Introduction to Inorganic Chemistry with Lab
CHEM&	131	Survey of Organic and Biochemistry with Lab
CHEM&	161	General Chemistry with Lab I
CHEM&	162	General Chemistry with Lab II
CHEM&	163	General Chemistry with Lab III
CHEM&	261	Organic Chemistry with Lab I
CHEM&	262	Organic Chemistry with Lab II
CHEM&	263	Organic Chemistry with Lab III
ENVS&	101	Introduction to Environmental Science (lab)
ENVS	179	Special Topics in Environmental Science
ENVS	210	Maps, GIS and the Environment (lab)
GEOG	205	Physical Geography (lab)
GEOG	210	Maps, GIS and the Environment (lab)
GEOL&	101	Introduction to Physical Geology (lab)
GEOL	108	Fossils and the History of Life (lab)
GEOL	125	Geology in the Field (lab)
GEOL	179	Special Topics in Geology
GEOL&	208	Geology of Pacific Northwest (lab)
HIT	160	Pathophysiology
NUTR	101	Human Nutrition
OCEA&	101	Introduction to Oceanography (lab)
OCEA	179	Special Topics in Oceanography
PHYS&	114	General Physics (lab)
PHYS&	115	General Physics (lab)
PHYS&	116	General Physics (lab)
PHYS&	221	Engineering Physics (lab)
PHYS&	222	Engineering Physics (lab)
PHYS&	223	Engineering Physics (lab)
SCI	105	Introductory Topics in Natural Science (lab)
SCI	110	Physical Science & Technology (lab)

Physical Education

PE All PE courses count toward the PE distribution credits
EXCEPT: PE 190, PE 191, PE 285, and PE 292

Multicultural

ANTH&	100	Survey of Anthropology
ANTH&	206	Cultural Anthropology
ANTH&	207	Linguistic Anthropology
ANTH&	210	Indians of North America
ANTH	220	Ethnographies of American Culture
ART&	100	Art Appreciation
BUS	150	Global Business
CMST	110	Multicultural Communications
EDUC	220	Diversity in Education
ENGL	234	Introduction to Mythology and Folk Stories
ENGL	242	Contemporary Non-Western Literature
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	261	The Bible as Literature
ENGL	262	Children's Literature
ENGL	265	English Literature From Donne Through Blake

ENGL	271	Contemporary American Fiction
ENGL	280	Literatures of Diversity
HIST&	126	World Civilization I
HIST&	127	World Civilization II
HIST&	128	World Civilization III
HIST	210	History of Modern Europe
HIST	211	History of China
HIST&	219	Native American History
HIST&	220	African-American History
HIST	230	History of Japan
HIST	231	American History, American Film
HIST	240	Religion in America
HUM&	101	Introduction to Humanities
HUM	110	Introduction to Pacific Rim Cultures
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM&	118	Introduction to Humanities III
HUM	120	The American Multicultural Arts Experience
MUSC	106	World Music
MUSC	155	Gospel Choir
PSYC&	200	Lifespan Psychology
SOC&	101	Introduction to Sociology
SOC	120	Introduction to Women's Studies
SOC&	201	Social Problems
SOC	205	Sociology of African Americans
SOC	222	Sociology of Sport
SOC	238	Sociology of Latino Americans
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
ARAB	121, 122, 123	Arabic 1, 2, 3
CHIN&	121, 122, 123	Chinese 1, 2, 3
FRCH&	121, 122, 123	French 1, 2, 3
GERM&	121, 122, 123	German 1, 2, 3
JAPN&	121, 122, 123	Japanese 1, 2, 3
SPAN&	121, 122, 123	Spanish 1, 2, 3
SPAN&	221, 222, 223	Intermediate Spanish 1, 2, 3

Non-distribution Multicultural Courses

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

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

Writing Intensive

Recommended for some transfer students.

BUS	150	Global Business
ENGL&	220	Introduction to Shakespeare
ENGL	234	Introduction to Mythology and Folk Stories
ENGL	242	Contemporary Non-Western Literature
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	261	The Bible as Literature
ENGL	262	Children's Literature
ENGL	264	English Literature: From Beowulf through Shakespeare
ENGL	265	English Literature: From Donne through Blake
ENGL	271	Contemporary American Fiction
ENGL	276	Creative Writing – Fiction
ENGL	278	Creative Writing – Poetry
ENGL	279	Creative Writing – Poetry Workshop
ENGL	280	Literatures of Diversity
HUM&	101	Introduction to Humanities
HUM&	116	Introduction to Humanities I
HUM&	117	Introduction to Humanities II
HUM&	118	Introduction to Humanities III
PSYC	209	Fundamentals of Psychological Research

COMMON COURSE NUMBERING

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

Distinction Pathways

Distinction Pathways are informal, interdisciplinary milestones that provide a student with demonstrated expertise that can help advance a student's interest - whether employability or greater competitiveness upon transfer. Distinction Pathways aid students in completion of distribution requirements and into a career interest.

American Ethnic and Gender Studies

Coordinator: Andrew Cho, Ph.D.
 Chair of History and Sociology
 253.566.5355 aegs@tacomacc.edu

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

Students who successfully complete credits of coursework in AEGS may apply to earn the Distinction Pathway in American Ethnic and Gender Studies, which is noted on their transcripts. Courses used to satisfy the requirements of the AEGS Distinction Pathway simultaneously apply to other certificate or degree requirements satisfied by these courses, allowing students to select course sequences that support their educational and personal goals. See the class schedule for course availability.

Approved Courses

Select a total of four courses or 20 credit hours from the following list. C or better grades are required for courses to apply to the AEGS Distinction Pathway.

ANTH&	210	Indians of North America
ANTH	220	Ethnographies of American Cultures
CMST	110	Multicultural Communication
ENGL	280	Literatures of Diversity
HIST&	219	Native American History
HIST&	220	African-American History
HIST	240	Religion in America and the Modern World
HUM	120	The American Multicultural Arts Experience
PSYC&	180	Human Sexuality
SOC	120	Introduction to Women's Studies
SOC	205	Sociology of African Americans
SOC	222	Sociology of Sport
SOC	238	Sociology of Latino Americans
SOC	262	Race and Ethnic Relations
SOC	265	Sociology of Asian Americans
SOC	271	Introduction to the Sociology of Deviance and Social Control

Possible AEGS eligible courses depending on curriculum focus:

ENGL&	102	Composition II: Argument and Persuasion
NUTR	101	Human Nutrition

Sustainability

Joe Shannon, Dean
Math, Science & Engineering
253.566.5015 jshannon@tacomacc.edu

Sustainability is the ability to meet the current human need for natural resources without compromising the ability of future generations to meet their needs. Sustainability issues fall into three main categories: environmental, social, and economic.

The Sustainability Distinction Pathway (SDP) allows students to explore the topic of sustainability as they pursue their regular course of study at TCC. The SDP provides students with college-level knowledge about sustainability through 20 credits of course work, without having to pursue a separate degree. Specific course requirements are not prescribed, instead students choose their 20 credits from a list of approved courses, according to their academic interests, schedule constraints, and broader degree requirements.

The approved course pool contains two tiers of classes.

- In Tier 1, the major focus of the course is sustainability, with roughly 50 percent or more of the course outcomes addressing sustainability topics explicitly.
- In Tier 2 classes the instructor explores sustainability in a more limited way, with a minimum of one course outcome addressing sustainability.
- To earn the Sustainability Distinction students are required to take one Tier 1 class and three others from either tier, for a total of 20 credits, with a grade of C or better in all four courses.

Honors

Coordinator: Kristina Young
Arts, Humanities & Social Sciences
253.566.5330 honors@tacomacc.edu

TCC's Honors distinction pathway is for students who want to experience a course pathway that challenges them to pursue global issues, entertain interdisciplinary concepts, and seek out greater challenge and connection within their education should apply to the Honors Distinction Pathway. Students can take two Honors course sections before applying. Regular course prerequisites apply.

To apply, a student should:

- Submit a letter of application—Brief personal statement of purpose (2-3 Pages double-spaced, 12-point Arial/ Times New Roman) describing his or her interest in the program, expected benefits from program, and academic goals
- Assess at college level math (MATH 96/140 or 100-level equivalent) and college-level English (ENGL& 101)
- Student choice of either Option 1 or Option 2.

Option 1: have a letter of recommendation from a person who can support how the student would benefit from the Honors Distinction Pathway. This letter might include direct observation of student curiosity, potential for independent inquiry, exceptional drive or progress, or other traits and experiences that show how an inquiry-based, interdisciplinary, and globally-focused pathway would support the student's life and academic goals.

Option 2: Have a documented GPA of 3.5 minimum.

- New students directly from HS must have 3.5 GPA from HS transcript

- New students returning to school or students currently attending TCC need a 3.5 GPA for last ten credits of distribution courses.
- Students receiving 3.5 or higher in a TCC Honors course will be considered eligible on the GPA standard.

MAINTENANCE OF GOOD STANDING

- Student maintains an overall GPA of 3.2, in alignment with Phi Theta Kappa.
- Students average 3.0 in Honors courses; this supports the idea of "more than good enough" for meeting the Honors section outcomes.
- If a student has a challenging quarter that drops overall GPA to less than 3.2 with or without an Honors grade lower than 3.0, the HDP will guide the student through a probationary period the next quarter to help him or her meet pathway requirements.
- In all cases, students will retain Honors credit on the transcript for courses completed within the pathway.
- All other student conduct and TCC requirements apply.

GRADUATION REQUIREMENTS

In order to graduate from the TCC Honors Distinction Pathway, students will need the following:

A 3.2 overall GPA or higher and an average of 3.0 or higher in Honors sections and a minimum of 21 honors credits distributed as:

- Research Core – one course, 2-5 credits, chosen from English 101, 102 or 103 or Honors Library Science.
- Distribution – three courses totaling 15 credits, chosen from 100 and 200 level distribution Honors section.
- Capstone – one course, 1-5 credits, chosen from Honors portfolio, Project, Thesis, Service Learning, or Study Abroad.

Four-Year Degree



FOUR-YEAR DEGREES AT TCC

The Bachelor of Applied Science (BAS) degree builds on specific Associate degrees, allowing students to obtain four-year credentials in specialized career fields. BAS degrees are carefully structured to allow for individual career advancement while meeting local community and employer needs for specialized career practitioners. Designed for working professionals, TCC's BAS degrees are offered online to the extent possible.

In the field of Health Information, TCC offers a Health Information Technology (HIT) to Health Information Management (HIM) progression. After earning a two-year HIT credential, graduates enter the workforce to obtain on-the-job experience. When a graduate is ready to advance or specialize, he or she can complete two additional years to obtain the four-year HIM BAS credential.

Bachelor of Applied Science in Health Information Management

The Applied Baccalaureate (BAS) is a two year baccalaureate completion program for students with associate degrees in specific fields. A BAS emphasizes upper division knowledge and skills applied to specific contexts, such as the health field. The credential met by TCC's BAS degree is expected enhance employment and advancement in an evolving field filling a critical access and affordability need for TCC's service area and the state of Washington.

PROGRAM OUTCOMES

- Evaluate and implement policies and procedures surrounding Information Governance, to include classification systems, health record content and documentation, data governance, data management, and secondary data sources.
- Assess, implement, and improve systems to ensure the protection of health information, to include health law, data privacy, confidentiality and security, and the release of information.
- Analyze and interpret data and implement technology used in informatics, to include health information technologies, information management strategic planning, analytics and decision support, health care statistics, research methods, consumer informatics, health information exchange, and information integrity and data quality.
- Apply the principles of revenue management and implement processes for management and reporting of the revenue cycle.
- Interpret policies and construct procedures for compliance of healthcare regulatory requirements, to include medical coding, fraud surveillance, and clinical documentation improvement.
- Evaluate leadership models, theories, and skills required for successful leadership to include the areas of change management, work design and process improvement, human resource management, training and development, strategic and organizational management, financial management, project management, vendor/contract management, enterprise information management, all of which comply with the ethical standards of practice.

This 90-credit applied baccalaureate degree in Health Information Management brings together theory and practice and prepares graduates to work effectively in the increasingly integrated and technologically complex Health Information Management career field.

This degree is appropriate for graduates of Associate degree programs in health related fields.

PREREQUISITE REQUIREMENTS

Associate degree or equivalent credits in health related field. Course work must include the following topics:

- » Healthcare statistics, data analytics, data quality and performance improvement and revenue cycle. Students who have not completed coursework in any of these areas may take individual study to meet these requirements (arrangements made through HIM advisor).
- » Medical Coding. Students who have not completed a coding course can take courses through the HIT Associate Degree program or individual study (arrangements made through HIM advisor)

100-200 Level General Education Requirements

- » Additional Credits in Humanities Distribution 100-200 Level (5)
- » Additional Credits in Social Science Distribution at 100-200 Level (5)
- » Additional Credits in General Electives at 100-200 Level (15)

BAS Level General Education Requirements

- » PSYC 301 Fundamentals of Research for Healthcare (5)
- » PHIL 401 Biomedical Ethics (5)
- » LS 301 Research Skills for Healthcare (2)

HIM BAS Core Requirements

- » HIM 310 Data Governance (5)
- » HIM 320 Healthcare Privacy, Confidentiality, and Security (3)
- » HIM 330 Revenue Cycle Management (5)
- » HIM 340 Data Quality Management & Performance Improvement (5)
- » HIM 350 Health Information Systems Analysis and Design (5)
- » HIM 410 Healthcare Compliance (5)
- » HIM 420 Human Resource Management and Leadership (5)
- » HIM 430 Data Analytics (5)
- » HIM 440 Organizational Management in Healthcare (5)
- » HIM 450 HIM Professional Practice Experience (3)
- » HIM 455 HIM Capstone (2)

Career Training



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

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

- Accounting careers
- Business careers
- Early Childhood Education careers
- Health careers
- Human Services careers
- I-BEST training for careers
- Paralegal careers
- Technology careers

Career Training Programs

CAREER TRAINING PROGRAMS	CERTIFICATE	AAS DEGREE
Business		
Accounting		✗
Accounting Office Associate	✗	
Assistant Bookkeeping Clerk	✗	
Bookkeeping Systems	✗	
Computerized Accounting	✗	
Tax Preparation	✗	
Business		✗
Customer Service	✗	
Entrepreneurship	✗	
Global Transportation and Secure Logistics	✗	
Human Resource Specialist	✗	
Management	✗	
Marketing	✗	
Retail Management (WAFC)	✗	
Early Childhood Education: Emphasis on Children with Special Needs		
Early Childhood Education: Emphasis on Children with Special Needs		✗
Early Childhood Education: Special Needs	✗	
Management of Early Learning	✗	
Child Development Specialist	✗	

Note: Beginning summer quarter 2017, the Nursing program is implementing new curriculum for a Nursing, RN Associate of Applied Science – Transfer (AAS-T) degree. Students currently enrolled in the Nursing, Associate Degree, Associate in Applied Science (AAS) degree program will finish the program under that degree, unless they elect to complete the AAS-T degree. Students enrolling after summer quarter 2017 will begin studies in the new AAS-T degree.

CAREER TRAINING PROGRAMS	CERTIFICATE	AAS DEGREE
Health		
Diagnostic Medical Sonography		✗
Emergency Medical & Health Services		✗
Emergency Medical Technician- Basic	✗	
Paramedic	✗	
Health Information Technology		✗
Medical Billing Specialist	✗	
Medical Scribe	✗	
Nursing, Associate Degree		✗
Radiologic Science		✗
Respiratory Therapy		✗
Human Services		
Human Services		✗
Human Services Case Aide	✗	
Chemical Dependency	✗	
I-BEST (Integrated Basic Education Skills Training)		
Help Desk	✗	
Medical Scribe	✗	
Paralegal		
Paralegal		✗
Paralegal Prof. Pro-Certificate	✗	
Technology		
Networking and Cyber Security		✗
Application Support Specialist	✗	
Cyber Security	✗	
Database Management	✗	
e-HIM	✗	
Help Desk	✗	
Network Support	✗	
Technical Support	✗	

Certificates

Certificates of completion are granted to students who meet the requirements for programs of less than 90 credits.

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

Certificates of 45 or more credits include a minimum of three related instruction areas: communication, quantitative skills, and human relations.

Associate in Applied Sciences Degree

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

DEGREE REQUIREMENTS (GENERAL)

- A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- Ninety (90) quarter hours in courses numbered 100 or above, including program and related instruction requirements.

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

Related Instruction Requirements

COMMUNICATION (5 CREDITS)

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

QUANTITATIVE SKILLS (5 CREDITS)

- » BUS 110
- » MATH 95
- » any MATH 100 or above

HUMAN RELATIONS (10 CREDITS)

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

Accounting

PROGRAM CHAIR

Annalee Rothenberg
253.566.5181 / arothenberg@tacomacc.edu

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

Upon completion of this AAS degree program, students may continue their education and work towards a Bachelor of Applied Science (BAS) degree in a business-related field at a number of Washington State Community and Technical colleges. Those students intending to transfer to a four-year university to pursue a Bachelor of Business degree may be required to take additional courses depending on the requirements of the particular program or degree. Students who plan to transfer should meet with the program chair to plan their course selection and sequence.

For more information visit the Accounting Advising Tool at [tacomacc.edu/areasofstudy/career training/accounting](http://tacomacc.edu/areasofstudy/career%20training/accounting).

PROGRAM LEARNING OUTCOMES

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

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

REQUIRED FOR THIS PROGRAM

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

Accounting Office Associate Certificate

(15 credits)

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

ACCT 101	Practical Accounting I.....	5
CU 105	Word I, Excel I.....	5
BUS 164	Leadership and Human Relations.....	5

Assistant Bookkeeping Clerk Certificate

(15 additional credits = total 30 credits)

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

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

Bookkeeping Systems Certificate

(15 additional credits = total 45 credits)

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

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

ACCT 145	Payroll and Business Taxes.....	5
BUS 280	Career Readiness.....	2
CMST& 101	Introduction to Communication.....	5
CU 203	Excel 2.....	3

Accounting, continued

Associate of Applied Science Degree

(45 additional credits = total 90 credits)

Prepares students for entry-level accounting positions that work with integrated computerized accounting systems. *To complete the Accounting APS degree program students must first complete the Bookkeeping Systems certificate.* NOTE: ACCT 165 and ACCT 175 may be used for the CPA exam's fifth year requirement.

CORE REQUIREMENTS

ACCT 165	Accounting with Sage.....	5
ACCT 175	Accounting with QuickBooks.....	5
ACCT& 202	Principles of Accounting II	5
ACCT 250	Federal Income Tax	5
ACCT 290	Work Internship	5
BUS& 201	Business Law.....	5

ELECTIVES

(15 credits)

ACCT, BUS, CU, ECON, ENGL, HD, HIM 130, HIT 195, IT 246 or 247, LOG, MATH, MO 101 or 110

Specialized Accounting Certificates

Designed for individuals currently in the workforce and returning to school to enhance or update skills in the accounting industry. The certificate curriculum can be applied to the AAS degree in Accounting. NOTE: ACCT 165 and ACCT 175 may be used for the CPA exam's fifth year requirement.

Computerized Accounting Certificate

(13 credits)

Knowledge and skills about application programs commonly used in the accounting industry.

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

Tax Preparation Certificate

(15 credits)

Knowledge and skills about income, payroll and business taxes. The certificate also covers preparation of payroll checks and related documents.

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

Business

PROGRAM CHAIR

Mary Jane Oberhofer
253.566.5253 / moberhofer@tacomacc.edu

The Business program AAS degree provides a training option in two focused areas: Global Logistics and Entrepreneurship. The program provides essential skills in customer service, marketing, and managing employees. Students will learn to improve interpersonal communication, become a leader and motivator for employees and peers, solve problems creatively, and make effective decisions. This training may be used to develop knowledge and skills that will help students be competitive for a new job, or for job retention and advancement in a current position.

TCC's Business program leads to an Associate in Applied Science degree. The program's structure is progressive, leading to three certificates for increasing levels of job responsibility. Several specialized certificates are also available.

Upon completion of this AAS degree program, students may continue their education and work towards a Bachelor of Applied Science (BAS) degree in a business-related field at a number of Washington State Community and Technical colleges. Those students intending to transfer to a four-year university to pursue a Bachelor of Business degree may be required to take additional courses depending on the requirements of the particular program or degree. Students who plan to transfer should meet with the program chair to plan their course selection and sequence.

Upon successful completion of the Associate of Applied Science in Business, students will:

- Be competitive for a wide variety of entry-level jobs in Transportation, Warehousing, and Importing/Exporting (Global Logistics Concentration).
- Be able to start and market their own business (Entrepreneurship Concentration).
- Communicate effectively about business management issues.
- Demonstrate competence with a wide variety of electronic tools to research, manage and present information in writing.
- Provide outstanding customer service.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Business, students will:

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

PREREQUISITE COURSEWORK FOR ENTRY

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

Business, continued

Customer Service Certificate

(12 Credits)

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

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

Marketing Certificate

(25 additional credits = total 37 credits)

Prepares students for entry-level opportunities with organizations that provide products or with direct marketing agencies. Students must first complete the Customer Service certificate to receive the Marketing certificate.

BUS& 101	Introduction to Business.....	5
BUS 110	Business Math*	5
BUS 140	Marketing and Business Development	5
BUS 145	Retailing Management	5
ENGL& 101	English Composition I	5

**Substitute MATH 147 for BUS 110 if transfer level math is needed*

Management Certificate

(18 additional credits = total 55 credits)

Prepares students to manage a variety of retail sales operations or merchandise lines. Students must first complete the Marketing certificate to receive the Management certificate.

ACCT 101	Practical Accounting I*	5
BUS 163	Management Principles & Org. Systems	5
BUS 165	Human Resource Management	3
CMST& 101	Introduction to Communication.....	5
or CMST 110	Multicultural Communication.....	5

**Substitute ACCT& 201 for ACCT 101 if transfer-level accounting is needed*

Associate of Applied Science Degree

(17 additional credits and an area of concentration = total 90-95 credits)

Students must complete the Customer Service, Marketing, and Management certificates and the following courses plus one of the concentrations described below to receive an AAS degree.

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

AREAS OF CONCENTRATION

Entrepreneurship and Small Business Management Concentration

(18 credits)

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

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

Global Logistics Concentration

(23 credits)

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

LOG 102	Transportation and Distribution.....	5
LOG 104	Warehousing and Inventory Management.....	5
LOG 110	International Logistics	3
LOG 115	Logistics Security and Risk Management	5
BUS 290	Work Internship	5

Business, continued

Specialized Business Certificates

The following specialized business certificates can be taken as stand-alone certificates or may be applied to satisfy requirements for the Associate in Applied Science degree in Business.

Entrepreneurship Certificate

(26 credits)

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

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

Global Transportation & Secure Logistics Certificate

(21 credits)

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

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

Human Resource Specialist Certificate

(20 credits)

Prepares students for careers in human resources. This certificate is for individuals who currently in the workforce who are returning to school to enhance their skills.

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

WAFC Retail Management Certificate

(48 credits)

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

ACCT 101	Practical Accounting I.....	5
	<i>(may substitute ACCT& 201)</i>	
BUS 110	Business Math.....	5
	<i>(may substitute MATH 147)</i>	
BUS 140	Marketing & Business Development.....	5
BUS 145	Retailing Management	5
BUS 163	Management Principles & Org. Systems	5
BUS 164	Leadership and Human Relations.....	5
BUS 165	Human Resource Management	3
CMST& 101	Introduction to Communication.....	5
CU 105	Word I, Excel I.....	5
ENGL& 101	English Composition I	5

Invista Performance Solutions

The Business program partners with Invista Performance Solutions to offer the following credit certificate programs to corporations and other organizations. For information about these certificates, call 253.583.8860 or visit www.invistaperforms.org.

Supervision and Management Certificate

(17 credits)

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

SMG 101	Supervisor Survival Skills	5
SMG 120	Supervising the Problem Employee	3
SMG 201	Management Communications	3
SMG 261	Dynamics of Leadership	3
SMG 264	Motivation and Productivity	3

Diagnostic Medical Sonography

PROGRAM CHAIR

Shea Bower
253.460-4476
sbower@tacomacc.edu

TCC's Diagnostic Medical Sonography program prepares students for employment as a Sonographer working in ultrasound imaging. It is a full-time, 21-calendar-month program leading to an Associate of Applied Science (AAS) degree. Students complete classroom and laboratory work at TCC and clinical education in an affiliated ultrasound department. Positions often are available in hospital ultrasound departments, clinics and private physicians' offices.

Students acquire skills in reviewing and recording pertinent clinical patient history, performing the sonographic examinations, providing patient comfort and needs during the examination, and recording anatomic, pathologic, and physiologic data for interpretation by supervising physicians. Traits needed by individuals who enter this program include attention to detail, efficiency, excellent hand/eye coordination, and compassion.

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

PROGRAM LEARNING OUTCOMES

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

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

ADMISSION REQUIREMENTS: PREREQUISITE COURSEWORK FOR ENTRY (34 credits)

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

ENGL& 101	English Composition I	5
or ENGL& 102.....	Composition II: Argument and Persuasion	
or ENGL 103	Composition III: Writing about Literature	
CMST& 101.....	Introduction to Communication	5
or CMST 110	Multicultural Communication	
or CMST& 220.....	Public Speaking	
HIT 130	Medical Terminology I	3
	(or higher level equivalent Medical Terminology course)	
MATH& 141	Pre-Calculus I.....	5
BIOL& 241	Human Anatomy and Physiology 1	5
BIOL& 242.....	Human Anatomy and Physiology 2	5
PHYS& 115.....	General Physics II.....	6
or PHYS& 116	General Physics III.....	6

NON-ACADEMIC PROGRAM ENTRY REQUIREMENTS

Contact the DMS program for information about:

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

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

Diagnostic Medical Sonography, continued

Associate in Applied Sciences Degree

(109-119 credits)

Fall Quarter (18 credits)

DMS 101	Sonography Lab I	2
DMS 105.....	Ultrasound Cross-Sectional Anatomy	5
DMS 110	Pathophysiology I	3
DMS 120.....	Abdominal Sonography	3
DMS 130.....	Physics and Instrumentation I.....	3
DMS 175.....	Orientation to DMS (Early Start)	2

Winter Quarter (15 credits)

DMS 102.....	Sonography Lab II	3
DMS 111	Pathophysiology II	3
DMS 121.....	Small Parts and Superficial Structures Sonography.....	3
DMS 122.....	Gynecological Sonography.....	3
DMS 131.....	Ultrasound Physics and Instrumentation II	3

Spring Quarter (13 credits)

DMS 103.....	Sonography Lab III	2
DMS 123.....	Obstetrical Scanning and Pathophysiology.....	5
DMS 125.....	Advanced Sonography	2
DMS 140.....	Patient Care and Scope of Practice.....	2
DMS 150.....	Introduction to Clinicals.....	2

Summer Quarter (15 credits)

DMS 151.....	Ultrasound Clinical I.....	13
DMS 160.....	Clinical Seminar I.....	2

Fall Quarter (18-28 credits)

DMS 250	Ultrasound Clinical II.....	13
DMS 260	Ultrasound Seminar and Critique II	2
DMS 299	Independent Study	3-13

Winter Quarter (15 credits)

DMS 251	Ultrasound Clinical III.....	13
DMS 261	Ultrasound Seminar and Critique III	2

Spring Quarter (15 credits)

DMS 252	Ultrasound Clinical IV	13
DMS 270	Sonography Registry Review.....	2

Early Childhood Education: Emphasis on Children with Special Needs

Program Chair

Mary Skinner
253.566.5010
mskinner@tacomacc.edu

TCC's Early Childhood Education: Emphasis on Children with Special Needs program is structured as progressive leading to two levels of achievement with a certificate and an Associate in Applied Science (AAS) degree, for increasing levels of job responsibility.

This program is designed to develop skills needed to be a successful early childhood professional and is directed toward students planning to work with young children, birth through eight years of age, including those who are culturally, linguistically, and ability diverse.

Employment opportunities are in a variety of settings including preschools, childcare centers, family childcare, HeadStart/ ECEAP programs, kindergarten through third grade classrooms (as a teacher assistant), and/or other early learning programs. NOTE: The practicum and field experience require a criminal background check prior to enrollment.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the ECE certificate or AAS degree, students will:

- Use their understanding of young children's characteristics and needs, and of multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each child.
- Create respectful, reciprocal relationships that support and empower families, and to involve all families in their child's development and learning.
- Use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of every child.
- Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Use their own knowledge and other resources to design, implement, and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every child.
- Use ethical guidelines and other professional standards related to early childhood practice; demonstrate knowledgeable, reflective and critical perspectives on their work and are informed advocates for sound practices and policies.

DEGREE/CERTIFICATE COMPLETION REQUIREMENTS

Early Childhood Education: Special Needs Certificate

(44 credits)

Note: A grade of C or higher is required in all coursework.

ECE 100	Introduction to Early Childhood Education	3
ECE 101	Early Childhood Environmental Design	3
ECE 102	Math, Science & Technology for Young Children	3
ECE 112	Language, Literacy & the Arts in Early Child. Education	3
ECE 130	Cultural Competency & Responsiveness in ECE	2
ECE 140	Promoting Positive Behavior	3
or ECE 141, ECE 142, ECE 143	Promoting Positive Behavior I, II, III	
ECE 201	Effective Communication with Colleagues and Families	3
ECE 202	Nutrition, Health and Safety for Young Children	3
ECE 203	Family Systems & Supports	3
ECE 290	Practicum	3
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
or EDUC& 115	Child Development	
EDUC& 204	Exceptional Child	5

Early Childhood Education, continued

Associate in Applied Sciences Degree

(52-55 additional credits = total 96-99 credits)

Upon completion of the Early Childhood Education: Emphasis on Children with Special Needs certificate, students may enroll in the following courses to obtain the AAS degree in Early Childhood Education: Emphasis on Children with Special Needs.

CORE REQUIREMENTS (27-30 CREDITS)

BUS 164..... Leadership and Human Relations	5
or ECE 211, ECE 212 and ECE 213 Admin. of Early Learning Prog. I, II, III	(3)
CMST& 101..... Introduction to Communication	5
CU 105..... Word I, Excel I	5
or CU 100 Intro. to Practical Computing and CU 102 Word I	(4)
ENGL& 101..... English Composition I	5
ENGL& 102..... Composition II: Argument and Persuasion	5
MATH& 107..... Math in Society	5
or MATH& 131..... Math for Elementary Teachers I	
or MATH& 132..... Math for Elementary Teachers II	

HUMANITIES REQUIREMENTS (10 CREDITS)

Choose two from the following 5-credit courses:.....	10
ART& 100..... Art Appreciation	
or ART 180..... Art for Elementary Education	
HUM& 101..... Introduction to Humanities	
MUSC& 105..... Music Appreciation	
or MUSC 120..... Music in the Classroom	

SOCIAL SCIENCES REQUIREMENTS (10 CREDITS)

Choose two from the following 5-credit courses:.....	10
ANTH& 100..... Survey of Anthropology	
HIST& 146 or HIST& 147 or HIST& 148 US History I, II, III	
SOC& 101..... Introduction to Sociology	
SOC& 201..... Social Problems	

NATURAL SCIENCES REQUIREMENTS (5 CREDITS)

Choose one from the following 5-credit courses:.....	5
ASTR& 101..... Introduction to Astronomy	
BIOL& 100..... Survey of Biology	
BIOL& 175..... Biology with Lab	
BOT 101..... General Botany	
CHEM& 110..... Chemical Concepts with Lab I	
ENVS& 101..... Introduction to Environmental Science	
GEOG 205..... Physical Geography	
GEOG 210..... Maps, GIS, and the Environment	
GEOL& 101..... Introduction to Physical Geology	
OCEA& 101..... Introduction to Oceanography	
SCI 105..... Introductory Topics in Natural Science	
SCI 110..... Physical Science and Technology	

Early Childhood Education, continued

Management of Early Learning Program Certificate

(6 credits)

Designed to provide childcare personnel with knowledge to open, operate and manage childcare centers and early learning programs that meet licensing, accreditation and other quality standards, to foster adult relationships within those programs. Certificate completion combined with the Early Childhood Education: Emphasis on Children with Special Needs certificate, provides the 45 credits of early childhood education required for Washington state childcare licensing of early learning program supervisors.

ADMINISTRATION OF EARLY LEARNING PROGRAM REQUIREMENTS (3 CREDITS)

ECE 211	Administration of Early Learning I: Program Administration	1
ECE 212	Administration of Early Learning II: Operation of Children's Program.....	1
ECE 213	Administration of Early Learning III: Staffing & Professional Development.....	1

CHILD, FAMILY & COMMUNITY RELATIONSHIPS REQUIREMENTS (3 CREDITS)

ECE 121	Child, Family, Community I: Creating Community among Adults in Early Care Settings.....	1
ECE 122	Child, Family, Community II: Building a Caring Community with Children.....	1
ECE 123	Child, Family, Community III: Building Quality Relationships with Families.....	1

Child Development Specialist Certificate

(18 credits)

Upon successful completion of this 3-quarter program students will be prepared for employment in entry-level positions in early childhood education. The certificate also provides professional development for those currently working in early childhood settings. Typical jobs include lead teacher in a childcare center, Head Start Educational Assistant, and preschool teacher.

Certificate completion meets the 120 hours of professional education and 180 hours of the 480 hours of professional experience required by the Council for Professional Recognition for the Child Development Associate (CDA) credential. Participants who obtain a CDA are able to be program supervisors or directors or have the basic skills to open their own childcare centers.

Courses completed for this certificate will satisfy 12-credits towards the Early Childhood Education: Special Needs certificate and APS degree (ECE 100, 101, 140, and 202). A student currently holding a CDA credential may challenge this coursework.

1ST QUARTER (6 CREDITS)

ECE 100	Introduction to Early Childhood Education	3
ECE 141	Promoting Positive Behavior I	1
ECE 191	Early Childhood Clinical Experience.....	2

2ND QUARTER (6 CREDITS)

ECE 101	Early Childhood Environmental Design	3
ECE 142	Promoting Positive Behavior II.....	1
ECE 192	Early Childhood Clinical Experience.....	2

3RD QUARTER (6 CREDITS)

ECE 202	Family, Health, Nutrition & Safety.....	3
ECE 143	Promoting Positive Behavior III.....	1
ECE 193	Early Childhood Clinical Experience.....	2

INTERNSHIP/WORK EXPERIENCE

Students enrolled in this program are required to participate in 180 hours of internship/work experience over the course of the three program quarters (ECE 191, 192, 193). Placement assistance is available for those not currently working in early childhood environments.

Emergency Medical & Health Services

Program Chair

Melissa Stoddard, MA, MPH, NRP
253.566.5219 / mstoddard@tacomacc.edu

TCC's Emergency Medical & Health Services (EMHS) program prepares students for employment in the emergency medical services field. The program has three levels: the EMT-Basic certificate course, the Paramedic certificate, and the EMHS AAS degree.

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

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

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

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Paramedic certificate and AAS degree, students will:

- Perform competently as an entry level paramedic meeting National Registry standards as well as safely and effectively manage all situations involving a pre-hospital emergency.
- Demonstrate the ability to recall and apply knowledge of human structure, function, pathophysiology, and psychosocial development to patient care relative to the role of entry level paramedic.
- Demonstrate, through knowledge and behavior, a commitment to the highest standards and competence, ethics, integrity, and accountability to the patient and the paramedic profession.
- Demonstrate effective use of motor, cognitive, and critical thinking skills in diagnosis, management, and prevention of common health problems encountered in patient care necessary to fulfill the role of entry level paramedic.
- Integrate the use of scientific theory, methodology, and critical thinking skills to interpret and apply research to improving patient care in the pre-hospital environment.

- Demonstrate effective listening, verbal, and written communication skills with a wide range of individuals and groups in order to provide patient-centered care.
- Recognize and work effectively within the larger context and system of health care to advocate for and provide quality patient care relative to the role of entry level paramedic.

NON-ACADEMIC PROGRAM ENTRY REQUIREMENTS

Contact the EMS program for information about:

- » Criminal and federal fraud background checks
- » Health insurance
- » Immunizations
- » Government issued photo identification

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

ADMISSION REQUIREMENTS FOR THE EMT-BASIC COURSE

- Accuplacer assessment exam scores showing placement at ENGL/ 085 or higher, MATH 085 or higher or successful completion with a C grade or higher in MATH 075.
- High school diploma or GED

Emergency Medical Technician – Basic Certificate

(10 credits)

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

EMC 110 Emergency Medical Technician Basic..... 10

ADMISSION REQUIREMENTS FOR THE PARAMEDIC PROGRAM

- EMT-Basic or EMT-Intermediate certification with work or volunteer experience for a minimum of one or more years ride time. Certification requires state licensure and/or national licensure with Registry (NREMT)
- Completion of MATH 085, ENGL/ 095 with a C or better or showing placement in ENGL& 101 and MATH 090
- Completion of BIOL& 175 and HIT 130

Emergency Medical & Health Services, continued

Paramedic Certificate

(65 credits)

PREREQUISITES (8 CREDITS)

BIOL& 175	Human Biology	5
HIT 130	Medical Terminology	3

FALL QUARTER (22 CREDITS)

EMC 116	Introduction to Emergency Medical Care.....	4
EMC 120	Paramedic I (didactic).....	12
EMC 130	Paramedic Clinical I.....	4
PE 100	Total Fitness.....	2

WINTER QUARTER (21 CREDITS)

EMC 121	Paramedic (didactic) II.....	12
EMC 131	Paramedic Clinical II.....	7
PE 200	Advanced Total Fitness	2

SPRING QUARTER (14 CREDITS)

EMC 122	Paramedic III (didactic).....	5
EMC 132	Paramedic Clinical III.....	9

Associate in Applied Sciences Degree

(107 credits)

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

REQUIRED DEGREE COURSES (42 ADDITIONAL CREDITS))

EMC 200	Contemporary Issues in Pre-Hospital Care.....	2
PSYC& 100	General Psychology.....	5
ENGL& 101	English Composition I	5
BUS 110	Business Math	
or MATH& 107	Math in Society	5
BUS 163	Management Principles and Organizational Systems	
or BUS 164	Leadership and Human Relations	5
PHIL 105	Introduction to Critical Thinking	
or ENGL& 102	Composition II: Argument and Persuasion	5
SOC& 101	Introduction to Sociology	5
CMST& 101	Introduction to Communication	
or CMST& 220	Public Speaking	5
Students must take a minimum of 5 credits from any combination of these courses: CU 102, 103, 104 or 105.....		5

Health Information Technology

Program Chair

Jonathan Eastabrooks, MBA, RHIA
253.566.5228 / jeastabrooks@tacomacc.edu

The Health Information Technology (HIT) 111-credit program provides a combination of medical knowledge and business applications that lead to an Associates in Applied Sciences (AAS) degree. Successful graduates of this degree are eligible to sit for the national certification exam for Registered Health Information Technicians (RHIT) sponsored by the American Health Information Management Association (AHIMA). Upon passing this exam, graduates will receive the RHIT credential which is recognized nationally by healthcare institutions. Prospective students are encouraged to visit the AHIMA careers website (www.ahima.org/careers) to view career opportunities and extensive resources available in the profession.

TCC's HIT AAS degree program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Skills students acquire in this program are outlined in the AHIMA Associate Degree Entry-Level Competencies for the profession (www.cahiim.org/)

Degree completion and successful attainment of the RHIT credential provides the opportunity to enter a 2+2 Health Information Administration program and become eligible to sit for the Registered Health Information Administrator (RHIA) credential from AHIMA. TCC has a Bachelor of Applied Science in Health Information Management online if you wish to continue your academic journey here at the college. Students who wish to transfer to a four-year college or university should work closely with their TCC advisor and contact their transfer institution to determine transfer requirements.

PROGRAM LEARNING OUTCOMES

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

- Identify and apply policies surrounding Information Governance, to include classification systems, health record content and documentation, data governance, data management, and secondary data sources.
- Identify and adhere to systems that ensure the protection of health information, to include health law, data privacy, confidentiality and security, and the release of information.

- Explain data and use technology found in informatics, to include health information technologies, information management strategic planning, analytics and decision support, health care statistics, research methods, consumer informatics, health information exchange, and information integrity and data quality.
- Apply policies and procedures for the use of data required in healthcare reimbursement and evaluate the revenue cycle management process.
- Identify policies and apply procedures for compliance of healthcare regulatory requirements, to include medical coding, fraud surveillance, and clinical documentation improvement.
- Identify leadership models, theories, and skills required for successful leadership to include the areas of change management, work design and process improvement, human resource management, vendor/contract management, enterprise information management, all of which comply with the ethical standards of practice.
- Identify major concepts in supporting body of knowledge to include pathophysiology and pharmacology, anatomy and physiology, medical terminology, and computer applications.

PROGRAM REQUIREMENTS

The degree program is offered in a full online learning format. Students are required to have internet access with reliable computer hardware and software. For more information see tacomacc.edu/areasofstudy/learningoptions/elearning/onlineclasses/gettingstarted/.

Students must be familiar with and comfortable using computers. Those who need remedial computer training should take TCC's CU 100 course (2-credits) prior to program entry. Students are required to use Microsoft Office programs, specifically Word and PowerPoint. Those who are uncomfortable with either of these applications should take CU 102 Word I (2 credits) and/or CU 104 PowerPoint (1 credit) prior to program entry. Students new to online learning may also want to take OLL 101 Online Learning (2 credits) or CU 101 Web-Enabled Learning and Communication (2 credits).

NON-ACADEMIC PROGRAM REQUIREMENTS

Professional Practice Experience internships for the program will require:

- » Criminal and federal fraud background checks
- » Health insurance
- » Immunizations
- » Vehicle insurance (where applicable)
- » 40-80 hours of in-person, on-site clinical visitation

Health Information Technology, continued

ADMISSION REQUIREMENTS

These courses must be completed before beginning the HIT technical core requirements and must be completed with a grade of "C" or better within two attempts.

BIOL& 175	Human Biology w/Lab	5
MATH 136	Inferential Statistics	
or MATH& 146	Introduction to Statistics	5
ENGL& 101	English Composition I	5
HIT 105	Comprehensive Medical Terminology.....	5

TECHNICAL CORE REQUIREMENTS

CU 103	Excel 1	3
HIT 110	Healthcare Delivery Systems	5
HIT 125	Record Contents and Standards I.....	5
HIT 126	Health Information Technologies.....	5
HIT 141	Outpatient Diagnostic Coding.....	2
HIT 145	Healthcare Statistics	2
HIT 160	Pathophysiology for HIT	5
HIT 170	CPT Coding	5
HIT 173	Data Analytics	5
HIT 175	Data Quality and Performance Improvement....	5
HIT 179	Ethical Issues in HIT Seminar**	3
HIT 195	Health Law and Ethics	3
HIT 221	Intermediate Coding	5
HIT 225	Record Content and Standards II	5
HIT 230	Revenue Management	5
HIT 235	Alternate Care Records.....	2
HIT 242	Leadership and Management I.....	5
HIT 245	Advanced Coding	5
HIT 254	HIT Capstone	5
HIT 255	HIT Professional Practice Experience	5
HIT 279	Ethical Issues in Healthcare Leadership Seminar***	2
IT 230	Project Management	2

**1-credit seminar taken three times with different topics

*** 1-credit seminar taken two times with different topics

Courses do not run summer quarter, however we do offer electives over summer. Students who wish to sit for the outpatient coding credential of CPC or CCS-P to complement their APS degree and RHIT credential may wish to take the additional elective of HIT 176 Advanced Outpatient Coding (5 credits), and/or HIT 186, Outpatient Clinical Coding (2-5 credits), in summer quarter. Students may also wish to take elective HIT 250, Inpatient Coding Clinical (2 credits). Students can also take elective course HIT 165 Pharmacology.

Additional Certificate Options Available

e-HIM

(47 credits)

The e-HIM (electronic-Health Information Management) certificate is offered in collaboration with TCC's Networking & Cyber Security program. This certificate is designed to complement the Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential. The certificate program provides information technology skills that allow HIT professionals to participate on health information management IT teams working in electronic development and/or management of health information.

For more information visit tacomacc.edu/areasofstudy/careertraining/healthinformationtechnology.

Health Information Technology, continued

Medical Billing Specialist

(46-48 credits)

The Medical Billing Specialist certificate may prepare students for employment as medical billers, patient account representatives, medical claims reviewer, outpatient coder, and a variety of other medical support positions. This program is offered in a fully online format.

The internship is composed of computer-based simulations mirroring the professional environment. Students are encouraged to find internship locations for networking.

ADMISSION REQUIREMENT

Must be completed before beginning the Medical Billing Specialist certificate technical core requirements and must be completed with a grade of "C" or better within two attempts.

ENGL& 101 English Composition I5

1ST QUARTER (WINTER)

CU 105 Word I, Excel I5
 HIT 130 Medical Terminology I3
 MO 101 Healthcare Delivery and Alternate Care5

2ND QUARTER (SPRING)

BUS 110 Business Math5
 HIT 141 dependent on program completion date
 MO 110 Medical Office Procedures5
 MO 159 Introduction to Outpatient Procedure Coding ...4

3RD QUARTER (SUMMER)

MO 143 Medical Office Professional Development
 and Ethics3
 MO 151 Insurance/Claims Processing5
 MO 185 Medical Reimbursement Specialist Clinical3

ELECTIVES (1-3 CREDITS)

Students may choose from any of the following:

CU 104 PowerPoint1
 CU 108 Outlook2
 CU 110 Access I2
 CU 203 Excel II3

Medical Scribe

(19 credits)

The Medical Scribe Professional certificate may prepare students for employment as medical scribes in all types of healthcare environments to include emergency departments, physician offices, and urgent care.

ADMISSION REQUIREMENT

There is no admission requirement for this certificate. Students may take the primary course (MO 115) when they meet the prerequisites of HIT 105, ENGL& 101, and BIOL& 175 with a C or higher (all but HIT 105 may be taken concurrently).

BIOL& 175 Human Biology with Lab
 or both BIOL& 241 and BIOL& 2425
 ENGL& 101 English Composition I5
 HIT 105 Comprehensive Medical Terminology5
 MO 115 Medical Scribe4

Human Services

Program Chair

Jim Carroll

253.566.5214 / jcarroll@tacomacc.edu

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

- a two-quarter (15 credits) Case Aide certificate
- a three-quarter (45 credits) Chemical Dependency certificate (meets educational competencies for Chemical Dependency Professional (CDP) as described by the State of Washington)
- a two-year Associate in Applied Sciences (AAS) degree in Human Services.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree or the certificate in Chemical Dependency, students will:

- Recognize historical influences that have led to the development of the Human Services profession.
- Explain the interaction and diversity of human systems including individual, interpersonal, group, family, organizational, community, and social.
- Analyze and apply major models used to provide services.
- Demonstrate the knowledge and skills required to effectively manage client and organizational information.
- Plan and evaluate service needs, strategies, and outcomes.
- Demonstrate the knowledge and skills required for service delivery and appropriate interventions.
- Develop and utilize effective professional Human Services communication skills.
- Recognize the values, attitudes, and ethics practices in Human Services.
- Develop awareness of one's own values, personalities, reaction patterns, interpersonal styles, and limitations.
- Recognize and apply elements of the continuum of care used in behavior health and recovery systems.

PREREQUISITE COURSEWORK FOR ENTRY

To enter the Human Services program, students must assess at ENGL& 101 level or have successfully completed ENGL/ 095 with a C or higher.

Case Aide Certificate

(15 credits)

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

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

Associate in Applied Sciences Degree

(92 credits)

1ST QUARTER

HSP 100	Introduction to Human Services.....	5
HSP 103	Therapeutic Approaches and Techniques.....	5
HSP 107	Behavioral Health and Wellness	5

2ND QUARTER

HSP 112	Best Practices in Human Services	5
HSP 113	Advanced Helping Strategies.....	5
HSP 117	Ethics and Professional Development.....	5

3RD QUARTER

HSP 121	Survey of Addictions and Pharmacology.....	5
HSP 126	Cultural Competencies for Human Services	5
HSP 291	Supervised Clinical Practicum I.....	5

4TH QUARTER

CU 102	Word I (or other approved computer course)	2
ENGL& 101	English Composition I.....	5
HSP 292	Supervised Clinical Practicum II.....	5
HSP	Specialty Course - select one from list below ...	5

5TH QUARTER

ENGL& 102	Composition II: Argument and Persuasion	
or ENGL 103	Composition III: Writing About Literature	5
PSYC& 100	General Psychology	5
HSP 293	Supervised Clinical Practicum III.....	5

6TH QUARTER

BUS 110	Business Math	
or MATH& 107	Math: A Practical Art	5
HSP	Specialty Course - select one from list below ...	5
SOC& 101	Introduction to Sociology	5

NOTE: if you need remedial math courses, plan to take those during your last three quarters.

Human Services, continued

Electives

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

Specialization Courses

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

HSP 130	Recovery Education	5
HSP 212	Systems and Case Work.....	5
HSP 217	Advocacy in Human Services	5
HSP 224	Dynamics of Family Violence	5
HSP 230	Co-occurring Disorders	5
HSP 241	Working with Youth and Families	5
HSP 245	Sexual Orientation & Gender Identify Issues	5
HSP 251	Prevention Strategies.....	5
HSP 262	Loss and Grief Through Life Span.....	5
HSP 265	Aging and Adult Services.....	5
HSP 282	Program and Proposal Development.....	5
HSP 283	Leadership Development.....	5

Chemical Dependency Certificate

(45 credits)

The Human Services certificate meets the educational competencies as an approved school (WAC 246-811-010/9) for Chemical Dependency Professional (CDP) certification as described by the Washington State Department of Health WAC 246-811-030. NOTE: An Associates or higher degree is required for the CDP certificate.

1ST QUARTER (15 CREDITS)

HSP 100	Introduction to Human Services.....	5
HSP 103	Therapeutic Approaches and Techniques.....	5
HSP 107	Behavioral Health and Wellness	5

2ND QUARTER (15 CREDITS)

HSP 112	Best Practices in Human Services	5
HSP 113	Advanced Helping Strategies.....	5
HSP 117	Ethics and Professional Development.....	5

3RD QUARTER (15 CREDITS)

HSP 121	Survey of Addictions and Pharmacology.....	5
HSP 126	Cultural Competencies for Human Services	5
HSP 291	Supervised Clinical Practicum I.....	5
or 200 level	Human Services specialty course	
or 200 level	Psychology or Sociology course	

Networking and Cyber Security

TCC's Networking and Cyber Security program prepares the student for careers in network administration, technical support, and database administration with a focus on cyber security. The program is designed for certificate pathways leading to the Associate in Applied Sciences (AAS) degree and includes a series of technical core courses that provide hands-on knowledge and skills in systems, data, networking, and security concepts. The program focuses on developing skills in effective teamwork, critical thinking, developing solutions to complex technical challenges, business integration, project management, effective communication, and ethical decision making. The program offers direct articulation to targeted Bachelor degree programs.

PROGRAM LEARNING OUTCOMES

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

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

ADMISSION REQUIREMENTS: PREREQUISITE COURSEWORK FOR ENTRY

To enter the program students must meet the following requirements:

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

DEGREE/CERTIFICATE COMPLETION REQUIREMENTS

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

Help Desk Certificate

(19 credits)

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

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

Technical Support Certificate

(20 credits)

Builds on basic PC support and networking skills and experience to develop more advanced networking skills. Students are encouraged to take the Network+ certification exam upon certificate completion. Students must complete the Help Desk certificate or have equivalent work experience as determined by the program chair before completing this certificate.

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

Networking and Cyber Security, continued

DEGREE OPTIONS: Students in the degree pathway will choose from one of the following certificate options.

Option 1: Network Support Certificate

(30 credits)

Prepares students to perform entry-level network administration tasks on both local and wide area networks. To complete the Network Support certificate, the student must first complete the requirements for the Help Desk and Technical Support certificates or have equivalent work experience as determined by the program chair.

IT 247	IT Project Management	5
IT 270	Service and Support Fundamentals.....	5
IT 271	Internetworking	5
IT 274	Network Security Fundamentals	5
IT 277	Data Storage Security & Management	5
IT 280	Advanced Networking Technologies	5

Option 2: Cyber Security Certificate

(30 credits)

Prepares students to assess, defend, and remediate security risks for networked environments. The courses in this certificate provide hands-on expertise in using process, technology, and critical thinking skills to solve emerging security issues for business. Successful completion of this certificate prepares the student to be ready to pursue an entry-level position, upgrade a current role in an organization, or further their education. This certificate will be aligned with the requirements of recognized industry certifications (CompTia Security+, CCNA(R) Security, and CISSP Associate), and the industry standards of the National Security Agency (NSA), and the Committee on National Security Systems (CNSS), as the foundation of the CISSP.

To complete the Cyber Security certificate, the student must first complete requirements for the Help Desk and Technical Support certificates or have equivalent work experience as determined by the program chair.

IT 247	IT Project Management	5
IT 274	Network Security Fundamentals	5
IT 275	Security Assessment & Remediation.....	5
IT 277	Data Storage Security & Management	5
IT 278	Incident Response & Intrusion Analysis	5
IT 281	Cyber Security Capstone	5

Option 3: Database Management Certificate

(30 credits)

Designed to prepare students to provide database and application software support. The courses in the certificate provide expertise in using software applications and supporting users of database applications. Successful completion of the certificate prepares the student to be ready to pursue an entry-level position, upgrade a current role in an organization, or further their education. This certificate will be aligned with the requirements of recognized industry certifications (MCDBA - Microsoft Certified Database Administrator).

To complete the Network Support certificate, the student must first complete the requirements for the Help Desk and Technical Support certificates or have equivalent work experience as determined by the program chair.

IT 246	Database Implementation	5
IT 247	IT Project Management	5
IT 249	Database Programming	5
IT 274	Network Security Fundamentals	5
IT 277	Information Management & Data Security	5
IT 282	Database Management Capstone.....	5

Associate of Applied Sciences Degree

(93 credits)

The AAS degree includes additional coursework in wireless networking, security, business, project management, and communication. Students who complete the AAS degree will be prepared for more advanced supervisory positions after obtaining requisite field experience.

To complete the AAS degree, students must first complete the Network Support, Cyber Security, or Database Management certificate. Students are encouraged to take MATH& 107 if you need a transfer-level math. ENGL& 101 and CMST& 101 are transfer-level classes.

BUS 102	Customer Service	2
BUS 110	Business Math.....	5
BUS 164	Leadership and Human Relations.....	5
BUS 280	Career Readiness Skills	2
CMST& 101	Introduction to Communication.....	5
ENGL& 101	English Composition I	5

ELECTIVES

IT 201	Introduction to Programming.....	5
IT 230	Introduction to Project Management	2
IT 257	Social Media.....	3
IT 290	Work Internship	5
IT 299	Independent Study & Special Projects	5

Networking and Cyber Security, continued

Additional Certificate Options

Application Support Specialist Certificate

(49 credits)

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

ADMISSION REQUIREMENTS: PREREQUISITE COURSEWORK FOR ENTRY

To enter the program students must meet the following requirements:

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

CERTIFICATE COMPLETION REQUIREMENTS

BUS 102	Customer Service	2
BUS 110	Business Math	5
BUS 164	Leadership and Human Relations	5
BUS 280	Career Readiness Skills	2
CMST& 101	Introduction to Communication	5
CU 101	Web-enabled Learning & Communication	2
CU 104	PowerPoint	1
CU 105	Word I, Excel I	5
CU 108	Outlook	2
CU 110	Access I	2
CU 202	Word II	3
CU 203	Excel II	3
CU 210	Access II	3
ENGL& 101	English Composition I	5
IT 112	Help Desk Operations	2
IT 230	Introduction to Project Management	2

e-HIM Certificate

(43 credits)

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

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

PREREQUISITE COURSEWORK FOR ENTRY

Completion of the Networking & Cyber Security AAS degree or completion of the Health Information Technology AAS degree program, or program chair permission and completion of CU 105 (or CU 102 and CU 103), ENGL& 101, and BUS 110 with a minimum grade of C or higher for each class.

CERTIFICATE COMPLETION REQUIREMENTS

CU 108	Outlook	2
CU 110	Access I	2
CU 202	Word II	3
CU 203	Excel II	3
CU 210	Access II	3
HIT 110	Healthcare Delivery Systems	5
HIT 125	Record Content and Standards I	5
HIT 130	Medical Terminology I	3
HIT 126	Information and Communication Technologies ..	5
IT 230	Introduction to Project Management	2
IT 246	SQL Database Implementation	5
IT 274	Network Security Fundamentals	5

Nursing, RN Option

Associate Dean for Nursing

Julie Benson

253.566.5240 / jbenson@tacomacc.edu

NOTE:

Revised Curriculum

The Nursing Associate in Applied Science degree will still be available to students currently enrolled in the program.

TCC's Associate in Applied Science Transfer (AAS-T) Degree in Nursing program prepares students for employment as a Registered Nurse. The program's structure is progressive, leading to an AAS-T degree and graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) for Registered Nursing.

A graduate who has completed the AAS-T in Nursing may articulate into a baccalaureate in Nursing degree program at a four-year institution. Additional prerequisites for specific bachelor's degree programs may also be completed at TCC. Interested students are encouraged to contact the four-year college or university of their choice to obtain more detailed information.

TCC's Nursing program is approved by the Washington State Nursing Care Quality Assurance Commission and is accredited by the Accrediting Commission for Education in Nursing (ACEN).

Nursing, Associates Degree: RN Option

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

Nursing, Associates Degree: LPN to RN Option

Licensed Practical Nurses who wish to become Registered Nurses may apply for advanced standing in the program. LPNs are admitted into the program once a year in fall. LPNs are required to take LPN articulation courses that prepares them to transition into the fourth (full-time) level.

PROGRAM LEARNING OUTCOMES

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

- Provide patient/client-centered care for diverse groups in the community across the lifespan in a manner that is holistic, caring, and demonstrates advocacy.
- Demonstrate professionalism in the following ways:
 - » Demonstrate skill in organization, prioritization, collaboration, delegation and supervision.
 - » Function ethically and legally within the standards and competencies of local, state, and national regulatory agencies and professional organizations.
 - » Demonstrate commitment to lifelong learning.
 - » Demonstrate humility by participation in evaluation, self care, and self reflection.
 - » Utilize quality improvement processes including responsible use of resources.
- Demonstrate competency in core nursing principles by being able to:
 - » Be prepared to pass NCLEX and be employable as an entry level generalist RN.
 - » Apply strong critical thinking and clinical judgement skills using evidence-based practice to make clinical decisions.
 - » Efficiently use nursing process for care delivery.
 - » Demonstrate basic competency in nursing skills.
 - » Apply safety principles and national safety standards.
 - » Effectively use healthcare related information and technology.
- Communicate effectively with individuals and groups in a respectful, professional manner, using both verbal and written formats.

PREREQUISITE COURSEWORK FOR ENTRY

Students must take a select number of general study courses before application is made to the nursing program. These courses are designed to provide students with a strong foundation in sciences and humanities before they enter the nursing program. Students must also take the ATI TEAS (Test of Essential Academic Skills) and receive a minimum score of 70% and minimum scores in each category as follows: Reading 75%, Math 72%, Science 63%, and English 70%. TEAS assessment scores must be submitted as part of the program application.

Due to the sequencing of courses, student may find it difficult to complete the Associate Degree in Nursing in two years. Typically students take at least three years to complete all courses for the degree.

Nursing, RN Option, continued

Course work completed at other colleges must be evaluated by TCC's Credential Evaluator. Applicants should arrange to have official transcripts sent to TCC as early as possible. The applicant must apply to the college prior to submitting official transcripts. Please send transcripts to Enrollment Services in Bldg. 7. Do not send transcripts directly to the nursing program. Students are encouraged to apply to the Nursing program as soon as their prerequisites and assessment testing (TEAS) are completed.

NON-ACADEMIC PROGRAM ENTRY REQUIREMENTS

- Dependable transportation
- Dependable childcare (if applicable)
- Criminal background check is required by clinical sites and if a positive is noted, will be evaluated to see if the exception would prohibit practicing as an RN in Washington State.
- CPR card. Only the American Heart Association "Healthcare Provider" or "Basic Life Support (BLS) for the Professional Rescuer" will be accepted. Online courses are not acceptable. Name must appear on the card.
- Health insurance proof of coverage with coverage period. If the name on the card does not match the student, proof of coverage is required.
- HIV/AIDS training. Certificate of completion showing seven hours of training.
- Vehicle insurance. Proof of coverage with coverage period. If the student does not own a vehicle or owns a vehicle but does not drive, they will need to submit a written statement signed and dated by the student.
- Proof of immunizations:
 - » Hepatitis B
 - » Influenza
 - » MMR
 - » PPD
 - » Tdap
 - » Varicella
- Drug testing is an expectation of various healthcare facilities. Students who enter the TCC nursing program should be aware that at any time they may be expected to undergo drug testing to meet clinical requirements.

ADMISSION REQUIREMENTS

Prerequisite coursework for application (factored in admission process): required prior to submitting application to the Nursing program.

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

PREREQUISITE COURSEWORK FOR APPLICATION

(30 credits)

Requires a "B" or better within two (2) attempts within the last five (5) years for each of the following courses.

BIOL& 241	Human Anatomy and Physiology 1.....	5
BIOL& 242	Human Anatomy and Physiology 2.....	5
BIOL& 260	General Microbiology.....	5
CHEM& 121	Introduction to Inorganic Chemistry.....	5
ENGL& 101	English Composition I.....	5
or ENGL& 102	English Composition II: Argument & Persuasion	
PSYC& 200	Lifespan Psychology.....	5

ADDITIONAL PREREQUISITE COURSEWORK

(10-20 credits)

Not factored into the admission process requires a "C" or better.

BIOL& 160	General Cell Biology.....	0-5
CMST& 101	Introduction to Communication.....	5
or CMST& 110	Multicultural Communication	
or CMST& 210	Interpersonal Communication	
MATH& 146	Introduction to Statistics.....	5
PSYC& 100	General Psychology.....	0-5

Note: BIOL& 160 and PSYC& 100 are required prerequisites for other TCC Nursing program prerequisites. If these courses are not required at other institutions where prerequisites are taken, these courses may be waived with administrative permission.

Nursing, RN Option, continued

Nursing, Associate in Applied Sciences Degree

(72 Credits)

LEVEL 1

NURS 115	Skills and Assessment Lab I	3
NURS 153	Pharmacology I	1
NURS 171	Health and Illness Concepts IA.....	2
and NURS 172	Health and Illness Concepts IB.....	2
or NURS 101	Health and Illness - Level 1	4
NURS 181	Processional Concepts I	1
NURS 191	Clinical I	3

LEVEL 2

NURS 116	Skills and Assessment Lab II	3
NURS 154	Pharmacology II	1
NURS 173	Health and Illness Concepts IIA.....	2
and NURS 174	Health and Illness Concepts IIB.....	2
or NURS 102	Health and Illness - Level 2	4
NURS 182	Processional Concepts II	1
NURS 192	Clinical II	3

LEVEL 3

NURS 124	Clinical Simulation III	2
NURS 155	Pharmacology III	1
NURS 175	Health and Illness Concepts IIIA.....	2
and NURS 176	Health and Illness Concepts IIIB.....	3
or NURS 103	Health and Illness - Level 3	5
NURS 183	Processional Concepts III	1
NURS 193	Clinical III	3

LEVEL 4

NURS 226	Clinical Simulation IV	2
NURS 256	Pharmacology IV	1
NURS 271	Health and Illness Concepts IVA.....	2
and NURS 272	Health and Illness Concepts IVB	3
or NURS 201	Health and Illness - Level 4	5
NURS 284	Processional Concepts IV	1
NURS 294	Clinical IV	3

LEVEL 5

NURS 227	Clinical Simulation V	2
NURS 257	Pharmacology V	1
NURS 273	Health and Illness Concepts VA.....	2
and NURS 274	Health and Illness Concepts VB.....	3
or NURS 202	Health and Illness - Level 5	5
NURS 285	Processional Concepts V	1
NURS 295	Clinical V	3

LEVEL 6

NURS 228	Clinical Simulation VI	1
NURS 234	Transition to Practice: Seminar	1
NURS 244	Preparation for the National Council Licensing Exam.....	1
NURS 286	Processional Concepts VI	1
NURS 296	Transition to Practice: Clinical VI	8

Total Credits Required for AAS Degree: 112-122

LPN to RN Option

LPN BRIDGE COURSES

(12 credits)

NURS 117	Skill & Assessment Lab - LPN	3
NURS 125	Clinical 6 Simulation - LPN	3
NURS 156	Pharmacology - LPN	1
NURS 177	Health & Illness Concepts - LPN	3
NURS 184	Professional Concepts - LPN	2

Paralegal

Program Chair

Jennifer Sorensen, J.D.

253.566.5053 / jsorensen@tacomacc.edu

TCC's Paralegal program prepares students for employment in the legal services as specialists who will provide assistance to attorneys or other legal professionals.

Students can earn an Associate in Applied Sciences (AAS) degree (Paralegal); or, with a previously earned Associate in Arts and Sciences or bachelor's degree, the student may pursue the Paralegal Pro-Certificate. Students who transfer from other paralegal programs should read TCC's credit transfer policy at www.tacomacc.edu/paralegal. Although the Associate in Applied Science degree is not a transfer degree, students interested in attending law school are encouraged to take advantage of the various law courses offered in this program.

TCC's Paralegal program is approved by the American Bar Association.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Paralegal and the Paralegal Preferred Pro-Certificate, students will:

- Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct to resolve them
- Demonstrate oral and written skills that paralegals use on the job
- Apply basic principles of legal analysis
- Use computers and other technology for document production, law office management, and trial preparation
- Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people
- Manage multi-tasks while prioritizing them to meet deadlines

PREREQUISITE COURSEWORK FOR ENTRY

- Assessment at college-level English with a minimum C grade or higher.
- Assessment at college-level reading with a minimum C grade or higher.
- Students must retake required courses in which they earned C- grades or lower. For elective courses in which C grades or lower are earned, students may retake the original course or choose to earn a C grade or higher in another elective course.

Paralegal Associate in Applied Sciences Degree

(100 credits)

CORE REQUIREMENTS (57 CREDITS)

CU 105	Word I, Excel I.....	5
PLST 106	Professional Document Production.....	3
PLST 149	Writing Basics for Paralegals.....	3
PLST 150	Paralegal Fundamentals and Ethics.....	5
PLST 151	Legal Research and Writing I.....	5
PLST 152	Introduction to Civil Law.....	5
PLST 153	Civil Procedure I.....	5
PLST 154	Computer Applications in the Law.....	3
PLST 155	Health/Dealing with Stress.....	1
PLST 156	Criminal Procedure for Paralegals.....	5
PLST 232	Interviewing and Investigation.....	5
PLST 233	Internship I - Paralegal.....	5
PLST 239	Transition Planning.....	1
PLST 251	Legal Research and Writing II.....	3
PLST 253	Civil Procedure II.....	3

ELECTIVE COURSES (9 CREDITS MINIMUM FROM THE FOLLOWING)

PLST 221	Family Law.....	3
PLST 222	Probate/Estate Planning.....	3
PLST 223	Alternative Dispute Resolution.....	3
PLST 224	Real Estate Law.....	3
PLST 225	Bankruptcy Law.....	3
PLST 226	Administrative Law.....	3
PLST 228	Employment and Labor Law.....	3
PLST 230	Business Organization/ Corporations.....	3
PLST 231	Contracts/Commercial Transactions.....	3
PLST 234	Internship II - Paralegal.....	5
PLST 235	Evidence and e-Discovery.....	3
PLST 237	Introduction to Tax Law.....	3

COMPLETION REQUIREMENTS (35 CREDITS)

ENGL& 101	English Composition I.....	5
CMST& 220	Public Speaking.....	5
BUS 110	Business Math5	
or MATH 90	Elementary Algebra.....	5
	Natural Science - See note below*.....	5
	Political Science/ History - See note below*.....	5
	Sociology/ Psychology - See note below*.....	5
	Multicultural Course - See note below*.....	5

**Any course identified as meeting the respective distribution requirement for TCC's APS degree*

Paralegal, continued

Paralegal Preferred Pro-Certificate

(56 credits)

To enter this certificate program, students must show evidence of completion of Associate in Arts & Sciences or a Bachelor of Arts degrees, earn a minimum C grade or higher in all required paralegal courses, and provide evidence of meeting related study requirements.

CORE REQUIREMENTS (53 CREDITS)

CU 105	Word I, Excel I.....	5
PLST 106	Professional Document Production.....	3
PLST 150	Paralegal Fundamentals and Ethics.....	5
PLST 151	Legal Research and Writing I.....	5
PLST 152	Introduction to Civil Law.....	5
PLST 153	Civil Procedure.....	5
PLST 154	Computer Applications in the Law.....	3
PLST 156	Criminal Procedure for Paralegals.....	5
PLST 232	Interviewing and Investigation.....	5
PLST 233	Internship I - Paralegal.....	5
PLST 239	Transition Planning.....	1
PLST 251	Legal Research and Writing II.....	3
PLST 253	Civil Procedure II.....	3

ELECTIVE COURSES (3 CREDITS)

Select a minimum of 3 credits from the following:

PLST 221	Family Law.....	3
PLST 222	Probate/Estate Planning.....	3
PLST 223	Alternative Dispute Resolution.....	3
PLST 224	Real Estate Law.....	3
PLST 225	Bankruptcy Law.....	3
PLST 226	Administrative Law.....	3
PLST 228	Employment and Labor Law.....	3
PLST 230	Business Organization/Corporation.....	3
PLST 231	Contracts/Commercial Transactions.....	3
PLST 234	Internship II - Paralegal.....	5
PLST 235	Evidence and e-Discovery.....	3
PLST 237	Introduction to Tax Law.....	3

Radiologic Science

Program Chair

Mike Mixdorf, M.Ed., R.T. (R)(CT)

253.566.5168 / mmixdorf@tacomacc.edu

TCC's Radiologic Science program prepares students for employment as Radiologic Technologists and leads to an Associate in Applied Sciences (AAS) degree. Clinical practice is performed in program affiliated hospitals and imaging centers. TCC's Radiologic Science program is in Diagnostic Radiography only. The program courses are offered sequentially and students should plan to attend full time.

The TCC Radiologic Science program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312.704.5300, email: mail@jrcert.org.

The JCERT website is: www.jcert.org.

Graduates of the Radiologic Science program are eligible to apply to take the national certification examination administered by the American Registry of Radiologic Technologists. Successful completion of the registry examination results in national certification as a Registered Radiologic Technologist, RT (R) ARRT.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Radiologic Science, students will:

- Perform competently in the clinical arena including application of correct positioning skills and demonstration of correct application of technical factors.
- Communicate effectively with patients and members of the health care team by demonstrating effective oral and written communication skills.
- Think critically and adapt to changing conditions, such as adapting positioning skills for trauma patients and technical factors for atypical exams.
- Demonstrate professionalism as members of the health care team, including demonstration of responsibility and accountability.

Radiologic Science, continued

PREREQUISITES COURSEWORK FOR APPLICATION

(35 credits)

HIT 130	Medical Terminology I	3
BIOL& 241	Human Anatomy and Physiology 1	5
BIOL& 242	Human Anatomy and Physiology 2	5
CHEM& 110	Chemical Concepts I	5
MATH 095	Intermediate Algebra	5
ENGL& 101	English Composition I	5
CMST& 101	Introduction to Communication	
or CMST 110	Multicultural Communication	
or CMST& 220	Public Speaking	5

All prerequisite and RS course work must be completed with a C grade or higher within two attempts.

NON-ACADEMIC REQUIREMENTS FOR PROGRAM ENTRY

Contact the Radiologic Science program for information about:

- » Criminal and federal fraud background checks
- » Health insurance
- » Immunizations
- » Job shadow requirements
- » Students are responsible for arranging dependable transportation to and from the clinical sites and dependable child/dependent care.

Admission to the Radiologic Science program is competitive. There are usually more applicants than available positions. Students who complete prerequisite courses and meet other application requirements are not guaranteed program admission.

Associate in Applied Sciences Degree

(110 credits)

1ST QUARTER (FALL 18 CREDITS)

RS 100	Radiologic Sciences Orientation	3
RS 101	Fundamentals of Radiologic Science and Health Care	4
RS 140	Radiographic Positioning I	5
RS 150	Principles of Image Formation	1
RS 170	Introduction to Fundamentals of Patient Care	5

2ND QUARTER (WINTER 15 CREDITS)

RS 108	Radiation Physics I	4
RS 120	Clinical Education I	5
RS 141	Radiographic Positioning II	5
RS 153	Principles of Digital Radiography I	1

3RD QUARTER (SPRING 15 CREDITS)

RS 109	Radiation Physics II	5
RS 121	Clinical Education II	5
RS 142	Radiographic Positioning III	5

4TH QUARTER (SUMMER 10 CREDITS)

RS 122	Clinical Education III	10
--------	------------------------------	----

5TH QUARTER (FALL 17 CREDITS)

RS 225	Clinical Education IV	8
RS 243	Radiographic Positioning IV	3
RS 200	Cross Sectional Anatomy	3
RS 214	Imaging Pathology	3

6TH QUARTER (WINTER 14 CREDITS)

RS 216	Pharmacology IV: Therapy	3
RS 226	Clinical Education V	7
RS 233	Leadership and Management	1
RS 244	Radiographic Positioning V	3

7TH QUARTER (SPRING 12 CREDITS)

RS 250	Advanced Health care Organization	3
RS 227	Clinical Education VI	7
RS 255	Advanced Imaging Modalities	2

8TH QUARTER (SUMMER 10 CREDITS)

RS 228	Clinical Education VII	10
--------	------------------------------	----

Respiratory Therapy

Program Chair

Greg Carter, RRT
253.566.5231 / gcarter@tacomacc.edu

The Respiratory Therapy program prepares students for employment as respiratory care practitioners and leads to an Associate of Applied Science (AAS) degree. The program is full time and sequential, consisting of seven instructional quarters offered during daytime hours. Students complete classroom and laboratory course work on campus and gain clinical experience in affiliated clinical sites.

Upon successful completion of this program, graduates are eligible to take the Therapist Multiple-Choice examination (TMC) administered by the National Board for Respiratory Care (NBRC). The TMC examination is designed to objectively measure essential knowledge, skills, and abilities required of entry-level therapists, as well as determine eligibility for the Clinical Simulation examination. There are two established cut scores for the TMC examination. If a candidate achieves the lower cut score, they will earn the Certified Respiratory Therapist (CRT) credential. If a candidate achieves the higher cut score, they will earn the CRT credential and become eligible for the Clinical Simulation examination. Candidates who successfully pass the Clinical Simulation exam will earn their Registered Respiratory Therapist (RRT) credential. The CRT and/or RRT credentials are used as the basis for the licensure in all of the 49 states that regulate practice of respiratory care.

Respiratory therapists must be licensed by the state as respiratory care practitioners. Requirements include completion of an approved training program, a background investigation, and earning either the CRT and/or RRT credential granted by the National Board for Respiratory Care.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC) (www.coarc.com). Admission to the Respiratory Therapy program is competitive. There are usually more program applicants than available positions. Students who complete program prerequisite and co-requisite courses and meet the other application requirements are not guaranteed program admission.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Respiratory Therapy, students will:

- Apply the respiratory care knowledge necessary to function in a health care setting.
- Use critical thinking skills to recommend appropriate diagnostic and therapeutic procedures using patient data from laboratory and physiologic evaluations.
- Perform cardiopulmonary therapeutic procedures and modalities appropriate to level of training.
- Function effectively as members of health care teams.
- Exemplify professional and ethical behavior.

NON-ACADEMIC PROGRAM ENTRY REQUIREMENTS

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

PREREQUISITE COURSEWORK FOR APPLICATION

(23 credits)

All prerequisite courses must be completed with a grade of C or higher and within two attempts before applications are accepted. All math and science prerequisite courses must be completed within 10-years of the application date.

BIOL& 241	Anatomy and Physiology 1	5
BIOL& 242	Anatomy and Physiology 2	5
HIT 130	Medical Terminology I	3
MATH 095	Intermediate Algebra	5
PSYC& 100	General Psychology	
or PSYC& 200	Lifespan Psychology	5

Respiratory Therapy, continued

Associate in Applied Sciences Degree

(99-107 credits)

1ST QUARTER (FALL 17 CREDITS)

RC 150	Fundamentals of RC	4
RC 160	Cardiopulmonary A & P and Pathophysiology ...	4
RC 170	Respiratory Therapy Equipment I.....	3
RC 175	Respiratory Care Orientation	2
RC 180	Respiratory Therapy Clinical I	3
RC 193	Respiratory Pharmacology I.....	1

2ND QUARTER (WINTER 14 CREDITS)

RC 151	Fundamentals of RC II	4
RC 161	Arterial Blood Gases	3
RC 171	Respiratory Therapy Equipment II.....	3
RC 181	Respiratory Therapy Clinical II	3
RC 194	Respiratory Pharmacology II.....	1

3RD QUARTER (SPRING 15 CREDITS)

RC 152	Mechanical Ventilation.....	4
RC 162	Advanced RC Pathophysiology	3
RC 172	Respiratory Therapy Equipment III.....	4
RC 182	Respiratory Therapy Clinical III	3
RC 195	Respiratory Pharmacology III.....	1

4TH QUARTER (SUMMER 16 CREDITS)

CMST& 101	Introduction to Communication.....	5
RC 153	Alternative Procedures in RC.....	3
RC 165	Evolving Roles in RC.....	2
RC 183	Respiratory Therapy Clinical IV.....	4
RC 290	Ethics and Professionalism in Respiratory Care (online).....	2

5TH QUARTER (SECOND FALL 14 CREDITS)

RC 192	Advanced Mechanical Ventilation.....	4
RC 240	Advanced Assessment & Diagnosis.....	3
RC 263	Pulmonary Functions	3
RC 280	Specialty Clinical Rotation.....	4

6TH QUARTER (SECOND WINTER 11-15 CREDITS)

CU	Computer User course	1-5
RC 251	Respiratory Pathophysiology Case Presentations.....	2
RC 261	Pediatric and Neonatal Respiratory Care.....	4
RC 281	Advanced Critical Care Clinical Rotation.....	4

7TH QUARTER (SECOND SPRING 11 CREDITS)

ENGL& 101	English Composition	5
RC 262	Review of Applications of Respiratory Care (hybrid)	4
RC 272	Pulmonary Rehabilitation, Home Care and Assistance in Specialty Procedures.....	3
RC 282	Neonatal Clinical Rotation	2
RC 283	Specialty Clinical Rotation II.....	2

ADDITIONAL COURSE OPTION (1-5 CREDITS)

RC 299	Individual Study in Respiratory Therapy Technology	1-5
--------	---	-----

Transitional Studies



Tacoma Community College offers a variety of courses and programs to help students build their reading, writing, communication, and mathematics skills and prepare for transition to workforce training or academic transfer programs. In addition, TCC offers a variety of training programs and courses designed for non-native English speakers.

Program Learning Outcomes

These learning outcomes were developed in the course of faculty conversations regarding what TCC faculty want students to be able to know and do after completing TCC programs.

Students who complete English for Academic Purposes (EAP), Developmental Education, or Basic Skills programs may use these skills in TCC's college-level courses. IBEST students use these skills when they are employed in specific careers.

ADULT BASIC SKILLS: ADULT BASIC EDUCATION (ABE/HS21+)

Upon successful completion of the program, the student will be able to:

- Demonstrate academic reading, math, written and oral communication skills through metacognition and the development of critical thinking and comprehension strategies.
- Recognize themselves as learners and citizens capable of accomplishing their academic and professional goals and contributing to the larger community.
- Engage in campus activities, utilize campus resources, and demonstrate the ability to transition to and navigate through academic and professional environments.
- Demonstrate an increase in computer literacy and proficiency in using technology for academic and professional purposes.
- Use interpersonal skills and strategies in a multicultural context to work collaboratively, solve problems, and perform tasks.

DEVELOPMENTAL STUDIES: WRITTEN COMMUNICATIONS

Upon successful completion of the Developmental Studies Program, students will:

- Use reading and writing processes and adjust them as necessary.
- Acquire, develop, and exchange knowledge through reading and writing.
- Understand, interpret, analyze, and compose written documents.
- Read and write to understand one's own and others' perspectives and cultural contexts.
- Apply student success strategies.

DEVELOPMENTAL STUDIES: MATH

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

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

ADULT BASIC SKILLS: ENGLISH AS A SECOND LANGUAGE (AESL)

Upon successful completion of the program, the student will be able to:

- Utilize critical thinking, reading, math, written and oral communication skills to transition into employment or higher education.
- Use information technology to identify and locate educational and employment resources.
- Collaborate with persons of diverse cultures, styles and beliefs.

ENGLISH FOR ACADEMIC PURPOSES (EAP)

Upon successful completion of the five EAP program levels, students will:

- Speak clearly and fluently enough for an English speaker to understand and interpret intent without difficulty.
- Understand spoken English well enough to participate fully and effectively in academic and personal oral communication.
- Write proficiently in both academic and non-academic modes.
- Read with understanding a variety of academic and other texts.
- Appropriately and responsibly use the technology necessary to function fully as a member of the academic and wider community
- Interact cooperatively with individuals of diverse backgrounds in all of the above areas.

Adult Basic Skills Programs

ABE and High School Completion/AESL/IBEST)

Developmental Education

TCC's Developmental Education program provides opportunities for students to develop the skills needed to enter college-level courses. Courses are designed so students may begin at their assessed skill levels.

Courses numbered below 100 are offered in mathematics, reading, study skills, grammar, writing and speaking. For course descriptions, see course lists under the following headings within the Credit Course Descriptions:

- » English
- » Human Development
- » Mathematics
- » Writing Center

Courses numbered below 100 cannot be applied toward TCC certificates or degrees, which require courses numbered 100 or above.

The Adult Basic Skills (ABS) department offers a variety of programs for individuals who wish to improve their basic reading, writing, math, conversation, employment, parenting, and life skills. ABS students receive comprehensive career pathway planning and navigation support from Transitional Studies Navigators and Advisors.

Programs include English as a Second Language, Adult Basic Education and High School Completion, vocationally-focused basic skills programs, family literacy, and programs designed for college bound and Career Training participants.

Classes are available at a variety of sites throughout Pierce County. Schedules include both day and evening classes. Students between the ages of 16-19 must obtain formal high school releases. Individuals with F-1, M-1, and J-1 visas are not eligible for federally funded Adult Basic Skills services.

Before enrolling, students are required to attend an information session and complete a skills assessment.

Tuition for Basic Skills classes is \$25 per quarter; some courses may charge additional material fees. Tuition assistance may be available for qualified students through one of our Workforce Education programs.

For more information about class schedules and locations, call 253.566.5144 or visit our website at tacomacc.edu/areasofstudy/transitionalstudies/.

Adult High School Completion & GED

ABE courses are designed for adults already proficient in the English language and not enrolled in high school, who wish to improve their basic reading, writing and mathematics skills.

The contextualized courses are designed to provide students an opportunity to earn high school credits towards a HS21+ diploma and/or prepare for the high school completion exam (currently Washington State uses the GED®) as well as build the academic habits and skills necessary for successful transition to post-secondary education and the professional world.

HS21+

HS21+ is a high school completion option with a comprehensive, competency-based approach tailored to adult learning styles. Designed for adult learners (21 and older) who do not have a GED® or high school (HS) diploma, HS21+ encourages lifelong learning and prepares students to transition into IBEST programs and further training and education. When adults earn a high school diploma, they are better prepared to enter college-level programs, leading to better skills and family-wage jobs.

OVERVIEW OF THE PROCESS

Students will meet with an advisor to discuss the student's needs and, when available, to review transcripts. The student will work with the advisor to create a personalized education plan for high school completion and future academic and professional goals.

Students will demonstrate competency in reading, writing, and math in the context of science, history, government, occupational studies, and digital literacy.

Adult Basic Education

Competencies will be demonstrated through ABE courses or through alternative means, such as work, life, and military experience; portfolio; and, high school and college transcripts.

Students will be eligible for the Adult Basic Education tuition rate of \$25 per quarter and class fees.

Career Pathway Training - Integrated Basic Education and Skills Training (I-BEST)

I-BEST Career Pathway training programs are designed for students who wish to improve their English language or basic skills while earning college-level certificates or two-year degrees.

In the I-BEST program classes are team taught by one content instructor and one English language or basic skills instructor. Students also receive additional academic support for college courses required for career training certificates, as well as wrap around career planning and college navigation support throughout the IBEST program. Each certificate program includes the opportunity to build reading and English skills through developmental levels with the goal of reaching college level by the time the first certificate is earned.

For information on how to enroll for I-BEST programs, visit the Adult Basic Skills office, Bldg. 7, or contact Theresa Ramos at 253.566.5375.

IBEST CAREER PATHWAY TRAINING OPTIONS

TCC may offer IBEST training options in the following programs:

- » Accounting / Business
- » Health Information Technology
- » Networking and Cyber Security

ABE 019 Navigating College - ABE/ESL (1-3)

Students will build the skills to persist through ABE/AESL and successfully transition to college-level courses. Topics may include: educational planning, financial aid, computer literacy skills, time management, information literacy, learning styles, study skills, interpersonal/communication skills, conflict management, and other topics related to college and career success. This course may be offered to special student groups such as High School 21+ (HS21+), Workforce Education, and/or English as a Second Language (AESL).

Prerequisite: CASAS score below 246 or placement into Basic Skills Program.

ABE 020 ABE-Educational Interview (1-3)

The purpose of this class is to orient new students to the ABE/GED programs and resources at the college. In this class, the student will develop educational and personal goals, develop self-awareness and identify strategies and resources that will assist in achieving professional and academic goals.

ABE 023 ABE Computer Assisted Learning 1 (1-10)

ABE CAL utilizes computer-assisted learning programs designed to supplement ABE instruction and support preparation for the high school completion exam. Students self-select their focus skill areas based on their academic and professional goals and work independently to meet personal goals. Possible focus areas include: test taking, math, reading, writing, vocabulary, speaking/ listening, technology skills and typing. Students have the opportunity to receive support and feedback from their instructor once a week.

Prerequisite: Current CASAS score of 201 or above.

ABE 045 College Bound Reading and Writing (3-10)

Students will take responsibility for learning by using reading and vocabulary strategies to increase their comprehension and critical thinking of level-appropriate contextualized texts. Students will participate in each step of the writing process, from pre-writing to revision, as they compose well-organized paragraphs and draft multi-paragraph essays.

Through this process, students will build the necessary skills to competently edit for grammar, spelling, sentence structure and diction.

Prerequisite: ABE writing sample or CASAS score of 236-245 or instructor permission.

ABE 065 Math Support for Non Native Speakers of English (2)

The focus of this 2 credit supplemental course is on developing necessary reading comprehension, speaking, listening and vocabulary skills directly related to math. Vocabulary, problem solving and reading strategies will be selected from current math curriculum. Topics will include: number sense/place value, fractions, decimals, percents, ratios, geometry, introductory algebra, data and statistics in a contextualized format.

Prerequisite: Completion of AESL 035 with a B- or placement in AESL 036. Co-requisite: ABE 066, 067 or 068.

ABE 069 HS21+ Portfolio Class (2-8)

The purpose of this class is to allow students to show high school content area competency and fulfillment of HS21+ graduation requirements through the completion of online independent portfolio assignments. Students will develop educational plans designed around their personal aspirations, develop self-awareness and identify strategies and resources that will assist in achieving professional and academic goals, including transition to college and /or certification and training programs. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn high school completion credits.

Prerequisite: HS21+ transcript evaluation; and either CASAS score under 246, or qualifying ABE writing sample, or placement into Basic Skills Program.

Adult Basic Education

ABE 070 Reading and Writing for the Sciences: Health Science (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on health science. Possible topics include: nutrition; stress management; fitness; disease prevention and control; drug addiction and recovery; growth and development; and the impacts of environmental, family and cultural factors on health. Laboratories and field trips are included. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Lab Science, Science, Health, Contemporary World Issues, English and/or elective credits.

Prerequisite: ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS reading score of 211 or minimum writing sample score of 3.

ABE 071 Reading and Writing for Occupational Education (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on occupational education. Students will investigate possible career paths, acquire employability and leadership skills, and develop the technology skills necessary for the workplace. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion occupational education, English, and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS reading score of 211 or minimum writing sample score of 3.

ABE 072 Reading and Writing for Social Studies: Washington State History (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on Washington State History through multicultural perspectives. Students will examine Washington's social, cultural, economic, geographical and political history as well as explore current State issues. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Social Studies (U.S. History), Social Studies (U.S. Government and Civics), English, and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS score of 211 or minimum writing sample score of 3.

ABE 073 Reading and Writing for Social Studies: Contemporary World Issues (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on contemporary world issues. Students will examine diverse societies from around the world and explore the major issues that affect our ability to connect and thrive as a global community. Possible topics include: homelessness, poverty, immigration, human rights, and social and economic inequities. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Social Studies (Current World Issue), English, and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS score of 211 or minimum writing sample score of 3.

ABE 074 Reading and Writing for the Sciences: Biology (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on biology. Topics include: scientific method and literacy; basic cellular anatomy and biochemical processes; evolution; diversity of life; and ethical issues related to scientific and medical research. Laboratories are included. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Lab Science, Science, Contemporary World Issues, English and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS reading score of 227 or minimum writing sample score of 4.

Adult Basic Education

ABE 075 Reading and Writing for Social Studies: U.S. History (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on United States history through multicultural perspectives. The course includes social and political history and geography providing students with a broad view of America's past and present. Possible course topics include: African-American history, immigrants, women's studies, Native American history, Civil Rights, and major turning points in U.S. history. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Social Studies (U.S. History), Social Studies (U.S. Government and Civics), English and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS score of 227 or minimum writing sample score of 4.

ABE 077 Reading and Writing for the Sciences: Environmental Science (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on Environmental Science. Topics include population, ecology, climate change, sustainability and pollution. Students will specifically focus on environmental issues related to the Pacific Northwest. Laboratories and field trips are included. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Lab Science, Science, Contemporary World Issues, English and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B-

or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS reading score of 227 or minimum writing sample score of 4.

ABE 078 Reading and Writing for Social Studies: World Cultures (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on World Cultures. Using a comparative approach, students will examine societies from around the world to explore the patterns of human life in areas such as adaptation, economics, family, political organization, healing, and religion as well as explore current issues impacting those societies. By examining different peoples through a cultural anthropologic lens, students will develop a better understanding of the unity and the diversity of humankind. This competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion English, Social Studies (Current World Issue), and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 079 with a minimum grade of B- or minimum CASAS reading score of 227 or minimum writing sample score of 4.

ABE 079 Reading and Writing for Social Studies: US Government and Civics (5 or 10)

This theme based English course integrates reading, writing, listening, speaking, and critical thinking skills around assignments and activities focusing on United States Government and Civics. Students will learn how our government works and develop a critical understanding of the strengths and weaknesses of the American political system, and their rights and responsibilities as citizens. Includes study of the U.S. Constitution. This

competency based class allows students to work at their own pace, exit at a level appropriate to demonstrated skills and knowledge, and earn possible high school completion Social Studies (U.S. History), Social Studies (U.S. Government and Civics), English and/or elective credits.

Prerequisite: ABE 070 with a minimum grade of B- or ABE 071 with a minimum grade of B- or ABE 072 with a minimum grade of B- or ABE 073 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or minimum CASAS score of 227 or minimum writing sample score of 4.

ABE 082 Applied Math I (5)

Students will read, write and interpret basic mathematical information using whole numbers, fractions, benchmark percents, and decimals. Students will be introduced to basic patterns, data, algebraic concepts, measurement, geometry and computational skills to solve 1-2 step contextualized real life word problems.

Prerequisite: CASAS SCORE OF 201-220.

ABE 083 Applied Math II (5)

Students will read, write and interpret mathematical information by applying the operations of whole numbers and extending skills in fractions, decimals and percents. Students will use basic patterns and algebraic thinking including evaluating algebraic expressions and one-two step equations. This course will integrate real life geometry skills including area, perimeter, volume, lines, angles and polygons. Students will interpret contextualized line, bar and circle graphs and measures of central tendency.

Prerequisite: ABE 083 with a minimum grade of B-; or CASAS score of 230-235; or instructor permission.

Adult Basic Education

ABE 084 Pre-Algebra (5)

Students will read, write and interpret mathematical information by extending previous knowledge of whole numbers, fractions, decimals and percents in an algebraic context. Students will apply ratios and proportions to algebraic word problems. Students will extend algebraic thinking including signed numbers, order of operations, evaluating algebraic expressions and solving one-three step equations. This course will integrate real life geometry skills including area, perimeter, volume, lines, angles, Pythagorean Theorem, circles, cylinders and polygons by applying algebraic formulas.
Prerequisite: ABE 083 with a minimum grade of B-; or CASAS score of 230-235; or instructor permission.

ABE 085 Introduction to Elementary Algebra (5)

This is a beginning algebra course specifically designed for students with pre-algebra background. Topics include variables and signed numbers, solutions to linear equations and inequalities, simplification of algebraic expressions, evaluation and manipulation of formulas, an emphasis on word problems, coordinate geometry, graphing of linear equations, and scatterplots. Scientific calculator required.
Prerequisite: Math CASAS score of 236-245; or ABE 084 with a minimum grade of B-; or ACCUPLACER at MATH 085; and ENGL/085 with a minimum grade of C; or ABE 074 with a minimum grade of B-; or ABE 075 with a minimum grade of B-; or ABE 077 with a minimum grade of B-; or ABE 078 with a minimum grade of B-; or ABE 079 with a minimum grade of B-; or ACCUPLACER at ENGL/085; or Reading CASAS score of 227 or above.

ABE 090 Elementary Algebra (5)

In this course students will progress in algebraic and geometric concepts through contextualized, integrated curriculum. Topics will include linear equations, polynomial, factoring, rational expressions, and graphing. Scientific calculator required. Students completing this course with an 80% or better will meet the requirements for HS 21+ to earn 1 credit of high school math equivalency.
Prerequisite: ABE 068 with a minimum grade of B- or MATH 085 with a minimum grade of C or Accuplacer placement of Math 90; and either ABE 075 with a minimum grade of B- or ABE 074 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or ENGL/085 with a minimum grade of C.

ABE 095 Intermediate Algebra (5)

Topics include introduction to functions; linear, quadratic, exponential and logarithmic functions and their applications; systems of linear equations and inequalities and their applications; rational exponents and radicals.
Prerequisite: Math CASAS score 251-256 and ACCUPLACER placement of MATH 095; or ABE 090 with a minimum grade of B- or MATH 090 with a minimum grade of C; and ENGL/085 with a minimum grade of C; or ABE 074 with a minimum grade of B- or ABE 075 with a minimum grade of B- or ABE 077 with a minimum grade of B- or ABE 078 with a minimum grade of B- or ABE 079 with a minimum grade of B- or ACCUPLACER at ENGL/085; or Reading CASAS score of 227 or above.

English as a Second Language

Adult Basic Skills English as a Second Language classes are offered to help immigrants and refugees develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community.

Some sections of AESL levels 1-3 are offered in the I-DEA model. I-DEA is a contextualized, hybrid online AESL series of courses delivered using a flipped classroom model. Course content will increase students' ability to interact with others in academic, workplace, and personal life settings and promote career exploration and workplace readiness. The curriculum and delivery method are designed to accelerate low to low-intermediate level adult English language learners' acquisition of English reading, writing, listening, and speaking, as well as technology skills, teamwork, interpersonal communication and problem solving, while promoting independent learning.

I-BEST, EAP and ABE courses offer multiple pathways for AESL students to transition into college and career training. The ESL Career Pathway navigator will work with student to find the best path forward.

AESL 020 ESL - Educational Interview (1-3)

The purpose of this class is to orient new students to the ABE/ESL programs and resources at the college. In this class, the student will develop educational and personal goals, develop self-awareness and identify strategies and resources that will assist in achieving professional and academic goals.

Prerequisite: CASAS score under 235 or placement into basic skills program.

AESL 011 Integrated ESL - Level 1 (3-15)

Integrated ESL Level 1 is designed for students at the literacy level in the English language. Students will gain knowledge and learn foundational speaking, listening, reading, writing, grammar, and technology skills to assist them in becoming college and career ready.

Prerequisite: CASAS Reading score of 180 or below and CASAS Listening score of 180 or below and Writing sample Level 1 and Instructor permission.

AESL 012 Integrated ESL - Level 2 (3-15)

Integrated ESL Level 2 is designed for students at the low-beginning level in the English language. Students will gain knowledge and learn very simple speaking, listening, reading, writing, grammar and technology skills to assist them in becoming college and career ready.

Prerequisite: AESL 011 with a minimum grade of B- or Instructor permission; or CASAS Reading score of 181-190 and CASAS Listening score of 181-190 and Writing sample Level 2 or higher and Instructor permission.

AESL 013 Integrated ESL - Level 3 (3-15)

Integrated AESL - Level 3 is designed for students at the high-beginning level in the English language. Students will gain knowledge and learn simple speaking, listening, reading, writing, grammar, and technology skills to assist them in becoming college and career ready.

Prerequisite: AESL 012 with a minimum grade of B- or Instructor permission; or CASAS Reading score of 191-200 and CASAS Listening score of 190-199 and Writing sample Level 3 or higher and Instructor permission.

AESL 014 Integrated ESL - Level 4 (3-15)

Integrated AESL - Level 4 is designed for students at the low-intermediate level in the English language. Students will gain knowledge and learn speaking, listening, reading, writing, grammar, and technology skills to assist them in becoming college and career ready.

Prerequisite: AESL 013 with a minimum grade of B- and Instructor permission; or CASAS Reading score of 201-210 and CASAS Listening score of 200-219 and Writing sample Level 4 or higher and Instructor permission.

AESL 015 Integrated ESL - Level 5 (3-15)

Integrated ESL - Level 5 is designed for students at the high-intermediate level in the English language. Students will gain knowledge and learn speaking, listening, reading, reading, writing, grammar, and technology skills to assist them in becoming college and career ready.

Prerequisite: AESL 014 with a minimum grade of B- or Instructor permission; or CASAS Reading score of 211-220 and CASAS Listening score of 210-218 and Writing sample Level 5 or higher and Instructor permission.

AESL 016 Integrated ESL - Level 6 (3-15)

Integrated ESL - Level 6 is designed for students at the advanced level in the English language. Students will gain knowledge and learn speaking, listening, reading, writing, grammar, and technology skills to assist them in becoming college and career ready.

Prerequisite: AESL 015 with a minimum grade of B- or Instructor permission; or CASAS Reading score of 221-235 and CASAS Listening score of 219-227 and Writing sample Level 6 or higher and Instructor permission.

English for Academic Purposes (EAP)

English for Academic Purposes is an intensive program for non-native speakers of English who wish to gain English and academic skills necessary to enter college-level content classes.

The EAP program does not require TOEFL scores. International students are required to take the EAP placement test before registering for EAP classes. Resident students must either complete or test out of AESL Level 6 before registering for EAP classes.

The EAP program provides six levels, introductory through advanced, of instruction in Reading/Writing, Grammar/Speaking, Conversation/Pronunciation, and American Culture. Advanced EAP classes apply as non-distribution elective credits toward TCC's Associate Degree. Students can also take certain other college classes while completing advanced EAP classes. The following EAP courses are offered:

CONVERSATION AND PRONUNCIATION

EAP 088 Introduction to Pronunciation and Conversation (3)

An introductory-level course in conversation and pronunciation for entry-level non-native speakers of English. Students are introduced to the pronunciation of basic English sounds and intonation patterns, contextualized and practiced in short-simple conversations.

Prerequisite: EAP placement exam.

EAP 089 Pronunciation and Conversation I (3)

A beginning-level course in conversation and pronunciation for non-native speakers of English. Students are introduced to the pronunciation of specific English sounds and basic intonation patterns, contextualized and practiced in conversation.

Prerequisite: EAP placement exam.

EAP 090 Pronunciation and Conversation II (2)

A course in pronunciation and conversation for non-native speakers of English at the advanced-beginning or low-intermediate level. While developing conversational fluency, students improve their pronunciation of both the specific sounds and the intonation patterns of English. Some practice in note-taking is also included.

Prerequisite: EAP 089 with a grade of C or higher, or EAP placement exam.

EAP 191 Pronunciation & Conversation III (2)

Instruction and practice in recognition and production of individual phonemes of American English and of word accent and intonation levels at the high intermediate-advanced level. Students participate in a variety of speech activities: speech giving, poetry reading, role playing, debating.

Prerequisite: EAP 090 with a minimum grade of C or EAP 093 with a minimum grade of C or EAP placement exam.

EAP 193 Pronunciation & Conversation IV – Advanced (2)

An advanced course in English pronunciation and conversation for nonnative speakers of English. Students practice recognition and pronunciation of individual phonemes of American English as well as word stress and sentence-level intonation patterns. This course

includes a variety of speech activities such as speech giving, debating, role playing, and individual and panel presentations

Prerequisite: EAP 191 with a minimum grade of C or instructor permission.

CULTURE AND CONVERSATION

EAP 190 American Culture & Conversation – High Intermediate (3)

A course in conversational English focused on contemporary American culture for non-native speakers of English at the high-intermediate or advanced level. Students explore current issues in American life through readings, videos, and conversation. This course may be taken twice for credit.

Prerequisite: EAP 090 with a minimum grade of C or EAP 093 with a minimum grade of C or EAP placement exam.

EAP 194 American Culture and Conversation II - Advanced (3)

A course in conversational English focused on contemporary American culture for nonnative speakers of English at the advanced level.

Students explore current issues in American life through readings, videos, conversation, and interviews.

Prerequisite: EAP 190 with a minimum grade of C or instructor permission.

GRAMMAR AND SPEAKING

EAP 092 Grammar and Speaking II (5)

The second in a series of five grammar and speaking courses for non-native speakers of English at the advanced-beginner level. This course is designed to give students a strong grammatical basis in English and to improve their speaking and listening skills. At least one oral report is required.

Prerequisite: EAP 095 with a minimum grade of C or EAP placement exam.

EAP 093 Grammar and Speaking III (5)

The third in a series of five grammar and speaking classes for non-native speakers of English at the low-intermediate level. The focus is on grammar usage with work on the comprehension of spoken English.

Prerequisite: EAP 092 with a grade of C or higher, or EAP placement exam.

English for Academic Purposes (EAP)

EAP 094 Grammar and Speaking IV (5)

The fourth in a series of five grammar and speaking classes for non-native speakers of English at the high intermediate level.

The class focuses on grammar plus classroom discussion and reports.

Prerequisite: EAP 093 with a grade of C or higher, or EAP placement exam.

EAP 155 Grammar and Speaking V (5)

The last in a series of five grammar and speaking courses for non-native speakers of English at the advanced level. The course focuses on areas of English grammar that present difficulties to advanced students of the language; aural comprehension, speaking skills, and vocabulary development are also included.

Prerequisite: EAP 094 with a grade of C or higher, or EAP placement exam.

READING AND WRITING

EAP 085 Introduction to Reading, Writing and Grammar (14)

Beginning -level contextualized reading, writing, and grammar class for nonnative speakers of English. Students learn basic reading, spelling, and sentence structure, and are introduced to the writing process through a series of project-based activities.

Prerequisite: EAP placement exam.

EAP 095 Reading, Writing, & Grammar I (14)

Beginning-level contextualized reading, writing, and grammar class for nonnative speakers of English. Students learn the basics of sentence structure and the writing process through a series of project-based activities. Reading and grammar activities provide support for the writing projects and develop students' reading comprehension and vocabulary as they progress from writing simple sentences to single narrative paragraphs.

Prerequisite: EAP 085 with a minimum grade of C or EAP placement exam.

EAP 096 Reading and Writing II (10)

The second in a series of five reading and writing courses for non-native speakers of English. Students are introduced to the writing process as they progress from sentences to one-paragraph compositions. Reading

assignments provide support for the writing projects while improving students' reading comprehension, speed and vocabulary.

Prerequisite: EAP 095 with a grade of C or higher, or EAP placement exam.

EAP 097 Reading and Writing III (10)

The third in a series of five reading and writing courses for non-native speakers of English.

Students practice the writing process of short narrative, descriptive and summary compositions. Grammar and mechanics are practiced in the context of writing assignments. Reading lessons support writing activities and build reading comprehension, retention, and vocabulary.

Prerequisite: EAP 096 with a minimum grade of C or EAP placement exam.

EAP 098 Reading and Writing IV (8)

The fourth in a series of five reading and writing courses for non-native speakers of English. Students progress from one-paragraph to multiple-paragraph compositions, focusing on the writing process for persuasive, descriptive, narrative, and expository essays. Readings provide background for compositions while building students' vocabulary, comprehension, and retention.

Prerequisite: EAP 097 with a grade of C or higher, or EAP placement exam.

EAP 101 Special Programs Reading/Writing II (5)

An advanced reading and writing course for non-native English speaking students in special short-term Study Abroad programs. Designed to prepare advanced students for humanities or social sciences classes with native speakers. Focuses on multiple-page essays, stressing revising and polishing skills. Reading provides background for the writing component, with emphasis on comprehension, speed, retention, and vocabulary.

EAP 159 Reading and Writing V (7)

The last in a series of five reading and writing courses for non-native English speakers, designed to prepare advanced students for composition classes with native speakers. Focuses on multiple-paragraph essays,

stressing revising and polishing skills. Readings provide background for the writing component, with emphasis on comprehension, speed, retention, and vocabulary.

Prerequisite: EAP 098 with a grade of C or higher, or EAP placement exam.

CONTEXTUALIZED READING, WRITING AND GRAMMAR

EAP 099 High Intermediate EAP Composition and Reading (10)

EAP 99 synthesizes skills taught in EAP 98 and 94 in the context of a variety of introductory-level transfer or professional/technical courses, introducing students to the reading and writing skills necessary for college success. Coursework moves from one-paragraph to multiple-paragraph compositions, focusing on the writing process for persuasive, descriptive, narrative, and expository essays while also working on sentence-level issues. Readings provide background for compositions; support learning in the content course; and build students' vocabulary, comprehension, and retention.

Prerequisite: EAP placement exam or EAP 097 with a minimum grade of C and EAP 093 with a minimum grade of C.

EAP 154 Advanced Composition and Reading (10)

EAP-154 synthesizes skills taught in EAP-155 and EAP-159 in the context of a variety of transfer or professional technical courses, helping students build the reading and writing skills necessary for success in these courses. Course work focuses on increasing reading speed, comprehension, and retention; and gaining mastery of the essay writing process and editing/polishing skills.

Prerequisite: Either completion of EAP 094 and EAP 098 with minimum grade of C, or completion of EAP 099 with a minimum grade of C, or EAP placement exam.

Note: These courses are linked with a transfer-level course in business, humanities, or social sciences.

Corporate Education



Tacoma Community College is a member of Invista Performance Solutions, a partnership of four regional colleges dedicated to providing high quality workforce training. Invista provides customized solutions for corporate training and education, including:

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

Performance Consulting

Invista provides performance consultants and industry experts who can develop and deliver targeted training and performance coaching that will positively impact your business.

Prior Learning Assessment

Invista staff can guide and support your staff as they explore higher education options. Many adult workers have years of work experience but have earned little college credit. Invista works with employees to document and transfer life and work experience into college credits.

Transcribing for College Credit

Invista offers customized training programs for college credit.

For more information visit

www.invistaperforms.org

or call 253.583.8860.



INVISTA
PERFORMANCE SOLUTIONS

Customized Training

Invista designs and tailors classes to fit the culture and values of business clients.

Popular courses include:

Computer Literacy

- » Microsoft Office Suite
- » Computer Literacy
- » Database Management

Customer Service

Academy

- » Interpersonal Communications
- » Customer Service
- » Attitude in the Workplace
- » Ethics and Values
- » Stress and Time Management
- » Conflict Resolution
- » Decision Making

Leadership

- » Frontline Leadership
- » Leading Change
- » Succession and Transition Planning
- » Building a Culture of Trust
- » Retaining Talent
- » Influential Leadership

Productivity Improvement

- » Project Management
- » Supply Chain Management
- » Six Sigma
- » Lean Kaizen
- » ISO

Supervision and Management

- » First-time Supervisor
- » Managing Change
- » Motivating Employees
- » Managing Difficult Employees
- » Effective Delegation
- » Performance Coaching

Workplace Skills

- » Communication Skills
- » Conflict Resolution
- » Team Building
- » Problem Solving
- » Diversity Training
- » Command Spanish

Continuing Education

Tacoma. Gig Harbor. Online.

Prepare
for the
Great
American
Eclipse

page 7

Day, evening or online ...

TCC Continuing Ed

has a class for you!

See the full schedule
and register online at

continuingedtacoma.com

 TACOMA
COMMUNITY
COLLEGE

EXPLORE
continuingedtacoma.com

JUN | JUL | AUG
SUMMER 2017

Community Education Classes

Stretch your mind and satisfy your curiosity with our affordable and convenient non-credit classes.

Fun, knowledgeable, supportive and inspiring instructors share their love of subjects like:

- Arts and crafts
- Finance and financial planning
- Fitness (Zumba, tai chi, yoga, and more)
- Drawing and painting
- Digital photography
- Meditation
- Languages
- Culinary Arts

The **Harbor Institute** is designed by and for mature adults interested in wide-ranging scholarly topics such as:

- History
- Current events
- Genealogy
- Politics
- Geography
- The Environment

Write in the Harbor

The annual Write in the Harbor regional conference for writers is held each November at the Gig Harbor Campus. The conference, ongoing writing classes and workshops, and writing discussion groups, help to nurture and support a truly talented and dedicated cohort of regional writers and editors as well as show beginning writers a path forward.

Job Skills and Career Training

Continuing Ed has courses that:

- Help you to grow your business including business planning, marketing, and finance.
- Develop your own skills or upgrade the skills of your employees to excel in today's fast-paced work environment.

Continuing Ed has classes for individuals seeking professional certification, or CEUs and Clock Hours, to achieve or maintain licensure in professional fields including:

- Private Pilot Ground School
- Alcohol/Drug Information School Training for Trainers (ADIS-TOT)
- Caring at the End of Life

Certification courses required for obtaining and maintaining licensure in professional fields including:

- HIV-AIDS Independent Study for Health Professionals
- Alcohol/Drug Information School - Training for Trainers (ADIS-TOT)
- Certified Personal Trainer
- Nursing Assistant, Certified.

Many CE classes can also satisfy CEUs and Clock Hours for continuing professional education.

Online Non-credit Classes

You can also take online classes from the comfort of your own home or office at times most convenient for you. There are hundreds of classes to choose from. Find your classes at www.ed2go.com/tccdtc.

Credit Course Descriptions

On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter will be announced in the online class schedules, which are posted quarterly at the college website.

Courses numbered 1-99 are pre-college-level courses designed to develop skills needed for college work and career training courses. They cannot be applied towards certificate or degree requirements.

Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts, Associate in Business and Associate of Science as well as the Associate in Applied Sciences, and Associate in General Studies degrees conferred by TCC. These courses are normally accepted for transfer by four-year colleges and universities in Washington state when they are part of an Associate in Arts, Associate in Business or Associate of Science degree. Students who transfer without one of the approved transfer degrees should not take for granted the transferability of all 100-level or 200-level classes since some of them are vocational courses and apply toward the Applied Sciences degree only.

Courses numbered 299 are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chair of the division in which the course is offered. Credit granted for courses numbered 299 varies with the individual project.

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

For current course offerings, check the online class schedule or consult the appropriate division administrator. Class availability is dependent on adequate enrollment.

Common Course Numbering

The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes went into effect summer quarter 2008.

The courses and their descriptions have not changed, just the course number and, in some cases, the prefix and/or title. The changes apply to both common courses and non-common courses.

Common courses are identified by an "&" character at the end of the prefix, for example ENGL& or ANTH&.

Developmental Courses

There have been some program-wide course changes with broad significance that we alert you to here. The developmental courses have been re-organized for clarity. See English and Math sections for detailed description of courses and prerequisites.

Course Category Index

Courses at TCC are organized into institutional divisions or categories, each including a related group of subjects. Subject areas and course descriptions in this section of the catalog are listed in alphabetical order for the convenience of readers. Students wishing to learn more about certain courses are urged to talk about those courses with the chair of the division or department through which those courses are offered.

Accounting, p. 114	Health Information Management, p. 141
Anthropology, p. 115	Health Information Technology, p. 142
Arabic, p. 116	History, p. 145
Art, p. 117	Human Development, p. 146
Astronomy, p. 120	Humanities, p. 147
Biology, p. 121	Human Services, p. 148
Botany, p. 123	Information Technology, p. 150
Business, p. 123	Japanese, p. 152
Chemistry, p. 124	Library Science, p. 153
Chinese, p. 125	Logistics, p. 153
Communication Studies, p. 126	Mathematics, p. 154
Computer Science, p. 126	Music, p. 156
Computer User, p. 127	Nursing, p. 159
Diagnostic Medical Sonography, p. 128	Nutrition, p. 165
Early Childhood Education, p. 131	Oceanography, p. 165
Economics, p. 133	Paralegal, p. 166
Education, p. 133	Philosophy, p. 168
Emerg. Med. & Health Services, p. 134	Physical Education, p. 169
Engineering, p. 135	Physics, p. 171
English: Composition, p. 136	Political Science, p. 171
English: Literature, p. 137	Psychology, p. 172
Environmental Science, p. 138	Radiologic Science, p. 173
Experiential Learning, p. 139	Respiratory Therapy, p. 175
French, p. 139	Science, p. 178
Fresh Start, p. 139	Sociology, p. 178
Geography, p. 140	Spanish, p. 179
Geology, p. 140	Supervision & Management, p. 180
German, p. 141	Writing Center, page 181

Accounting

ACCT 101 Practical Accounting I (5)

(Formerly ACCT 110) Introduces students to basic accounting concepts and procedures, emphasizing sole proprietors. Topics include analysis of business transactions and completion of the accounting cycle, including preparation of financial statements. Students will be introduced to computers.

Prerequisite: MATH 085 with a minimum grade of C or placement at MATH 090 or higher. *Recommended:* READ 095 and concurrent or prior enrollment in CU 103 or CU 105.

ACCT 102 Practical Accounting II (5)

(Formerly ACCT 120) A continuation of financial accounting topics including an introduction to accounting for partnerships. Students will be encouraged to complete assignments using the computer.

Prerequisite: ACCT 101 or ACCT& 201 with a minimum grade of C or instructor permission.

ACCT 103 Accounting for Decision Makers (5)

(formerly ACCT 130) An accounting class from the user's perspective, this class will review the accounting cycle, with some attention directed toward procedures and techniques. The major emphasis is on the content of accounting reports, and the interpretation and possible uses of this information.

Prerequisite: ACCT 102 or ACCT& 202 with a minimum grade of C or instructor permission.

ACCT 145 Payroll and Business Taxes (5)

(Formerly ACCNT 145) Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.

Prerequisite: BUS 110 with a minimum grade of C or Math 147 ; and ACCT& 201 with a minimum grade of C or instructor permission.

ACCT 165 Accounting with Sage (5)

Introduction to automated accounting methods using Sage. Sage is used to examine the complete accounting cycle. The course focuses on technical skills behind the screens and soft skills needed in an accounting department.

Prerequisite: CU 103 or CU 105; and either ACCT 102 or ACCT& 202; or instructor permission.

Accounting

ACCT 175 Accounting with QuickBooks (5)

(Formerly ACCNT-175) Introduction to automated accounting methods using QuickBooks. QuickBooks is used to examine the complete accounting cycle. Includes analysis, demonstration, exporting, importing and hands-on experience using the general ledger, accounts payable, accounts receivable and payroll modules.

Prerequisite: ACCT 102 or ACCT& 202 with a minimum grade of C or instructor permission.
Recommended: ACCT 165.

ACCT& 201 Principles of Accounting I (5)

(Formerly ACCNT-210) Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of equity.

Prerequisite: ACCT 101 with a minimum grade of C or MATH 095 with a minimum grade of C or equivalent; or assessment above MATH 095 or MATH 094 with a minimum grade of C.

ACCT& 202 Principles of Accounting II (5)

(Formerly ACCNT-220) ACCT&-202 is a continuation of ACCT&-201. Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity and consolidated statements. Re-emphasizes the preparation of the Statement of Cash Flows. Introduction to methods used to interpret financial statements.

Prerequisite: ACCT& 201 with a minimum grade of C.

ACCT& 203 Principles of Accounting III (5)

(Formerly ACCNT-230) Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine product costs of a manufacturing business and the methods employed to control costs, such as the use of the standard cost system.

Prerequisite: ACCT& 201 with a minimum grade of C.

ACCT 250 Federal Income Tax (5)

(Formerly ACCNT-250) Federal income tax for the layman, accounting student, working accountant/bookkeeper and small business owner, with special emphasis on tax issues affecting individuals.

Prerequisite: ACCT 101 or ACCT& 201 with a minimum grade of C- or instructor permission.

ACCT 290 Work Internship (5)

(Formerly ACCNT-290) During one quarter of the sophomore year, students can receive college credits for hands-on accounting work experience and training in a private or public sector organization.

Prerequisite: Program Chair permission.

ACCT 299 Independent Study & Special Projects (1)

(Formerly ACCNT-299) Study on an individual basis.

Prerequisite: Program Chair permission.

Anthropology

ANTH& 100 Survey of Anthropology (5)

(Formerly ANTHR-100) A survey of the subfields of physical anthropology, archaeology, anthropological linguistics and sociocultural anthropology through the examination of selected problems in human biological and cultural evolution. An introduction to the discipline of anthropology that asks what it means to be human. (multicultural content)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ANTH& 204 Archaeology (5)

(Formerly ANTHR-205) Introduction to the study of the prehistory of humankind as revealed by material remains. Covers excavation techniques, analyzing and dating artifacts, and a survey of world prehistory from the beginning of culture to the appearance of writing.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

ANTH& 205 Biological Anthropology (5)

(Formerly ANTHR-201) Study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes and humans.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

ANTH& 206 Cultural Anthropology (5)

(Formerly ANTHR-202) An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live. (multicultural content)

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

ANTH& 207 Linguistic Anthropology (5)

(Formerly ANTHR-203) Introduction to linguistic methods and theories used within anthropology. Topics include the structure of language, anatomy and evolution of language, the relationship between language and culture, the study of language variation and of language change. The linguistic database in the course is both historical and cross-cultural. (multicultural content)

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

Anthropology

ANTH& 210 Indians of North America (5)

(Formerly ANTHR-210) An examination of the diversity of cultures among the Indians of North America, this course is an ethnographic survey of Native American societies before European contact and includes discussion of contemporary issues. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

ANTH 220 Ethnographies of American Cultures (5)

(Formerly ANTHR-207) This course focuses on the diversity of cultural perspectives within the United States. In-depth examinations of two or more cultures will include exploring the ways in which people from minority cultural perspectives cope with some of the central ideals and expectations of the dominant culture. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment; and completion of one of the following: ANTH& 100 or ANTH& 206 or ANTH& 207 or ANTH& 210 or SOC& 101.

ANTH& 237 Human Osteology (5)

(Formerly ANTHR-280) An introduction to the comparative study of human and other mammalian skeletons as used for identification in forensic and biological anthropology. The course explores various methods of identifying human skeletons (from others) including bone form, age, sex, and state at death. Other topics include dental analyses, bone formation, and preservation.
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.
Recommended: ANTH& 205 or BIOL& 100 or BIOL& 175.

ANTH& 245 Primatology (5)

(Formerly ANTHR-270) Examines the origins and evolutionary trends of primates, from modern relationships to growth, development, and behavioral adaptations. Course also covers primate ecology and conservation. Uses lectures, multimedia, and readings to compare and contrast the major groups of non-human primates and consider their relationships to humans. Course will provide perspective on the status of endangered species with whom we may share a future as well as a past. Field trips included.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

Recommended: ANTH& 205 or BIOL& 100.

ANTH 299 Independent Study (1-5)

A variable credit (1-5) course based on independent study contracted between an instructor and a student. The independent study will provide students an opportunity to pursue an anthropological area of interest in depth beyond what regular courses can provide. The emphasis may be field research, scholarly research, or a combination.
Prerequisite: ANTH& 100 with a minimum grade of B+, Instructor permission and a written contract between the instructor, student and instructional administrator, describing the nature and method of the independent study.

Arabic

The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum.

ARAB 121 Arabic I (5)

The first quarter of the beginning Arabic language sequence of 121, 122, and 123. (multicultural content)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent or instructor permission.

ARAB 122 Arabic II (5)

ARAB 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in ARAB 121. (multicultural content)

Prerequisite: ARAB 121 with a minimum grade of C or instructor permission.

ARAB 123 Arabic III (5)

ARAB 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in ARAB 122. (multicultural content)

Prerequisite: ARAB 122 with a minimum grade of C or instructor permission.

Art

The following courses are designed for students who wish to explore one or more areas of art. They are beginning studio courses and have no prerequisites.

- » ART 102 Two-Dimensional Design
- » ART 103 Three-Dimensional Design
- » ART 105 Beginning Drawing
- » ART 131 Beginning Ceramics
- » ART 140 Beginning Photography
- » ART 150 Beginning Printmaking
- » ART 156 Beginning Painting
- » ART 172 Beginning Sculpture

A total of 27 ART credits may be used for distribution credit for the AA degree.

- » 5 ART Studio credits for Humanities
- » 5 ART History credits for Humanities
- » 5 ART Appreciation credits for multicultural
- » 12 ART lecture or studio credits for Distribution Electives

An additional 15 ART lecture or studio credits can be used for college-level electives.

Students who are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 102, 103, 105). These form the foundation for the advanced art courses offered at TCC. Some of the courses listed in the catalog are offered on a limited basis once a year, every other year, etc. Contact the Art Department for help in planning your program. Students who plan to transfer should check the requirements of the college or university of their choice.

In painting, drawing and sculpture courses, the human form is a subject of study. The human model, sometimes in the nude, may be incorporated into these studies. Any student enrolled in one of these courses who may object, for whatever reason, to study of the nude model may arrange for optional studies with the instructor of that course.

The college reserves the right to temporarily retain for exhibit or photographing any student work submitted for credit.

ART& 100 Art Appreciation (5)

(Formerly ART-100) An introduction to understanding and appreciating the visual arts (fine arts, crafts, architecture, and new media) from a global perspective. Designed for non-art majors. A variety of learning approaches include lectures, slides, videos, guest artists, field trips, demonstrations, and hands-on participation. (multicultural content)

ART 102 Two-Dimensional Design (5)

The organization of visual elements (line, shape, texture, color) as applied in a variety of two-dimensional design media. Recommend prior to Graphic Design, Photography, and Painting classes. Performance/skills course.

ART 103 Three-Dimensional Design (5)

Using a series of progressive projects, involving wood, wire, and paper, students will learn the basic elements and principles of design and apply them to three-dimensional space. Organization of visual design elements will be applied to a variety of construction processes to create aesthetically pleasing sculptural designs. Performance/skills course.

ART 105 Beginning Drawing (5)

Foundation in drawing from observation. Emphasis on composition, perspective, and form through various drawing techniques and media. Performance/skills course.

ART 106 Advanced Drawing (5)

Further development of drawing skills with emphasis on composition, new media, and visual communication concepts.

Performance/skills course.

Prerequisite: ART 105.

ART 110 Beginning Graphic Design (5)

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

ART 111 Intermediate Graphic Design (5)

An intermediate course furthering understanding of visual structure using concepts of two-dimensional design. This course will cover intermediate concepts in composition, color theory, typography and layout. Computer technology will be used to create design elements as required for specific projects with traditional methods to communicate the design form. Performance/skills course.

Prerequisite: ART 110

ART 131 Beginning Ceramics (5)

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Performance/skills course.

Recommended: ART 102, ART 103 and ART 105.

ART 132 Intermediate Ceramics I (5)

An intermediate course creating ceramic forms using hand-building and wheel-throwing techniques. Student will learn the intermediate forming methods employed in making ceramic forms, glazing and decorating techniques will be covered. Performance/skills course.

Prerequisite: ART 131. *Recommended:* ART 102, ART 103 and ART 105.

Art

ART 133 Intermediate Ceramics II (5)

Further development of ceramic techniques: hand-built and/or wheel-thrown forming techniques, more advanced glazing and decorative techniques. Theory and practice in kiln loading and firing will be covered as part of ART-133. Performance/skills course.

Prerequisite: ART 132 and ART 102, or ART 103, or ART 105. *Recommended:* ART 102, ART 103 and ART 105.

ART 146 Beginning Photography (5)

Basic black & white photography. Includes 35mm camera operation, film developing, and printing. Attention to the creative process from the conception of the idea to the completion of the image, as well as the aesthetics of composition, lighting, and presentation.

Assigned projects provide ample range for personal expression while being devoted to exploring photographic processes.

A 35mmSLR type film camera is required and students will be required to purchase black and white film, photographic printing paper, along with additional supplies. Performance/skills course.

ART 147 Introduction to Digital Photography (5)

This course is designed to introduce students to the use of digital cameras, and the use of computers to create prints of images from their cameras. Students learn to use digital tools and techniques to create and manipulate visual images. Students need a digital camera, or film camera (35mm or medium format) capable of being operated in a manual exposure mode. Performance/skills course.

ART 150 Beginning Printmaking (5)

Studies in traditional and contemporary print processes including relief, etching, and lithographic methods. Historical and contemporary print developments serve as background material for technical application. Performance/skills course.

ART 151 Advanced Printmaking (5)

Expanding basic procedures learned in ART-150 with emphasis on new media, materials, and technique. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions. Performance/skills course.

Prerequisite: ART 150.

ART 156 Beginning Painting (5)

Introductory course exploring the principles of representational painting, compositional aesthetics, and painting techniques. Lectures include introductions to new projects with examples of student work and art historical references. Demonstrations cover composition, perspective, color theory, and technique. Performance/skills course.

ART 157 Intermediate Painting (5)

Further investigation of painting techniques, color theory, composition, and representational painting from observation from Art 156, Beginning Painting. Content will be explored through a series of assignments which expand on art vocabulary/terminology, visual content, and symbolism. Performance/skills course.

Prerequisite: ART 156.

ART 158 Advanced Painting (5)

Further investigation of painting techniques, color, composition, and representation painting covered in Art 156/157, Beginning and Intermediate Painting. In addition, abstraction will be explored through mixed media.

Content will be explored through a series of assignments which expand on visual concepts, media exploration, and self-expression. Performance/skills course.

Prerequisite: ART 157.

ART 161 Life Studies: Figure Drawing (3)

Drawing from the posed model, clothed and nude. Emphasis is on expressive composition, accurate proportion/foreshortening, and investigation of a variety of drawing media. Performance/skills course.

ART 172 Beginning Sculpture (5)

A diversity of materials and creative processes will be explored to develop an expressive sculptural form, such as: assemblage, modeling, carving, and casting. Emphasis will focus on creativity, developing technical skills and conceptual themes. Assigned projects will enable students to develop expressive sculptural techniques and to learn the use of materials and tools in the making of sculpture. Performance/skills course.

Recommended: ART 102, ART 103 and ART 105.

ART 173 Intermediate Sculpture I (5)

A diversity of materials and technical processes to develop the sculptural form, such as: assemblage, modeling, carving, casting, and fabrication, will be examined. Emphasis will focus on developing conceptual themes.

Assigned projects will enable students to develop fabrication techniques and to learn the use of materials in the making of sculpture.

Further experience in sculpture design, materials, techniques, tools and approaches. Performance/skills course.

Prerequisite: ART 172. *Recommended:* ART 102, ART 103 and ART 105.

ART 174 Intermediate Sculpture II (5)

Further experience in sculpture design, materials, techniques, tools and approaches. Performance/skills course.

Prerequisite: ART 173 and *Recommended:* ART 102, ART 103, and ART 105.

ART 180 Art for Elementary Education (5)

The course is designed for prospective K-6 educators as a lecture/workshop structured to provide students an opportunity to explore materials and techniques suitable for classroom use. Imaginative art experiences and the nature of creativity are stressed and linked to other disciplines. Includes planning and assessment components directed at art education.

ART 199 Gallery Viewing Lab (1)

Recommended as a concurrent enrollment with any art class, or HUM& 101, 116, 117, 118. ART 199 supplements these mentioned 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, 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 field experience course. Two meetings with instructor are required: Meeting #1 in the first two weeks of the quarter; Meeting #2 at mid-quarter.

Recommended: Concurrent enrollment in any ART course or in HUM& 101, HUM& 116, HUM& 117 or HUM& 118.

Art

ART 201 History of Western Art: Ancient (5)

An introductory survey of Western art's foundation and early development.

Art and architecture are covered from Prehistoric times through the ancient Middle East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine periods. Emphasis is given to historical and cultural contexts.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ART 202 History of Western Art: Medieval & Renaissance (5)

An introductory survey of Western art from approximately 400-1600 AD. From the Late Antique world's legacy, painting, sculpture, architecture, and crafts are covered from Germanic and Celtic tribes through the Carolingians and Medieval Romanesque and Gothic periods, on to Italian and Northern Renaissance art, and ending with the Mannerists.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ART 203 History of Western Art: Baroque through Modern (5)

An overview of the influences on, and development of, Western art, architecture, and craft from 1600 AD to the present. Follows Baroque and Rococo through the French Revolution to the emergence of Neoclassicism, Romanticism, Realism, Impressionism, and Post-Impressionism. Twentieth-century and later art is studied in the context of global diversity.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ART 210 Color and Design (5)

Exploration of color theory for advanced studies in two-dimensional media.

Emphasis will be on analysis in regard to color perception, color relationships, and the use of color in historical art works.

Prerequisite: ART 102.

ART 231 Low-fire Ceramics (5)

Students will explore the possibilities available in low-fire ceramics. Traditional forms such as Majolica and burnished earthenware will be used as well as nontraditional styles. The ART 230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty. Art 231, 232, and 233 are not sequential and may be taken in any order. Performance/Skills course.

Prerequisite: ART 133 and either ART 102, or ART 103 or ART 105 or instructor permission.

ART 232 Surface Embellishment and Form Alteration (5)

Course work will concentrate on the alteration of forms and the various techniques for surface textures. The student should be competent in the ability to make basic shapes to use on the techniques assigned. The ART-230 series is taught as a series of ceramic design courses offering experience in both hand-building and throwing on the wheel in a sequence of increasing involvement and difficulty. Art 231, 232, and 233 are not sequential and may be taken in any order. Performance/skills course.

Prerequisite: ART 133 and either ART 102, ART 103 or ART 105 or instructor permission.

ART 233 Ceramics Master Study (5)

In this course, each student will research an artist or a type or style of ceramics, and from that research attempt to make replicas of that work. After the initial series of works, the student will use the research work to create a new direction using the masterwork as a starting point. Art 231, 232, and 233 are not sequential and may be taken in any order. Performance/skills course.

Prerequisite: ART 133 and either ART 102, ART 103 or ART 105 or instructor permission.

ART 246 Intermediate Photography (5)

Second quarter of black & white photography with emphasis on seeing, composition, presentation and advanced techniques. Refinements of camera and metering operation, development and printing techniques, darkroom manipulation, toning, coloring and alternative processes. Students must have an adjustable 35mm SLR camera and must provide film, printing paper and other supplies. Performance/skills course. *Prerequisite: ART 146 or instructor permission.*

ART 247 Intermediate Digital Photography (5)

This course will provide students with intermediate instruction in the use of digital and/or film cameras, and the use of computers to create prints of captured images from their images. Students learn to use digital tools and techniques to create and manipulate visual images. Students need a digital camera or film camera (35mm or medium format) capable of being operated in a manual exposure mode. Performance/skills course.

Prerequisite: ART 147 with a minimum grade of C.

ART 272 Sculpture: Modeling, Moldmaking and Casting (5)

Basic experience in direct modeling, assemblage and found objects and mold construction of these objects. Various traditional and non-traditional casting mediums will be explored. Developing conceptual themes for art, as well as learning technical skills and processes, will be emphasized. Performance/skills course.

Prerequisite: ART 174. Recommended: ART 102, ART 103 and ART 105.

ART 273 Sculpture: Carving of Stone, Wood, and Plaster (5)

Introduction to power tools, hand tools, techniques, and materials used in the carving of wood, stone, plaster and cement to create sculptural forms. Design and craftsmanship will be emphasized. Performance/skills course.

Prerequisite: ART 174. Recommended: ART 102, ART 103 and ART 105.

Art

ART 274 Sculpture: Fabrication Techniques of Wood and Metal (5)

Introduction to building abstract sculptural forms through the use of a variety of materials, techniques and fabrication processes. Joinery, assemblage, welding and other processes where materials are joined will be covered. Emphasis will focus on technical skills and developing conceptual themes for your projects. Performance/skills course.

Prerequisite: ART 174. *Recommended:* ART 102, ART 103 and ART 105.

ART 275 Sculpture: Metal Casting: Iron, Bronze, and Aluminum (5)

Emphasis on pattern fabrication, wax manipulation, model and mold making, and foundry procedures for casting metals through piece-molds and the lost-wax method. Projects will help develop expressive conceptual themes while examining certain technical foundry processes. Performance/skills course.

Prerequisite: ART 174. *Recommended:* ART 102, ART 103 and ART 105.

ART 296 Special Projects in Art (2)

This course involves special group efforts which grow out of departmental need or artistic opportunity. The course will be offered as each art 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. Performance/skills course.

Prerequisite: Instructor permission.

ART 297 Folio Preparation (1)

Students will prepare a portfolio for application to a transfer institution. Students will be advised regarding their selections of samples, revisions and skill areas that need further attention. Students will learn to photograph samples, mat and frame appropriate pieces, develop directed projects to improve the overall quality and finalize a professional portfolio.

Prerequisite: Students must claim their intent to major in art and must have completed two of the three following courses: ART 102, ART 103, or ART 105. *Instructor permission required.*

ART 299 Special Problems in Art (1-5)

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: Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium.

Astronomy

Students intending to major in Astronomy at a baccalaureate institution should work towards an Associate of Science degree with an Astronomy/Physics Specialization.

ASTR& 110 The Solar System (5)

Study of the structure and composition of the Solar System. Topics discussed include the history of Astronomy, the appearance of the nighttime sky, orbital motion, gravity, the nature of light, theories of Solar System formation, and the characteristics of the planets, moons, asteroids, and comets that inhabit the Solar System. Laboratory included.

Prerequisite: ENGL/095 with a minimum grade of C or equivalent and MATH 090 with a minimum grade of C or equivalent.

ASTR& 115 Stars, Galaxies and the Cosmos (5)

Study of the structure and composition of the universe including stars and galaxies. Topics discussed include the theories of the formation of stars, galaxies, and the universe; the nature of light and telescopes; the characteristics of the Sun; the cycle of star formation, life and death; the types of stars and galaxies; and the application of physical principles to making astronomical measurements. Laboratory included.

Prerequisite: ENGL/095 with a minimum grade of C or equivalent and MATH 090 with a minimum grade of C or equivalent.

Biology

Students seeking courses for general interest or natural sciences distribution requirements should consider the following non-major courses: BIOL& 100, BIOL 105, BIOL 125, BIOL 140, BIOL& 160, BIOL& 175, BOT 101, ENVS& 101, ENVS 179, NUTR& 101 or SCI 105.

Students interested in majoring in biology or related disciplines should work toward either an Associate of Science degree with a Biology Specialization or an Associate in Biology. An academic advisor should be consulted to determine the appropriate courses for your degree goal.

BIOL& 100 Survey of Biology (5)

An introduction to biological principles. Topics include: scientific method; scientific literacy; basic cellular anatomy and biochemical processes; evolution and genetics; diversity of life; and ecology and environmental issues. Laboratory included.

Prerequisite: ENGL/ 095 with a minimum grade of C; and either MATH 090 with a minimum grade of C or MATH 093 with a minimum grade of C; or equivalent assessment in these areas.

BIOL 105 Fossils and the History of Life (5)

Introduction to the geological and biological processes and events that generated the amazing record of life on earth. Topics include plate tectonics, rocks, fossilization processes, principles of evolution, and a survey of the history of life. Lab includes studying rock and fossil specimens and involves field trips. This course is the same as GEOL-108. Students may receive credit for either BIOL-105 or GEOL-108, but not both.

Prerequisite: ENGL/ 095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

BIOL 125 Biology in the Field (5)

An intensive introductory course covering the fundamental principles governing biological assemblages from the species level to communities, as exemplified by the different ecosystems found in the Pacific Northwest. Laboratory activities include learning select biological field methods. Extended field trip(s) required; exact itinerary varies quarterly.

Prerequisite: ENGL/ 095 with a minimum grade of C; and either MATH 090 with a minimum grade of C or MATH 093 with a minimum grade of C; or equivalent assessment in these areas.

BIOL 140 Marine Biology (5)

Introductory marine biology designed for non-majors. Learn how marine organisms are categorized, about their habitats, how they survive, their ecological relationships, and environmental concerns. Laboratories and field trips included.

Prerequisite: ENGL/ 095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

BIOL& 160 General Cell Biology (5)

(Formerly BIOL-111) An introductory cell biology course for students preparing for health professions. Major concepts of cell biology will be introduced, including the chemistry of life, the structure, reproduction, and metabolism of cells, genetics, and evolutionary biology. Lab included.

Prerequisite: ENGL/ 095 with a minimum grade of C and completion of MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

BIOL& 175 Human Biology w/Lab (5)

(Formerly BIOL-118) This course is a one-quarter class of human anatomy and physiology. This course offers a brief overview of the human body for the non-science major. It covers some basics of chemistry and cells and then outlines all the major systems of the human body. Laboratory included.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent or BUS 110 with a minimum grade of C or equivalent.

BIOL 179 Special Topics in Biology (2)

This topic course will explore one varying topic in biology. The specific biological topic will be explored using a variety of methods which may include lectures, discussions, seminars, research projects, field work, laboratory work, or all-day to overnight field trips. Example topics include: genetics, conservation biology, the history of life, or other current topics in biology.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent.

BIOL& 221 Introduction to Evolution, Ecology and Biodiversity (5)

(Formerly BIOL 210) Introduction to the evolutionary and ecological processes involved in the generation of our planet's biodiversity, including review of patterns and processes that influence the origin, evolution, distribution and abundance of living things. First of a three-quarter sequence (BIOL&-221, 222, 223) designed for science majors. Laboratory included.

Prerequisite: CHEM& 161 with a minimum grade of C (may be taken concurrently) and BIOL& 160 with a minimum grade of C.

Biology

BIOL& 222 Introduction to Cellular and Molecular Biology (5)

(Formerly BIOL-211) Introduction to the structures and functions of biological molecules; anatomy of prokaryotic and eukaryotic cells; cell metabolism and metabolic diversity; molecular genetics and genomics. Laboratory included.

Prerequisite: CHEM& 161 with a minimum grade of C and BIOL& 221 with a minimum grade of C.

BIOL& 223 Introduction to the Biology of Organisms (5)

(Formerly BIOL-212) Introduction to the structures and functions of eukaryotic organisms with particular attention to animal and plant anatomy, physiology, and development. Laboratory included.

Prerequisite: BIOL& 222 with a minimum grade of C and CHEM& 162 with a minimum grade of C.

BIOL& 241 Human Anatomy & Physiology 1 (5)

(Formerly BIOL-220) The first quarter of a standard two quarter sequence in human anatomy and physiology. The course reviews basic molecular and cell biology. New material covers histology, the integumentary system, the skeletal system, the muscular system, the nervous system and the special senses. Laboratory sessions include the study of microscopy, histology, anatomical models, preserved bones and human cadavers.

Prerequisite: BIOL& 160 with a minimum grade of C and CHEM& 110 with a minimum grade of C.

BIOL& 242 Human Anatomy & Physiology 2 (5)

(Formerly BIOL-221) The second quarter of a standard two quarter sequence in human anatomy and physiology. The course will examine the endocrine system, blood, the cardiovascular system, the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Laboratory sessions include the study of histology, anatomical models, and the human cadaver.

Prerequisite: BIOL& 241 with a minimum grade of C.

BIOL 243 Current Advances in Human Anatomy and Physiology (5)

An optional third quarter of human anatomy and physiology. This class will examine human biology through the in-depth exploration of selected disease processes and the analysis of current scientific advances related to their diagnosis and treatment. Students will review the major organ systems and examine homeostatic feedback loops, anatomical and physiological relationships between the different systems, and the relationship between anatomy and physiology in selected body structures from an evidence-based perspective. Laboratory sessions include histology, study of anatomy using models and the human cadaver, and physiology experiments.

Prerequisite: BIOL& 242 with a minimum grade of C or BIOL& 223 with a minimum grade of C.

BIOL& 260 General Microbiology (5)

(Formerly BIOL-201) An introduction to the study of microbiology including microbial structures, metabolism, genetics, classification, pathogenesis, and host defense. The emphasis is on human bacterial and viral pathogens. Laboratory included.

Prerequisite: BIOL& 222 with a minimum grade of C; or both CHEM& 121 with a minimum grade of C and BIOL& 160 with a minimum grade of C. *Recommended Preparation:* CHEM& 131.

BIOL 280 Human Cadaver Prosection (2)

(Formerly BIOL-260) This is a two-credit laboratory dissection course. Students will dissect a human cadaver to include removal of skin and superficial fascia, isolation of selected muscles, and opening of thoracic and abdomino-pelvic cavities. Students will also participate in the annual Surgical Demonstration event and present selected surgical procedures to the public.

Prerequisite: BIOL& 241 with a minimum grade of C and instructor recommendation; and instructor permission.

BIOL 294 Biology Research (1)

Students will work as part of a research team on a specific research project for the quarter. The course will involve either laboratory or field study depending on the project, evaluation of primary research papers relevant to the project, and presentation of project results.

Prerequisite: BIOL& 221 with a minimum grade of C or equivalent; or BIOL& 222 with a minimum grade of C or equivalent; or BIOL& 242 with a minimum grade of C or equivalent; or BIOL& 260 with a minimum grade of C or equivalent.

Botany

BOT 101 General Botany (5)

Presents basic concepts of plant biology to non-science majors including plant characteristics, biodiversity, growth, reproduction, and ecology. Students discuss current topics in agriculture, horticulture, medicine, ethnobotany, biotechnology, ecology, conservation, and environmental issues. Labs include lab experiments, greenhouse projects, field trips, and habitat restoration work in the TCC Nature Area.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent.

BOT 179 Special Topics in Botany (2)

This course will explore various topics in plant biology using a variety of methods, including seminars, laboratory experiments, lectures, research projects, presentations, field work, and all-day or overnight field trips depending on the quarter offered. Topics will vary by quarter. A course may include topics such as ethnobotany, plant taxonomy, etc.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent.

Business

BUS& 101 Introduction to Business (5)

(Formerly BUS-101) For both business and non-business majors. Dynamics and competitive business world are explored through the study of topics including economic systems, forms of business ownership, social responsibility and ethics, entrepreneurship, marketing, management, organizational design, finance, banking, and securities markets.
Prerequisite: ENGL 095 and READ 095 or ENGL/ 095 or instructor permission.

BUS 102 Customer Service (2)

Students will learn the skills necessary to provide quality customer service of the 21st century in any workplace environment. The course will focus on improving verbal, non-verbal and listening skills; adopting a positive attitude; using effective techniques for handling difficult customers; recognizing ethical behavior and decisions; practicing professional communication etiquette and understanding the multicultural aspects of customer service in the global marketplace.

BUS 110 Business Math (5)

This course is a review of mathematical computations using fractions, decimals, percentages, and proportions as well as introductory algebra. The focus is on their application to personal finance and business situations with the emphasis on decision-making and problem-solving. Topics may include credit cards, bank reconciliation, foreign currency exchange, discounts, taxes, payroll, installment buying, mortgages, depreciation and interest.
Prerequisite: MATH 085 with a minimum grade of C.

BUS 140 Marketing and Business Development (5)

Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.
Prerequisite: ENGL 095 and READ 095 or ENGL/ 095 or instructor permission.

BUS 145 Retail Management (5)

This course examines types of retailers; multi-channel retailing; customer buying behavior; retail market strategy; retail locations and site selection; human resource management; information systems and supply chain management; customer relationship management; retail communication mixes; store management, layout, design, and visual merchandising; and, customer service.
Prerequisite: ENGL 095 and READ 095 or ENGL/ 095 or instructor permission.

BUS 150 Global Business (5)

This course examines international business topics including globalization and the outsourcing of jobs; differences in cultures and political, economic, legal, and social systems; international ethics; the international monetary system; multinational corporations; methods of entering offshore markets; global production, logistics and marketing; and international trade organizations. (multicultural content) (writing intensive)
Prerequisite: ENGL 095 and READ 095 or ENGL/ 095 or instructor permission.

BUS 160 Small Business Entrepreneurship (5)

A practical course concentrating on successfully launching and managing a small business, achieving optimum benefits from limited resources, planning for growth and succession, and developing skills, qualities, and traits that complement entrepreneurial behavior. Students will write a business plan that supports their future entrepreneurial efforts.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent or instructor permission. Recommended preparation: knowledge of CU 100 and HD 101.

BUS 163 Management Principles and Organizational Systems (5)

Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.
Prerequisite: ENGL 095 and READ 095 or ENGL/ 095 or instructor permission.

Business

BUS 164 Leadership and Human Relations (5)

Applies human relations skills to the work world. Focuses on interpersonal leadership skills that can maximize cooperation, flexibility, sensitivity and teamwork among workers. Students examine how attitudes, values, needs and communication styles affect relationships at work. Small-group projects will practice leadership skills and evaluate individual interpersonal competence.

Prerequisite: ENGL 095 and READ 095 or ENGL/095 or instructor permission.

BUS 165 Human Resource Management (3)

Explores how organizations obtain, retain, and effectively utilize human resources. Topics include workplace diversity, forming quality work teams, equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, union/management relations, and grievance procedures.

Prerequisite: ENGL 095 and READ 095 or ENGL/095 or instructor permission.

BUS& 201 Business Law (5)

(Formerly BUS-200) An introduction to the American legal system and the functions of law in a business environment; legal reasoning and the process of resolving disputes in society; a preliminary analysis of contractual arrangements and business association in the business community.

BUS 232 Introduction to Project Management (5)

This course will introduce students to the fundamentals of project management including understanding a project's life cycle, setting priorities and expectations, controlling expenses and reporting results. Students will examine the various roles, environments and techniques of planning, evaluation, and control.

Prerequisite: CU 105 with a minimum grade of C or equivalent. Recommended: CU 100 with a minimum grade of C or equivalent.

BUS 256 Statistical Analysis (5)

Statistical techniques to be used in guiding business decisions. Introduction to descriptive techniques, probability, estimation, hypothesis testing, regression, correlation and related concepts.

Prerequisite: MATH 095 with a minimum grade of C or equivalent.

BUS 257 Social Media for Business (3)

This course is designed to provide students with foundational skills to use social media tools and strategies so that they can immediately apply them in the workplace.

Prerequisite: CU 105 with a minimum grade of C or Program Chair permission.

Recommended: CU 101.

BUS 280 Career Readiness Skills (2)

This course covers employment search skills and the employee skills needed to be successful on the job. It is recommended preparation for internships: ACCT-290, BUS-290, and IT-290.

BUS 290 Work Internship (5)

During one quarter of the sophomore year, students may receive college credits for hands-on work experience and training in a private - or public - sector organization.

Prerequisite: Program Chair permission.

BUS 295 Entrepreneurial and Innovative Mindset (5)

This course is for students who want to learn more about innovation, entrepreneurship and launching a venture. The class will introduce the principles of an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student's own entrepreneurial potential. Additionally, students will examine needed technical skills including business, finance, marketing, legal issues, and social media. This course is the same as SOC 295.

Prerequisite: Instructor permission.

BUS 299 Independent Study (1)

Study on an individual basis.

Prerequisite: Program Chair permission.

Chemistry

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: CHEM& 110, 121, and 131. These courses are also appropriate for students working toward Allied Health careers.

Students pursuing a major in the sciences, engineering, or some medical fields should select courses from CHEM& 161, 162, 163, 261, 262, and 263. An academic advisor should be consulted to determine the appropriate courses for your degree goal. Students intending to major in Chemistry at a baccalaureate institution should work toward an Associate of Science degree with a Chemistry Specialization.

CHEM& 110 Chemical Concepts w/lab (5)

(Formerly CHEM-100) Survey of the fundamental principles of Chemistry. Includes the study of the metric system, atomic theory, bonding, properties of matter, reactions, nomenclature, and applications of chemistry to everyday life. Laboratory included.

Prerequisite: MATH 095 or higher with a minimum grade of C (may be taken concurrently) or TMATH 100 with a minimum grade of C (may be taken concurrently).

CHEM& 121 Introduction to Inorganic Chemistry (5)

(Formerly CHEM-101) (For non-science and non-engineering majors.) Course includes the study of the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Laboratory included.

Prerequisite: CHEM& 110 with a minimum grade of C or high school chemistry; and either MATH 095 or higher with a minimum grade of C (may be taken concurrently) or TMATH 100 with a minimum grade of C (may be taken concurrently).

Chemistry

CHEM& 131 Introduction to Organic/Biochemistry (5)

(Formerly CHEM-102) (For non-science majors.) Study of the structure, properties, and reactions of organic and biological compounds. Includes an introduction to biochemical processes. Laboratory included.
Prerequisite: CHEM& 121 with a minimum grade of C.

CHEM& 161 General Chemistry w/Lab I (5)

(Formerly CHEM-140) This is the first quarter of college-level freshman chemistry. It covers measurements, the structure of matter, compounds, stoichiometry, classes of chemical reactions, gases, thermochemistry, and the quantum mechanical model of hydrogen. Laboratory included.
Prerequisite: CHEM& 121 with a minimum grade of C or high school chemistry, and either MATH& 141 with a minimum grade of C (may be taken concurrently) or MATH 147 with a minimum grade of C (may be taken concurrently).

CHEM& 162 General Chemistry w/Lab II (5)

(Formerly CHEM-150) This is the second quarter of college-level freshman chemistry. It covers electronic structure, bonding and bonding theories, molecular shapes, intermolecular forces, solids, liquids, solutions, and chemical equilibrium. Laboratory included.
Prerequisite: CHEM& 161 with a minimum grade of C.

CHEM& 163 General Chemistry w/Lab III (5)

(Formerly CHEM-160) This is the third quarter of college-level freshman chemistry. It covers chemical kinetics, equilibrium, acids and bases, solubility, complex ions, thermodynamics, electrochemistry, and nuclear chemistry. Laboratory included.
Prerequisite: CHEM& 162 with a minimum grade of C.

CHEM& 261 Organic Chemistry w/Lab I (5)

(Formerly CHEM-231) Organic chemistry for science majors. Study of the application of general chemical principles to organic compounds. Topics include: structure, orbital theory, isomerism, nomenclature, resonance, and chirality; substitution and elimination reactions; introduction to IR spectroscopy. Laboratory included.
Prerequisite: CHEM& 163 with a minimum grade of C.

CHEM& 262 Organic Chemistry w/Lab II (5)

(Formerly CHEM-232) Organic chemistry for science majors. Topics include: structure, properties and reactions of alkenes, alkynes, alcohols, radicals, and aromatic compounds; introduction to NMR, UV/VIS, and mass spectroscopy. Laboratory included.
Prerequisite: CHEM& 261 with a minimum grade of C.

CHEM& 263 Organic Chemistry w/Lab III (5)

(Formerly CHEM-233) Organic chemistry for science majors. Topics include: structure, properties and reactions of aldehydes, ketones, amines, and carboxylic acids and their derivatives; introduction to biological molecules and biochemical processes. Laboratory included.
Prerequisite: CHEM& 262 with a minimum grade of C.

Chinese

The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well assessment. Students should expect to be immersed in the language. English will be used at a minimum.

CHIN& 121 Chinese I (5)

The first year of the beginning Chinese language sequence consists of 121, 122, and 123. CHIN& 121 is the first quarter of the sequence. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent or instructor permission.

CHIN& 122 Chinese II (5)

CHIN& 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in CHIN& 121. (multicultural content)
Prerequisite: CHIN& 121 with a minimum grade of C or instructor permission.

CHIN& 123 Chinese III (5)

CHIN& 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in CHIN& 122. (multicultural content)
Prerequisite: CHIN& 122 with a minimum grade of C or instructor permission.

Communication Studies

CMST& 101 Introduction to Communication (5)

(Formerly SPCH-100) A survey of fundamental principles of communication theory. Students are introduced to verbal and nonverbal communication, effective listening, interpersonal communication, small group discussion as well as culture and gender factors in communication. Written assignments, examinations and informal oral presentations are included.

CMST 110 Multicultural Communication (5)

(Formerly SPCH-110) A survey of how culture shapes the communication interaction. Emphasis is on the role of world views, how culture affects the development of value systems, interpersonal relationships, workplace and educational expectations. (multicultural content)

Prerequisite: ENGL& 101 with a minimum grade of C (may be taken concurrently).

CMST 120 The Process of Public Speaking (2)

An introduction to the preparation of and process required to develop and deliver oral presentations. This course does NOT require oral presentations. Rather, focus includes the rhetorical situation, topic development, understanding an audience, appropriate research, understanding speech types, appropriate organization, the outlining process, and ethical considerations.

CMST 179 Special Topics in Communication (2)

These are seminars designed to provide communication studies students with the opportunity to explore, research, and study selected topics and/or contemporary issues related to communication, public speaking, and the media. Faculty will generally determine material covered; however, material may also reflect the expressed need or interest of students in communication studies courses.

Prerequisite: CMST& 101 with a minimum grade of C or CMST 110 with a minimum grade of C or CMST& 220 with a minimum grade of C.

CMST& 210 Interpersonal Communication (5)

This course focuses on aspects of interpersonal communication in relationships that include philosophical, theoretical, and applied exploration of self-concept, perception, emotions, language, nonverbal cues, listening, and conflict.

CMST& 220 Public Speaking (5)

(Formerly SPCH-101) An introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, critical, logical analysis, organization of informative and persuasive presentations.

Prerequisite: ENGL& 101 with a minimum grade of C (may be taken concurrently).

Computer Science

Tacoma Community College offers a wide range of courses involving computer applications. The courses listed below are designed to satisfy computer programming requirements for engineering and science majors. Students intending to major in Computer Science at a baccalaureate institution should work toward an Associate of Science degree with a Computer Science Specialization.

Students interested in introductory computer courses or business applications should see courses listed under Computer User.

CS 142 Java Programming for Engineers and Scientists I (5)

Using the Java programming language, students learn general principles of object-oriented programming, including how to design, implement, document, test, and debug computer programs. Topics include classes, objects, messages, expressions, decision structures, iteration, arrays, collections, events, and interfaces.

Prerequisite: MATH& 141 with a minimum grade of C or equivalent.

CS 143 Java Programming for Engineers and Scientists II (5)

An intermediate programming course, using Java. Topics will include classes, interfaces, inheritance, polymorphism, exception handling, recursion, data structures, and an introduction to performance analysis and implementation trade-offs.

Prerequisite: CS 142 with a minimum grade of C.

Computer User

Tacoma Community College offers computer courses for students at all levels of skill.

CU 091, CU 100 and CU 101 are introductory courses designed for students who are new to computers and online learning or for those needing to update or refresh their skills. CU 102 and CU 103 cover introductory levels of Microsoft Word and Microsoft Excel, respectively. Students can opt to take both Microsoft Word and Microsoft Excel in one class, CU 105. CU 202 and CU 203 cover advanced levels of Microsoft Word and Microsoft Excel, respectively. CU 110 and CU 210 cover introductory and advanced levels of Microsoft Access. CU 104 covers Microsoft PowerPoint and CU 108 covers Microsoft Outlook.

CU 091 Introduction To The Keyboard (2)

Learn to use the computer keyboard by touch and begin to develop accuracy and speed.
Recommended preparation: ENGL/ 085 or equivalent.

CU 100 Introduction to Practical Computing (2)

To provide individuals with an opportunity to cultivate the computer usage skills necessary to become confident, successful students. This course is an introduction to computer usage skills using the most current Microsoft Windows operating system. Topics include: developing computer literacy, navigation, organization, printing, file location and management, accessing help.
Recommended: READ 095 or ENGL/ 095 and HD 101.

CU 101 Web-Enabled Learning and Communication (2)

Introduction to web-enabled learning and communication. Student will receive guidance in how to effectively navigate and use online TCC resources; Angel, Portal, Outlook Web Access. Emphasis on virtual communication, security concerns, Internet search effectiveness, and ethical behaviors for virtual learning communities.

Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100.

CU 102 Word I (2)

Beginning Word Processing class using Microsoft Word. Emphasizes MOUS "Core Level" competencies and IC3 applications.
Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended preparation: CU 100 and ENGL/ 095 or equivalent and HD 101.

CU 103 Excel I (3)

Beginning spreadsheets class using Microsoft Excel. Emphasizes MOUS core level competencies and IC3 applications.
Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100, MARC 075, READ 095 or ENGL/ 095, and HD 101.

CU 104 PowerPoint (1)

Introduction to electronic presentations using Microsoft Power Point. Emphasizes MOUS "Core Level" competencies and IC3 applications.
Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 101, READ 095 or ENGL/ 095, and HD 101.

CU 105 Word I & Excel I (5)

Introduction to using Microsoft Office Suite. Emphasizes MOUS core level competencies in Word, Excel and IC3 applications.
Prerequisite: Knowledge of Microsoft Windows operating system required or Program Chair permission. Recommended: CU 100, MATH 075 and READ 095 or ENGL/ 095.

CU 108 Outlook (2)

Beginning Outlook. Course includes coverage of the software's following features: e-mail, contacts, calendar, and scheduling.
Prerequisite: CU 105 with a minimum grade of C or equivalent or Program Chair permission.

CU 110 Access I (2)

Beginning database class using Microsoft Access. Emphasizes MOUS core level competencies.
Prerequisite: CU 103 with a minimum grade of C or CU 105 with a minimum grade of C or equivalent or Program Chair permission.

CU 202 Word II (3)

Advanced Word processing class using Microsoft Word. Emphasizes MOUS expert level competencies.
Prerequisite: CU 102 with a minimum grade of C or CU 105 with a minimum grade of C or equivalent or Program Chair permission.

CU 203 Excel II (3)

Advanced spreadsheet class using Microsoft Excel. Emphasizes MOUS expert level competencies.
Prerequisite: CU 103 with a minimum grade of C or CU 105 with a minimum grade of C or Program Chair permission.

CU 210 Access II (3)

Intermediate to advanced database skills using Microsoft Access. Emphasizes data import and export features, data access pages, advanced queries, tables, reports and forms. Includes creating macros and modules, managing database objects and managing databases.
Prerequisite: CU 110 with a minimum grade of C or Program Chair permission.

Diagnostic Medical Sonography

DMS 101 Sonography Lab I (2)

This course is designed to develop the foundations of sonography by introducing students to sonographic equipment, exams and patient care techniques. Student will also begin to learn how to apply critical thinking, communication and problem solving skills in the healthcare setting. Activities will emphasize the use of terminology, patient care practices, scanning techniques and image optimization while focusing on abdominal structures.

Prerequisite: Acceptance into DMS program or Program Chair approval; ENGL& 101 with a minimum grade of C+ or ENGL& 102 with a minimum grade of C+ or ENGL 103 with a minimum grade of C+; MATH& 141 with a minimum grade of C+; CMST& 101 with a minimum grade of C+ or CMST 110 with a minimum grade of C+ or CMST& 220 with a minimum grade of C+; PHYS& 115 with a minimum grade of C+ or PHYS& 116 with a minimum grade of C+; HIT 130 with a minimum grade of C+; BIOL& 241 with a minimum grade of C+ and BIOL& 242 with a minimum grade of C+.

DMS 102 Sonography Lab II (3)

This course builds on the scanning fundamentals developed in DMS 101 with an emphasis on advanced scanning techniques and patient care practices. Activities will focus on relating clinical and pathologic information, effective verbal/written communication methods and caring for high needs patients while evaluating superficial, gynecologic and obstetric structures.

Prerequisite: DMS 101 with a minimum grade of C or Program Chair approval.

DMS 103 Sonography Lab III (2)

As the last course in the scanning laboratory series, students will practice independence while performing exams, critically evaluating clinical situations and exploring their role in the clinical setting. Activities will emphasize autonomy, independent decision making, professional behavior and timeliness.

Prerequisite: DMS 102 with a minimum grade of C or Program Chair approval.

DMS 105 Ultrasound Cross-Sectional Anatomy (5)

This course explores the human body in the common sonographic directional planes and other imaging modalities. Activities will emphasize the use of directional, anatomic and sonographic terminology, anatomic relationships, directional correlation with transducer position and image optimization. The lab portion of this course focuses on three-dimensional anatomic relationships.

Prerequisite: Acceptance into DMS program or Program Chair approval; ENGL& 101 with a minimum grade of C+ or ENGL& 102 with a minimum grade of C+ or ENGL 103 with a minimum grade of C+; MATH& 141 with a minimum grade of C+; CMST& 101 with a minimum grade of C+ or CMST 110 with a minimum grade of C+ or CMST& 220 with a minimum grade of C+; PHYS& 115 with a minimum grade of C+ or PHYS& 116 with a minimum grade of C+; HIT 130 with a minimum grade of C+; BIOL& 241 with a minimum grade of C+ and BIOL& 242 with a minimum grade of C+.

DMS 110 Pathophysiology I (3)

This course introduces students to the fundamentals of investigating disease processes by evaluating high risk populations, associating clinical indications, identifying pathologic features in sonographic images and communicating exam findings to healthcare team members. Activities emphasize the use of terminology, problems solving and image recognition related to abdominal structures.

Prerequisite: Acceptance into DMS program or Program Chair approval; ENGL& 101 with a minimum grade of C+ or ENGL& 102 with a minimum grade of C+ or ENGL 103 with a minimum grade of C+; MATH& 141 with a minimum grade of C+; CMST& 101 with a minimum grade of C+ or CMST 110 with a minimum grade of C+ or CMST& 220 with a minimum grade of C+; PHYS& 115 with a minimum grade of C+ or PHYS& 116; HIT 130 with a minimum grade of C+; BIOL& 241 with a minimum grade of C+ and BIOL& 242 with a minimum grade of C+.

DMS 111 Pathophysiology II (3)

As the second course in sonographic pathophysiology, students will further advance their understanding of investigating disease processes while focusing on superficial structures. Critical thinking, problem solving and independent decision making will be emphasized.

Prerequisite: DMS 110 with a minimum grade of C or Program Chair approval.

DMS 120 Abdominal Sonography (3)

This course focuses on the anatomy, physiology and sonographic appearance of abdominal organs and structures. Students will be introduced to the fundamentals of abdominal sonographic terminology, image identification and optimization in addition to lab values and clinical findings.

Prerequisite: Acceptance into DMS program or Program Chair approval. ENGL& 101 with a minimum grade of C+ or ENGL& 102 with a minimum grade of C+ or ENGL 103 with a minimum grade of C+; MATH& 141 with a minimum grade of C+; CMST& 101 with a minimum grade of C+ or CMST 110 with a minimum grade of C+ or CMST& 220 with a minimum grade of C+; PHYS& 115 with a minimum grade of C+ or PHYS& 116 with a minimum grade of C+; HIT 130 with a minimum grade of C+; BIOL& 241 with a minimum grade of C+ and BIOL& 242 with a minimum grade of C+.

DMS 121 Small Parts and Superficial Structures Sonography (3)

This course focuses on the anatomy, physiology and sonographic appearance of superficial organs and structures. Terminology, imaging considerations, optimization techniques and patient care requirements specific to superficial structures will also be covered.

Prerequisite: DMS 120 with a minimum grade of C or Program Chair approval.

Diagnostic Medical Sonography

DMS 122 Gynecology and Obstetrics I (3)

This course focuses on the anatomy, physiology and sonographic appearance of gynecologic and first trimester obstetric structures. Clinical indications, imaging considerations and patient care requirements specific to OB/GYN patients will also be covered. Students will learn the pathologic processes associated with first trimester obstetrics and gain skills related to identifying and documenting abnormalities.

Prerequisite: DMS 120 with a minimum grade of C or Program Chair approval.

DMS 123 Gynecology And Obstetrics II (5)

This is the second course in a two part OB/GYN series that focuses on the anatomy, physiology and sonographic appearance of the developing pregnancy and the post-partum pelvis. Clinical indications, imaging considerations and patient care requirements specific to late term and post-partum patients will be covered and students will also learn the current methods for distinguishing and documenting pathologic conditions.

Prerequisite: DMS 122 with a minimum grade of C or Program Chair approval.

DMS 124 Introduction to Vascular Sonography (3)

This course is an introduction to vascular sonography and combines material from the physics, superficial pathology and cross sectional anatomy courses. Students will also apply general sonographic scanning and patient care techniques to vascular patients and broaden their understanding of cardiovascular pathologic processes and the effect on the body.

Prerequisite: Acceptance into the DMS program; Program Chair Approval; DMS 102 with a minimum grade of C; DMS 111 with a minimum grade of C; DMS 121 with a minimum grade of C; DMS 122 with a minimum grade of C; DMS 131 with a minimum grade of C.

DMS 125 Advanced Sonography (2)

This course is designed to further develop student's critical thinking skills related to integrating clinical, imaging and pathologic information in preparation for their clinical internships. Case studies and scenarios will be used to refine student's problem solving, reasoning, and independent decision making skills.

Prerequisite: DMS 120 with a minimum grade of C and DMS 121 with a minimum grade of C and DMS 122 with a minimum grade of C or Program Chair approval.

DMS 130 Ultrasound Physics and Instrumentation I (3)

This is the first of two courses focusing on the mastery of sonographic physics principals. Basic wave terminology, sound and media interactions and system functions will be covered. Students will also begin creating a personalized study guide to utilize when preparing for their first national registry exam.

Prerequisite: Acceptance into DMS program or Program Chair approval. ENGL& 101 with a minimum grade of C+ or ENGL& 102 with a minimum grade of C+ or ENGL 103 with a minimum grade of C+; MATH& 141 with a minimum grade of C+; CMST& 101 with a minimum grade of C+ or CMST 110 with a minimum grade of C+ or CMST& 220 with a minimum grade of C+; PHYS& 115 with a minimum grade of C+ or PHYS& 116 with a minimum grade of C+; HIT 130 with a minimum grade of C+; BIOL& 241 with a minimum grade of C+ and BIOL& 242 with a minimum grade of C+.

DMS 131 Ultrasound Physics and Instrumentation II (3)

This is the second of two courses focusing in the mastery of sonographic physics principals. Advanced theory will be covered including Doppler, harmonic imaging and pulse phasing techniques. Quality assurance and hemodynamics will also be covered. Students will complete their study guides and prepare to sit for their first national registry exam, the Scientific Principals and Instrumentation exam.

Prerequisite: DMS 130 with a minimum grade of C or Program Chair approval.

DMS 140 Patient Care and Scope of Practice (2)

This course further develops patient care skills and defines a sonographer's role in the healthcare team. Students learn to perform a basic patient assessment, predict and respond to barriers in patient care, provide support during invasive procedures and alternative patient positioning techniques.

Prerequisite: Program Chair approval; DMS 102 with a minimum grade of C.

DMS 150 Introduction to Clinicals (2)

(Formerly known as DMS 150 Introduction to Clinical I) This course is designed to transition students from the academic setting into the clinical setting. Students will develop skills related to interacting with clinical instructors, explore their role as a student in the clinical setting and develop strategies to take advantage of educational opportunities in the healthcare setting.

Prerequisite: DMS 102 with a minimum grade of C or Program Chair approval.

DMS 151 Ultrasound Clinical I (13)

(Formerly known as DMS 151 Ultrasound Clinical II) This course is the first of a four quarter clinical internship designed to take students from scanning in the classroom to integrating themselves into an imaging department. Under the guidance of clinical instructors, students will apply their fundamental scanning, patient care and clinical skills while performing a supportive role in the imaging department.

Prerequisite: DMS 150 with a minimum grade of C or Program Chair approval.

DMS 160 Clinical Seminar I (2)

In this course, students will reflect on their role in the clinical setting and educate their peers based on their own learning experiences. Presentations and discussions will be centered on identifying barriers to learning, strategies to maximize educational opportunities and discussing applications of their didactic knowledge in the clinical setting. Students will also begin to plan a continuing education seminar for the benefit of community sonographers.

Prerequisite: Acceptance into DMS program or Program Director approval.

Diagnostic Medical Sonography

DMS 175 DMS Orientation (2)

This course familiarizes students with their instructors, classroom and provides a detailed overview of the expectations within the laboratory and clinical settings. Students will also complete basic healthcare certifications and instructions on how to maintain their online immunization records.

Prerequisite: Acceptance into DMS program or Program Chair approval. ENGL& 101 with a minimum grade of C+ or ENGL& 102 with a minimum grade of C+ or ENGL 103 with a minimum grade of C+; MATH& 141 with a minimum grade of C+; CMST& 101 with a minimum grade of C+ or CMST 110 with a minimum grade of C+ or CMST& 220 with a minimum grade of C+; PHYS& 115 with a minimum grade of C+ or PHYS& 116 with a minimum grade of C+; HIT 130 with a minimum grade of C+; BIOL& 241 with a minimum grade of C+ and BIOL& 242 with a minimum grade of C+.

DMS 250 Ultrasound Clinical II (13)

(Formerly known as DMS 251 Ultrasound Clinical III) As the second quarter in the four quarter long clinical internship, students will further their scanning, pathologic identification and basic patient care skills. Students will be performing partial sonographic examinations under the supervision of clinical instructors and refine their communication skills with patients, families and healthcare workers.

Prerequisite: DMS 151 with a minimum grade of C and DMS 160 with a minimum grade of C.

DMS 251 Ultrasound Clinical III (13)

(Formerly known as DMS 251 Ultrasound Clinical IV) This is the third quarter of the four quarter long clinical internship designed to further promote the student's development as an entry level sonographer. Students will be to independently perform basic sonographic exams and advanced patient care techniques under minimal direct supervision of clinical instructors.

Prerequisite: DMS 250 with a minimum grade of C or Program Chair approval.

DMS 252 Ultrasound Clinical IV (13)

(Formerly known as DMS 252 Ultrasound Clinical V) As the last quarter of the clinical internship, students will focusing on mastery of advanced scanning, patient care and communication techniques. Students will fully integrate themselves into the imaging department by independently performing sonographic examinations, autonomously responding to high needs patients and functioning as entry level sonographer under the observation and assistance of clinical instructors.

Prerequisite: DMS 251 with a minimum grade of C or Program Chair approval.

DMS 260 Ultrasound Seminar and Critique II (2)

In this course, students will reflect on their role in the clinical setting and educate their peers based on their own learning experiences. Presentations and discussions will be centered on analyzing barriers to learning and developing skills on how to overcome them, strategies to maximize educational opportunities and application of didactic knowledge in the clinical setting. Students will continue to plan a continuing education seminar for the benefit of community sonographers.

Prerequisite: DMS 151 with a minimum grade of C and DMS 160 with a minimum grade of C.

DMS 261 Ultrasound Seminar and Critique III (2)

In this course, students will reflect on their role in the clinical setting and educate their peers based on their own learning experiences. Presentations and discussions will be centered on developing strategies to overcome barriers to learning, skills to maximize educational opportunities and how the integration of didactic and clinical knowledge applies to the role of an entry level sonographer. Students will continue to plan a continuing education seminar for the benefit of community sonographers.

Prerequisite: DMS 260 with a minimum grade of C or Program Chair approval.

DMS 270 Sonography Registry Review (2)

This course prepares students to sit for national registry exams required by the American Registry of Diagnostic Medical Sonographers. Testing strategies, study guide development and mock exams will be used to prepare students for the Abdominal and Obstetric/Gynecology specialties.

Prerequisite: DMS 251 with a minimum grade of C or Program Chair approval.

DMS 299 Clinical Independent Study (3-13)

This supplementary clinical course allows students to continue their skill development in the clinical setting.

Prerequisite: DMS 151 with a minimum grade of C and all DMS didactic and lab coursework with a minimum grade of C.

Early Childhood Education

ECE 100 Introduction to Early Childhood Education (3)

(Formerly EDP 100) This course offers an overview of the early childhood profession. This will include historical perspectives, current trends, professional expectations, settings, and evidence-based best practice described by the National Association for the Education of Young Children, the Division for Early Childhood, and the Council for Exceptional Children. This course addresses children birth to eight years old, including those who are culturally, linguistically, and ability diverse.

ECE 101 Early Childhood Environmental Design (3)

(Formerly EDP 101) This course offers an introduction to evidence-based research and techniques for designing early childhood and school environments for young children (birth to eight years old), including those who are culturally, linguistically, and ability diverse. Schedules, materials, room arrangement, and center-based learning will be addressed. Students will also learn strategies for meaningful observations and ways to adapt environments to support the development of each child's potential.

ECE 102 Math, Science, and Technology for Young Children (3)

(Formerly EDP 102) This course focuses on the integration of developmentally appropriate math, science, and technology content into the early childhood classroom curriculum. The process of using inquiry tools and problem-solving strategies and focused learning centers with content embedded in all other classroom areas is explored. Examine numerous evidence-based instructional strategies for teaching young children, birth to eight years old, including those who are culturally, linguistically and ability diverse.

ECE 112 Language, Literacy, and the Arts in Early Childhood Education (3)

(Formerly EDP 112) This course will familiarize students with approaches to planning and integrating a developmentally appropriate language, literacy, and arts curriculum. Students will examine numerous evidence-based instructional strategies for teaching young children, birth to eight years old, including those who are culturally, linguistically, and ability diverse.

ECE 121 Child, Family and Community Relations I - Creating Community Among Adults in Early Care Settings (1)

(Formerly EDP 121) Early care and education professionals will learn about the importance of adult relationships in child care and early learning settings.

ECE 122 Child, Family and Community Relations II Building a Caring Community with Children (1)

(Formerly EDP 122) Caregivers will learn about concepts and the value of the caregiver-child relationship. The course will focus on care giving practices to strengthen and build skills to promote positive interactions and relationships.

ECE 123 Child, Family and Community Relations III Building Quality Relationships with Families (1)

(Formerly EDP 123) Caregivers will explore ways to form culturally-responsive partnerships with families and parents.

ECE 130 Cultural Competency and Responsiveness in Early Childhood Education (2)

(Formerly EDP 130) This course covers evidence-based practices related to providing responsive care and education in home, classroom, and community settings serving culturally, linguistically, and ability-diverse children, birth to eight-years-old, and their families. Students will be required to examine their own personal culture and to explore ways in which to become an effective teacher to each young child. Included are strategies for helping teachers, children, families, and colleagues to communicate, negotiate, and resolve dilemmas caused by cultural differences. There will be a focus on using an anti-bias approach. (multicultural content)

ECE 140 Promoting Positive Behavior (3)

(Formerly EDP 140) An exploration of preventive and effective behavior guidance techniques with emphasis on positive behavior support and social-emotional competence in young children, birth to eight years old, including those who are culturally, linguistically, and ability diverse. Completion of ECE 141, 142, 143 is equivalent to ECE 140.

ECE 141 Promoting Positive Behavior I (1)

(Formerly EDP 141) In this course students will explore social-emotional development and child guidance. The foundational aspect of building relationships with children, including those who are culturally, linguistically, and ability diverse, will be emphasized and students will examine how terminology impacts adult perspectives on child guidance. Completion of ECE-141, 142, 143 will be equivalent to ECE-140.

ECE 142 Promoting Positive Behavior II (1)

(Formerly EDP 142) This course is an exploration of how the environment influences children's behavior. Environmental variables such as the physical and temporal aspects of the classroom, interactions, and using social-emotional teaching strategies with all children, including those who are culturally, linguistically, and ability diverse, will be addressed. Completion of ECE-141, 142, 143 will be equivalent to ECE-140.

Early Childhood Education

ECE 143 Promoting Positive Behavior III (1)

(Formerly EDP 143) In this course, students will review the foundational components of child guidance and learn about creating an individual plan for children who need extra support to function effectively in the classroom. Students will compare teacher conduct as a professional vs. a technician and address how to ensure success for each child, including those who are culturally, linguistically, and ability diverse. Completion of ECE-141, 142, 143 will be equivalent to ECE-140.

ECE 192 Early Childhood Clinical Experience II (2)

Clinical experience that provides students the opportunity to observe and practice the skills, theories and behaviors taught in the coursework for the child development specialist certificate. Must be taken concurrently with ECE-202

Prerequisite: ECE 202.

ECE 193 Early Childhood Clinical Experience III (2)

Clinical experience that provides students the opportunity to observe and practice the skills, theories and behaviors taught in the coursework for the child development specialist certificate. Must be taken concurrently with ECE-101

Prerequisite: ECE 101.

ECE 201 Effective Communication with Colleagues and Families (3)

(Formerly EDP 204) This course teaches effective communication techniques for interacting with colleagues and families of young children, birth to eight-years-old, including those who are culturally, linguistically, and ability diverse in a variety of early childhood education settings.

ECE 202 Nutrition, Health, and Safety for Young Children (3)

(Formerly EDP 202) This course offers a practical and evidence-based study of the health, safety, and nutrition of young children, birth through age eight years old, including those who are culturally, linguistically, and ability diverse; incorporating prevention, emergency management, and family conscious services.

ECE 203 Family Systems & Supports (3)

(Formerly EDP 203) This course offers an introduction to varying family dynamics within family systems as they relate to working with young children (birth to 8 years old) and their families who are culturally, linguistically and ability diverse in community, home, and early childhood education settings. This includes describing evidence-based, supportive, and culturally responsive approaches for working collaboratively with families to address their concerns, resources, and priorities.

ECE 211 Administration of Early Learning Programs I - Program Administration (1)

(Formerly EDP 211) This course emphasizes the technical knowledge necessary to develop and maintain a quality early care and education program. It focuses on planning, developing and managing a center; and meeting licensing, accreditation regulations and guidelines.

ECE 212 Administration of Early Learning Programs II - Operation of Children's Programs (1)

(Formerly EDP 212) This course focuses on the operation of children's programs in early learning centers. It addresses the grouping of children; creating developmentally appropriate curriculum that is relevant for children for birth through age eight; and implementing a food program.

ECE 213 Administration of Early Learning Programs III - Staffing and Professional Development (1)

(Formerly EDP 213) This course addresses staff recruitment, retention, support, and supervision which will lay a foundation for positive personnel management. Professional responsibilities such as cultural responsiveness and reflective practice are also examined.

ECE 290 Practicum (3)

(Formerly EDP 290) This is a 99 hour, supervised classroom experience in an integrated early childhood education setting and is the capstone class for the Paraeducation program. This includes birth to eight-year-old children who are culturally, linguistically, and ability diverse in either a school and/or current work site. This practicum provides students the opportunity to demonstrate the skills and knowledge they gained in their previous early childhood education courses which must be successfully completed before taking this class. Students are expected to follow practicum expectations, procedures, responsibilities, and methods of evaluation. Criminal background clearances are required.

Prerequisite: Instructor permission and criminal background clearances required.

Economics

ECON& 201 Micro Economics (5)

(Formerly ECON-201) Theory of the market systems as a method of allocating resources and distributing income and products. Analysis of current problems including government regulation, subsidies, monopoly, and taxation.
Prerequisite: MATH 095 with a minimum grade of C or equivalent or assessment above MATH 095 or MATH 094 with a minimum grade of C.

ECON& 202 Macro Economics (5)

(Formerly ECON-200) History and development of the United States' economy, including effects of government taxing and spending, control of the money supply, and effects of international trade.
Prerequisite: MATH 095 with a minimum grade of C or equivalent or assessment above MATH 095 or MATH 094 with a minimum grade of C.

Education

EDUC& 115 Child Development (5)

The purpose of this course is to provide the student with an overview of the study of child development, including those children who are culturally, linguistically, and ability diverse. The scientific and theoretical approaches to studying the development of the physical, cognitive, communication, social, and emotional changes that occur from conception through adolescence and the biological and/or environmental influences that affect this development will be addressed. Materials and resources regarding communication with families, brain development, and milestones for each stage of development will also be provided. Four field observations within inclusive child care settings are required outside of class time.
Prerequisite: PSYC& 100.

EDUC& 205 Introduction to Education w/Field Experience (5)

(Formerly EDUC-201) Designed for students who are considering teaching as a profession, the course will examine historical and philosophical foundations of American education, learning theories, contemporary students, and curriculum development. The course will also explore the social, political, cultural, and economic pressures that influence current issues and trends in education. Includes a required field experience in a public school K-12 setting (40 hours) that provides students opportunities to observe and reflect upon today's classrooms, students, and teachers.
Prerequisite: Assessment at college-level reading and writing.

EDUC 220 Diversity in Education (5)

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all socioeconomic and cultural groups, as well as inclusion of exceptional children. (multicultural content)

EDUC 299 Early Childhood Field Experience (2)

A 2-credit course based on an independent study contracted between an instructor and a student. This class is taken concurrently with EDP-100 which will provide the opportunity to work with children in ECE classrooms, learning and implementing developmentally appropriate practices in guidance, curriculum, observation, assessment and the preparation of the physical environment.
Prerequisite: EDP 100 must be taken concurrently.

Emergency Medical & Health Services

EMC 110 Emergency Medical Technician Basic (10)

Upon completion of this course, students are prepared to fulfill state and/or National Registry requirements for certification as an EMT-Basic, the entry level position in EMS for pre-hospital care providers. EMT-Bs provide basic life support and transportation for victims of illness and injury. Includes 121 hours of lecture and practical class-work time, and some clinical observation. Class also meets a portion of the prerequisites for the Paramedic program. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.
Prerequisite: MATH 075 with a minimum grade of C or ACCUPLACER™ assessment exam showing placement in MATH 085 or higher; and ACCUPLACER™ assessment exam showing placement in ENGL/ 085 or higher.

NOTE: Active affiliation with an EMS provider agency is required for state certification. Class may be taken without affiliation; however, students will not obtain state certification without being affiliated.

EMC 112 Emergency Medical Technician Recertification (4)

For the currently certified EMT-Basic who needs to fulfill state, county, and/or National Registry requirements for recertification.
Prerequisite: Current state, county, or National Registry EMT-Basic Certification and Program Chair permission.

EMC 116 Introduction to Emergency Medical Care (4)

EMC introduces the concept of pre-hospital care. Fundamental principles of the practice are presented in this hybrid course, i.e., medical ethics, role & responsibilities, critical thinking, medical math, and health and wellness.
Prerequisite: Acceptance into the Paramedic Program.

EMC 120 Paramedic I (12)

The first of three courses for the education of prehospital advanced life support paramedic personnel. Advanced concepts and skills in patient Assessment, airway management, shock management and I. V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support (ACLS) provider course included.

Prerequisite: Acceptance into the Paramedic Certificate Program.

EMC 121 Paramedic II (12)

Second in the three-quarter paramedic course. Covers assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric, toxic, allergic, environmental and mass casualty emergencies. Pre-hospital trauma life support (PHTLS-Provider) as well as the PALS provider course included.

Prerequisite: EMC 120 and EMC 130.

EMC 122 Paramedic III (5)

Third in three quarter series reviewing the entire didactic content as applied to case studies. Requires extensive application of the material covered in EMC 120 and EMC 121.

Prerequisite: EMC 121 and EMC 131.

EMC 130 Paramedic Clinical I (4)

First-quarter clinical and in-field experience for paramedic students taken in conjunction with EMC 120. Includes clinical experience in hospital and in-field experience.

Prerequisite: Acceptance into the Paramedic Certificate Program.

EMC 131 Paramedic Clinical II (7)

Second-quarter clinical and field experience for Paramedic students taken in conjunction with EMC 121. Students will have assigned clinical and in-field rotations.

Prerequisite: EMC 120 and EMC 130; ENGL& 101 with C or better or concurrent enrollment.

EMC 132 Paramedic Clinical III (9)

Continuation of EMC-131. Emphasis is on clinical and extensive in-field experience. Third quarter clinical and in-field experience for paramedic students includes specified hospital assignments and extensive in-field experience.

Prerequisite: EMC 121 and EMC 131.

EMC 140 Supplemental Education for EMC Programs I (1)

This course offers individualized didactic instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisite: Recommendation of County Medical Director and instructor permission.

EMC 150 Supplemental Education for EMC Programs II (1)

This course offers individualized clinical instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisite: Recommendation of County Medical Director and instructor permission.

EMC 200 Contemporary Issues in Pre-hospital Care (2)

This is a dynamic course that focuses on the various components of quality EMS. The course utilizes assorted current readings in conjunction with small group work that promotes critical thinking and a global understanding of what comprises state of the art out-of-hospital care.

Prerequisite: Certified Paramedic or instructor permission.

Engineering

The Engineering transfer program is designed to offer students the same courses as the first two years at a baccalaureate institution.

There are three specific discipline-related Associate of Science in Engineering degrees: (1) Civil, Mechanical, Industrial, Aeronautical/Astronautical and Material Science Engineering, (2) Electrical Engineering and Computer Engineering, and (3) BioEngineering and Chemical Engineering. There is also a General Engineering Associate of Science. Students are encouraged to pursue one of the specific discipline-related Associate of Science in Engineering degrees, rather than the General Engineering degree, unless advised to do otherwise by an engineering advisor. Students are strongly encouraged to meet with an Engineering advisor as early as possible.

Students seeking courses for general interest, upgrading skills, or college-level electives should consider ENGR& 104, ENGR& 114, and ENGL& 235.

TCC supports a local chapter of the ASME (American Society of Mechanical Engineers) and encourages student involvement.

ENGR& 104 Introduction to Engineering and Design (5)

(Formerly ENGR-100) Introduction to the engineering profession and its design process by building group skills, understanding the effects of different learning styles, producing strategies for innovation, and fostering creativity in problem solving. Includes design projects, journal keeping, professionalism and ethical issues, and oral presentations. Acquaints students with disciplines and opportunities in engineering.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent and MATH 090 with a minimum grade of C or equivalent.

ENGR& 114 Engineering Graphics (5)

(Formerly ENGR-123) An introduction to Computer Aided Design (CAD) using software based on parametric solid modeling. Students will use the software to create virtual models, show the models in various projections and views, manage the associated computer files, and produce engineering drawings. The course includes the engineering graphics topics of three-dimensional visualization, sketching, displaying solid objects in two-dimensional views, dimensioning, and reading engineering drawings.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and MATH 090 with a minimum grade of C or equivalent.

ENGR& 204 Electrical Circuits (6)

(Formerly ENGR-215) An introduction to electrical engineering through basic circuit and system concepts. Topics include: resistors, sources, capacitors, inductors, operational amplifiers, node and mesh analysis, Thevenin and Norton equivalents, RLC circuits, phasors and steady state power in AC transmission. Solution of first and second order linear differential equations associated with basic circuit forms will be used. Laboratory activities illustrate principles explored in lecture.
Prerequisite: MATH 238 (may be taken concurrently) and PHYS& 222.

ENGR& 214 Statics (5)

(Formerly ENGR-210) Scalar and vector analysis of two, and three-dimensional static structures. Topics include: vector notation, equilibrium, moments, couples, distributed loads, resultants, trusses, frames and machines, center of mass, inertia, shear and bending moment diagrams, and friction. Includes a team project.
Prerequisite: PHYS 121 (may be taken concurrently) and MATH& 152.

ENGR& 215 Dynamics (5)

(Formerly ENGR-230) Dynamics of particles and rigid bodies, using the vector notation. Topics covered in this course include: kinematics, kinetics, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, impact, steady mass

flow, rotation, absolute motion and relative motion. Includes design project.

Prerequisite: ENGR& 214 and MATH& 153.

ENGR& 224 Engineering Thermodynamics (5)

(Formerly ENGR-260) Introduction to principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics and their application to energy transformation and state changes in engineering problems. Topics include work, heat, energy, entropy, specific heat, open and closed system analysis, and applications to devices and systems. Simple power and refrigeration cycles, including Carnot, Otto, Diesel, Brayton and Rankine are introduced.

Prerequisite: PHYS& 221 (may be taken concurrently) and MATH& 152 and CHEM& 161.

ENGR& 225 Mechanics of Materials (5)

(Formerly ENGR-220) An introduction to the concepts of stress, strain, deformation, and failure theory in solid materials. Applies mechanics of materials concepts to structural and machine elements in tension, compression, bending, and torsion. Topics include deformation of members, Poisson's ratio, stress concentrations, thermal stress, statically indeterminate techniques, flexure formula, shear formula, stress transformation, Mohr's circle, strain gauges, deflections, and columns. Includes a design project.
Prerequisite: MATH& 153 (may be taken concurrently) and ENGR& 214.

ENGR 240 Applied Numerical Methods (5)

Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation.
Prerequisite: MATH& 153.
Recommended: MATH 220.

ENGR 299 Independent Study (1-5)

Independent design, observation, analysis, and reporting of an engineering project or topic.
Prerequisite: Instructor permission.

English: Composition

Students enrolled in the English for Academic Purposes program are strongly advised to complete the program before attempting the English program designed for native speakers. Courses numbered below 100 cannot be applied towards certificate or degree requirements.

ENGL/ 085 Academic Reading and Writing I: Foundations (7-10)

A pre-college integrated reading and writing course that provides instructions and practice skills needed for placement into ENGL/ 095. Course work includes grammatical concepts in order to write clear and correct sentences and paragraphs. This course is designed to introduce basic reading skills and to develop basic writing skills. Course work emphasizes writing from observations as well as writing in response to readings. The writing focus is on writing sentences which demonstrate a basic grasp of syntax and usage and writing sound paragraphs which express a main idea clearly and develop it fully with a minimum of errors in sentence structure, punctuation, and spelling. This course enables students to work with essential text structure and to begin basic analysis of passages from a variety of texts. Identification of main points, details, and implications are included, as well as skills in outlining and summarizing. Lab application is used for practice, and vocabulary development is included.

Prerequisite: EAP 155 and EAP 159 with a minimum grade of C or assessment into ENGL 085 and ENGL 095 or ENGL /085.

ENGL/ 095 Academic Reading and Writing II: Threshold (7-10)

An integrated pre-college course designed to improve the student's reading and writing ability for entrance into ENGL& 101. Course work focuses on critical reading and analytical writing in response to readings, with an emphasis on organization, unity, coherence, and adequate development; an introduction to expository essays; and a review of the rules and conventions of standard written English. Essay and research writing is included. This is a preparatory class for college success with reading emphasis on text analysis for structure, inferring meaning, critical thinking,

and vocabulary development. Introduction to literary devices is included. A variety of expository excerpts from college textbooks are used for demonstration of skills. Lab application is used for practice.

Prerequisite: Either EAP 155 and EAP 159 with a minimum grade of C, EAP 154 with a minimum grade of C, READ 085 and ENGL 085 with a minimum grade of C, ENGL/ 085 with a minimum grade of C, or assessment into either ENGL 095 and READ 095 or ENGL/ 095.

ENGL& 101 English Composition I (5)

(Previously ENGL-101) Study and application of the principles of college writing. Students read, analyze, and write expository, descriptive, and argumentative essays, as well as learn to develop ideas fully, organize them effectively, and express them clearly. ENGL 101 readings focus on the essay. This course may not be taken "S/U."

Prerequisite: ENGL 095 and READ 095 with a minimum grade of C or ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.

ENGL& 102 Composition II: Argument and Persuasion (5)

(Formerly ENGL-102) The application and further development of writing principles covered in ENGL&-101. ENGL&-102 is a composition course designed to develop the student's ability to write sound and cogent arguments in several academic disciplines. Course work focuses on strategies for developing convincing evidence, with emphasis on critical thinking and library research skills. This course may not be taken S/U.

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 103 Composition III: Writing about Literature (5)

The application and further development of writing principles covered in ENGL&-101. The writing - primarily analytical - is based on the reading and discussion of literature. This course may not be taken S/U.

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 180 Una Voce Workshop (2)

Una Voce Workshop provides practical, hands-on experience at every stage of the production of a magazine: solicitation of essays, selection of submissions, arrangement of submissions, writing of introductions, proofreading, and publication.

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL& 235 Technical Writing (5)

(Formerly ENGR 231) A practical course in organizing, developing and writing technical information, including reports. Attention given to organizational patterns and report formats common to scientific and technical disciplines and technical writing conventions, including headings, illustrations, style and tone.

Prerequisite: ENGL& 101 with a grade of C or higher.

ENGL 301 Professional Writing and Communication in Health Care (5)

This course will expose the learner to professional writing and communication in the healthcare field. Students will explore methods of writing persuasive requests, justifying decisions through citation of evidence, and communicating complex ideas at the appropriate level of the audience.

Prerequisite: Admission into HIM BAS program and ENGL& 101 with a minimum grade of C.

Recommended preparation: ENGL& 102 with a minimum grade of C.

English: Literature

ENGL 178 Trillium Production Workshop (2)

(Formerly ENGL 179) Course covers the basics of editing, design, and production of a literary magazine offering practical hands-on experience.

Prerequisite: Instructor permission.

ENGL& 220 Introduction to Shakespeare (5)

(Formerly ENGL-250) Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets. (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 234 Introduction to Mythology and Folk Stories (5)

A comparative study of myths and folklore throughout the world. Emphasis is on the commonality of concerns and values expressed by both western and non-western cultures and on the literary value of myths and folklore. (multicultural content) (writing intensive)

Prerequisite: ENGL/095 with a minimum grade C or equivalent.

ENGL 242 Contemporary Non-Western Literature (5)

A survey of contemporary non-Western literature. Various cultural and historical themes will be studied from quarter to quarter. (multicultural content) (writing intensive)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ENGL& 244 American Literature I (5)

(Formerly ENGL-267) Survey of American literature from the beginnings through the Civil War. (multicultural content) (writing intensive)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ENGL& 245 American Literature II (5)

(Formerly ENGL 268) Survey of American literature from the Civil War to the eve of World War I examining the current literary periods or genres: Slave and Abolition narratives, Transcendentalism, Pastoral Tradition, Naturalism, Early Feminism, American Gothic, Expressionism, and Romanticism. Writing assignments, primarily analytical, are based on the reading, research and discussion of literature. (multicultural content) (writing intensive)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ENGL& 246 American Literature III (5)

(Formerly ENGL 269) Survey of American literature from 1910-1960 examining the current literary periods: Imagism, Confessional Poetry, Beat Generation, Lost Generation, Southern Renaissance, Harlem Renaissance, Modernism, Realism, Naturalism, Post-Modernism, and Metafiction. Writing assignments, primarily analytical, are based on the reading, research and discussion of literature. (multicultural content) (writing intensive)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ENGL 261 The Bible as Literature (5)

The Bible as Literature examines the Bible, both the Hebrew Bible and the Christian Testament, as a collection of literary works. Students learn to recognize plot, theme, character, setting, style, and figurative language and to consider the interaction of those elements. They also learn about the history of the composition, transmission, and translation of the works. There is emphasis on the original cultural context of the stories and on the ways they have been revised and reinterpreted in other cultures. The purpose of the course is not to supplant the Bible as a religious text, but to enhance each student's appreciation of the Bible regardless of his or her religious convictions. (multicultural content) (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 262 Children's Literature (5)

Children's Literature is the study of classic and contemporary fiction and poetry for children, from the early reading levels through high school. Although the course is intended for students who plan to become teachers, it is open to all students who meet the prerequisites. Students examine and critique a variety of works on the basis of the elements of literature, such as plot, character, theme, setting, and style. They research the historical contexts of the works. They present their critiques and findings in written form, along with specific suggestions for teaching the works. (multicultural content) (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 264 English Literature: From Beowulf Through Shakespeare (5)

Survey of English literature from three major periods of English literature: Old English (500-1100), Middle English (1100-1500), and the English Renaissance. (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 265 English Literature: From Donne Through Blake (5)

Survey of English literature from the Donne (1630s) through Blake (early Romantics, 1780s). (multicultural content) (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 271 Contemporary American Fiction (5)

Study of American fiction written since 1960 with an emphasis on the major writers and themes of contemporary fiction. (multicultural content) (writing intensive)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ENGL 276 Creative Writing: Fiction (3)

A workshop for the writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students. Performance/skills course. (writing intensive)

Prerequisite: ENGL& 101 with a minimum grade of C.

English: Literature

ENGL 278 Creative Writing: Poetry (2)

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Course is flexible to meet the needs of the individual students and may be repeated. Performance/skills course. (writing intensive)
Prerequisite: ENGL& 101 with a minimum grade of C.

ENGL 279 Creative Writing: Poetry Workshop (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: ENGL& 101 with a minimum grade of C.

ENGL 280 Literatures of Diversity (5)

An introduction to the literatures of various cultures. Includes a study of historical and cultural context within which the literature evolved. Various single authors or a combination of authors will be studied from quarter to quarter. May be taken twice as cultures or authors covered are different each offering. (multicultural content) (writing intensive)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

ENGL 299 Independent Study (1-5)

Individual study, project-oriented. Instructor permission required and the successful completion of ENGL& 101 and 102.
Prerequisite: Program Chair approval.

Environmental Science

Students seeking courses for general interest or degree distribution requirements may consider any environmental science courses.

Students intending to major in Environmental Science at a baccalaureate institution should work towards an Associate of Science degree with an Environmental Science specialization and consult with an environmental science advisor in the biology or earth science departments.

ENVS& 101 Introduction to Environmental Science (5)

(Formerly ENVSC-106) An interdisciplinary science course for both non-science majors and beginning science students.

Topics such as overpopulation, energy, biodiversity, climate change, and pollution are covered. Underlying scientific principles are identified and related to relevant global, national and local perspectives. Laboratories and field trips included.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or MATH 093 with a minimum grade of C or equivalent.

ENVS 179 Special Topics in Environmental Science (2)

Specific environmental topics will be explored using a variety of methods which may include seminars, lectures, research projects, presentations, laboratory experiments, field work, and all-day or overnight field trips depending on the quarter offered. Topics for any one quarter may include biodiversity, toxins and human health, invasive species, water quality, climate change etc.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent.

ENVS 210 Maps, GIS and the Environment (5)

Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as GEOG 210. Students may receive credit for either ENVSC 210 or GEOG 210 but not both. Laboratories and field trips included.

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

Experiential Learning

EXPLR 190 Electronic Portfolio (2)

Students will clarify their educational intent, study academic standards and work independently. They create inventories of prior learning, participate in discussions, share and collect feedback about experiential learning. Students combine theory with practice through reflective assignments. They develop a professional portfolio for prior learning assessment, transfer and/or future employers.

EXPLR 290 Internship Experience (3)

Transfer students may enroll in a work experience internship related to their major area of interest. The work experience may be in either a private or public sector organization. Course includes an orientation, training, site supervision and hour reporting. Internship orientation, mentoring and reporting will be done through Transition Services.

EXPLR 295 Service Learning Experience (2)

This course assists students to develop a greater civic awareness and engagement. Students complete an orientation, complete 30-60 service hours and participate in an online classroom. Students combine theory with practice through reflective assignments. When combined with EXPLR-296, this class satisfies the culminating project requirements for local school districts.

EXPLR 296 Capstone Experience (1)

This course will assist students to develop an overarching view of their learning through a capstone experience bridging their classroom and community experiences. Students develop a portfolio of their work, prepare a scholarly paper reflecting the knowledge and skills acquired through their external experience and deliver a public presentation.
Prerequisite: EXPLR 295.

French

The basic tenets of communications including reading, writing, speaking and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum.

FRCH& 121 French I (5)

(Formerly FREN 101) The first year of the beginning French language sequence consists of 121, 122, and 123. FRCH& 121 is the first quarter of the sequence. (multicultural content)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

FRCH& 122 French II (5)

(Formerly FREN 102) FRCH& 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in FRCH& 121. (multicultural content)

Prerequisite: FRCH& 121 with a minimum grade of C or instructor permission.

FRCH& 123 French III (5)

(Formerly FREN 103) FRCH& 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in FRCH& 122. (multicultural content)

Prerequisite: FRCH& 122 with a minimum grade of C or instructor permission.

Fresh Start

FRSH 098 English - Fresh Start (5)

Introduction to literacy and study skills for beginning students enrolled in the Fresh Start program. Academically, the focus is on developing competence in Reading, English, and Technology, but instruction is also provided for social development and is aimed at providing students with skills to be resilient and to focus on program completion.

FRSH 100 Pathways to College Success (5)

This course is designed as an introduction to college for students entering the Fresh Start program. Its purpose is to prepare students to meet the demands of college, understand the expectations of instructors, develop social skills, and improve life management techniques in order to increase their success once they transition into regular TCC courses. Topics will include goal setting, time management, values identification, conflict management, problem solving, and resource identification.

Geography

GEOG 205 Physical Geography (5)

Study of the formation and evolution of the physical features of the earth, including the atmosphere, climate, and weather; rocks, minerals, vegetation, and soils; erosion and modification of the earth's surfaces; and human impact and modification. Laboratory included.

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

GEOG 210 Maps, GIS and the Environment (5)

Introduces students to the elements of geographic information systems (GIS) including cartography, data structure, map overlays, and spatial analysis. Applications of GIS to environmental issues relating to hydrology and watershed management, soil science, land-use planning, and conservation are explored in a hands-on style, incorporating both field activities and GIS software. This course is the same course as ENVSC 210. Students may receive credit for either GEOG 210 or ENVSC 210 but not both. Laboratories and field trips included.

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

Geology

Students seeking courses for general interest or degree distribution requirements may consider any of the Geology courses except GEOL 299 for the Associate in Arts and Sciences, General Studies and Applied Sciences 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 Introduction to Physical Geology (5)

(Formerly GEOL-101) Introduces students to the materials and landscapes of the earth and the diverse geological processes that produce and change them. Subjects include rock formation, volcanoes, glaciers, rivers, and earthquakes. The laboratory includes various activities such as studying rock and mineral specimens, and local field trips.

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

GEOL 108 Fossils and the History of Life (5)

Introduction to the geological and biological processes and events that generated the amazing record of life on earth. Topics include plate tectonics, rocks, fossilization processes, principles of evolution, and a survey of the history of life. Lab includes studying rock and fossil specimens and involves field trips.

This course is the same as BIOL 105.

Students may receive credit for either GEOL 108 or BIOL 105 but not both.

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

GEOL 125 Geology in the Field (5)

An intensive course in introductory geology, covering the fundamental principles of physical geology and an introduction to field methods. Extended field trip required. Exact itinerary varies quarterly. Laboratory included. *Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.*

GEOL 179 Special Topics in Geology (2)

These are seminars designed to provide geology students with the opportunity to study selected geologic topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program. The seminars will be comprised of lecture, laboratory and fieldtrip activities in varying proportions depending on the specific topic and needs of participating students.

GEOL& 208 Geology of the Pacific Northwest (5)

(Formerly GEOL-208) Study of the geologic history of the Pacific Northwest. Emphasis on both the role of plate tectonics in assembling the region as well as how surface processes such as rivers and volcanism have shaped the landscapes of the area. Field trips required. Laboratory included.

Prerequisite: ENGL/ 095 with a minimum grade of C and MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

GEOL 299 Independent Study in Geology (1)

Independent study of selected geologic topics.

Prerequisite: Instructor permission.

German

The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum.

GERM& 121 German I (5)

(Formerly GERM 101) This is the first quarter course in the sequence of GERM& 121, GERM& 122, and GERM& 123. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

GERM& 122 German II (5)

(Formerly GERM 102) GERM& 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in GERM& 121. (multicultural content)
Prerequisite: GERM& 121 with a minimum grade of C or instructor permission.

GERM& 123 German III (5)

(Formerly GERM 103) GERM& 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in GERM& 122. (multicultural content)
Prerequisite: GERM& 122 with a minimum grade of C or instructor permission.

Health Information Management

Note: Classes are offered in online format.

HIM 310 Data Governance (?)

This course covers the management of healthcare data including integration needs and the standardization of data. Topics include documentation guidelines, the exchange of data, health information technologies and data integrity.

Prerequisite: Acceptance into the HIM BAS Program.

HIM 320 Healthcare Privacy, Confidentiality, and Security (3)

This course covers privacy, security and confidentiality of internal and external health information use and exchange. Students will gain knowledge of data quality and monitoring programs and the legal and ethical implications of health data disclosure. Topics will include privacy, confidentiality, security principles, policies, and procedures, health information laws, regulations, and standards, and elements of a compliance program.

Prerequisite: Acceptance into the HIM BAS Program.

HIM 330 Revenue Cycle Management (5)

This course will cover an in depth analysis of revenue cycle and reimbursement methodologies in. Students will learn how to develop and implement healthcare finance and compliance processes in response to increasing demands of the healthcare industry. Topics will include reimbursement management, severity of illness systems, chargemaster management, casemix management, audit processes, and payment systems.

Prerequisite: Acceptance into the HIM BAS Program.

HIM 340 Data Quality Management and Performance Improvement (5)

This course covers the foundational base that guides facilities in the management and analysis of healthcare data and that ensures data integrity. Topics include quality assessment and management tools, utilization and resource management, risk management, and disease management processes.

Prerequisite: Acceptance into the HIM BAS Program.

HIM 350 Health Information Systems Analysis and Design (5)

This course will examine the tools and knowledge necessary to take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies.

Prerequisite: Acceptance into the HIM BAS Program.

HIM 410 Healthcare Compliance (5)

This course will evaluate current laws and standards related to health information initiatives. Students will study the link between regulatory compliance, revenue cycle and quality of care. Fraud and abuse trends will be discussed with an emphasis on establishing and managing policies and procedures for compliance.

Prerequisite: Acceptance into the HIM BAS Program.

HIM 420 Human Resource Management and Leadership (5)

This course covers theories and best practices of human resource management in healthcare. Topics will include leadership styles, workplace diversity, forming quality work teams, equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, and grievance procedures.

Prerequisite: Acceptance into the HIM BAS Program.

Health Information Management

HIM 430 Data Analytics (5)

This course covers methods for extracting and analyzing data for decision making. Students will learn to analyze clinical data to identify trends. Students will gain knowledge of database querying, data exploration, and mining techniques to facilitate information retrieval.

Prerequisite: Acceptance into the HIM BAS Program - instructor permission only.

HIM 440 Organizational Management in Healthcare (5)

This course covers the foundational tools to effectively create and implement organizational management policies and procedures in a healthcare environment

Prerequisite: Acceptance into the HIM BAS Program.

HIM 450 HIM Professional Practice Experience (3)

This course covers an environmental scan of emerging issues and trends in the HIM field. Students will focus on individualized projects that showcase their knowledge. All students will be paired with local health care institutions that will provide students with the opportunity to reinforce their competencies and skills sets.

Prerequisite: HIM 310 with a minimum grade of C; HIM 320 with a minimum grade of C; HIM 330 with a minimum grade of C; HIM 340 with a minimum grade of C; HIM 350 with a minimum grade of C; HIM 410 with a minimum grade of C; HIM 420 with a minimum grade of C; HIM 430 with a minimum grade of C; HIM 440 with a minimum grade of C or concurrent enrollment.

HIM 455 HIM Capstone (2)

This course includes the creation of a culminating project focused at educating the public on current issues surrounding health information management.

Prerequisite: HIM 310 with a minimum grade of C; HIM 320 with a minimum grade of C; HIM 330 with a minimum grade of C; HIM 340 with a minimum grade of C; HIM 350 with a minimum grade of C; HIM 410 with a minimum grade of C; HIM 420 with a minimum grade of C; HIM 430 with a minimum grade of C; HIM 440 with a minimum grade of C or concurrent enrollment.

Health Information Technology

HIT 105 Comprehensive Medical Terminology (5)

(Formerly HIM 105) This course covers the comprehensive study of roots, prefixes, suffixes, principles of word building, study of diagnostic, operative, and symptomatic terms of body systems with an emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, eponyms, clinical laboratory and radiology terminology. Introduction to common diseases and pharmacology also included.

This course is intended for Health Information Technology students. Taking both HIT 130/131 is equivalent to HIT 105.

Prerequisite: BIOL& 175 with a minimum grade of C.

HIT 110 Health Care Delivery Systems (5)

(Formerly HIM 110) This course covers healthcare delivery systems in the United States. Students will identify laws, regulations, standards, initiatives, and payment systems, and policies and procedures applicable to the various healthcare organizations. Students will learn the roles and disciplines of providers through the continuum of healthcare in the United States.

Prerequisite: ENGL& 101 with a minimum grade of C and BIOL& 175 with a minimum grade of C and HIT 105 with a minimum grade of C; and either MATH& 146 with a minimum grade of C or both MATH 093 with a minimum grade of C and MATH 136 with a minimum grade of C.

HIT 125 Record Content and Standards I (5)

(Formerly HIM 125) This course covers the structure and format of health records across various settings as well as storage systems used in Health Information Management. Students will gain insight into the numerous databases, registries, and indices used in healthcare. Federal and state regulations involving Health Information Management will also be addressed.

Prerequisite: ENGL& 101 with a minimum grade of C and BIOL& 175 with a minimum grade of C and HIT 105 with a minimum grade of C; HIT 110 with a minimum grade of C or concurrent enrollment; and either MATH& 146 with a minimum grade of C or both MATH 093 with a minimum grade of C and MATH 136 with a minimum grade of C.

HIT 126 Health Information Technologies (5)

(formerly HIT 115) This course covers healthcare information systems and concepts such as EHR, PHR, CPOE systems, data storage, retrieval, and security. Students will evaluate communication and Internet technologies in common software applications utilized in healthcare.

Prerequisite: HIT 110 with a minimum grade of C and HIT 125 with a minimum grade of C.

HIT 130 Medical Terminology I (3)

(Formerly HIM 130) This course covers the study of roots, prefixes, suffixes; principles of word building, study of diagnostic, operative, and symptomatic terms of body systems, emphasis on accurate spelling and pronunciations; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Course covers multiple systems with a focus on musculoskeletal, respiratory, and cardiovascular systems.

HIT 131 Medical Terminology II (5)

(Formerly HIM 131) This course covers the 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.

HIT 141 Outpatient Diagnostic Coding (2)

(Formerly HIM 141) Instruction to the basic principles of diagnostic coding. Designed as an introductory course for beginners. Focus is on diagnostic coding in the outpatient care setting.

Prerequisite: HIT 105 with a minimum grade of C; and either HIT 110 with a minimum grade of C or MO 101 with a minimum grade of C.

HIT 145 Healthcare Statistics (2)

(Formerly HIM 145) This course covers common statistics found in healthcare, to include length of stay and death/autopsy/infection/birth rates. Students will be exposed to proper graphics used in statistics, identification of data sources, and use of reliable resources for research.

Health Information Technology

HIT 160 Pathophysiology (5)

(Formerly HIM 160) Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis will be discussed.

Prerequisite: HIT 105 with a minimum grade of C and HIT 110 with a minimum grade of C and HIT 125 with a minimum grade of C.

HIT 165 Pharmacology for Health Information Technology (2)

(Formerly HIM 150 and HIT 200) This course covers an introduction in pharmacology for health information technicians to include terminology, drug classification and usage. This course emphasizes the clinical application of medications and treatment of disease.

HIT 170 CPT Coding (5)

(Formerly HIM 216) 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 an understanding of CPT coding guidelines, rules, and regulations; a basic understanding of HCPCS Level II Coding; a basic working knowledge of E/M coding methods; and a thorough working knowledge of CPT-4.

Prerequisite: HIT 141 with a minimum grade of C or HIT 140 with a minimum grade of C.

HIT 173 Data Analytics (5)

This course covers the basic fundamentals of data analytics, to include using statistics, identifying trends, researching methodologies, and making decisions based off results of analysis. Topics will include taxonomies, nomenclatures, and terminologies required for healthcare analytics.

HIT 175 Data Quality and Performance Improvement (5)

(Formerly HIM 241) This course covers the study and application of continuous quality improvement, utilization management, and standards for hospital accreditation and licensure. This course also addresses the role of the Joint Commission, government agencies, and the use of vital statistics.

Prerequisite: HIT 173 with a minimum grade of C.

HIT 176 Advanced Outpatient Coding (5)

(Formerly HIT 152) This course covers advanced coding principles in the outpatient setting for the more difficult sections of the coding system. Course includes extensive advanced practice using coding exercises and abstracted medical records in a virtual environment.

HIT 179 Ethical Issues in Health Information Technology Seminar (1)

Students will discuss current ethical issues in Health Information Management (topics change each quarter)

Prerequisite: HIT 110 with a minimum grade of C or concurrent enrollment and HIT 125 with a minimum grade of C or concurrent enrollment.

HIT 186 Outpatient Coding Clinical (2)

(Formerly HIM 186) Students will apply skills and knowledge acquired in previous courses to outpatient coding settings in the community.

Prerequisite: HIT 176 with a minimum grade of C or concurrent enrollment.

HIT 195 Health Law and Ethics (3)

(Formerly HIM 195) This course covers the legislative and regulatory process, laws, regulations, and policies and procedures pertaining to confidentiality, privacy, release of information, and professional and practice-related ethical issues.

Prerequisite: HIT 110, 125 and 126 with a minimum grade of C. *Recommended Preparation:* ENGL& 102 with a minimum grade of C or ENGL& 235 with a minimum grade of C.

HIT 221 Intermediate Coding (5)

(Formerly HIM 221) This course covers the coding rules and guidelines surrounding inpatient diagnostic and procedural coding using ICD 10 CM and ICD 10 PCS.

Prerequisite: HIT 141 with a minimum grade of C and HIT 160 with a minimum grade of C.

HIT 225 Record Content and Standards II (5)

(Formerly HIM 225) This course covers healthcare data requirements, including Joint Commission standards, Governmental regulations, corporate compliance, and HIPAA applications in healthcare settings.

Prerequisite: HIT 173 with a minimum grade of C and HIT 195 with a minimum grade of C.

HIT 230 Revenue Cycle (5)

(Formerly HIT 210) This course covers healthcare reimbursements and various payment methodologies used in healthcare in the United States. Students will gain an understanding of the importance of coding and compliance and its impact on healthcare reimbursements and the revenue cycle process. In addition students will learn about the importance of linking quality to reimbursements and how third-party payers are implementing various value-based purchasing and pay-for-performance criteria in healthcare. Students will be exposed to the practice of calculating various payment methodologies frequently used in healthcare.

Prerequisite: HIT 170 with a minimum grade of C and HIT 175 with a minimum grade of C and HIT 221 with a minimum grade of C and HIT 225 with a minimum grade of C.

HIT 235 Health Records in Alternative Care (2)

(Formerly HIT 222) This course covers health record systems for alternative sites such as psychiatric, long-term care, home health, and hospice. The course includes coding compliance, licensure and accreditation standards.

HIT 242 Leadership and Management I (5)

(Formerly HIM 153) This course covers oversight duties in a healthcare office to include managing the revenue cycle, compliance regulations, human resources, health information, and general business processes.

Prerequisite: HIT 173, 221 and 225 with a minimum grade of C.

Health Information Technology

HIT 245 Advanced Coding and Compliance (5)

(Formerly HIM 245) This course covers advanced application and instruction on the more difficult sections of the coding systems for both inpatient and outpatient coding. Topics also include coding compliance issues. Discussion of legacy and alternative coding systems is also included in this course.
Prerequisite: HIT 170, 221 and 230 with a minimum grade of C.

HIT 250 Inpatient Coding Professional Practice Experience (2)

(Formally HIM 250) This professional practice experience allows students to apply skills and knowledge acquired in previous courses to the outpatient coding setting.
Prerequisite: HIT 245 with a minimum grade of C.

HIT 254 HIT Capstone (5)

(Formerly HIM 254) This course is the culminating class for the HIT program. Students will participate in leadership projects, create capstone projects to strengthen their AHIMA Entry Level Competencies, prepare for the national Registered Health Information Technician exam, and prepare for employment.
Prerequisite: HIT 210, 235, and 245 with a minimum grade of C; HIT 242 with a minimum grade of C or concurrent.

HIT 255 HIT Professional Practice Experience (5)

(Formerly HIM 255) Students will apply skills and knowledge acquired in previous courses in their professional practice experiences.
Prerequisite: HIT 254.

HIT 279 Ethical Issues in Healthcare Leadership (1)

Students will discuss the implications of ethics in healthcare leadership. Focus of discussion will change quarterly.

MO 101 Healthcare Delivery and Alternate Care (5)

Students will be introduced to the many types of health care delivery systems in the United States. Students will identify laws, regulations, standards, initiatives, and payment systems; policies and procedures applicable to the various health care organizations. Students will gain an appreciation of the roles and disciplines of the providers throughout the continuum of health care in the U.S.

MO 110 Medical Office Procedures (5)

This class covers customary daily activities of a medical office including computerized appointment setting, insurance verification and compliance, chart maintenance, documentation creation, filing, customer service skills, confidentiality, patient referrals, and being part of the healthcare team.
Prerequisite: CU 105 with a minimum grade of C and MO 101 with a minimum grade of C and HIT 130 with a minimum grade of C.

MO 115 Medical Scribe (4)

This course provides students with skills necessary to enter information into a patient's electronic health record or chart at the direction of a physician or licensed independent practitioner. Topics include Basic Coding, HIPAA Compliance, Medico-legal risk mitigation, EHR functionality, elements of documentation, CMS Physician Quality Reporting Systems, The Joint Commission's Accountability Measures, and a general knowledge of the roles and responsibilities of medical personnel.
Prerequisite: HIT 105 with a minimum grade of C; ENGL& 101 with a minimum grade of C or concurrent enrollment; and BIOL& 175 with a minimum grade of C or concurrent enrollment.

MO 143 Medical Office Professional Development and Ethics (3)

This course covers professional development and ethical issues in the medical office. Students will prepare professional portfolios to showcase skills. Students will discuss interviewing techniques. This course will cover professional ethics.

MO 151 Insurance/Claims Processing (5)

(Formerly HIT 151) This course is designed to introduce information about major insurance programs and federal healthcare legislation, provide a basic knowledge of national diagnosis and procedural coding systems, and learn to simplify the process of completing claims.
Prerequisite: MO 101, 110 and HIT 141 with a minimum grade of C; and either MO 159 or HIT 170 with a minimum grade of C.

MO 159 Introduction to Outpatient Procedure Coding (4)

This course covers procedural coding used in hospitals, physicians offices and medical clinics serving outpatients at an introductory level. Familiarization with basic coding concepts in procedure coding to include CPT and HCPCS. Emphasis is on CPT ambulatory services coding. Discussion of coding for medical necessity.

MO 185 Medical Reimbursement Specialist Clinical (3)

(Formerly HIT 185) Students will apply skills and knowledge acquired in previous courses to medical reimbursement settings in the community.
Prerequisite: MO 151 with a minimum grade of C or concurrent enrollment.

OLL 101 Success in Online Learning (2)

This course will help prepare students for success in online courses in any discipline. Students will explore strategies for online communication, identify online tools and resources, identify problem solving techniques for technology, and identify coping skills for working in an online environment. This course is open to all students.

History

HIST& 126 World Civilizations I (5)

(Formerly HIST 111) Historical study of human societies in the world, with emphasis on their interactions with each other and the continuous transitions of their traditions from antiquity to the 9th century. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HIST& 127 World Civilizations II (5)

(Formerly HIST 112) Historical study of human societies in the world, with emphasis on their interactions with each other, and the continuous transitions of their traditions from the 9th to the 18th century. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HIST& 128 World Civilization III (5)

(Formerly HIST 113) Historical study of human societies in the world, with emphasis on their interactions with each other, and the continuous transitions of their traditions from the 18th century to the present. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HIST& 146 U.S. History I (5)

(Formerly HIST 241) The course will explore the key political, social, cultural, and economic events in the American colonies in the 17th and 18th centuries. Discussions will focus on the individuals, issues, ideas, and events most responsible for shaping modern America.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HIST& 147 U.S. History II (5)

(Formerly HIST 242) The course will explore the key political, social, cultural, and economic events in American society in the 19th Century. Discussions will focus on the individuals, issues, ideas, and events most responsible for shaping modern America.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HIST& 148 U.S. History III (5)

(Formerly HIST 243) The course will explore the key political, social, cultural, and economic events in American society in the 20th Century. Discussions will focus on the individuals, issues, ideas, and events most responsible for shaping modern America.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HIST 210 History of Modern Europe (5)

An introduction of the common heritage, global dynamics, and historical components that crafted the making of modern Europe. The course will assess the unfolding historical events from the 17th century up to the present, examining major societies in the region, including British, French, German, Italian, and Russian societies, among others. The focus will be on the interactions among Europe's different societies, and between Europe and the larger world. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST 211 History of China (5)

Historical study of human societies in China, with emphasis on their interactions with other societies in the greater world, and the continuous transitions of their traditions from antiquity to the present. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST& 214 Pacific NW History (5)

(Formerly HIST 264) The course will examine the exploration, settlement and growth of the Pacific Northwest, with an emphasis on Washington State. Topics will include the settlement and creation of Washington Territory, as well as the social, economic and political issues that have shaped Washington State in the 19th and 20th centuries.
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST& 219 Native American History (5)

(Formerly HIST 251) This course will examine the history of Native American cultures in the United States. Through readings, lectures, and class discussions, students will explore the unique histories of several specific Native cultures, as well as the impact that these cultures had in shaping the course of American history. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST& 220 African-American History (5)

(Formerly HIST 254) The course will examine the history of African-Americans in the United States, tracing the African-American experience from colonial times to present-day America. Topics will include the development of the institution of slavery in America, the post-Civil War experience of African-Americans, and the struggle for civil rights and social justice in America in the 20th Century. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST 230 History of Japan (5)

Historical study of human societies in Japan with emphasis on their interactions with other societies in the greater world, and the transitions of their traditions from antiquity to the present. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST 231 American History, American Film (5)

This course will examine U.S. History, society and culture since 1929 through the lens of Hollywood feature films. Topics include: the Great Depression, the Cold War at home and abroad, gender roles and the American family, and the civil rights movement. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

History

HIST 240 Religion in America (5)

The course will examine the history and impact of different religions and religious ideas in the modern world, with a focus on how these various religions and ideas have impacted the social, political, and cultural history of the United States. (multicultural content)

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST 244 The 1960s (5)

This course will examine key political, social, cultural, economic, and diplomatic trends in American society from 1960 to 1974. Topics covered will include John F. Kennedy and the "New Frontier," Lyndon Johnson's "Great Society," the civil rights movement, the women's movement, the war in Vietnam, the anti-war movement, and Richard Nixon and Watergate. Particular focus will be on the individuals, issues, ideas and events most responsible for shaping this period and our understanding of it.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

HIST 249 America and the Rise to Globalism (5)

This course will survey the United States' rise to world power from 1898 to the present, with particular attention given to the causes and consequences of increased U.S. participation in world affairs, America's initial reluctance and ultimate acceptance of the responsibility of world leadership.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

Human Development

HD 098 Managing Math Anxiety (2)

Increasing our awareness of why we have math anxiety and an appreciation of our own attitudes can actually help us to learn anxiety management tools and strategies to learn math. An emphasis is placed on understanding problem solving techniques and math assertiveness.

Prerequisite: Concurrent enrollment in any TCC Math course or BUS 110 or instructor permission.

HD 101 Student Success Seminar (3)

To provide individuals with an opportunity to cultivate the skills necessary to become confident, successful students. Topics may include: personal learning styles, time management, goal setting, test-taking techniques, academic planning, degree audit, self care, money management, relationships, communication, exploring careers, memory techniques, college and community resources, ethics, respecting diversity, and information literacy.

HD 105 Career and Life Planning (3)

Students will assess their unique interests, values, capabilities and personalities as related to career choice and future life planning. Practical and effective job search and decision making skills will be taught, as well as skills to prepare students for an ever-changing world of work.

HD 110 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 114 Exploring Human Potential (3)

This course helps students discover and develop their individual potential. Students explore who they are and how to set meaningful goals in their own terms. We identify ways to unlock our individual potential and learn how to establish an action plan for positive change.

HD 116 Life Choices (3)

Students will increase self-awareness and decision making skills by exploring: adult growth and development; the influence of culture, roles and stereotypes; and steps to successfully navigate the process of constant change and transition.

Prerequisite: ENGL/ 085 with a minimum grade of C or equivalent.

HD 299 Independent Study (1)

Independent observation, analysis and reporting of a selected problem in Human Development.

Prerequisite: Instructor permission.

Humanities

Note: These courses are NOT sequential. Nor is one prerequisite to another.

HUM& 101 Intro. to Humanities (5)

(Formerly HUMAN-100) An introduction to the humanities through investigation of current cultural events offered by local communities. Study of the arts - painting, sculpture, architecture, drama, film, music and dance - will be enhanced by attending performances and on-location field trips to sites in the community. Students will become familiar with terminology of the arts and with community performance/demonstrations of these same arts. (multicultural content) (writing intensive)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HUM 110 Introduction to Pacific Rim Cultures (5)

(Formerly HUMAN-110) A general introduction to a Pacific Rim culture (Southeast Asia, China, Japan, Korea, Mexico or Central America) emphasizing history, language, literature, arts, politics, economy, and society. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent. Recommended Preparation: ENGL& 101 with a minimum grade of C or LS 101 with a minimum grade of C.

HUM& 116 Humanities I (5)

(Formerly HUMAN-101) An introduction to the global humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from the ancient world to 1400. The course will focus on connecting ideas and beliefs with their expressions. (writing intensive)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HUM& 117 Humanities II (5)

(Formerly HUMAN-102) An introduction to the global humanities through the study of six major art forms: literature, drama, music, painting, sculpture, and architecture from 1400 to 1800. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content) (writing intensive)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HUM& 118 Humanities III (5)

(Formerly HUMAN-103) An introduction to the global humanities through the study of seven major art forms: literature, drama, music, film, painting, sculpture, and architecture from 1800 to the present. The course will focus on connecting ideas and beliefs with their expressions. (multicultural content) (writing intensive)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HUM 120 The American Multicultural Arts Experience (5)

(Formerly HUMAN-120) An introduction to the unique contributions of American art, theater, dance, literature, and/or music by various American ethnic cultures. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or better or equivalent.

HUM 130 Introduction to Film (5)

(Formerly HUMAN-130) Study in motion picture techniques and the development of cinema as an art form.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HUM 131 Intro to Film Production (5)

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

HUM 179 Themes or Topics in Humanities (Revolving Topics) (5)

(Formerly HUM 260) A study of a theme or topic through its expressions, notably literature, drama, music, film, painting, sculpture and architecture. Various themes or topics will be studied from quarter to quarter. May be taken twice as themes and topics are different each offering.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HUM 285 The City (5)

(Formerly HUMAN-285) An in-depth study covering history, philosophy, religion, art, architecture and literature of a culturally significant city. A different city, time, and place will be studied each quarter Humanities 285 is offered.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent. Recommended Preparation: ENGL& 101 with a minimum grade of C or LS 101 with a minimum grade of C..

Human Services

HSP 100 Introduction To Human Services (5)

This course provides an overview of the history, philosophy, and present status of the major Human Services delivery systems; examination of the roles of practitioners as well as occupational and educational alternatives for graduates; exploration of services provided by local social service agencies.

Prerequisite: ENGL 095 or ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing.

HSP 103 Therapeutic Approaches and Techniques (5)

This course examines principles, concepts, and processes related to counseling and interviewing; role and function of the helping professional is examined; counseling and interviewing skills are demonstrated and practiced in class.

Prerequisite: ENGL 095 or ENGL/ 095 with a minimum grade of C or assessment at reading and writing.

HSP 107 Behavioral Health and Wellness (5)

(Formerly HSP-207) This course explores theories and strategies for wellness and self-care. A life-long approach is used to learn relaxation techniques and coping strategies to reduce stress. Therapeutic use of pharmacology and illicit use of drugs and their impact on the community is also examined.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

HSP 112 Best Practices in Human Services (5)

This course examines the fundamental roles and functions of managing client case loads in a variety of systems including substance treatment and social services. Will explore best practices in acquiring client data, documentation, and file management; ASAM criteria for adult and adolescent assessment and treatment planning will be covered.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C; or instructor permission.

HSP 113 Advanced Helping Strategies (5)

(Formerly HSP-106) This course explores the role of group, family, and treatment systems; strategies for helping in these areas and other relevant Human Services issues will be examined.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C; or permission of instructor.

HSP 117 Ethics and Professional Development (5)

(Formerly HSP-105) This course will examine personal belief systems, ethical principles, and laws related to the Human Services field; Develop critical thinking skills to explore central work-related issues and develop leadership skills while preparing to enter the helping field, internships, and careers.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C; or instructor permission.

HSP 121 Survey of Addictions and Pharmacology (5)

(Formerly HSP-200) This course is an introduction to the physiological, psychological and socio-cultural aspects of addiction related issues. An overview of the pharmacology of psychoactive drugs including an explanation of the how brain chemistry changes result in compulsive use is examined.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 126 Cultural Competencies for Human Services (5)

(Formerly HSP-261) This is an online course that will examine the elements that create differences within society. The primary goal of this course is to expose learners to a variety of cultural ideas, promote tolerance for differences, and assist in learning cultural competence when working with diverse populations. Culture, ethnicity, lifestyles, religion, disabilities, age, and gender will be explored to increase awareness of cultural biases and related concerns. (multicultural content)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent or instructor permission.

HSP 130 Recovery Education (5)

This course will provide an overview of treatment and recovery from substance abuse dependency and impulse control disorders. Included in this course will be the physiological, psychosocial, and systemic concerns about alcohol/drugs and the related issues of process addictions.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; or concurrent enrollment.

HSP 212 Systems and Case Work (5)

This course examines the systems that support and hinder case work with vulnerable client populations; the unique problems, issues, and concerns of case work with various special needs groups. Information necessary to develop and implement effective, complex, and compounded service plans and how to effectively negotiate social service systems will also be explored.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

Human Services

HSP 217 Advocacy in Human Services (5)

This course will explore the distinct components of advocacy in the helping professions. Topics to be covered will be: how to identify and challenge oppressive practices, policies, and mindsets; how to defend clients' rights; and how to overcome barriers that prevent clients from having their needs met.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 224 Dynamics of Family Violence (5)

(Formerly HSP 214) This course explores the history, philosophy and present status of violence in the family; examines cultural and social perspectives regarding violence across the life span including child mistreatment, sexual abuse, and elder maltreatment; and exposure to service delivery systems specific to family violence.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 230 Co-occurring Disorders Assessment and Treatment (5)

This course is an overview of co-occurring disorders in behavioral health and Human services settings. A brief overview of specific mental disorders, substance use disorders, and evidence based strategies used to serve those with co-occurring disorders will be covered. This course will survey effective co-occurring programming, screening processes, and practices used to serve this population.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C and HSP 121 with a minimum grade of C or concurrent enrollment or instructor permission.

HSP 241 Working with Youth and Families (5)

(Formerly HSP-203) This course explores the theory of social learning and application to the development with appropriate social skills.

Part of the course learning will occur through the actual experiences of working with children, youth, and families.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 245 Sexual Orientation and Gender Identity Issues in Human Services (5)

This course will explore the field of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) issues and its relationship to the lives of LGBTQ people, Human Services, and society more broadly. Using intercultural competency development and interdisciplinary approaches, we will incorporate race, class, gender, sexuality and culture as Human Service issues facing LGBTQ individuals. We will develop professional resources and skills used to develop intercultural competency when serving LGBTQ individuals. Human Services topics will include social and scientific constructions of sexuality and gender; understandings of sexual identity from the ancient world to the current United States; religion and sexual identity; mental health and wellness; physical health issues. Specific training in serving LGBTQ individuals will be related to violence, trauma, substance related disorders, mental health, suicide risk, and medical care.

Prerequisite: HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C.
Recommended preparation: HSP 126 with a minimum grade of C.

HSP 251 Prevention Strategies (5)

(Formerly HSP-205) This course content includes an overview of prevention, current research, prevention planning, role of the media, program models and evaluation methodology.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 262 Loss and Grief through the Lifespan (5)

This course focuses on losses ranging from everyday setbacks to stigmatizing issues. The grief process will be examined from a variety of approaches including cultural, religious, and developmental perspectives. End of life concerns will also be covered.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 265 Aging and Adult Services (5)

(Formerly HSP-209) This course reviews the changing needs of people as they progress through the later stages of life. Social interactions, cognitive abilities, physical changes, health issues, psychological adaptations, recreational options, and other life domain concerns will be explored to prepare the students wishing to work with an aging population.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

Human Services

HSP 282 Program and Proposal Development (5)

(Formerly HSP-208 Program Planning and Grant Writing) This course will examine the various elements required to create a new program or project; research potential funding sources; write an effective funding proposal; create and apply program evaluation strategies.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C; or instructor permission.

HSP 283 Leadership Development (5)

This course will engage students in learning and developing their own leadership skills. Roles and functions of leadership will be explored and opportunities to lead will be extended. Special attention will be placed on the relationship of service leadership development in their lives and the helping field.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C.

Recommended preparation: Instruction permission.

HSP 291 Supervised Clinical Practicum I (5)

(Formerly HSP-191) This course is the first of supervised clinical practicum experiences and requires 116 hours of work during the quarter in a community setting. The focus of HSP-291 is on integrating oneself into the workplace. The weekly seminars offer helpful suggestions and discussions on how to establish a good work relationship, and strengthen communication skills.

Prerequisite: HSP 100 with a minimum grade of C and HSP 103 with a minimum grade of C and HSP 112 with a minimum grade of C and HSP 113 with a minimum grade of C and HSP 117 with a minimum grade of C.

HSP 292 Supervised Clinical Practicum II (5)

(Formerly HSP-192) This course requires 116 hours of supervised work experience. The focus of the HSP 292 weekly seminars shifts to understanding integration into the professional role within the Human Services field. Students will examine the organization of agencies and other pertinent professional issues related to student's experiences.

Prerequisite: HSP 291 with a minimum grade of C.

HSP 293 Supervised Clinical Practicum III (5)

(Formerly HSP-193) This final clinical practicum experience again requires 116 hours of supervised work. The focus on HSP 293 is on integration of field experience with classroom learning to form a personal theory of helping. Weekly seminars will alternate between discussing issues that arise from the field and refining helping strategies as well as helping students to synthesize theories and techniques into a working model.

Prerequisite: HSP 292 with a minimum grade of C.

Information Technology

IT 102 Microcomputer Fundamentals (5)

This course provides concepts and hands-on experience in understanding and supporting a PC-compatible microcomputer. Topics include microprocessors, system architecture, system boards, expansion cards, memory, input/output devices, and peripherals. The student learns how to build, configure, and troubleshoot a personal computer, and install its operating system. The objectives of the course are based on those of the COMPTIA A+ Certification Exam.

Prerequisite: CU 100 with a minimum grade of C or Program Chair permission.

IT 110 Operating Systems I (5)

The student is introduced to operating systems used on desktop microcomputers. The course covers installation and configuration, memory and storage management, batch and script files, device drivers, troubleshooting and maintenance tools, and virus protection. Emphasis is on current Windows operating systems. The objectives of the course are based on those of the COMPTIA A+ Certification Exam.

Prerequisite: CU 100 with a minimum grade of C or Program Chair permission.

IT 112 Help Desk Operations (2)

The goal of this course is to provide the student with a good understanding of the concepts, technologies, and processes used in the business community to support in-house and remote staff through help desk operations.

Prerequisite: CU 100 with a minimum grade of C or Program Chair permission.

IT 201 Introduction to Programming (5)

An introduction to programming and programming concepts. Students will use process mapping, flowcharting, pseudocode, and critical thinking skills to analyze various types of problems as preliminary design tools, and then will design, code, test, and debug programs using a programming language.

Prerequisite: BUS 110 with a minimum grade of C or MATH& 107 with a minimum grade of C. *Co-Requisite:* IT 262 with a minimum grade of C or Program Chair permission.

Information Technology

IT 210 Operating Systems II (5)

This course extends the skills learned in IT-110 to more advanced desktop operating systems. Installation, maintenance, and troubleshooting are stressed.

Prerequisite: IT 102 and IT 110 with a minimum grade of C or Program Chair permission.

IT 230 Introduction to Project Management (2)

An introduction to Project Management from a team member perspective. Students will learn the different tools and techniques used in initiating, planning, developing, documenting and completing a project.

Prerequisite: ENGL& 101 and BUS& 101 or BUS 164 or Program Chair permission.

IT 246 Database Implementation (5)

(Formerly IT 246 and 248 combined) Students will learn to implement a SQL database for business needs. Students will use a graphical user interface and structured query language to implement databases and reporting solutions.

Prerequisite: BUS 110 with a minimum grade of C or equivalent; program chair permission.
Recommended preparation: CU 210 with a minimum grade of C or equivalent.

IT 247 IT Project Management (5)

Project Management for IT professionals and projects from a team member perspective. Students will learn the different tools and techniques used in initiating, planning, developing, documenting and completing an IT project.

Prerequisite: IT 230 or IT 261 with a minimum grade of C or Program Chair permission.

IT 249 Database Programming (3)

The Database Programming course is focused on different aspects of integration of applications with database design and development. Students hone their technical skills by learning how to analyze, design and develop database systems. This course is designed to further develop programming proficiency. Emphasis is on data definition, data manipulation, and data control statements including database cursors, triggers, procedures and functions. Students will be required to learn and develop skills

using the developer tools, Forms Builder and Reports Builder in this course for report generation and publication. Upon completion, students should be able to write programs which create, update, and produce reports.

Prerequisite: IT 246 with a minimum grade of C or program chair permission.

Recommended Preparation: CU 210 with a minimum grade of C.

IT 257 Social Media (3)

This course is designed to provide students with a foundational skill set in the new, evolving world of social media tools and strategies so that they can immediately apply them in the workplace.

Prerequisite: CU 105 with a minimum grade of C or Program Chair permission.
Recommended Preparation: CU 101.

IT 260 Client/Server Technology - LANs (5)

This course introduces the student to the concepts of data communication in a Local Area Network (LAN) environment. It includes training in the methods and protocols used to allow networked computer systems to communicate in local environments. Topics include the OSI Communication Model, transmission media, protocol stacks especially TCP/IP, simple internetworking, and LAN services. Course objectives are based on those of the COMPTIA Network + certification exams.

Prerequisite: IT 102 and IT 110 with a minimum grade of C and IT 261 (may be taken concurrently) or Program Chair permission.

IT 261 Administration of Networks (5)

The student is introduced to networking and to a detailed study of network administration techniques. This is an applied course in the concepts of local area networks (LANs).

The student focuses on configuration of file and print services. Methods and tools for designing, implementing, and maintaining a secure, expandable local area network environments are studied. Microsoft Windows Server is used as the platform for this course.

Prerequisite: IT 102 and IT 110 with a minimum grade of C and IT 260 (may be taken concurrently) or Program Chair permission.

IT 262 Technical Support of Windows Networks (5)

This is a practical course in the installation, configuration, maintenance, and support of Local Area Networks (LANs) using the Windows Network Operating Systems (NOSs). A Microsoft Windows Server is installed and configured for secure and efficient file, print and application services. The architecture and functionality of the Windows Server OS are studied. The course also provides the theoretical, hands on, and practical techniques that can be used in preparation for the COMPTIA Server+ exam.

Prerequisite: IT 260 and IT 261, with a minimum grade of C and IT 270 (may be taken concurrently) or Program Chair permission.

Recommended: IT 210.

IT 270 Service and Support Fundamentals (5)

This course is an introduction to the methodologies and tools for personal computer and Local Area Network (LAN) troubleshooting from a proactive viewpoint. The student studies the methods to identify and repair the most likely causes of network faults caused by user, hardware, and software problems. Disaster Plans, including a Backup Plan, are developed. Quality customer service, journaling and documentation are emphasized. Configuration management and patch/service release installation is learned. Server performance monitoring is discussed.

Prerequisite: IT 260 and IT 261 with a minimum grade of C and IT 262 (may be taken concurrently) or Program Chair permission.

Recommended: IT 210.

IT 271 Internetworking (5)

The skills learned in IT 270 are extended to applications on wide-area networks. 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 262 and IT 270 with a minimum grade of C and IT 280 (may be taken concurrently) or Program Chair permission.

Information Technology

IT 274 Network Security Fundamentals (5)

The Network Security Fundamentals course is an introduction to the various technical and administrative aspects of Information Security and Assurance in a network-centric computing environment. The course provides the foundation for understanding the key issues associated with determining appropriate levels of protection for information and computing assets. The course will also provide information on how to design and manage a secure network infrastructure.

Prerequisite: CU 105 with a minimum grade of C or equivalent knowledge or Program Chair permission. *Recommended:* IT 260.

IT 275 Security Assessment & Remediation (5)

This course is a continuation of study in Network Security with added emphasis on security assessment, risks and remediation options for security networks.

Prerequisite: IT 274 and IT 260 with a minimum grade of C or Program Chair permission.

IT 277 Data Storage Security and Management (5)

This course covers the core elements of storage infrastructure including various storage networking technologies, business continuity, information availability, storage management and security concepts, principles and best practices.

Prerequisite: IT 274 and IT 261 with a minimum grade of C or Program Chair permission.

IT 278 Incident Response & Intrusion Analysis (5)

This course presents network defense in depth for enterprise networks, attack methods, intrusion analysis and detection.

Prerequisite: IT 275 with a minimum grade of C; or Program Chair permission.
Co-requisite: IT 281.

IT 280 Advanced Networking Technologies (5)

This is a capstone course for the Network and Cyber Security program. Students will demonstrate a complete foundation skill set by using the knowledge and skills acquired in previous course work to implement a complete and secure network using project management, business analysis, budget development, presentation, and technical knowledge and skills.

Prerequisite: IT 262 and IT 270 with a minimum grade of C and IT 271 (may be taken concurrently) or Program Chair permission.

IT 281 Cyber Security Capstone (5)

This is a capstone course for the Network Administration and Support degree program Cyber Security option. Students will use knowledge learned in previous course work to implement robust security solutions for enterprise networks.

Prerequisite: IT 275 with a minimum grade of C and Program Chair permission.
Co-requisite: IT 278.

IT 282 Database Management Capstone (5)

This is a capstone course for the Networking & Cyber Security degree program Database Management certificate option. Students will use knowledge learned in previous course work to implement robust data security solutions for enterprise networks.

Prerequisite: IT 246 with a minimum grade of C and program chair permission.
Co-requisite: IT 249.

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 299 Independent Study & Special Projects (1)

Study on an individual basis

Prerequisite: Program Chair permission.

Japanese

The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology.

Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum.

JAPN& 121 Japanese I (5)

(Formerly JAPAN 101) The first year of the beginning Japanese language sequence of 121, 122, and 123. JAPN& 121 is the first quarter of the sequence. (multicultural content)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

JAPN& 122 Japanese II (5)

(Formerly JAPAN 102) JAPN& 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in JAPN& 121. (multicultural content)

Prerequisite: JAPN& 121 with a minimum grade of C or instructor permission.

JAPN& 123 Japanese III (5)

(Formerly JAPAN 123) JAPN& 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in JAPN& 122. (multicultural content)

Prerequisite: JAPN& 122 with a minimum grade of C or instructor permission.

Library Science

LS 101 Introduction to Research (2)

Meet course-related research needs by learning to identify, find, evaluate, incorporate, and cite appropriate sources using a range of research tools.

LS 102 Research for Writing in the Disciplines (2)

Students concurrently registered in 200-level social sciences courses will meet course-related research needs by developing strategies to identify, find, evaluate, incorporate and cite appropriate sources using a broad range of research tools. Evaluation and use of sources for specific disciplines will be emphasized.

Prerequisite: ENGL& 101 with a minimum grade of C.

LS 301 Research Skills for Healthcare (2)

This course will help the student to meet course-related research needs by developing strategies to identify, find, evaluate, incorporate and cite appropriate sources used in healthcare. Evaluation and use of sources specific to healthcare will be emphasized. Must be taken concurrently with HIM 320.

Prerequisite: ENGL& 101 with a minimum grade of C and Co-requisite HIM 320.

Logistics

LOG 102 Transportation & Distribution (5)

This course will introduce students to the role and importance of transportation and distribution of cargo in the nation's economy and to overview the operations of each mode of the transportation industry. Students will be introduced to the carrier cost structures and operating characteristics, and public policy as it relates to transportation regulations. Practical aspects of transportation and distribution such as planning, routing, scheduling and loading cargo, and adhering to regulatory, safety, security and administrative requirements will be stressed.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: LOG 102.

LOG 104 Applied Warehousing and Inventory Management (5)

This course introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will gain a better understanding of warehouse processes through field trips and/or applied lab exercise. Includes a series of applied hands-on exercises. This version of Warehousing & Inventory Management is required for students in the Business AAS degree.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: LOG 102.

LOG 110 International Logistics (3)

This course is an introduction to International Logistics and how organizations enter into and maintain a global presence. Students will learn global trade strategies and some of the controllable and uncontrollable factors that determine success in a global market.

LOG 112 Importing & Exporting (3)

This course is an introduction to the processes and documentation used in importing and exporting products in today's international marketplace.

Prerequisite: ENGL/ 095 with a minimum grade of C or assessment at college-level reading and writing. Recommended: LOG 102.

LOG 115 Logistics Security and Risk Management (5)

This course overviews logistics security threats and risks and the countermeasures that can be used to secure fixed assets and assets in transit. Students will become familiar with applicable domestic and international standards, laws, and regulations as well as the technologies that are used in ensuring that the supply chain is safe.

Recommended Preparation: LOG 102 with a minimum grade of C.

Mathematics

TCC offers both college transfer and pre-college-level courses. TCC uses multiple measures for placement into its math courses (see Assessment section, page 10). Courses numbered below 100 cannot be applied toward degree or certificate requirements. See Advising for details.

Students considering a major in mathematics, engineering, science or computer science will normally complete MATH& 141, 142, 151, 152, 153, 254 and MATH 220, 238. Business and economics majors should complete MATH 147 and MATH& 148.

The use of computer applications, including spreadsheets, is included in MATH& 146, MATH 147 and MATH& 148. For these classes, CU 103 and CU 203 are recommended as prerequisites if a student does not have spreadsheet experience.

Many developmental math courses are offered in a computer-mediated format (designated with "CM" in the section number of the class). Students learn by using computer software under their instructor's direction, often working independently or in small groups. Students are required to complete material within a time line established by the instructor. Additional time is required working on a home computer or in a TCC computer lab.

MATH 075 Review Arithmetic (5)

(Previously MATH 086) Review of basic mathematics including arithmetic of whole numbers, fractions, decimals, percentages, ratios, proportions and plane geometry. Four-function basic calculator required.

MATH 085 Introduction to Elementary Algebra (5)

(Previously MATH 088) Beginning algebra specifically designed for students with no algebra background. Topics include introduction to variables and signed numbers, solutions to linear equations and inequalities, simplification of algebraic expressions, evaluation and manipulation of formulas, an emphasis on word problems and graphing of linear equations.

Prerequisite: ENGL/ 085 with a minimum grade of C (may be taken concurrently) or equivalent; and either MATH 075 with a minimum grade of C or equivalent or ABE 068 with a minimum grade of B-.

MATH 090 Elementary Algebra (5)

Topics include linear equations, polynomials, factoring, rational expressions, and graphing. Scientific calculator required.

Prerequisite: ENGL/ 085 with a minimum grade of C or equivalent; and either MATH 085 with a minimum grade of C or ABE 068 with a minimum grade of B- or equivalent..

MATH 093 Descriptive Statistics with Algebra (5)

Based on the Statway curriculum for teaching statistics with integrated algebra. Introduction to descriptive statistics. Topics include data analysis and statistical studies, graphical and tabular summaries of data, measures of central tendency and variability, basic probability, functions, linear equations, linear regression and two-way tables. Preparation course for MATH-136.

Prerequisite: MATH 085 with a minimum grade of C or assessment above MATH 085 and ENGL/ 095 (may be taken concurrently) with a minimum grade of C or equivalent.

MATH 094 Statway Bridge to Business Algebra (5)

Topics include rates of change, introduction to functions, linear, quadratic, exponential and logarithmic functions and their applications, systems of linear equations and inequalities and their applications.

Prerequisite: MATH 136 with a minimum grade of C.

MATH 095 Intermediate Algebra (5)

(Formerly MATH 099) Topics include introduction to functions; linear, quadratic, exponential and logarithmic functions and their applications; systems of linear equations and inequalities and their applications; rational exponents and radicals.

Prerequisite: MATH 090 with a minimum grade of C or assessment above MATH 090; and ENGL/ 085 with a minimum grade of C or equivalent.

MATH 096 Accelerated Algebra (3)

A survey of algebraic concepts and skills intended for students majoring in math, science, or engineering. Topics include linear, quadratic, and radical functions, simplifying expressions, and solving equations.

This course integrates the necessary algebraic skills and concepts into MATH-140 Introduction to Precalculus.

Prerequisite: MATH 090 with a minimum grade of B or MATH 095 with a minimum grade of C or appropriate MATH placement; and ENGL/ 095 with a minimum grade of C or equivalent. *Co-requisite:* MATH 140.

MATH& 107 Math in Society (5)

(Formerly MATH 107) A general education course investigating quantitative reasoning and its applications and role in society. Topics may include graph theory, statistics, coding, game theory, symmetry, and geometric and numerical patterns. Mathematical theory combined with quantitative skills will be used in applications to a variety of problems encountered in mathematics and the world. A thematic approach may be taken in this course.

Prerequisite: MATH 095 with a minimum grade of C or equivalent; and ENGL/ 095 with a minimum grade of C or assessment above ENGL/ 095 or equivalent.

Mathematics

MATH& 131 Math for Elementary Education 1 (5)

(Formerly MATH 170) A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include deductive reasoning, set theory, whole numbers, fractions, decimals and their operations, and proportion and percentage. Emphasizes deep conceptual understanding, problem solving, and communication of mathematical ideas.

Prerequisite: MATH 095 with a minimum grade of C or equivalent; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH& 132 Math for Elementary Education 2 (5)

(Formerly MATH 171) A course for prospective teachers focusing on the mathematics underlying modern elementary school math curricula. Topics include geometry, measurement, probability, and statistics. Emphasizes deep conceptual understanding, problem solving and communication of mathematical ideas.

Prerequisite: MATH 095 with a minimum grade of C or equivalent; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH 136 Inferential Statistics (5)

Based on the Statway curriculum for teaching statistics with integrated algebra. Introduction to inferential statistics. Topics include modeling with linear, exponential and quadratic functions, probability distributions, confidence intervals and hypothesis testing for one and two sample proportions and means tests. Completion of MATH 136 is equivalent to completion of MATH& 146.

Prerequisite: MATH 093 with a minimum grade of C.

MATH 140 Introduction to Precalculus (2)

This course integrates analytic geometry concepts into MATH 096 Accelerated Algebra. Topics include one-dimensional and two-dimensional coordinate geometry, parameterized families of functions and their graphs.

Prerequisite: MATH 090 with a minimum grade of B or MATH 095 with a minimum grade of C or appropriate MATH placement; and ENGL/ 095 with a minimum grade of C or equivalent. *Co-requisite:* MATH 096.

MATH& 141 Precalculus I (5)

(Formerly MATH 115) In-depth study of the concept of a function, including graphs, transformations, operations on functions, and inverse functions. General theory of functions is applied to the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions. First course in a two course sequence designed to prepare students for Calculus. Graphing calculator required.

Prerequisite: MATH 140 with a minimum grade of C or appropriate MATH placement; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH& 142 Precalculus II (5)

(Formerly MATH 116) An introduction to trigonometric functions and their applications. Topics include unit circle definition of trigonometric functions, graphs, identities, inverse trigonometric functions, and solving equations and triangles. Also included is an introduction to conic sections and parametric equations. Second course in a two course sequence designed to prepare students for Calculus. Graphing calculators are required.

Prerequisite: MATH& 141 with a minimum grade of C or appropriate MATH placement; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH& 146 Introduction to Statistics (5)

(Formerly MATH 108) Introduction to the basic principles of probability, descriptive statistics, and inferential statistics. Topics include properties of probability, graphical and tabular summaries of data, measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, and linear regression.

Prerequisite: MATH 095 with a minimum grade of C or assessment above MATH 095 or TMATH 100 with a minimum grade of C; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH 147 College Algebra for Business and Economics (5)

(Formerly MATH 111) A precalculus course for business majors. Topics include: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, linear regression, and the time value of money. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite: MATH 095 with a minimum grade of C or MATH 094 with a minimum grade of C or equivalent; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH& 148 Business Calculus (5)

(Formerly MATH 112) (For students in business, economics, social sciences and other fields requiring minimal calculus.)

Topics include the derivative, rates of change, maxima and minima, the integral and applications of integrals. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite: MATH 147 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent; and knowledge of Excel spreadsheet software including graphing.

MATH& 151 Calculus I (5)

Topics of calculus are presented geometrically, numerically, and symbolically. MATH& 151 topics include limits, introduction to differentiation (including derivatives of exponential and logarithmic functions), and applications of the derivative. Graphing calculator required.

Prerequisite: MATH& 142 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent.

Mathematics

MATH& 152 Calculus II (5)

Topics of calculus are presented geometrically, numerically, and symbolically. MATH& 152 topics include applications of integration, differentiation, and methods of integration including improper integrals. Graphing calculator required.

Prerequisite: MATH& 151 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH& 153 Calculus III (5)

Topics of calculus are presented geometrically, numerically, and symbolically. MATH& 153 topics include sequences, infinite series, Taylor series, Taylor polynomials, vectors, and functions of several variables. Graphing calculator required.

Prerequisite: MATH& 152 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH 220 Linear Algebra (5)

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications. Graphing calculator required.

Prerequisite: MATH& 153 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH 238 Elements of Differential Equations (5)

Introductory Course in ordinary differential equations. Topics includes first- and second-order differential equations, Laplace transform, power series solutions, applications and modeling. Graphing calculator required.

Prerequisite: MATH& 153 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent.

MATH& 254 Calculus IV (5)

(Formerly MATH 224) Topics of multivariable calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. Topics include cylindrical and spherical coordinates, vector valued functions, functions of several variables, partial differentiation, gradients, and double and triple integrals and vector calculus, including Green's and Stokes' theorems. Graphing calculator required.

Prerequisite: MATH& 153 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 095 with a minimum grade of C or equivalent.

Music

MUSC 100 Fundamentals of Music (5)

(Formerly MUS 100) This introductory class covers the basics of reading and understanding written music notation. Topics covered include: Pitch names, rhythmic notation, basic terminology, simple piano keyboard familiarity, basic singing, intervals, and scales. This class is beneficial to students with a limited or no musical background.

MUSC& 105 Music Appreciation (5)

(Formerly MUS 107) (For the general college student; recommended for education majors.) A focus on listening to music with understanding. A strong emphasis on learning the elements of music, and how they relate to different styles of music.

MUSC 106 World Music (5)

(Formerly MUS 106) An introduction to musics of various cultures of the world. This class explores the elements of music, music as an expression of human values, music as an identity, and music as a lifestyle. (multicultural content)

MUSC 110 Introduction to Digital Music (5)

This course introduces students to using computers and digital audio work station applications to make music. Topics covered include: an applied understanding of the elements of music, basic audio editing techniques, basic recording techniques, basic MIDI sequencing, and live performance with digital technology.

MUSC 120 Music in the Classroom (5)

(Formerly MUS 120) Designed to instruct elementary education majors in practices with which they might implement music into their classrooms. This course will encompass individual music lesson plans as well as techniques to utilize music within other classroom subjects. Students will lead songs, lessons, and practice exercises in teaching music.

MUSC 122 Class Applied Music: Voice (2)

(Formerly MUSC 151 and MUSC 251) Class instruction for the beginning voice student. Development of vocal skills required for performance in solo singing and ensembles as well as an emphasis on reading music and an understanding of basic music theory.

Music

MUSC 124 Class Applied Music: Piano I (2)

(Formerly MUS 124) Class instruction for the beginning piano student. Development of physical skills required for performance on keyboard instruments as well as an emphasis on reading music and an understanding of basic music theory. Performance/skills course.

MUSC 125 Class Applied Music: Piano II (2)

(Formerly MUS 125) Second class in a sequence of instruction for the beginning piano student. Continued 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. Performance/skills course.

Prerequisite: MUSC 124 or instructor permission.

MUSC 126 Class Applied Music: Piano III (2)

(Formerly MUS 126) Third quarter of class instruction for the beginning piano student. Continued development of physical skills required for performance on keyboard instruments, as well as an emphasis on reading intermediate/advanced piano music and an understanding of music theory. Performance/skills course.

Prerequisite: MUSC 125 or instructor permission.

MUSC 130 Private Vocal or Instrumental Instruction (1)

(Formerly MUS 130) Private instruction in either voice or instrument for credit. May be taken three times on same instrument.

Prerequisite: Music Department Chair permission.

MUSC 131 Applied Lessons: String 1 (1)

Private instruction on a string instrument (violin, viola, cello, bass, harp, guitar). One-on-one instruction in weekly lessons. Performance/skills course.

Prerequisite: Instructor permission.

MUSC 132 Applied Lessons: Brass 1 (1)

Private instruction on brass instrument (horn, trumpet, trombone, euphonium, tuba). One-on-one instruction in weekly lessons. Performance/skills course.

Prerequisite: Instructor permission.

MUSC 133 Applied Lessons: Woodwind 1 (1)

Private instruction on a woodwind instrument (flute, oboe, clarinet, bassoon, or saxophone). One-on-one instruction in weekly lessons. Performance/skills course.

Prerequisite: Instructor permission.

MUSC 134 Applied Lessons: Percussion 1 (1)

Private instruction on traditional concert percussion instruments. One-on-one instruction in weekly lessons. Performance/skills course.

Prerequisite: Instructor permission.

MUSC 135 Applied Lessons: Keyboard 1 (1)

Private instruction on traditional keyboard instruments (piano, organ). One-on-one instruction in weekly lessons. Performance/skills course.

Prerequisite: Instructor permission.

MUSC 136 Applied Lessons: Voice 1 (1)

Private instruction in singing. One-on-one instruction in weekly lessons. Performance/skills course.

Prerequisite: Instructor permission.

MUSC& 141 Music Theory I (5)

(Formerly MUSC 141) Introduction to the materials of Western music, notation, rhythm, scales, intervals, and diatonic triads. Includes elementary ear-training and sight-singing.

MUSC& 142 Music Theory II (5)

(Formerly MUSC 142) Introduction to the study of Western 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 and sight-singing.

Prerequisite: MUSC& 141 with a minimum grade of C or instructor permission.

MUSC& 143 Music Theory III (5)

(Formerly MUSC 143) Continued study of Western diatonic harmony, and introduction to chromatic harmony through analysis and composition exercises. Further development of aural skills through ear-training and sight-singing.

Prerequisite: MUSC& 142 with a minimum grade of C or instructor permission.

MUSC 152 Chamber Choir I (2)

(Formerly MUS 180 and MUSC 180) Chamber Choir is the primary vocal ensemble here at Tacoma Community College. Chamber Choir sings a wide range of music. Known for its versatility and polished performances, this group can sing both on and off campus throughout the quarter. May be taken three times. Performance/skills course.

Recommended: MUSC 122 with a minimum grade of C.

MUSC 155 Gospel Choir (2)

(Formerly MUSC 175) A mixed, non-auditioned chorus which rehearses and performs music specifically within in the "gospel" genre. At least one concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential. May be taken three times. Performance/skills course.

MUSC 160 Orchestra I (2)

(Formerly MUS 160) Preparation and performance of orchestra music. Students are expected to attend weekly rehearsals, and participate in all concerts. The orchestra is a combination of student and volunteer community musicians. This course is designed for experienced orchestra musicians, in their first year of participation in ensembles at TCC. May be taken 3 times. Performance/skills course.

Prerequisite: Audition or instructor permission.

MUSC 161 Symphonic Band (2)

(Formerly MUS 290 and MUSC 290) Preparation and performance of concert band music. Students are expected to attend weekly rehearsals, and participate in at least one quarterly concert. This band is a combination of student and volunteer community musicians. This course is designed for students in their first year of participation in the TCC symphonic band. May be taken three times. Performance/skills course.

Prerequisite: Audition only - instructor approval needed.

Music

MUSC 165 Jazz Band I (2)

(Formerly MUS 291 and MUSC 291)

Preparation and performance of jazz band music. Students are expected to attend weekly rehearsals, and participate in at least one quarterly concert. This band is a combination of student and volunteer community musicians. This course is designed for students in their first year of participation in the TCC jazz band. Performance/skills course.
Prerequisite: Audition only - instructor approval needed.

MUSC 179 Special Topics in Music (5)

(Formerly MUSC 150) Studies of music related topics outside of the normal course offerings. Topics may include: focused analysis of a music genre, application of different music media, or a detailed examination of historical music styles.

MUSC 230 Private Vocal or Instrumental Instruction (1)

(Formerly MUS-230) Private instruction in either voice or instrument for credit. May be taken three times on same instrument.
Prerequisite: Music Department chair permission.

MUSC 231 Applied Lessons: String 2 (1)

Private instruction on string instruments (violin, viola, cello, bass, harp, guitar), at an intermediate through advanced level. One-on-one instruction in weekly lessons. Performance/skills course.
Prerequisite: MUSC 131 with a minimum grade of C and instructor permission.

MUSC 232 Applied Lessons: Brass 2 (1)

Private instruction on brass instruments (horn, trumpet, trombone, euphonium, tuba), at an intermediate through advanced level. One-on-one instruction in weekly lessons. Performance/skills course.
Prerequisite: MUSC 132 with a minimum grade of C and instructor permission.

MUSC 233 Applied Lessons: Woodwind 2 (1)

Private instruction on woodwind instrument (flute, oboe, clarinet, bassoon, or saxophone), at an intermediate through advanced level. One-on-one instruction in weekly lessons. Performance/skills course.
Prerequisite: MUSC 133 with a minimum grade of C and instructor permission.

MUSC 234 Applied Lessons: Percussion 2 (1)

Private instruction on traditional concert percussion instruments, at an intermediate through advanced level. One-on-one instruction in weekly lessons. Performance/skills course.
Prerequisite: MUSC 134 with a minimum grade of C and instructor permission.

MUSC 235 Applied Lessons: Keyboard 2 (1)

Private instruction on traditional keyboard instruments (piano, organ) at intermediate or advanced level. One-on-one instruction in weekly lessons. Performance/skills course.
Prerequisite: MUSC 135 with a minimum grade of C and instructor permission.

MUSC 236 Applied Lessons: Voice 2 (1)

Private instruction in singing at an intermediate through advanced level. One-on-one instruction in weekly lessons. Performance/skills course.
Prerequisite: MUSC 136 with a minimum grade of C and instructor permission.

MUSC& 241 Music Theory IV (5)

The study of chromatic harmony in Western music. Analysis of 18th and 19th century harmonic usage; continued secondary chord functions and temporary harmonic modulations. Introduction to large-scale binary and ternary form and analysis. Further development of aural skills through ear training and sight singing.
MUSC& 143 with a minimum grade of C or instructor permission by audition.

MUSC& 242 Music Theory V (5)

The study of extended chromatic harmony. An analysis of 18th and 19th century harmonic usage; modulations, extended chromatic chord structures, and mode mixture. Continued study of binary and ternary forms and analysis. Further development of aural skills through ear training and sight singing.
Prerequisite: MUSC& 241 with a minimum grade of C or instructor permission.

MUSC& 243 Music Theory VI (5)

Introduction to Western and non-Western post-chromatic theory. Analysis of 20th and 21st century harmonic usage; modal theory, and atonal theory. Further development of aural skills through ear training and sight singing.
Prerequisite: MUSC& 242 with a minimum grade of C or instructor permission.

MUSC 252 Chamber Choir II (2)

(Formerly MUS 280 and MUSC 280) A 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. Designed for students that have completed 3 quarters of MUSC 152. May be taken 3 times. Performance/skills course.
Prerequisite: Instructor permission and/or three quarters of MUSC 152.

MUSC 260 Orchestra II (2)

(Formerly MUS-260) Advanced preparation and performance of orchestra music. Students are expected to attend weekly rehearsals, and participate in at least 1 quarterly concert. This orchestra is a combination of student and volunteer community musicians. This course is designed for students in their second year of participation in the TCC orchestra. May be taken three times. Performance/skills course.
Prerequisite: MUSC 160 with a minimum grade of C or audition or instructor permission.

Music

MUSC 261 Symphonic Band II (2)

Advanced preparation and performance of concert band music. Students are expected to attend weekly rehearsals, and participate in at least 1 quarterly concert. This band is a combination of student and volunteer community musicians. This course is designed for students in their second year of participation in the TCC concert band. May be taken three times. Performance/skills course.
Prerequisite: MUSC 161 with a minimum grade of C or instructor permission by audition.

MUSC 265 Jazz Band II (2)

Advanced preparation and performance of jazz band music. Students are expected to attend weekly rehearsals, and participate in at least 1 quarterly concert. This orchestra is a combination of student and volunteer community musicians. This course is designed for students in their second year of participation in the TCC jazz band. May be taken three times. Performance/skills course.
Prerequisite: MUSC 165 with a minimum grade of C or instructor permission by audition.

MUSC 299 Independent Study (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the learner's knowledge and skill in the area of music. This course is an elective, and transferability is inconsistent. Instructor approval needed for enrollment. Variable credit course.

Prerequisite: Instructor permission.

Nursing

NURS 101 Health & Illness - Level 1 (4)

This course introduces the student to the nursing program curriculum and beginning knowledge of nursing practice. It focuses on the concepts of Communication; Culture and Diversity; Family; Spirituality; Caring Interventions; Assessment; Health, Wellness & Illness; and Nutrition across the Lifespan.

NURS 102 Health & Illness - Level 2 (4)

This course introduces the student to beginning knowledge of nursing practice. Health and Illness concepts included in this course are: Sexuality, Reproduction, Development, Stress and Coping, Comfort, Self, Grief and Loss, Mobility, and Sensory Perception. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

NURS 103 Health & Illness - Level 3 (5)

This course introduces the student to intermediate knowledge of nursing practice. Health and Illness concepts included in this course are: Fluid and Electrolytes, Acid-Base Balance, Inflammation, Tissue Integrity, Infection, Cellular Regulation, Metabolism, Immunity, and Elimination. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

NURS 115 Skills and Assessment Lab I (3)

This course introduces the nursing student to the application of concepts through clinical skills in the laboratory setting. Concepts of assessment, caring interventions, teaching and learning, safety, mobility, elimination, perfusion, oxygenation, and infection will be included across the lifespan. Students will participate in supervised practice and competency validation under simulated conditions.

Prerequisite: Admission to the Nursing program.

NURS 116 Skills and Assessment Lab II (3)

This course introduces the nursing student to the application of concepts through clinical skills in the laboratory setting. Concepts of assessment, caring interventions, comfort, fluid and electrolytes, elimination, nutrition and digestion, metabolism, tissue integrity, and infection will be included across the lifespan. Accurate calculation, measurement, and administration of medications will be also be emphasized. Students will participate in supervised practice and competency validation under simulated conditions.

Prerequisite: NURS 115 with a minimum grade of C; NURS 153 with a minimum grade of C; NURS 171 with a minimum grade of C; NURS 172 with a minimum grade of C; NURS 181 with a minimum grade of C; NURS 191 with a minimum grade of C.

NURS 117 Skills and Assessment Lab - LPN Transition (3)

This course is designed for LPNs transitioning to the RN program. It reinforces the application of concepts through clinical skills in the laboratory setting and introduces the LPN to skills necessary to successfully transition to the role of RN. Concepts of assessment, caring interventions, comfort, fluid and electrolytes, elimination, nutrition and digestion, metabolism, tissue integrity, and infection will be included. Accurate calculation, measurement, and administration of medications will also be emphasized. Students will participate in supervised practice and competency validation under simulated conditions.

Prerequisite: Active unencumbered WA LPN License and admission to the Nursing program.

NURS 124 Clinical Simulation III (2)

This course provides learning opportunities through simulated practice of nursing care delivery. It includes participation in select patient/client scenarios across the lifespan in a simulation lab setting, using application of concepts in coordination with other courses in the program.

Nursing

NURS 125 Clinical and Simulation - LPN Transition (3)

This course provides continued learning opportunities through simulated and actual clinical practice of nursing care delivery. It includes select patient scenarios across the lifespan in a simulated lab setting, using application of concepts in coordination with other courses in the program. In the clinical setting, the students will have learning opportunities to apply concepts and skills in the caring of patients with medical-surgical needs in the acute care or specialty care setting across the lifespan. Principles of communication, safety, and application of the nursing process, including accurate calculation, measurement, and administration of medications, will be included in both the simulated and the clinical settings

Prerequisite: Admission to the Nursing program.

NURS 153 Pharmacology I (1)

This course introduces the student to pharmacology. Pharmacological concepts included in this course are: pharmacokinetics, routes of administration, dosage calculation, safe medication administration, therapeutic effects, side and adverse effects, interactions, and contraindications. Specific drug information on assessment; Health, Wellness and Illness; and Nutrition across the lifespan is covered.

Prerequisite: Admission to the Nursing program.

NURS 154 Pharmacology II (1)

This course continues with pharmacological concepts about the pharmacokinetics, routes of administration, dosage calculation, safe medication administration, therapeutic effects, side and adverse effects, interactions, and contraindications of specific medications for the following areas: Sexuality, Reproduction, Development, Stress and Coping, Comfort, Self, Grief and Loss, Mobility, and Sensory perception across the lifespan.

Prerequisite: NURS 115 with a minimum grade of C and NURS 191 with a minimum grade of C and NURS 181 with a minimum grade of C and NURS 153 with a minimum grade of C; and either NURS 101 with a minimum grade of C; or both NURS 171 with a minimum grade of C and NURS 172 with a minimum grade of C.

NURS 155 Pharmacology III (1)

This course continues with pharmacological concepts about the pharmacokinetics, routes of administration, dosage calculation, safe medication administration, therapeutic effects, side and adverse effects, interactions, and contraindications of specific medications for these areas across the lifespan: Fluid and Electrolytes, Acid-Base Balance, Inflammation, Tissue Integrity, Infection, Cellular Regulation, Metabolism, Immunity, and Elimination.

Prerequisite: NURS 116 with a minimum grade of C and NURS 192 with a minimum grade of C and NURS 154 with a minimum grade of C and NURS 182 with a minimum grade of C; and either NURS 102 with a minimum grade of C; or both NURS 173 with a minimum grade of C and NURS 174 with a minimum grade of C.

NURS 156 Pharmacology - LPN Transition (1)

This course continues with pharmacological concepts about the pharmacokinetics, routes of administration, dosage calculation, safe medication administration, therapeutic effects, side and adverse effects, interactions, and contraindications of specific medications for these areas across the lifespan: Fluid and Electrolyte and Acid-Base Balance, Inflammation, Tissue Integrity, Infection, Cellular Regulation, Metabolism, Immunity, and Elimination.

Prerequisite: Acceptance into the LPN to RN Bridge program..

NURS 171 Health and Illness Concepts 1A (2)

This course introduces the student to the nursing program curriculum. It focuses on the concepts of Health and Wellness across the lifespan: Communication, Culture and Diversity, Family, Spirituality, and Caring Interventions.

Prerequisite: Admission to the Nursing program.

NURS 172 Health and Illness Concepts 1B (2)

This course introduces the student to beginning knowledge of nursing practice. Health and Illness concepts included in this course across the lifespan are: Assessment, Health, Wellness and Illness, and Nutrition.

Prerequisite: NURS 171 with a minimum grade of C and NURS 115 with a minimum grade of C and NURS 181 with a minimum grade of C.

NURS 173 Health and Illness Concepts 2A (2)

This course introduces the student to beginning knowledge of nursing practice. Health and Illness concepts included in this course are: Sexuality, Reproduction, and Development. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 115 with a minimum grade of C and NURS 181 with a minimum grade of C and NURS 191 with a minimum grade of C and NURS 153 with a minimum grade of C; and either NURS 101 with a minimum grade of C or both NURS 171 with a minimum grade of C and NURS 172 with a minimum grade of C.

NURS 174 Health and Illness Concepts 2B (2)

This course introduces the student to beginning knowledge of nursing practice. Health and illness concepts included in this course are: Stress and Coping, Comfort, Self, Grief and Loss, Mobility, and Sensory Perception. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 173 with a minimum grade of C and NURS 116 with a minimum grade of C and NURS 154 with a minimum grade of C.

NURS 175 Health and Illness Concepts 3A (2)

This course introduces the student to intermediate knowledge of nursing practice. Health and Illness concepts included in this course are: Fluid and Electrolytes, Acid-Base Balance, Inflammation, Tissue Integrity, and Infection. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 116 with a minimum grade of C and NURS 154 with a minimum grade of C and NURS 192 with a minimum grade of C and NURS 182 with a minimum grade of C; and either NURS 102 with a minimum grade of C or both NURS 173 with a minimum grade of C and NURS 174 with a minimum grade of C.

Nursing

NURS 176 Health and Illness Concepts 3B (3)

This course introduces the student to intermediate knowledge of nursing practice. Health and illness concepts included in this course are: Cellular Regulation, Metabolism, Immunity, and Elimination. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 124 with a minimum grade of C; and NURS 155 with a minimum grade of C; and NURS 175 with a minimum grade of C; and NURS 183 with a minimum grade of C.

NURS 177 Health & Illness Concepts - LPN Transition (3)

This course introduces the student to intermediate knowledge of nursing practice. Health and illness concepts included in this course are: Cellular Regulation, Metabolism, Immunity, and Elimination. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: Acceptance into the LPN to RN Bridge program..

NURS 181 Professional Concepts I (1)

This course introduces the student to beginning knowledge, skills & attitudes of nursing as a profession and includes the following concepts across the lifespan: Professional Behaviors, Accountability, Advocacy, and Clinical Decision Making.

Prerequisite: Admission to the Nursing Program.

NURS 182 Professional Concepts II (1)

This course introduces the student to beginning knowledge, skills and attitudes of nursing as a profession and includes the following concepts across the lifespan: Legal Issues, Health Care Systems, and Informatics.

Prerequisite: NURS 115 with a minimum grade of C; and NURS 153 with a minimum grade of C; and NURS 181 with a minimum grade of C; and NURS 191 with a minimum grade of C; and either NURS 101 with a minimum grade of C; or both NURS 171 with a minimum grade of C and NURS 172 with a minimum grade of C.

NURS 183 Professional Concepts III (1)

This course introduces the student to intermediate knowledge, skills and attitudes of nursing as a profession and includes the following concepts across the lifespan: Teaching and Learning, Safety, and Evidence-Based Practice.

Prerequisite: NURS 116 with a minimum grade of C; and NURS 154 with a minimum grade of C; and NURS 182 with a minimum grade of C; and NURS 192 with a minimum grade of C; or either NURS 102 with a minimum grade of C; or both NURS 173 with a minimum grade of C and NURS 174 with a minimum grade of C.

NURS 184 Professional Concepts - LPN Transition (2)

This course introduces students to intermediate knowledge, skills, and attitudes of nursing as a profession and includes the following concepts across the lifespan: Accountability, Clinical Decision Making, Legal, Informatics, Teaching and Learning, Safety, and Evidence Based Practice.

Prerequisite: Acceptance into the LPN to RN Bridge program.

NURS 191 Clinical I (3)

This course introduces students to the application of concepts and skills in sub-acute care and community settings. Principles of communication, assessment, safety, and application of the nursing process will be included across the lifespan.

Prerequisite: Admission to the Nursing program.

NURS 192 Clinical II (3)

This course introduces students to the application of concepts and skills in subacute and acute care settings across the lifespan, including maternal-child and pediatrics. Mental health concepts are an additional focus as applied to patients/clients in non-psychiatric settings. Principles of communication, safety, and application of the nursing process, including accurate calculation, measurement, and administration of medications, will be included.

Prerequisite: NURS 115 with a minimum grade of C; NURS 153 with a minimum grade of C; NURS 181 with a minimum grade of C; and NURS 191 with a minimum grade of C; and either NURS 101 with a minimum grade of C;

or both NURS 171 with a minimum grade of C and NURS 172 with a minimum grade of C.

NURS 193 Clinical III (3)

This course introduces students to the application of concepts and skills in caring for patients/clients with medical-surgical needs in the acute care setting across the lifespan. Principles of communication, safety, and application of the nursing process, including accurate calculation, measurement, and administration of medications, will be included.

Prerequisite: NURS 116 with a minimum grade of C; and NURS 154 with a minimum grade of C; and NURS 182 with a minimum grade of C; and NURS 192 with a minimum grade of C; and either NURS 102 with a minimum grade of C; or both NURS 173 with a minimum grade of C and NURS 174 with a minimum grade of C.

NURS 201 Health & Illness - Level 4 (5)

This course introduces the student to intermediate knowledge of nursing practice. Health and Illness concepts included in this course are: Behavior, Cognition, Mood and Affect, Neuroprotection, Oxygenation, Perfusion, Stress and Coping, Thermoregulation, and Violence. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 124 with a minimum grade of C and NURS 155 with a minimum grade of C and NURS 183 with a minimum grade of C and NURS 193 with a minimum grade of C; and either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a minimum grade of C; and NURS 125 with a minimum grade of C; and NURS 156 with a minimum grade of C; and NURS 177 with a minimum grade of C; and NURS 184 with a minimum grade of C.

Nursing

NURS 202 Health & Illness - Level 5 (5)

This course introduces the student to advanced knowledge of nursing practice. It addresses complex aspects of the following health and illness concepts: Immunity, Fluid and Electrolytes, Tissue Integrity, Infection, Cellular Regulation, Metabolism, Comfort, and Grief and Loss. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.
Prerequisite: NURS 226 with a minimum grade of C; and NURS 256 with a minimum grade of C; and NURS 284 with a minimum grade of C; and NURS 294 with a minimum grade of C; and either NURS 201 with a minimum grade of C or both NURS 271 with a minimum grade of C and NURS 272 with a minimum grade of C.

NURS 221 Nursing V: Caring for the Client with Acute/Complex II/Chronic Problems - Theory (5)

Didactic course provides experiences for the client with chronic physical and mental disorders across the lifespan. Emphasis is on self-awareness and a respect for the dignity of the individual. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisite: NURS 211, NURS 212, NURS 241 or instructor permission.

NURS 222 Nursing V: Caring for the client with Acute/Chronic Complex II Problems-Clinical (5)

Clinical course provides learning experiences for adult clients with complex II and chronic physical and mental disorders. Emphasis is on self-awareness, perception and respect for the dignity of the individual. Principles of the nursing process, growth, and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.
Prerequisite: NURS 211, NURS 212, NURS 241/ NURS 221 (or taken concurrently).

NURS 226 Clinical Simulation IV (2)

This course provides continued learning opportunities through simulated practice of nursing care delivery. It includes participation in select patient/client scenarios across the lifespan in a simulation lab setting, using application of concepts in coordination with other courses in the program.
Prerequisite: NURS 124 with a minimum grade of C; and NURS 155 with a minimum grade of C; and NURS 183 with a minimum grade of C; and NURS 193 with a minimum grade of C; and either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a minimum grade of C and NURS 125 with a minimum grade of C and NURS 156 with a minimum grade of C and NURS 177 with a minimum grade of C and NURS 184 with a minimum grade of C.

NURS 227 Clinical Simulation V (2)

This course provides advanced learning opportunities through simulated practice of nursing care delivery. It includes participation in select patient/client scenarios across the lifespan in a simulation lab setting, using application of concepts in coordination with other courses in the program.
Prerequisite: NURS 226 with a minimum grade of C and NURS 256 with a minimum grade of C and NURS 284 with a minimum grade of C and NURS 294 with a minimum grade of C; and either NURS 201 with a minimum grade of C; or both NURS 271 with a minimum grade of C and NURS 272 with a minimum grade of C.

NURS 228 Clinical Simulation VI (1)

This course provides culminating learning opportunities through simulated practice of nursing care delivery. It includes participation in select patient/client scenarios across the lifespan in a simulation lab setting, using application of concepts in coordination with other courses in the program.
Prerequisite: NURS 227 with a minimum grade of C and NURS 257 with a minimum grade of C and NURS 285 with a minimum grade of C and NURS 295 with a minimum grade of C; and either NURS 202 with a

minimum grade of C; or both NURS 273 with a minimum grade of C and NURS 274 with a minimum grade of C.

NURS 231 Seminar in Care Management (1)

A seminar for students taking Nursing 232, Nursing Preceptorship. Course provides students an opportunity to share experiences and feelings associated with the preceptorship experience. The instructor facilitates the discussion to incorporate previously taught concepts, especially leadership.
Prerequisite: NURS 221, NURS 222 & NURS 242 or instructor permission.

NURS 232 Nursing VI: Preceptorship-Manager of Care (8)

Clinical course that provides learning experiences for students in assigned areas. Emphasis is on managing the care of multiple clients. The student is paired with an experienced RN who serves as a mentor/preceptor.
Prerequisite: NURS 221, NURS 222 & 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 234 Transition to Practice: Seminar (1)

This course supports the student's Transition To Practice clinical experience in NURS 296. It provides the opportunity to reflect on clinical experiences with peers, and formulate problem-solving strategies that can be applied in the clinical setting
Prerequisite: NURS 227 with a minimum grade of C; and NURS 257 with a minimum grade of C; and NURS 285 with a minimum grade of C; and NURS 295 with a minimum grade of C; and either NURS 202 with a minimum grade of C; or both NURS 273 with a minimum grade of C and NURS 274 with a minimum grade of C.
Co-requisite: NURS 296.

Nursing

NURS 242 Nursing Focus V: End of Life Care (2)

This course provides learning experiences for the client at the end of life. Course will include both 'high tech' and 'high touch' situations and the ethical dilemmas associated with each. The principles of communication, ethics, legal aspects, symptom management, cultural and spiritual competence regarding death are integrated.

Prerequisite: NURS-211, NURS-212 & NURS-241 or instructor permission.

NURS 243 Nursing Focus VI: Trends and Issues (2)

This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethical-legal issues, health care trends both nationally and globally, political awareness and collaboration with health care team members will be the primary topics.

Prerequisite: NURS 221, NURS 222 & NURS 242 or instructor permission.

NURS 244 Preparation for the Natl Council Licensing Exam (1)

This course is to prepare students through extensive assessment and review for the National Council of State Boards in Nursing's National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Prerequisite: NURS 227 with a minimum grade of C; and NURS 295 with a minimum grade of C; and NURS 257 with a minimum grade of C; and NURS 285 with a minimum grade of C; and either NURS 202; or both NURS 274 with a minimum grade of C and NURS 273 with a minimum grade of C.

NURS 256 Pharmacology IV (1)

This course continues with pharmacological concepts about the pharmacokinetics, routes of administration, dosage calculation, safe medication administration, therapeutic effects, side and adverse effects, interactions, and contraindications of specific medications for these areas across the lifespan: Oxygenation, Perfusion, Thermoregulation, Cognition, Violence, Mood and Affect, Stress and Coping, Neuroprotection, and Behavior.

Prerequisite: NURS 124 with a minimum grade of C and NURS 193 with a minimum grade of C and NURS 155 with a minimum grade of C and NURS 183 with a minimum

grade of C; and either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a minimum grade of C and NURS 125 with a minimum grade of C and NURS 156 with a minimum grade of C and NURS 177 with a minimum grade of C and NURS 184 with a minimum grade of C.

NURS 257 Pharmacology V (1)

This course continues with pharmacological concepts about the pharmacokinetics, routes of administration, dosage calculation, safe medication administration, therapeutic effects, side and adverse effects, interactions, and contraindications of specific medications or fluids for medications in these areas: immunity, fluid and electrolytes, tissue integrity, infection, cellular regulation, metabolism, comfort, and grief and loss across the lifespan.

Prerequisite: NURS 226 with a minimum grade of C and NURS 294 with a minimum grade of C and NURS 256 with a minimum grade of C and NURS 284 with a minimum grade of C; and either NURS 201 with a minimum grade of C; or both NURS 271 with a minimum grade of C and NURS 272 with a minimum grade of C.

NURS 260 Nursing Focus VI: Advanced Intravenous Therapy Skills (1)

This course provides advanced content related to the care of clients receiving intravenous fluids. Concepts related to selecting solutions, managing common complications, legal/ethical considerations, infection control, managing catheters and implanted port devices are discussed. Principles of the nursing process, growth and development, nutrition, pharmacology and health teaching are integrated.

Prerequisite: NURS 221, 222 and 242 or instructor permission.

NURS 271 Health and Illness Concepts 4A (2)

This course introduces the student to intermediate knowledge of nursing practice. Health and illness concepts included in this course are: Oxygenation, Perfusion, and Thermoregulation. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 124 with a minimum grade of C and NURS 155 with a minimum grade of C and NURS 183 with a minimum grade of C and NURS 193 with a minimum grade of C; and either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a minimum grade of C and NURS 125 with a minimum grade of C and NURS 156 with a minimum grade of C and NURS 177 with a minimum grade of C and NURS 184 with a minimum grade of C.

NURS 272 Health and Illness Concepts 4B (3)

This course introduces the student to intermediate knowledge of nursing practice. Health and illness concepts included in this course are: Cognition, Violence, Mood and Affect, Stress and Coping, Neuroprotection, and Behavior. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 124 with a minimum grade of C and NURS 155 with a minimum grade of C and NURS 183 with a minimum grade of C and NURS 193 with a minimum grade of C; and either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a minimum grade of C and NURS 125 with a minimum grade of C and NURS 156 with a minimum grade of C and NURS 177 with a minimum grade of C and NURS 184 with a minimum grade of C.

Nursing

NURS 273 Health and Illness Concepts 5A (2)

This course introduces the student to advanced knowledge of nursing practice. It addresses complex aspects of the following health and illness concepts: Immunity, Fluid and Electrolytes, Tissue Integrity, and Infection. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 226 with a minimum grade of C and NURS 256 with a minimum grade of C and NURS 284 with a minimum grade of C and NURS 294 with a minimum grade of C; and either NURS 201 with a minimum grade of C; or both NURS 271 with a minimum grade of C and NURS 272 with a minimum grade of C.

NURS 274 Health and Illness Concepts 5B (3)

This course introduces the student to advanced knowledge of nursing practice. It addresses complex aspects of the following Health and Illness concepts: Cellular Regulation, Metabolism, Comfort, and Grief and Loss. All concepts are applied to the care of individuals across the lifespan and include elements of nutrition as applicable.

Prerequisite: NURS 226 with a minimum grade of C and NURS 256 with a minimum grade of C and NURS 284 with a minimum grade of C and NURS 294 with a minimum grade of C; and either NURS 201 with a minimum grade of C; or both NURS 271 with a minimum grade of C and NURS 272 with a minimum grade of C.

NURS 284 Professional Concepts IV (1)

This course introduces the student to intermediate knowledge, skills, and attitudes of nursing as a profession and includes the following concepts across the lifespan: Collaboration, Managing Care, and expands on Legal Issues.

Prerequisite: NURS 124 with a minimum grade of C; and NURS 155 with a minimum grade of C; and NURS 183 with a minimum grade of C; and NURS 193 with a minimum grade of C; and either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a minimum grade of C and NURS 125 with a minimum grade of C and NURS 156 with a

minimum grade of C and NURS 177 with a minimum grade of C and NURS 184 with a minimum grade of C.

NURS 285 Professional Concepts V (1)

This course introduces the student to advanced knowledge of nursing as a profession and includes the following concepts across the lifespan: Health Policy, Health Care Systems, Ethics, and Clinical Decision Making.

Prerequisite: NURS 226 with a minimum grade of C; and NURS 256 with a minimum grade of C; and NURS 284 with a minimum grade of C; and NURS 294 with a minimum grade of C; and either NURS 201 with a minimum grade of C; or both NURS 271 with a minimum grade of C and NURS 273 with a minimum grade of C.

NURS 286 Professional Concepts VI (1)

This course introduces the student to advanced knowledge and attitudes of nursing as a profession and includes the concepts across the lifespan: Quality Improvement, Professional Behaviors, and Accountability.

Prerequisite: NURS 227 with a minimum grade of C and NURS 257 with a minimum grade of C and NURS 285 with a minimum grade of C and NURS 295 with a minimum grade of C; and either NURS 202 with a minimum grade of C; or both NURS 273 with a minimum grade of C and NURS 274 with a minimum grade of C.

NURS 294 Clinical IV (3)

This course continues learning opportunities for students to apply concepts and skills in caring for patients/clients with medical-surgical needs in the acute care or specialty care setting across the lifespan. Principles of communication, safety, and application of the nursing process, including accurate calculation, measurement, and administration of medications, will be included.

Prerequisite: NURS 124 with a minimum grade of C; and NURS 155 with a minimum grade of C; and NURS 183 with a minimum grade of C; and NURS 193 with a minimum grade of C; or either NURS 103 with a minimum grade of C; or both NURS 175 with a minimum grade of C and NURS 176 with a minimum grade of C; or NURS 117 with a

minimum grade of C and NURS 125 with a minimum grade of C and NURS 156 with a minimum grade of C and NURS 177 with a minimum grade of C and NURS 184 with a minimum grade of C.

NURS 295 Clinical V (3)

This course advances learning opportunities for students to apply concepts and skills in caring for patients/clients with complex medical-surgical needs in the acute care or specialty care setting across the lifespan. Principles of communication, safety, and application of the nursing process, including accurate calculation, measurement, and administration of medications, will be included.

Prerequisite: NURS 226 with a minimum grade of C; and NURS 256 with a minimum grade of C; and NURS 284 with a minimum grade of C; and NURS 294 with a minimum grade of C; and either NURS 201 with a minimum grade of C; or both NURS 271 with a minimum grade of C and NURS 272 with a minimum grade of C.

NURS 296 Transition to Practice: Clinical (8)

This course is the student's culminating clinical experience and provides immersion into clinical nursing practice. All previously acquired knowledge, skills and attitudes are reinforced and applied to patient/client care under the supervision of an experienced registered nurse in community partners' health care facilities.

Prerequisite: NURS 227 with a minimum grade of C; and NURS 257 with a minimum grade of C; and NURS 285 with a minimum grade of C; and NURS 295 with a minimum grade of C; and either NURS 202 with a minimum grade of C; or both NURS 273 with a minimum grade of C and NURS 273 with a minimum grade of C.

Co-Requisite: NURS 234.

NURS 297 Independent Study Nursing Clinical (1)

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

Nursing

NURS 298 Independent Study Nursing Lab and Simulation (1)

Independent lab and/or simulation learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

NURS 299 Individualized Studies in Nursing (1)

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

Nutrition

NUTR& 101 Human Nutrition (5)

A scientific study of human nutrition, with an emphasis on a chemical understanding of the major nutrients, a biologic understanding of the gastrointestinal tract and a practical understanding of dietary needs throughout life. This is not a lab course. Students may not receive credit for both NUTR 101 and NUTR&101.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and MATH 090 with a minimum grade of C or equivalent

Recommended Preparation: CHEM& 110 with a minimum grade of C or BIOL& 100 with a minimum grade of C or BIOL& 160 with a minimum grade of C.

Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEA& 101 and OCEA 179 for the Associate in Arts and Sciences, General Studies and Applied Sciences degrees. Students intending to major in Oceanography at a baccalaureate institution should consult with the Earth Sciences advisor.

OCEA& 101 Introduction to Oceanography (5)

(Formerly OCEAN-101) Focuses on topics such as the origin of ocean basins, seawater chemistry, atmospheric and oceanic circulation, waves, and marine ecosystems. The laboratory includes investigations of oceanographic phenomena and local field trips.

Prerequisite: ENGL 095 and READ 095 with a minimum grade of C or ENGL/ 095 with a minimum grade of C and MATH 090 with a minimum grade of C or equivalent assessment in these areas.

OCEA 179 Special Topics in Oceanography (2)

These are seminars designed to provide Oceanography students with the opportunity to study selected oceanography topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program.

OCEA 299 Independent Study in Oceanography (1)

Independent study of oceanographic topics.

Prerequisite: Instructor permission.

Paralegal

PLST 106 Legal Document Production (3)

A basic course teaching technical skills in Microsoft Office computer applications with an emphasis on Microsoft Word and Microsoft Outlook as applied in a law office setting. Students will work through a series of hands-on assignments specifically tailored to legal documents, calendaring and general case management.

Prerequisite: CU 102 with a minimum grade of C or equivalent; or CU 105 with a minimum grade of C or equivalent. *Recommended preparation:* CU 091 with a minimum grade of C or recommended ability to type 35 wpm.

PLST 149 Writing Basics for Paralegals (3)

(Formerly ADLJ 149) This introductory paralegal course is designed to improve the students' writing through emphasis on word usage, grammar and punctuation in typical legal contexts. Students will improve their proofreading and editing skills as they review and draft legal documents with a focus on accuracy and attention to detail.

Prerequisite: Assessment at college-level English and reading

PLST 150 Paralegal Fundamentals & Ethics (5)

(Formerly ADLJ 150) Students will be introduced to the varied and rewarding responsibilities of a paralegal. Topics will cover careers, paralegal organizations, ethics and professional responsibility, paralegal skills and attributes, sources of American law, the court system, specific areas of law, and preparation for the internship.

Prerequisite: Assessment at college-level English and reading.

PLST 151 Legal Research and Writing I (5)

(Formerly ADLJ 151) An introduction to developing effective methods of legal research and writing: Students will participate in a series of exercises that include finding statutes and case decisions in books and through computer-assisted legal research. Students will focus on identifying legal issues and validating cases and statutes while drafting letters, case briefs, and an objective memorandum. This is the first of two required legal research and writing courses.

Prerequisite: Assessment at college-level English and reading.

PLST 152 Introduction to Civil Law (5)

(Formerly ADLJ 152) This course is designed to introduce the student to the foundations of civil law, including substantive issues; contracts; domestic relationships; wills, estates, and probate; torts and personal injury; and the legal profession. Classroom activities will include: case analysis; the drafting, examination and assessment of legal documents; application of general principles related to torts, contracts, family law, and wills; and relevant class projects pertaining to these areas. Activities outside the classroom will include online research and discussion board assignments.

Prerequisite: Assessment at college-level English and reading.

PLST 153 Civil Procedure I (5)

(Formerly ADLJ 153) Students will be introduced to the procedural requirements in the civil litigation process with an emphasis on the requisite skills and knowledge essential to practicing paralegals. Statutes, case law and court rules (state and federal) will be examined, and the drafting of legal pleadings and other civil case documents will be assigned. Using simulated fact and legal scenarios, students will track and analyze the procedural aspects of a civil lawsuit from inception to verdict covering the stages of pleadings, discovery, motions practice, negotiations and pretrial settlement.

Prerequisite: Recommended: PLST 149 with a minimum grade of C.

PLST 154 Computer Applications in the Law (3)

(Formerly ADLJ 154) This course is an introduction to computer technology and its applications within a law firm. Students will have the opportunity to apply hands-on training with Microsoft Office Suite (Word, Excel, Access and Outlook); timekeeping software; docket control/case management software; litigation support software; and evidence display software. Resources and techniques for the efficient application of software typically found in the law office are provided in addition to hands-on work with industry-specific software applications.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and CU 105 or equivalent; and PLST 106 or equivalent.

PLST 155 Health/Dealing With Stress (1)

(Formerly ADLJ 155) The paralegal field can challenge a professional's health and well-being. This online course helps the student recognize cues that may be barriers to optimal health and well-being, and offers tools and practicum for dealing with stress and achieving a healthy balance in various areas of life, including school, work, and family.

Prerequisite: Assessment of college-level English and reading.

PLST 156 Criminal Procedure for Paralegals (5)

(Formerly ADLJ 156) This course is designed to teach students the basic concepts of substantive criminal law emphasizing Washington statutes and criminal procedure with a focus on individual rights under the United States Constitution. Students will prepare documents typically drafted by paralegals in a law office or agency in the field of criminal law defense or prosecution.

Prerequisite: Assessment at college-level English and reading or completion of ENGL 095 and READ 095 or ENGL/ 095.

PLST 221 Family Law (3)

(Formerly ADLJ 221) This course will introduce students to the legal authorities and procedures involved in family law cases. Topics covered will include marriage, divorce, adoption, legal separation, paternity and child support, parenting plans, and other topics. Students will learn to identify and resolve various family law issues, as well as to draft common family law documents such as child support worksheets.

Prerequisite: Assessment at college-level English and reading.

PLST 222 Probate/Estate Planning (3)

(Formerly ADLJ 222) 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.

Paralegal

PLST 223 Alternative Dispute Resolution (ADR) (3)

(Formerly ADLJ 223) 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: ENGL/ 095 with a minimum grade of C or equivalent.

PLST 224 Real Estate Law (3)

(Formerly ADLJ 224) An introduction to law and legal systems as related to real estate transactions. Major topics include forms of ownership; title, transfers and insurance; fraud, deceit and misrepresentation; contract law and documents; real estate security documents; and duties and liabilities of licensees.

Prerequisite: Assessment at college-level English and reading or ENGL 095 and READ 095 or ENGL/ 095.

PLST 225 Bankruptcy Law (3)

(Formerly ADLJ 225) 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 or completion of ENGL 095 and READ 095 or ENGL/ 095.

PLST 226 Administrative Law (3)

(Formerly ADLJ 226) This course will introduce students to the legal authorities and procedures involved in administrative law cases. Students will learn the state and federal legal authority that creates and empowers administrative agencies and the different areas in which administrative agencies are legally authorized to act. Students will also become familiar with the legal procedures used in administrative law cases, as well as

the legal tribunals created to hear and decide administrative law cases.

Prerequisite: Assessment at college-level English and reading.

PLST 228 Employment and Labor Law (3)

(Formerly ADLJ 228) Employment and labor law includes laws governing health and safety in the workplace, labor unions and union-management relations, employment discrimination, wrongful employment termination, pension plans, retirement and disability income (Social Security), employee privacy rights, the minimum wage, and overtime wages. Students will research Washington State workers' compensation statutes and learn about agencies where paralegals may represent clients during agency hearings.

Prerequisite: Assessment at college-level English and reading.

PLST 230 Business Organization/Corporations (3)

(Formerly ADLJ 230) 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: ENGL/ 095 with a minimum grade of C or equivalent.

PLST 231 Contracts/Commercial Transactions (3)

(Formerly ADLJ 231) This course provides students with a working overview of the applied contract process. Following traditional instruction methodology as supplemented with practical law office skill development, the course outlines prerequisites of contracting parties and applicable law(s), contract formation, contract performance, breach of

contract and available remedies. The course introduces the students to commercial transactions including application and analysis under Article 2 of the Uniform Commercial Code (Washington State adopted version under Revised Code of Washington, Chapter 62A). Contracts and Commercial Law also includes a practicum element in basic contract drafting utilizing both goods and services components with attendant sources of law reflective of primary and secondary legal sources.

Prerequisite: Assessment at college-level English and reading.

PLST 232 Interviewing and Investigations (5)

(Formerly ADLJ 232) Students are introduced to the legal contexts in which interviewing and investigating skills are utilized. Great emphasis is placed on the development of communication skills for interviewing and the use of resources available for investigating, particularly Internet resources. Students will walk step by step through an investigation by learning how to plan an investigation; handle evidence; identify and locate witnesses; conduct interviews; and locate, evaluate and work with expert witnesses.

Prerequisite: Completion of ENGL /095 or both ENGL 095 & READ 095 or assessment at college-level English and reading.

PLST 233 Internship I - Paralegal (5)

(Formerly ADLJ 233) The Internship I course provides paralegal majors with the opportunity to apply their classroom learning to worksite responsibilities. The internship offers paralegal students practical work experience under the supervision of an attorney and often a skilled paralegal in day-to-day legal work. Weekly seminar discussions focus on professionalism. PLST 233 is a required course for all paralegal students.

Prerequisite: PLST 106 with a minimum grade of C; and CU 105 or equivalent with a minimum grade of C; and PLST 150, PLST 151, PLST 152, PLST 153, and PLST 154 with minimum grades of C; and PLST 156 or equivalent with a minimum grade of C; and permission by faculty internship supervisor.

Paralegal

PLST 234 Internship II - Paralegal (5)

(Formerly ADLJ 234) The elective Internship II course provides paralegal majors with additional opportunities to apply their classroom learning to worksite responsibilities. Weekly seminar discussions will focus on career advancement.

Prerequisite: PLST 233 and instructor permission.

PLST 235 Evidence and e-Discovery (3)

This course is a survey in evidence and e-Discovery. Following the groundwork and review of evidence law and discovery rules, the course will shift focus to the concepts, issues, and solutions presented by ESI (electronically stored information) and e-Discovery. Students will examine "white papers" written by both legal commentators and technical experts. Students should have an interest in current civil litigation procedures.

Prerequisite: PLST 153 with a minimum grade of C.

PLST 239 Transition Planning (1)

(Formerly ADLJ 239) Students take this course shortly before they complete the Paralegal program. Students will build paralegal skills, critique and hone their understanding of professionalism and ethics, research the current job market and networking opportunities, learn to manage work/family balance, update their portfolios, and evaluate the program.

Prerequisite: PLST 150, PLST 152, PLST 153, PLST 106 and instructor permission.

PLST 251 Legal Research And Writing II (3)

(Formerly ADLJ 251) Building on the research and writing skills acquired in ADLJ 151, students prepare a variety of documents including a motion with persuasive brief. Emphasis is placed on in-depth research of primary and secondary authorities, validation of research, appropriate formatting, citation of legal sources, and strategies for effective writing.

Prerequisite: PLST 151 with a minimum grade of C.

PLST 253 Civil Procedure II (3)

(Formerly ADLJ 253) This course is a continuation of the concepts and legal applications learned in Civil Procedure I, to include further analysis of the various issues confronted in civil litigation. Students will learn to interpret and apply state and federal statutes and court rules to solve real legal problems. Students will draft various types of legal documents intended to be presented in court and will be able to formulate arguments for and against various legal positions that arise during a civil lawsuit.

Prerequisite: PLST 153.

Philosophy

PHIL& 101 Introduction to Philosophy (5)

(Formerly PHIL 100) This course will provide a survey of the human quest for greater understanding; connections among efforts to understand the universe; the nature of knowledge; reflections on language and other perennial questions concerning human nature and values. This course will provide an introduction to philosophical thought and issues, the intellectual systems and non-systems and writings of the great philosophers of the Western tradition. (writing intensive)

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

PHIL 401 Biomedical Ethics (5)

This course covers diverse issues in healthcare, the ethical and moral decisions that surround those issues, as well as the policies of facilities, legislation, and standards of practice that address those issues. Students will gain knowledge of leadership styles and discuss skills that will address the mission, vision, and values of their profession.

Prerequisite: ENGL 301 with a minimum grade of C and LS 301 with a minimum grade of C. Recommended: PHIL& 101 with a minimum grade of C.

Physical Education

In order to receive the Associate in Arts and Sciences or Associate in General Studies degrees, it is necessary to obtain three physical education activity credits. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

Beginning courses are prerequisites to intermediate courses, and intermediate courses are prerequisites to advanced courses. Advanced placement may be made by the instructor. An activity at the same level may not be repeated for credit. Most activities require extra fees.

The physical education requirements may be waived only with approval of the physical education department chairman. Students may request waivers only if there is a medical problem or a student has previous military service.

PE 100 Total Fitness (2)

An up-to-date approach to physical fitness for better living. Combination lecture and lab, stressing the importance of life-long fitness. Increasing the awareness and establishing the values, benefits and necessity of regular physical activity related to health. Will include individual evaluation, prescription and program implementation.

PE 106 Tai Chi (1)

Tai Chi is an ancient Chinese system of health giving exercise. Students will build concentration, increase flexibility, and improve physical fitness by learning and practicing basic Tai Chi forms and movements.

PE 108 Beginning Weight Training (1)

A course designed to introduce the student to the benefits of a regular weight training routine. The student will be taught various exercises in isotonic, isometric and isokinetic lifting. Safety precautions and guidelines will be stressed.

PE 109 Toning (1)

An upbeat, high energy course that combines aerobic movements with muscle toning strength movements. Emphasis on total body conditioning. Instruction will include the safe and effective use of fitness apparatus including physio balls and hand weights.

PE 111 Walking for Wellness (1)

This course is designed to introduce the student to walking and its contributions to wellness. Content includes benefits of walking, development of safe and effective walking skills, nutrition and equipment to enhance walking, and essential components of a walking program.

PE 122 Beginning Bowling (1)

A course designed to acquaint the student with the game of Bowling. Emphasis is placed on basic fundamentals, mechanics, faults and rules of bowling.

PE 126 Beginning Badminton & Pickleball (1)

A course designed to allow the student to develop the necessary skills, fundamentals, strategies and knowledge of rules to participate in recreational badminton and pickleball.

PE 134 Softball (1)

A course designed to introduce the student to the game of softball as a recreational and physical fitness activity. Emphasis is placed on basic individual and team fundamentals.

PE 135 Beginning Soccer (1)

A course designed to introduce the student to soccer. Emphasis will be placed on basic fundamentals, strategies, and rules of the game.

PE 136 Volleyball (1)

A course designed to introduce the student to the game of volleyball. Emphasis will be placed on basic skills, i.e., serve, set, pass, block, spike, team strategy and rules of play.

PE 140 Cardio Fitness (1)

This course is designed to give student information and practical experience on how to maintain a healthy cardiovascular system. Physical activities, nutritional guidelines, and unhealthy behaviors pertaining to cardiovascular health will be covered.

PE 142 Introduction to Yoga (1)

This course is designed to introduce students to the benefits of yoga as a way to understand the mind/body relationship in exercise and fitness. Basic yoga techniques will be taught as a way to develop balance, core strength, flexibility, and joint stability.

PE 155 Fast Fitness (1)

Comprehensive physical education course designed to develop strength, flexibility, muscular endurance and cardiovascular efficiency in an effective and timely manner through the use of circuit training.

PE 170 Independent Fitness Lab I (1)

Self-paced conditioning for the motivated student. This course is designed to give students the opportunity to assess current physical fitness level, establish personal fitness goals, develop and follow an individualized self-paced fitness program.

Prerequisite: PE 100 with a minimum grade of C or PE 108 with a minimum grade of C or PE 140 with a minimum grade of C.

PE 171 Independent Fitness Lab II (1)

Self-paced conditioning for the motivated student. This course is designed to give students the opportunity to assess current fitness goals, as well as develop and follow an individualized self-paced fitness plan.

Prerequisite: PE-170.

PE 175 Hiking (1)

This course is designed to introduce the student to basic techniques and skills necessary to enjoy minimum-impact hiking. Includes information on hiking essentials, trip planning, route finding, equipment, basic wilderness survival, and wilderness first aid. This course also includes several hiking trips throughout the quarter.

Physical Education

PE 190 Health and Wellness (3)

A course for students to learn how to take control of their personal health and lifestyle habits so they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-being. Encompasses a total wellness concept of one's physical, mental, emotional and social well being. Students will examine major health issues of contemporary society, with emphasis on identifying risk factors. (This course is a NOT a PE activity course.)

PE 191 Contemporary Health and Wellness (5)

Emphasis is placed on the relationship between course content and lifestyle choices to foster a better understanding of health issues today. Current issues include, but are not limited to, physical fitness and nutrition; weight management; stress and emotional health; chemical use and abuse; issues in contemporary human sexuality; communicable and noncommunicable disease; health-smart consumerism; the contemporary healthcare system; aging and dying; and environmental health issues. (This course is a NOT a PE activity course.)

PE 200 Advanced Total Fitness (2)

An advanced approach to physical fitness for more effective living. Combination of lecture and lab stressing the importance of developing positive life-long fitness activities. Course will include evaluation, prescription, program implementation, and goal setting. *Prerequisite: PE-100 or instructor permission.*

PE 201 Sport Specific Conditioning (2)

This course is designed to give advanced instruction for the physically active student. Consideration of sport specific and individual fitness goals will be given. Cardio conditioning; strength training; flexibility training, as well as the nutritional aspects of physical performance will be taught.

PE 208 Intermediate Weight Training (1)

This course is designed to develop cognitive knowledge pertaining to a higher level of strength training and applying this knowledge in a daily weight lifting program. Students will experience the benefits of weight lifting and will learn how to develop a weight training program designed to meet their personal weight training goals. *Prerequisite: PE-108 or instructor permission.*

PE 222 Intermediate Bowling (1)

A course designed to allow the student to improve his/her bowling skills. Emphasis on spot, pin, and line bowling. Delivery and form and playing a hookball will be emphasized. *Prerequisite: PE 122 or instructor permission.*

PE 226 Intermediate Badminton/Pickleball (1)

Instruction dealing with the techniques of Badminton/Pickleball. This is an intermediate level class dealing with playing strategies, tournaments, and individual playing styles. *Prerequisite: PE 126.*

PE 233 Advanced Basketball (1)

A course designed for the advanced basketball player who has competed at a high skill level. Special emphasis will be placed on advanced individual and team concepts.

PE 235 Advanced Soccer Techniques (1)

An advanced course in the fundamentals of soccer. Subjects covered will include physical fitness, basic skills, team play, laws of the game, and strategy.

PE 236 Intermediate Volleyball (2)

This course is designed to allow the student to improve upon his/her basic skills of playing volleyball. To be able to compete and enjoy the sport on a recreational level. *Prerequisite: PE 136 or instructor permission.*

PE 237 Advanced Volleyball (1)

This course is designed to give students the opportunity to improve their volleyball skills to an advanced level of play. Emphasis will be placed on skills and techniques used as a competitive as well as recreational level. *Prerequisite: PE 136.*

PE 241 Baseball Techniques (1)

A course in the fundamentals of baseball.

Course content includes conditioning, basic skills, strategies, team-play concepts and rules of the game.

Prerequisite: Experience in organized baseball- either high school or college.

PE 285 Coaching Theory (2)

Provides the novice and experienced coach with the basic teaching and coaching skills, techniques and strategies for coaching all sports and all ages. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members. (This course is NOT a PE activity course.)

PE 292 Advanced First Aid (5)

The student will satisfy the requirements for advanced American Red Cross first aid and cardiopulmonary resuscitation certification (CPR). (This course is a NOT a PE activity course.)

PE 295 Teaching Elementary Physical Education and Health (3)

This course is designed to provide prospective K-6 educators with information, methods, and activities for teaching elementary physical education and health. Developmentally appropriate and quality physical education and health methods will be emphasized.

PE 299 Individual Study in Physical Education (1)

An independent learning activity, designed jointly by the student and the instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Instructor permission.

Physics

An advisor should be consulted to determine the appropriate level of physics course for your degree goal. Students intending to major in Physics at a baccalaureate institution should work toward an Associate of Science degree with a Physics Specialization.

PHYS& 114 General Physics I (6)

Algebra-based physics for liberal arts students and certain professions. Study of basic mechanics including position, velocity, acceleration, forces, momentum, and energy. Laboratory included.

Prerequisite: TMATH 100 with a minimum grade of C or MATH 095 with a minimum grade of C or higher (but not MATH 136).

Recommended Preparation: MATH& 141 with a minimum grade of C.

PHYS& 115 General Physics II (6)

Algebra-based physics for liberal arts students and certain professions. Study of thermodynamics, oscillations, waves, capacitance, and electric forces/fields/potential/potential energy. Laboratory included.

Prerequisite: PHYS& 114 with a minimum grade of C and TMATH 100 with a minimum grade of C or MATH 095 with a minimum grade of C or higher (but not MATH 136).

Recommended Preparation: MATH& 141 with a minimum grade of C.

PHYS& 116 General Physics III (6)

Algebra-based physics for liberal arts students and certain professions. Study of DC circuits, magnetism, geometrical optics, wave optics, and modern physics. Laboratory included.

Prerequisite: PHYS& 114 with a minimum grade of C and TMATH 100 with a minimum grade of C or MATH 095 with a minimum grade of C or higher (but not MATH 136).

Recommended Preparation: MATH& 141 with a minimum grade of C.

PHYS& 221 Engineering Physics - Mechanics (6)

(Formerly PHYS 121) Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Topics include motions and causes of motion; conservation of energy, momentum and angular momentum; gravitation, center of mass, and torque. Laboratory included.

Prerequisite: MATH& 151 with a minimum grade of C or equivalent.

PHYS& 222 Engineering Physics - Electricity and Magnetism (6)

(Formerly PHYS 122) Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Topics include Coulomb's Law, Gauss' Laws, circuits and circuit theory, electrical devices, Ampere's Law, electric and magnetic flux, and induction. Laboratory included.

Prerequisite: PHYS& 221 with a minimum grade of C and MATH& 152 with a minimum grade of C or equivalent.

PHYS& 223 Engineering Physics - Waves, Optics, and Thermodynamics (6)

(Formerly PHYS 123) Calculus based physics for engineering or those majoring in certain sciences. Introduces problem solving techniques and applications to real world situations. Topics include oscillations, damping, waves, interference, refraction, reflection, optical systems, fluids, specific heat, temperature, ideal gasses, and states of matter. Laboratory included.

Prerequisite: PHYS& 221 with a minimum grade of C.

PHYS 299 Independent Study (1-5)

Independent observation, analysis, and reporting of a physics-related topic.

Prerequisite: Instructor permission.

Political Science

POLS& 101 Introduction to Political Science (5)

(Formerly POLSC 101) This course is intended to serve as a comparative introduction to the concepts, methods, and subject areas of the discipline of political science. Students will explore various forms of political beliefs, behaviors, institutions, and processes at the individual, group, national, and international levels. Strongly recommended for those students with no prior coursework in political science.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

POLS& 202 American Government (5)

(Formerly POLSC 202) This course is intended to provide a basic understanding of the American political system. We will examine the structural foundations of American politics, including our constitutional framework, political culture, and political economy. We will then explore the various political institutions which serve as a link between citizens and government, including public opinion, the mass media, interest groups, social movements, political parties, and elections. Following this, we will turn our attention to the branches of the federal government, including Congress, the Presidency, the federal bureaucracy, and the Supreme Court.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

POLS& 203 International Relations (5)

(Formerly POLSC 203) This course is intended to serve as an introduction to the concepts, methods, and subject areas of the field of international relations within the discipline of political science. Students will explore various forms of political beliefs, behaviors, institutions, and processes shaping the relationships between states and other non-governmental actors in the international system.

Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

Political Science

POLS 231 Politics and Film (5)

(Formerly POLSC 231) This course will examine a variety of political and legal issues through their portrayal in contemporary cinema. Students will read relevant Political Science literature as a background for an analysis of the films viewed in the course. Rotating themes include: elections and the presidency, law and justice, science fiction, organized labor, and American foreign policy. *Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.*

POLS 240 Environmental Politics and Sustainability (5)

This class examines the study of politics and policies surrounding sustainability including definitions of sustainability; individual, local, state, national, and international solutions to environmental problems; economics; environmental justice; and business practices. *Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.*

POLS 298 Political Internship (1)

Variable credit (1-5). Students will participate in internships with either a political party, interest group, or an elected official and will meet periodically with the instructor to discuss assigned readings and a research paper based on the internship experience. *Prerequisite: Instructor permission.*

Psychology

PSYC& 100 General Psychology (5)

(Formerly PSYCH 100) Introduction to psychology as an academic discipline, including research methods, the nervous system, heredity and development, social behavior, motivation, emotion, learning and memory, cognition, personality, and psychological disorders. *Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.*

PSYC& 180 Human Sexuality (5)

(Formerly PSYCH 165) A scientific approach to the study of human sexuality and sexual behavior, including physiological and psychological components. Considers sexuality across the lifespan, sexual dysfunction, STDs and safer sex, sexual orientation, sexual response patterns, and the development of relationships. *Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.*

PSYC& 200 Lifespan Psychology (5)

(Formerly PSYCH 206) An examination of the physical, social, emotional, and intellectual development of the human from conception to death. (multicultural content) *Prerequisite: PSYC& 100 with a minimum grade of C and ENGL& 101 with a minimum grade of C or concurrent enrollment.*

PSYC 202 Biopsychology (5)

Biopsychology examines the biological basis of behavior, the nervous system, how it works to control behavior and sense the world, and what happens when it malfunctions. Topics include learning and memory, development, sex, drugs, sleep, the sense, emotions, and mental disorders. Course is intended for Psychology majors intending to transfer. *Prerequisite: PSYC& 100 with a minimum grade of C and ENGL& 101 with a minimum grade of C or concurrent enrollment.*

PSYC 205 Introduction to Personality (5)

(Formerly PSYCH 205) Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality will be studied. *Prerequisite: PSYC& 100 with a minimum grade of C and ENGL& 101 with a minimum grade of C or concurrent enrollment.*

PSYC 209 Fundamentals of Psychological Research (5)

This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Topics include hypothesis testing, experimental design, research strategies and techniques, fundamentals of scientific writing, search and evaluation of research literature in psychology, and ethical issues in psychological research. (writing intensive) *Prerequisite: PSYC& 100 with a minimum grade of C and ENGL& 101 with a minimum grade of C; and either MATH 136 with a minimum grade of C or MATH& 146 with a minimum grade of C.*

PSYC& 220 Abnormal Psychology (5)

(Formerly PSYCH 204) A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health. *Prerequisite: PSYC& 100 with a minimum grade of C and ENGL& 101 with a minimum grade of C or concurrent enrollment.*

PSYC 240 Social Psychology (5)

(Formerly SOC 240) An introduction to the study of the basic principles underlying the field of social psychology. Topics covered will include social beliefs and attitudes, prejudice, aggression, attraction and intimacy, conformity and persuasion. *Prerequisite: PSYC& 100 with a minimum grade of C and ENGL& 101 with a minimum grade of C or concurrent enrollment.*

Psychology

PSYC 299 Individual Study in Psychology (1-5)

(Formerly PSYCH 299) A variable credit (1-3) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.

Prerequisite: PSYC& 100 with a minimum grade of B+ and instructor permission.

PSYC 301 Fundamentals of Research for Healthcare (5)

This course will provide the student with an introduction to research methods as well as analysis and presentation of data. Topics will include a statistical analysis of healthcare data, descriptive, inferential, and vital statistics, data reporting and presentation techniques, research design and methods, and the use of Institutional Review Boards.

Prerequisite: Acceptance into the HIM BAS program; Instructor permission only and ENGL 301 with a minimum grade of C; and either MATH& 146 with a minimum grade of C or both MATH 093 with a minimum grade of C and MATH 136 with a minimum grade of C. Recommended preparation: PSYC& 100 with a minimum grade of C.

Radiologic Science

RS 100 Radiologic Science Orientation (3)

This course introduces students to the Radiologic Science program. Students learn of the program's mission and goals, professional requirements, and commitment necessary for success, as well as learning of the on-campus student support services available to them. Additionally, students will become CPR certified and initiate the process of the Washington State requirement/s for X-ray licensing.

Prerequisite: Acceptance into the Radiologic Science program.

RS 101 Fundamentals of Radiologic Science and Health Care (4)

Content is designed to provide a foundation of the principles, practices and policies in healthcare and particularly radiology. The student will be introduced to the history of radiology, medicolegal ethics and professional associations. Radiation protection and safety, basic equipment operation, and principles of radiographic exposure will also be covered.

Prerequisite: Acceptance into the Radiologic Science program, or instructor permission.

RS 108 Radiation Physics I (4)

This course introduces the concepts of electromagnetic radiation, its production, control and interactions. The concepts of electricity, electromagnetism, and electrical circuits relating to imaging equipment operation are presented.

Prerequisite: RS 101 with a minimum grade of C or instructor permission.

RS 109 Radiation Physics II (5)

A continuation of Radiation Physics I. The correct and safe operation of various types of imaging equipment will be discussed. Information on radiation biology will be presented to correlate the hazards of ionizing radiation production and its interaction on human tissue.

Prerequisite: RS 108 or instructor permission.

RS 120 Clinical Education I (5)

Initial course in competency based radiography clinical education. Students orient to an assigned clinical education center and by instruction, observation, and experience, acquire the necessary basic skills to successfully image patients utilizing ionizing radiation.

Prerequisite: RS 101 and RS 140 and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance and current CPR card, and instructor permission.

RS 121 Clinical Education II (5)

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing ionizing radiation.

Prerequisite: RS 120 with a minimum grade of C and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance, current CPR card, and instructor permission.

RS 122 Clinical Education III (10)

This is a continuation of a series of competency based clinical education classes. Students attend an assigned clinical education center and by instruction, observation, and experience, acquire the necessary skills to successfully image patients utilizing X-ray ionizing radiation.

Prerequisite: RS 121 with a minimum grade of C and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance, current CPR card and instructor permission.

RS 140 Radiographic Positioning I (5)

This class studies basic positioning principles and terminology. It includes demonstration and lab experience in positioning and identifying related anatomy of the chest, abdomen, upper and lower extremities.

Prerequisite: Acceptance into Radiologic Science Program.

Radiologic Science

RS 141 Radiographic Positioning II (5)

This class studies basic positioning principles and terminology. It includes demonstration and lab experience in positioning and identifying related anatomy of the spine, hip and pelvis, and bony thorax. Common contrast media exams will also be covered.

Prerequisite: RS 140 or instructor permission.

RS 142 Radiographic Positioning III (5)

This class emphasizes basic positioning principles and terminology regarding the skull and facial structures. General principles of mammography, bone densitometry, geriatric imaging, & contrast media exams of the biliary, central nervous, and reproductive systems are also covered.

Prerequisite: RS 141 or instructor permission.

RS 150 Principles of Image Formation (1)

This class discusses the factors that are involved in radiographic image formation. Exposure factors and geometric factors that are involved in this process are covered.

Prerequisite: Acceptance into Radiologic Science Program or instructor permission.

RS 153 Principles of Digital Radiography (1)

This class introduces principles of digital radiography. Basic principles of computer operation as well as its relevancy to image formation with computed radiography (CR) and digital radiography (DR) will be presented.

Prerequisite: RS 150 or instructor permission.

RS 170 Introduction to Fundamentals of Patient Care (5)

Introduces patient care techniques commonly experienced in a radiology department such as venipuncture, proper body mechanics, sterile procedures, and medication & contrast media administration. Additionally, patient communication, HIPAA requirements and emergency CODE procedures are emphasized.

Prerequisite: Acceptance into Radiologic Science program or instructor permission.

RS 200 Cross Sectional Anatomy (3)

Anatomy of the human body will be studied in cross section. Anatomy of the brain, neck, thorax and heart, abdomen/pelvis and the musculoskeletal system will be presented in the transverse, sagittal, coronal, and oblique imaging planes using multiple diagnostic imaging modalities.

Prerequisite: BIOL& 241 with a minimum grade of C and BIOL& 242 with a minimum grade of C.

RS 214 Imaging Pathology (3)

A basic review of pathology and pathologic processes as demonstrated on diagnostic images is presented. The images for review include radiographic, and cross sectional CT and MRI images.

Prerequisite: Instructor permission.
RS 122 with a minimum grade of C.

RS 216 Pharmacology and IV Therapy (3)

This class involves a study of drugs common to an imaging department. The general pharmacologic principles, drug categories, routes of administration, drug administration safety, and current practice standards will be discussed. A discussion of contrast agents and their associated reactions will also be presented.

Prerequisite: RS 170 with a minimum grade of C or instructor permission.

RS 225 Clinical Education IV (8)

Students entering their second year in clinical will continue to learn new radiographic examinations while maintaining proficiency on previous exams. The students incorporate critical thinking skills and correlate them with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 122 with a minimum grade of C and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance, current CPR card and instructor permission.

RS 226 Clinical Education V (7)

Students in the second year of competency based clinical instruction rotate to a new clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 225 with a minimum grade of C and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance, current CPR card and instructor permission.

RS 227 Clinical Education VI (7)

Students in the second year of competency based clinical instruction are assigned to a clinical education center and by instruction, observation, and experience, continue to acquire new skills while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 226 with a minimum grade of C and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance, current CPR card and instructor permission.

RS 228 Clinical Education VII (10)

This is a capstone competency based clinical class in preparation for entry level clinical practice. Students in the second year of instruction are assigned to a clinical education center and continue to acquire new skills, while refining and maintaining proficiency in previously learned examinations. Students incorporate critical thinking skills and correlate it with previous experiences to enhance their ability to function more independently.

Prerequisite: RS 227 with a minimum grade of C and required immunizations, drug screening as required, background check, proof of medical insurance, proof of automobile insurance, current CPR card and instructor permission.

Radiologic Science

RS 233 Leadership and Management (1)

Studies leadership skills associated with patient care and management. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, the work environment, responsibility, accountability, collaboration and résumé preparation.

Prerequisite: RS 225 with a minimum grade of C.

RS 243 Radiographic Positioning IV (3)

Demonstration and lab experience of alternate and special positioning of the upper and lower extremities, thoracic cage, shoulder girdle, pelvis, and spinal column. This course also includes a review of basic head work and special positioning of the orbit and temporomandibular joint. Information will be included for performing pediatric and trauma projections. A review of imaging with emphasis on basic quality assurance and image evaluation.

Prerequisite: RS 142 with a minimum grade of C or instructor permission.

RS 244 Radiographic Positioning V (3)

Advanced patient care procedures involving pediatric and/or severe trauma patient. Special emphasis on child and elder abuse. Includes information for the geriatric, pediatric and patient with disabilities to meet The Joint Commission requirements.

Prerequisite: RS 243 with a minimum grade of C or instructor permission.

RS 250 Advanced Healthcare Organization (3)

A closer look at the healthcare organization with emphasis on radiology. Radiology quality control and quality assurance factors will be presented. The five major content areas of diagnostic imaging will be correlated with quality patient care.

Prerequisite: RS 244 with a minimum grade of C and RS 101 with a minimum grade of C; or instructor permission.

RS 255 Advanced Imaging Modalities (2)

An overview of CT, MRI, U/S, NM 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 with a minimum grade of C and RS 109 with a minimum grade of C and must be a second year Radiography Science student. Instructor permission.

RS 299 Independent Study (1)

Independent learning activity, designed jointly by the student and instructor, to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Program chair permission.

Respiratory Therapy

RC 150 Fundamentals of Respiratory Care I (4)

Introduces the beginning respiratory care student to basic procedures and skills required in the field. Covers principles and practices of patient assessment, hospital safety, aerosol therapy, bronchial hygiene and hyperinflation therapies.

Prerequisite: Accepted into the Respiratory Care Program.

RC 151 Fundamentals of Respiratory Care II (4)

Course will continue to build on the clinical skills and knowledge base acquired in RC 150. The Respiratory Care student will be introduced to the critical care environment this quarter. Emphasis is placed on airway management, diagnostic testing and non-invasive ventilation.

Prerequisite: RC 150.

RC 152 Introduction into Mechanical Ventilation (4)

Course will continue to build on the clinical skills and knowledge base acquired in RC 150 & 151. This course is to introduce the respiratory student to basic concepts in Mechanical Ventilation including initiation of mechanical ventilation, modes of ventilation, ventilator management and weaning.

Prerequisite: RC 151.

RC 153 Alternative Procedures in Respiratory Care (3)

This course will provide students with knowledge regarding special procedures they will be assisting physicians in performing as well as introducing additional skills based upon Respiratory Care Scope of Practice. Information presented will build upon previously studied pathophysiologies as well as set-up, procedural skills and processing of specimens obtained when applicable.

The course will be a combination of lecture and lab skills practice.

Prerequisite: RC 152 with a minimum grade of C.

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.

Prerequisite: Accepted into the Respiratory Care Program.

RC 161 Arterial Blood Gases (3)

Course is designed to provide students with additional information about the function of the respiratory system. The student will gain knowledge and interpretation skills regarding the function of gas exchange in the lungs as well as how normal blood gas values change in different disease states. Included will be a comprehensive overview of the subject matter in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.

Prerequisite: RC 160.

RC 162 Advanced RC Pathophysiology (3)

Course is designed to provide students with advanced information about disease processes. General pathophysiology provides a foundation of information for the student to apply in the specialty area of respiratory care. Included will be a comprehensive overview of the disease process in an organized, interesting manner in the form of lecture, small group discussion, or student presentations.

Prerequisite: RC 161 with a minimum grade of C.

RC 165 Evolving Roles in Respiratory Therapy (2)

This course introduces students to current and future trends in health care. Specifically, this course will cover traditional and new roles for respiratory therapists and will present possibilities and tactics for respiratory therapists to work across the range of patient care.

Prerequisite: Enrolled in the RC program.

RC 170 Respiratory Therapy Equipment I (3)

Course will provide students with a historical background on discovery and development of basic RC principles and technologies.

Included is hands-on usage of equipment: pressure gauges, flow meters, regulators, oxygen delivery devices, compressed gas and liquid oxygen systems, humidity and aerosol generators, and positive- and negative-pressure breathing devices. Knowledge of history as it relates to RC is essential to assimilating the numerous, technical facets of the field.

Prerequisite: Accepted into the Respiratory Care Program.

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 RC home medical equipment including patient comfort and compliance issues.

Prerequisite: RC 170 with a minimum grade of C.

RC 172 Respiratory Therapy Equipment III (4)

Course will provide the principles and technologies for the student to assimilate and interrelate technical and physiological criteria for treating patients on mechanical ventilation (CMV). Students learn logical thinking required to troubleshoot ventilator problems in the ICU and utilize different types of ventilators to gain confidence, proficiency, and appreciate the level of sophistication to which modern ventilators have risen.

Prerequisite: RC 171.

RC 175 Respiratory Care Orientation (2)

Course will provide application of the basic skills required for patient care. The students will learn essential body mechanics to avoid injury; infection control principles; required confidentiality information; legal and ethical principles; and an introduction to vital signs. Students will also complete CPR certification, HIV/AIDS certification for healthcare providers, and receive their program student handbooks.

Prerequisite: Accepted into the Respiratory Care Program.

RC 180 Respiratory Therapy Clinical I (3)

Course is designed to prepare the beginning Respiratory Care student to perform basic respiratory therapeutic modalities in the hospital setting. Emphasis is placed on patient assessment techniques, oxygen therapy, and bronchial hygiene. This class consists of a lab/clinical rotation.

Prerequisite: Accepted into the Respiratory Therapy Program.

RC 181 Respiratory Therapy Clinical II (3)

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 lab/clinical rotation.

Prerequisite: RC 180 with a minimum grade of C.

RC 182 Respiratory Therapy Clinical III (3)

Course is intended to prepare the third quarter Respiratory Care student to care for patients in the Intensive Care Unit. Topics covered will include the initiation and care of the patient receiving mechanical ventilation and special RC procedures. This class consists of a lab/clinical rotation.

Prerequisite: RC 181 with a minimum grade of C.

Respiratory Therapy

RC 183 Respiratory Therapy Clinical IV (4)

This is the final clinical course of the first year of the respiratory program. Students are expected to use this time at the clinical sites to polish their clinical skills, improve their time management skills and increase their comfort level and autonomy in the clinical setting in order to be prepared for the advanced clinical courses in the second program year.

Prerequisite: RC 182 with a minimum grade of C.

RC 192 Advanced Mechanical Ventilation (4)

Course content will emphasize advanced mechanical ventilator applications including non-conventional approaches to patient management in both adult and the pediatric/neonatal settings.

Prerequisite: RC 152 with a minimum grade of C.

RC 193 Respiratory Pharmacology I (1)

This is the first in a series of three courses in pharmacology. General pharmacological principles, drug classification, computations, routes of delivery and respiratory medication are emphasized.

Prerequisite: Accepted into the Respiratory Care program.

RC 194 Respiratory Pharmacology II (1)

This is the second in a series of three courses in pharmacology dealing with principles of mucolytics, antiasthmatics, antimicrobials, anti-inflammatory agents, surface-active and special applications.

Prerequisite: RC 193 with a minimum grade of C.

RC 195 Respiratory Pharmacology III (1)

This is the third in a series of three courses in pharmacology dealing with principles in cold and cough agents, neonatal/pediatric aerosolized drug therapy, diuretics, cardiovascular pharmacology and the drugs affecting the central nervous system.

Prerequisite: RC 194 with a minimum grade of C.

RC 240 Advanced Assessment and Diagnosis (3)

Course will provide second year students with information necessary to care for the critically ill patient. Advanced assessment and diagnosis takes general knowledge learned in first year theory classes and further analyzes patient assessment values to help students make more informed decisions regarding interventions necessary to support the respiratory patient during stabilization and care.

Prerequisite: RC 153 with a minimum grade of C or equivalent.

RC 251 Respiratory Pathophysiology Case Presentations (2)

Course is designed to provide students with an introduction into problem based learning and evidenced based medicine using pathophysiology cases. Included will be a comprehensive overview of the various disease processes, surgical procedures, and new respiratory therapy technology.

Prerequisite: RC 162 with a minimum grade of C.

RC 261 Pediatric and Neonatal Respiratory Care (4)

Course will provide second year students with an overview of pediatric and neonatal diseases. The field of neonatology/pediatrics is highly dynamic and requires up to date knowledge of clinical and technical skills. A neonatal/pediatric RCP is expected to be able to perform as an integral part of the highly specialized health care team as well as develop critical thinking skills.

Prerequisite: RC 162 with a minimum grade of C.

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 NBRC examinations. Included will be comprehensive overviews of all respiratory subject matter, including: Analysis of Data, Equipment, and Therapies.

Prerequisite: RC 152 with a minimum grade of C or equivalent and RC 261 with a minimum grade of C or equivalent; or instructor permission.

RC 263 Pulmonary Functions (3)

Course will provide students with information necessary for understanding Pulmonary Function Testing, Exercise Testing, and their interpretations. Included will be a comprehensive overview of the subject matter in the form of lecture, small group discussion, or student presentations.

Prerequisite: Accepted into the Respiratory Therapy Program.

RC 272 Pulmonary Rehabilitation, Home Care, and Assistance in Specialty Procedures (3)

Course will provide students with information about the alternate settings of pulmonary rehabilitation and home care.

Prerequisite: Accepted into the Respiratory Therapy Program.

RC 280 RC Specialty Clinical I (4)

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

Prerequisite: RC 183 with a minimum grade of C.

RC 281 Advanced Critical Care Clinical Rotation (4)

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a variety of settings. Emphasis is placed on advanced assessment techniques and patient education. This class consists of a clinical rotation only. Students will be assigned to Tuesday, Wednesday, or Thursday clinical days.

Prerequisite: RC 280 with a minimum grade of C.

RC 282 Neonatal Clinical Rotation (2)

Course will prepare the second year Respiratory Care student to perform advanced respiratory therapeutic modalities in a neonatal intensive care setting. Emphasis is placed on patient assessment techniques. This class consists of a five-week clinical rotation.
Prerequisite: RC 281 with a minimum grade of C.

RC 283 Specialty Clinical Rotation II (2)

Course is designed to prepare the second year Respiratory Care student as an expert respiratory care practitioner. This five-week rotation is the last clinical rotation before graduation; therefore, students are encouraged to do their final rotation at their desired place of employment. This class consists of a clinical rotation only.
Prerequisite: RC 281 with a minimum grade of C.

RC 290 Ethics and Professionalism in Respiratory Care (2)

While providing care and delivering therapies, RCP's must be continuously aware of the legal and ethical implications of the services they deliver and their actions while delivering them. This course will provide students with information necessary for understanding legal issues and for making ethical decisions in respiratory care.
Prerequisite: Enrolled into the RC program.

RC 299 Individual Study in Respiratory Therapy (1)

Independent learning activity designed jointly by student and instructor to improve and/or increase the learner's knowledge and skill.
Prerequisite: Instructor permission.

Science

SCI 105 Introductory Topics in Natural Science (5)

Concepts from multiple scientific fields (including biology, chemistry, physics, and the earth and space sciences) will be investigated through the in-depth exploration of an applied interdisciplinary topic. This course will provide introductory-level science students with an expansive understanding of scientific principles, methods, and techniques. Laboratories and field work included.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and MATH 090 with a minimum grade of C (may be taken concurrently) or equivalent or MATH 093 with a minimum grade of C (may be taken concurrently) or equivalent.

SCI 110 Physical Science and Technology (5)

(Formerly PHYSN 100 and SCI 100) In this course students investigate the underlying physical principles and interactions in topics like motion, forces, energy, heat and temperature, and the structure and properties of matter; and how they are applied and used in technology. A hands-on, team oriented approach is used to develop conceptual reasoning, interrelationships between concept and application, and effective communication skills. Laboratory included.
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent.

SCI 294 Undergraduate Research in Science (1-5)

Students will work as a part of a team for the quarter to conduct research in the Natural Sciences. The course will involve either laboratory or field study depending on the project, evaluation of primary research papers relevant to the project, and presentation of project results.
Prerequisite: Instructor permission only.

Sociology

SOC& 101 Introduction to Sociology (5)

(Formerly SOC 110) An introduction to the basic concepts and theories of sociology with an emphasis on the group aspects of human behavior. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

SOC& 201 Social Problems (5)

(Formerly SOC 270) A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies. (multicultural content)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

SOC 120 Introduction to Women's Studies (5)

Introduction to the study of women, feminism, and theories of oppression and privilege, particularly with respect to gender, sexuality, race, class, and sexual orientation. Topics include systems of oppression, gender socialization, sexuality, violence, and social institutions such as family, health care, media, religion, legal systems, work and labor, and education. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

SOC 205 Sociology of African Americans (5)

This course explores the socio-historical experiences of African Americans. We will investigate the social history of African Americans in the United States, oppression and the perpetuation of social inequality, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of African Americans. We will also debate solutions to various social problems that are of particular concern to the black community. (multicultural course)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

Sociology

SOC 222 Sociology of Sport (5)

Introduction to the sociological analysis of sport. There will be a particular emphasis on: race, class, gender, and sexuality issues within sport; socialization and interactions within sport; sport and education; deviance, crime, and violence in sport; the business and economics of sport. (multicultural course)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

SOC 238 Sociology of Latino Americans (5)

This course provides students with a critical overview of some of the central themes and issues that have shaped the experiences of Latino/a populations in the U.S. Topics this course will cover include: the history of the Hispanic and Latino ethnic labels; U.S.-Latin American relations; different issues faced by various ethnic communities; and the politics of language and bilingualism. Course materials will draw primarily from articles, books, and documentaries to discuss the ways in which Latin Americans influence U.S. society and culture. (multicultural course)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

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 course)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

SOC 265 Sociology of Asian Americans (5)

This course explores the socio-historical experiences of Asian American groups. We will investigate the history of Asian immigration to the United States, discriminatory and anti-Asian legislation, factors influencing social inequality amongst Asian American ethnic groups, current demographic trends, issues of race, class, gender, and family, and contemporary sociological issues of Asian Americans. (multicultural course)
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

SOC 271 Introduction to the Sociology of Deviance and Social Control (5)

Analysis of deviant behavior from the perspective of sociological theory and research. Emphasis is on developing a sociological understanding and critical analysis of social theory relating to deviant, criminal, and violent behavior in various societies.
Prerequisite: ENGL& 101 with a minimum grade of C or concurrent enrollment.

SOC 299 Individual Study (1-5)

A variable credit (1-5) course based on independent study contracted between an instructor and a student. The emphasis will be a research related project which will provide an opportunity for students to pursue in-depth in an area previously or concurrently covered in a college-level course.
Prerequisite: SOC& 101 with a minimum grade of B+ and instructor permission.

Spanish

The basic tenets of communications including reading, writing, speaking, and listening are developed in a dynamic second language acquisition environment enhanced by technology. Grammar is used as a communication tool to express meaning as students take part in small group discussions, cultural investigation, and presentation. Authentic materials will be focused on in the class as well as assessment. Students should expect to be immersed in the language. English will be used at a minimum.

SPAN& 121 Spanish I (5)

(Formerly SPAN 101) The first year of the beginning Spanish language sequence consists of 121, 122, and 123. SPAN& 121 is the first quarter of the sequence. (multicultural content)
Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent or instructor permission.

SPAN& 122 Spanish II (5)

(Formerly SPAN 102) SPAN& 122 is the second quarter of the first-year language sequence and continues to build on the skills acquired in SPAN& 121. (multicultural content)
Prerequisite: SPAN& 121 with a minimum grade of C or instructor permission.

SPAN& 123 Spanish III (5)

(Formerly SPAN 103) SPAN& 123 is the third quarter of the first-year language sequence and continues to build on the skills acquired in SPAN& 122. (multicultural content)
Prerequisite: SPAN& 122 with a minimum grade of C or instructor permission.

Spanish

SPAN& 221 Intermediate Spanish I (5)

The second year intermediate level Spanish language sequence consists of 221, 222 and 223. SPAN& 221 is the first quarter of the sequence. Classes will focus on the use of listening, speaking, reading and writing skills in the Spanish language in order to analyze, examine and explore oral and written communication using a variety of topics through authentic materials, in all major time frames, reinforcing knowledge from other disciplines through Spanish. (multicultural content)

Prerequisite: SPAN& 123 with a minimum grade of C or equivalent; or instructor permission.

SPAN& 222 Intermediate Spanish II (5)

SPAN& 222 is the second quarter of the sequence. Classes will focus on the use of listening, speaking, reading and writing skills in the Spanish language in order to analyze, examine and explore oral and written communication using a variety of topics through authentic materials, in all major time frames, reinforcing knowledge from other disciplines through Spanish. (multicultural content)

Prerequisite: SPAN& 221 with a minimum grade of C or equivalent; or instructor permission.

SPAN& 223 Intermediate Spanish III (5)

SPAN& 223 is the third quarter of the sequence. Classes will focus on the use of listening, speaking, reading and writing skills in the Spanish language in order to analyze, examine and explore oral and written communication using a variety of topics through authentic materials, in all major time frames, reinforcing knowledge from other disciplines through Spanish. (multicultural content)

Prerequisite: SPAN& 222 with a minimum grade of C or equivalent; or instructor permission.

SPAN 299 Independent Study in Spanish (1-5)

A course where students can study more in-depth topics involving Spanish language. Often including readings in Spanish and Latin American literature. Topics will be selected by students, with instructor's approval.

Prerequisite: SPAN& 123 or equivalent class and instructor permission.

Supervision & Mgmt.

Please contact Invista Performance Solutions at 253.583.8867 for information.

SMG 101 Effective Supervision (5)

This course will provide participants with an overview of critical management and supervisory behaviors and strategies. Course content will include a review of the traditional approaches to managing people and the more current methodology of shared governance or participatory management. The intent is to enhance supervisory skills, to improve supervisory effectiveness, strengthen interpersonal workplace relationships, and improve organizational climate and productivity. This course will also review the various roles, responsibilities, and challenges facing first-line supervisors in today's changing workplace environment.

Prerequisite: Instructor permission.

SMG 120 Supervising the Problem Employee (0)

This course provides various strategies for supervising or managing a problem employee. Course content emphasizes the importance of coaching, counseling, providing "performance-based feedback," and implementing progressive discipline techniques to change behavior and improve performance. Participants will learn intervention techniques, and will use workplace employee problem scenarios to practice new skills.

Prerequisite: Instructor permission.

SMG 201 Management Communications (3)

Supervisors will learn to communicate more effectively to improve employee satisfaction and heighten employee retention. Course content includes analyzing and practicing basic communication principles and techniques, and will provide methods for overcoming obstacles to effective communication. Participants will also be introduced to effective listening techniques. Emphasis is on practical workplace application.

Prerequisite: Instructor permission.

Supervision & Mgmt.

SMG 261 Dynamics of Leadership (3)

This course compares and contrasts the role of leaders, managers, and front-line supervisors in an organization. Participants will examine the traits, qualities, skills, and workplace actions of effective supervisors and managers. Participants will self-assess their own leadership style, and evaluate their effectiveness after reviewing individual strengths and weaknesses.

Prerequisite: Instructor permission.

SMG 264 Motivation and Productivity (3)

This course examines methodologies used in the workplace to obtain sustained peak performance from employees. Course content will review effective supervisory techniques and communication strategies. Participants will examine alternatives to “command-and-control” and “management-by-compliance” management approaches. The concepts of feedback and intrinsic (as opposed to extrinsic) rewards are emphasized as the foundation for a highly motivational work environment. Emphasis is on the role of the supervisor and the interaction between supervisor and the employee in building a highly motivational workforce.

Prerequisite: Instructor permission.

Writing Center

WRITE 095 Tools for Reading and Writing (2)

An optional course designed to strengthen both reading and writing skills, and to increase success in ENGL-101 ALP. Students will work in small groups with coaching from an instructor.

Prerequisite: Assessment at or above ENGL 095 and READ 095 or ENGL/ 095, or completion of ENGL 085 and READ 085 with a minimum grade of C or ENGL/ 085 with a minimum grade of C or EAP 155 and EAP 159 with a minimum grade of C

WRITE 096 Writing Center Tutorials (1)

This is a laboratory course that offers students one-to-one tutorial help with assignments for classes where writing is required. No outside work is assigned. At least nine 50-minute tutorial sessions per quarter must be completed for credit. If there is space in the course, it can be added up to midterm with instructor permission. May be taken a total of four times and is graded as Satisfactory/Unsatisfactory.

WRITE 140 Writing Center Tutor Practicum I (2)

Provides qualified students with training in assisting students in one-on-one tutorial sessions at the Writing & Tutoring center. Topics of study include writing and writing center theories, tutoring strategies, and responding to writing. Course includes regular tutor discussion group meetings and activities in Angel. Students may have the opportunity to apply tutoring skills in actual sessions and to earn the first level of International Tutoring Program Certificate.

Prerequisite: ENGL 095 or ENGL/ 095 or instructor permission.

WRITE 141 Writing Center Tutor Practicum II (2)

Provides qualified students with training and experience in assisting students in one-on-one tutorial sessions at the Writing & Tutoring Center. Topics of study include advanced tutoring topics such as working with at-risk students. Course includes regular tutor discussion group meetings and activities in Angel. Students will apply tutoring skills in actual sessions and have the opportunity to earn the second level of International Tutoring Program Certification.

Prerequisite: WRITE 140.

WRITE 142 Writing Center Tutor Practicum III (2)

(Formerly WRITE-145) Provides qualified students with training and experience in assisting students in one-on-one and group tutorial sessions at the Writing & Tutoring Center. Includes the opportunity to hold a tutoring leadership role. Course includes regular tutor discussion group meetings and activities in Angel. Students will apply tutoring skills in actual sessions and have the opportunity to earn the third level of International Tutoring Program Certification.

Prerequisite: WRITE 141.

The TCC Team



▲ Fall Faculty Retreat

Board of Trustees

Community College District 22

Tacoma Community College's Board of Trustees is a 5-member policy-making body. Its members are appointed by Washington's Governor to five-year terms.



Robert Ryan
Chair



Gretchen Adams
Vice Chair



Lois Bernstein



James Curtis



Liz Dunbar

TCC Foundation College Administrative Staff

256.566.5003

www.tacomacc.edu/Foundation

The TCC Foundation was established in 1967 by a group of civic and business leaders dedicated to the continued success of Tacoma Community College.

It is incorporated as a not-for-profit 501(c)(3) corporation to accept and administer gifts on behalf of the college. The Foundation receives bequests and donations from individuals, corporations and foundations to enhance the quality of teaching and learning. Gifts to the Foundation benefit programs and activities that are not funded through state operating and capital budgets.

The mission of the Tacoma Community College Foundation is to invest in student success. We do this by:

- Securing private financial resources
- Advocating for the college
- Giving scholarships
- Supporting academic and student programs
- Supporting employee professional development and awards

Interim Co-President

Interim Co-President

Executive Office Assistant to the Co-Presidents

Mary Chikwinya

Bill Ryberg

Kelly Maxfield

Executive Vice President for Academic & Student Affairs

- Coordinator, Administrative Operations
- Coordinator, Administrative Operations
- Dean for Arts, Humanities, and Social Sciences
- Dean for Communication and Transitional Studies
 - Director, Adult Basic Education
- Dean for Health, Business and Professional Services
 - Coordinator, Administrative Operations
 - Coordinator, Health Sciences
 - Associate Dean, Nursing
 - Director, Workforce Education
- Dean for Math, Science and Engineering
- Dean for Organizational Learning and Effectiveness
 - Program Director, Institutional Research
 - Manager, Grants Research
- Director, Correctional Education
- Director, eLearning
- Director, Library

Tod Treat

Carroll Ferguson
Wayne Mask
Yvonne Unnold
Kim Ward
Rebecca Jayasundara
Krista Fox
Linda Downing
Stephanie Thompson
Julie Benson
Kelli Johnston
Joseph C. Shannon
Analea Brauburger
Kelley Sadler
Walter Chien
Sarah Sytsma
Christopher Soran
Candice Watkins

Vice President for Student Services

- Executive Assistant
- Dean for Counseling, Advising, Access & Career Services
 - Director, Advising
 - Coordinator, Career Center
 - Manager, Access Services
 - Coordinator, Running Start
- Dean for Entry & Enrollment Services & Registrar
 - Associate Registrar
 - Director, Entry Services
 - Coordinator, Assessment Services
- Dean for Student Development and Success
 - Director, Math Advising & Resource Center
 - Director, Writing & Tutoring Center, Cooperative Learning Center, Dedicated Tutoring Program, CAL Lab
 - Coordinator, Supplemental Instruction
 - Director, Educational Talent Search
- Acting Dean of Students
 - Coordinator, Fresh Start
- Executive Director, Gig Harbor Campus
 - Manager, Continuing Education
 - Coordinator, Student Services

Mary A. Chikwinya

Christine Young
Shema Hanebutte
Vacant
Natalie Wilkerson
Monica Olsson
Christy Perotti
Betsy Abts
Cielito Lane
Sam Morgan
Kathryn Held
Valerie Robertson
Shannon Pressley
Heather Urschel
Elmira Utz
Deborah Walker
Dolores Haugen
Stephanie Rock
Janine Mott
KC Bitterman
Melody Griggs

- | | |
|---|---------------------|
| • Director, Student Engagement | Sonja Morgan |
| • Director, Financial Aid Services | Kimberle Matison |
| Assistant Director, Financial Aid Services | Lorena Saucedo |
| • Director, International Student Programs | James Newman |
| Asst. Director, Intl. Recruitment & Admissions | Jon Rowand |
| Asst. Director, Intl. Program Support Services | Ndeye Penda Sow |
| Asst. Director, Intl. Housing & Short-Term Programs | Namiko Bagirimvano |
| • Director, Athletics | Jason Prenovost |
| • Director, Early Learning Center | Renee H. Greenfield |
-

Vice President for Human Resources and Legal Affairs

Administrative Assistant

- Manager - Benefits, Leave, Accommodations
- Manager, Staff Development, Employee Relations and Talent Acquisitions

Beth Brooks

Shawn McRavin

Leanne Foster

Vacant

Vice President for Administrative Services

Executive Assistant

- Director, Financial Services
 - Assistant Director, Financial Services
 - Manager, Procure to Pay
 - Manager, Budget
- Director, Facilities and Capital Projects
 - Manager, Capital Projects
 - Manager, Custodial Services
 - Supervisor, Campus Public Safety
- Director, Information Technology
- Manager, Bookstore

Vacant

Vacant

Clifford Frederickson

Nermalyn Edwards

Kirby Bedonie

Julianna Dunbar

Greg Randall

Brent Palmason

Colin Turner

Will Howard

Clay Krauss

Debbi Olson

Vice President for College Advancement, Foundation Dir.

Coordinator, Foundation Operations

- Director, Marketing and Communication

William A. Ryberg

Asha Bhaga

Tamyra Howser

Faculty

Jared Abwawo

Mathematics
B.A., Egerton University;
M.S. University of Washington

Melissa Adams

Library
B.A.Ed., Washington State University;
M.L.I.S., University of Washington

Bridgette Agpaoa Ryder

Human Services
B.A., University of Washington;
M.A., Seattle University

Gavan Albright

Biology
B.S., University of California, Riverside;
M.S., California State University, San Bernardino

Mark R. Allen, Ph.D.

Chemistry
B.S., University of Puget Sound;
M.S., University of Oregon;
Ph.D., University of California, Davis

Matthew Anderson

Math, Science & Engineering
B.A., Hofstra University;
M.A., Columbia University;

Jonathan J. Armel, Ph.D.

Mathematics
B.A., Mathematics;
Ph.D., University of California, San Diego

Megan D. Arzola

Nursing
B.S.N., Weber State University;
M.N., University of Washington

Bruno Arzola-Padilla

World Languages
B.A., Utah State University;
M.A., New Mexico State University

Carol Avery

Mathematics
B.S., University of Wisconsin;
M.Ed., University of Puget Sound

Nigeria Bell

Counseling
B.A., University of Washington;
M.A., Pacific Lutheran University;
M.Ed., Arizona State University

Marit Berg

Art
B.A., San Diego State University;
M.F.A., Washington State University

Alisa Ulferts Birkenstein

Communication & Transitional Studies
B.A., University of California; M.S., Mercy College; M.F.A., Bennington College

Shea Bower

Diagnostic Medical Sonography
A.A., Centralia Community College;
B.S., Washington State University;
A.A.S., Tacoma Community College

Allen Braden

English & Humanities
B.A., Central Washington University;
M.A., M.F.A., McNeese State University

Katherine M. Brown

Counseling
B.A., Gonzaga University;
M.A., Pacific Lutheran University

Stephen Brown

Physical Education
B.A., M.Ed., Gonzaga University

Delilah Bruskas, Ph.D.

Health, Business & Professional Services
B.S.N., Seattle University;
M.N., Ph.D., University of Washington

Jeff Calkins

Written Communications, Gig Harbor Campus
B.A., M.A.

James Carroll

Human Services
B.A., Eastern Washington University;
M.A., Gonzaga University

Gregory S. Carter, RRT

Respiratory Therapy
B.S., Pacific Lutheran University;
M.E., Western Governors University

Mary F. Chen-Johnson, J.D.

Communication & Transitional Studies
B.A., Cornell University;
J.D., Univ. of Pittsburgh School of Law;
M.F.A., University of Montana;
R.Y.T., Integrative Yoga Therapy

Andrew S. Cho, Ph.D.

Sociology
B.A., M.A., Ph.D., University of Washington

Sherry A. Cmiel

Library
B.S. and M.S.L.S., University of Illinois at Urbana-Champaign

Emilie Coates-White

Communication & Transitional Studies
B.A., Whitman College;
M.Ed., Seattle University

Deanna J. Cole

Washington Corrections Center for Women
A.T.A., Olympic College-Bremerton

Bernard Comeau, Ph.D.

History, Philosophy
B.A., St. Thomas University;
M.A., University of Calgary;
Ph.D., University of Ottawa

Pamela G. Costa, Ph.D.

Psychology
B.A., M.A., Loyola Marymount University;
M.S., Ph.D., Pacific Grad. Sch. of Psych.

Craig R. Cowden, Ph.D.

Psychology
B.A., Oberlin College;
M.S., Ph.D., Pennsylvania State University

Linda Cuadra

Health, Business & Professional Services
B.A., M.A., University of Washington

Anna Cunningham, Ph.D.

Biology
B.S., Missouri State University;
Ph.D., University of Missouri

Heather N. Cushman, Ph.D.

Biology
B.S., University of Michigan;
Ph.D., University of Minnesota

Kenneth Cushman, Ph.D.

Math, Sciences & Engineering
B.S., University of Washington;
Ph.D., Oregon Health & Science University

Scott Davis

Mathematics
B.A., B.S., Gonzaga University;
M.A., University of Montana

Faculty

Sellie R. DeMarco

Mathematics
B.A., M.A., Central Washington University

Kyle J. Dillehay

Art
B.F.A., Auburn University;
M.F.A., Georgia State University

Brian R. Duchin, Ph.D.

History
B.A., M.A., University of Washington;
Ph.D., University of Texas

Terry Scott Earle, Ph.D.

Communication & Transitional Studies
B.A., M.A., Western Kentucky University;
Ph.D., University of Arkansas

Jonathan D. Eastabrooks, RHIA

Health Information Technology
A.A.S., Tacoma Community College;
B.S., University of Washington;
M.B.A., Brandman University

Jillian T. Edwards, ARNP

Nursing
B.S., M.S.N., University of Washington

Sabine Endicott

Communication & Transitional Studies
B.A., University of Rostock, Germany;
M.A., Ball State University

Jeffrey M. Engle, Ph.D.

Chemistry
B.A., B.S., Seattle University;
Ph.D., University of Oregon

John P. Falskow, Ph.D.

Music
B.A., Washington State University;
M.A., University of Puget Sound;
Ph.D., Florida State University

Michael Farrow

WCCW and MCCCW
B.S., University of Washington

Wendi D. Fein

Communication & Transitional Studies (ABE)
B.A., Univ. of California, Santa Barbara;
M.A., California State Univ., Dom. Hills

Kendra Feinstein

Mathematics
B.A., University of Colorado;
M.S., Texas A&M University

Lia L. Felizardo

Diagnostic Medical Sonography
A.A.S., Tacoma Community College

Gregory A. Ferencok

Mathematics
B.A., Rutgers University;
M.S., Western Washington University

Mike Flodin

Mathematics
B.A., Pacific Lutheran University;
M.S., University of Washington

Linda Ford

English & Humanities
B.A., M.A., Western Washington
University

Elizabeth C. Fortenbery, Ph.D.

Anthropology
B.A., University of Tennessee;
M.A., Ph.D., University of Washington

Kenneth R. Fox, D.A.

Communication & Transitional Studies
B.A., Fresno Pacific College;
M.A. Fresno State University;
D.A., Idaho State University

Mary B. Fox

Communication & Transitional Studies
B.A., M.A., Idaho State University

Sheri Gietzen-Olszewski

Communication & Transitional Studies
A.A.S., Tacoma Community College;
B.A., M.A., University of Washington

Joanne Gillam

Mission Creek Corrections Center for Women
B.A., M.Ed., Western Washington
University

Heather Gillanders

Library
B.A., B.F.A., M.L.I.S., Univ. of Washington;
M.F.A., Cranbrook Academy of Art

Mishelle Gillespie

Washington Corrections Center for Women
B.A., Hawaii Pacific University;
M.A., Western Oregon University

Charlene M. Gore, RHIA, CCS

Health Information Management
A.A.S., Tacoma Community College;
B.S., University of Cincinnati;
M.Ed., Western Governor's University

Jacqueline L. Gorman, Ph.D.

Mathematics
B.A., College of St. Teresa;
M.S.Ed., Ph.D., Indiana University

Pattie S. Green, Ph.D.

Biology
B.S., Ph.D., University of Florida

Ella B. Guilford

Nursing
A.D.N., El Paso Community College;
B.S.N., University of Washington, Tacoma;
M.A. Antioch University, Seattle

Katie M. Gulliford

Chemistry
B.S., University of Puget Sound;
M.S., Cornell University

Anne Hafer

Mathematics
A.B., Smith College;
M.S., University of Washington

Kimberly A. Harrington

Biology
B.S., Walla Walla College;
M.S., University of Washington

Kristen Harrison

Biology
B.S., Marquette University;
M.S., Oregon State University

Gina Y. Hatcher

Business & Logistics Programs
B.S., Colorado State University;
M.Ed., University of Louisville

Shaun D. Henderson, Ph.D.

Biology
B.S., M.S., Auckland Univ., New Zealand;
Ph.D., Otago University, New Zealand

Len Heritage, J.D.

Business Transfer
B.A. M.B.A., University of Puget Sound,
J.D., Seattle University School of Law

Sergio Hernandez

Health, Business & Professional Services
B.A., University of Washington Tacoma;
M.Ed., Washington Governors University;
M.S., University of Washington Tacoma

Faculty

Ralph B. Hitz, Ph.D.

Earth Science
B.A., Colorado College;
Ph.D., Univ. of California, Santa Barbara

Martin Hock

Math, Sciences & Engineering
B.S., Carnegie Mellon University;
M.S., University of Wisconsin

David W. Howard, Ed.D.

Counseling
B.A., SUNY at Potsdam;
M.Ed., Alabama A & M University;
Ed.D., George Washington University

Michael Huffman

Communication & Transitional Studies
B.A., University of Washington;
M.A., University of Oregon

Blaine J. Hunt

Communication & Transitional Studies
B.A., Claremont McKenna College;
M.A., Western Washington University

Philip L. Hunter

Chemistry and Physics
B.S., Pacific Lutheran University;
M.S., University of California, Berkeley

Joanne Iverson

Health, Business & Professional Services
B.S., Seattle University;
M.N., University of Washington Tacoma

Corinne D. Jarvis

Health Information Technology
A.A.S., Tacoma Community College;
B.S., University of Cincinnati

Stephen Johns

Communication & Transitional Studies
B.S., Southeast Missouri State University;
M.A., Southern Illinois

Min K. Kim

Mathematics
B.S., M.S., Washington State University

Keith King

Physics/Engineering
B.S., Ohio Northern University;
M.S., University of Minnesota

Tamara Kuzmenkov

English & Humanities
B.A., Wheaton College;
M.A., California State Univ. at Sacramento

Meredith LaFlesh

Mathematics
B.A., University of California, Berkeley;
B.A., M.A., Univ. of California, Santa Cruz

Paul Landry, J.D.

Health, Business & Professional Services
B.S., Stonhill College;
J.D., University of Puget Sound

Y. Wendy Larsen

Communication & Transitional Studies
B.A., Fu Jen University;
M.A., California State Univ., Sacramento

Robert W. Larson

Business Transfer
B.S., Indiana University;
M.A., University of Missouri, Kansas City

Kimberly L. Lee, RHIT, CCS-P, CPC

Health Information Management
B.A., The College of St. Scholastica;
M.E., Western Governors University

Pamela Lee

Dir. of Clinical Education, Radiologic Sciences
A.A.S., Tacoma Community College;
B.S., Weber State University;
M.Ed., Colorado State University

Yi Li, Ph.D.

History
B.A., M.A., Peking University;
M.A., New Mexico State University;
Ph.D., University of Washington

Edwin Lim, Ph.D.

Engineering
M.S., Ph.D., Georgia Institute of
Technology

Sonia Llacer

World Languages
B.A., Shawnee State University;
M.A., Montana State University

Ruth A. Lopes

Nursing
B.S.N., Union University;
M.N., University of Washington, Tacoma

Judy Loveless-Morris, Ph.D.

Sociology
A.A., Pierce College;
B.A., Pacific Lutheran University;
M.A., Ph.D., University of Washington

Camille Y. Lowman, RRT

Respiratory Therapy
A.A.S., Tacoma Community College;
B.S., Colorado Technical University

Anne E. Lyman, D.M.A.

Music
B.M., The College of Wooster;
M.M., University of Cincinnati;
D.M.A., University of Iowa

Richard Mahaffey

Art
A.A., City College of San Francisco;
B.A., California State Univ. at San Jose;
M.F.A., University of Puget Sound

Teresa Marshall

Health, Business & Professional Services
M.S.N., Gonzaga University

Matthew I. Mburu

Business Transfer
B.Comm., University of Nairobi,
M.S.A., Grand Valley State University

Rachelle L. McGill

Communication & Transitional Studies
B.S., University of South Dakota;
Ph.D., Southwest Minnesota State Univ.

Sopang Men

Communication & Transitional Studies
B.A., Washington State University;
M.F.A., Michigan

James A. Mendoza, Ph.D.

Counseling
B.A., B.A., Washington State University;
M.S., San Francisco State University;
Ph.D., Oregon State University

Dana Michelson

Nursing
B.S., Widener University;
M.S., Regis University

John S. Miller

Nursing
A.D.N., Yakima Valley Community College;
B.S.N., University of San Francisco;
M.N., University of Washington

Michael A. Mixdorf

Radiologic Sciences
A.S., B.S., M.Ed., University of Nevada at
Las Vegas

Faculty

Monica A. Monk

Communication & Transitional Studies
B.A., Carleton College;
B.A., M.A., M.A.T., Univ. of Washington

Valerie K. Morgan-Krick

Mathematics
B.A., M.A., Gonzaga University

Amber Mozeleski

Math, Sciences & Engineering
B.S., University of North Florida;
M.S., University of Washington;
M.A., University of Florida

Allison B. Muir

Communication & Transitional Studies
B.A., Indiana University;
M.Ed., University of New Hampshire

Theophilus W. Mungen, Jr.

Counseling
A.A., Volusia Community College;
B.S., Florida A & M University;
M.S., University of Idaho

Mary Jane Oberhofer

Business & Logistics Programs
B.S., University of Calgary;
M.A., Seattle University

Robert Olsen

Health, Business & Professional Services
B.A., Western Washington University;
M.S., Eastern Washington University

Joyce Oswald

Mission Creek Corrections Center for Women
B.S., San Francisco State University;
M.Ed., Northern Arizona University

Mary K. Pedersen

Counseling
B.A., University of Washington;
M.S., Western Washington University

Barbara A. Peterson, Psy.D.

Human Services
A.T.A., A.A.S., Tacoma Comm. College;
B.A., Western Washington University;
M.A., M.S., Chapman University;
Psy.D., Southern California University

Kenneth R. Pimpleton

Human Services
A.A.S., Seattle Community College;
B.A., Northeast Louisiana University;
M.S.W., Eastern Washington University

Donovan Ramage

Communication & Transitional Studies (EAP)
B.A., Brigham Young University;
M.A., University of Utah

Ivan Ramirez Carrascal, Ph.D.

Math, Sciences & Engineering
M.A., Ph.D., University of Texas at Austin

Tomas E. Ramos, Ph.D.

Communication & Transitional Studies
B.A., M.A., Univ. of Texas-Pan American;
Ph.D., University of the Incarnate Word

LaToya Reid

Communication & Transitional Studies
B.A., Hampton University;
M.F.A., Farleigh Dickinson University

James Reisdorf, CPA

Business Transfer
B.A., Siena College,
M.B.A., City University of Seattle

Danielle A. Ritter

Communication & Transitional Studies
B.A., Niagara University;
M.A., Pacific Lutheran University

Polly Robinson, Ed.D.

Communication & Transitional Studies
B.A., University of Wisconsin,
M.A., California State University;
Ed.D., Eisner College of Education,
California State University

Darlene K. Rompogren, Ph.D.

Communication & Transitional Studies (EAP)
B.A., M.Ed., M.A.T., Ph.D.,
University of Washington

Annalee Rothenberg

Accounting & Business
B.A., San Diego State University;
CPA, State of California

John Sandin, Ph.D.

Communication & Transitional Studies (Dev Ed)
A.A., Lakewood Community College;
B.A., Augsburg College; M.A.,
Ph.D., New Mexico State University

Stephen Sandweiss

Political Science
B.A., University of Michigan;
M.A., San Francisco State University

Suzan J. Schenk

Physical Education
B.S., Boise State University;
M.Ed., Weber State University

Steffi A. Schrepfer, Ph.D.

Psychology
M.A., Goethe University;
Ph.D., University of Southern Mississippi

Sultana Shabazz, Ph.D.

WCCW and MCCCW
B.B.A., M.Ed., University of Georgia;
Ph.D., University of Tennessee

Steven Simpson

Health, Business & Professional Services
B.S.EET, Oregon Institute of Technology;
M.S.S.E., Regis University

Adrian A. Singh, Ph.D.

Chemistry
B.A., Cardinal Stritch University;
Ph.D., University of Wisconsin

Mary Skinner

Early Childhood Education
B.A., Western Washington University;
M.Ed., Lesley University

Lee D. Sledd

Communication & Transitional Studies (EAP)
B.A., M.Ed., Pennsylvania State University

Rebecca N. Sliker, Ph.D.

Engineering
B.S., University of Utah;
M.S., Ph.D., University of Washington

Jeanette M. Smith-Perrone, CISSP

Networking & Cyber Security
A.A.S., Tacoma Community College;
B.S., M.B.A., University of Phoenix

Jennifer Snoek-Brown

Library
B.A., West Texas A&M University;
M.L.S., University of North Texas

Staci Snyder

Communication & Transitional Studies
B.S., University of Central Oklahoma;
M.Ed., SW Oklahoma State University

Jennifer A. Sorensen, J.D.

Paralegal
B.A., University of California, San Diego;
J.D., Brooklyn Law School

Faculty

Melissa J. Stoddard, MICP

Emergency Medical & Health Services
A.A.S., Tacoma Community College

David H. Straayer

Mathematics
B.S., M.S., Michigan Technological
University

Mary Anne Tagulinao, CRRN

Nursing
B.S.N., Far Eastern University;
M.S.N., University of Phoenix

Katrina D. Taylor

Art, Humanities & Social Sciences
B.S., Michigan State University;
M.S., Northern Arizona University

Edward T. Tharp

Horticulture/Landscape, WCCW
A.A., Clover Park Technical College

Trung G. Tran

Mathematics
B.S., M.S., California State Polytechnic
University, Pomona

Tracey L. Ushman, CFE

Mission Creek Corrections Center for Women
A.A.S., Coastal Carolina Comm. College;
B.S., Western Carolina University;
M.B.A., University of Phoenix

Alexia Valdes

WCCW and MCCCW
B.A., University of California;
M.F.A., Otis College of Art and Design

Richard P. Wakefield, Ph.D.

English & Humanities
A.A., Fullerton Community College;
B.A., M.A., Ph.D., Univ. of Washington

Christopher B. Willett, Ph.D.

Mathematics
B.A., The University of the South;
Ph.D., University of Illinois

Rebekah C. Williams

Library
A.A., Seattle Central Community College;
B.A., M.L.I.S., Univ. of Washington, Seattle

Yolanda Williams

Health, Business & Professional Services
B.A., University of Washington;
M.P.M., DeVry University

Joshua Wright

Health, Business & Professional Services

Kristina Young

Arts, Humanities & Social Sciences

Exempt Staff

Elizabeth L. Abts

Dean for Entry & Enrollment Management
Services/Registrar, Enrollment Services
B.A., Cornish College of the Arts;
M.A., Western Washington University

Iyad A. Al-Aqrabawi

Lead Application Developer/Software
Engineer, Information Technology
B.S., University of Washington, Tacoma

Robert Andren

Floriculture Coordinator, WCCW/MCCCW

Lorrie F. Ann

Navigator, Workforce Education
A.A., Monroe Community College;
B.S., Cornell University;
M.S., Amberton University

Namiko Ochi Bagirimvano

Assistant Director, International Housing &
Short Term Programs, International Student
Services & Programs
B.A., Ehime University, Japan;
M.A., SIT Graduate Institute

Mary Bassett

Enrollment Coordinator, Washington
Corrections Center for Women

Kirby L. Bedonie

Procure to Pay Manager, Financial Services
A.A.S., Navajo Community College;
B.A., Northern Arizona University,
M.A., University of Phoenix

Julie A. Benson

Associate Dean of Nursing
B.S.N., Minor State University; M.H.A.,
Chapman Univ.; M.N., Univ. of Wash.,
Tacoma; A.R.N.P., Univ. of Wash., Seattle

Igor Beschieru

Media Production Specialist, eLearning
B.D., College of Theology & Pedagogy in
Moldova

Asha Bhaga

Foundation Operations Coord., TCC Foundation
B.S., Liberty University

KC Bitterman

Manager, Continuing Education
B.A., University of Hawaii at Manoa

Exempt Staff

Analea Brauburger

Dean, Organizational Learning & Effectiveness
B.S., Arizona State University;
M.S., Penn State

Ivy E. Brent

Analyst - Business Systems, Information
Technology

Beth Brooks, J.D., SPHR

Vice President, Human Resources
and Legal Affairs
B.A., B.A., St. Olaf College;
J.D., University of Puget Sound

Soyeon Bush

Navigator, International Student Services &
Programs
B.A., Korea University;
M.A., University of Michigan

Rebecca E. Callahan

Retention and Recruitment Specialist, Nursing
B.S.N., Oakland University;
M.S.N., University of Michigan

Thomas J. Caughell

Advisor/Head Men's Basketball Coach,
Counseling, Advising, Access & Career Serv.
B.S., M.A., Southern Oregon University

Tina Celentano

Educational Planner, Running Start
A.A.S., Tacoma Community College;
B.A., University of Puget Sound

Walter Chien

Grants Research Manager,
Organizational Learning and Effectiveness
B.A., M.A., University of Northern Iowa

Mary Chikwinya

Interim Co-President;
Vice President, Student Services
B.A., M.A., Slippery Rock State University

Jayme L. Crumpton

Retention Specialist, Fresh Start
B.A., Washington State University

K. Katherine Disney-Kantner

Analyst - Business Systems, Information
Technology

Linda Downing

Administrative Operations Coordinator,
Health, Business & Professional Services
B.A., University of California, Santa Barbara

Julieanna R. Dunbar

Budget Manager, Financial Services
A.A., Columbia Basin College;
B.S., Central Washington University

Emily Dykstra Jones

Program Navigator, Counseling, Advising,
Access & Career Services
B.A., Antioch University

Nermalyn S. Edwards

Assistant Director, Financial Services
B.A., B.S., University of Santo Tomas

Carroll Ferguson, CAP-OM

Administrative Operations Coordinator,
Academic and Student Affairs
Certified Administrative Professional

Christie L. Fierro

Instructional Designer/Open Education
Resource Coordinator, eLearning
B.A., Murray State University

Leanne Foster

Manager - Benefits, Leave, Accommodations,
Human Resources
B.S., San Francisco State University

Krista K. Fox

Dean, Health, Business & Professional
Services
B.A., M.P.A., University of Washington

Clifford Frederickson

Director, Financial Services
B.S., Portland State University

Mikhail Goncharuk

Coordinator, Conference Services,
Student Life

Renee Hernandez Greenfield

Director, Early Learning Center
B.A., Occidental College;
M.S., University of Phoenix

Melody A. Griggs

Student Services Coordinator, Gig Harbor
Campus
B.A., M.A., Seattle University

Shema Hanebutte, Ed.D.

Dean for Counseling, Advising, Worker
Retraining and Access & Career Services
B.A., University of Illinois at Chicago;
M.S.Ed., California State College, East Bay;
Ed.D., University of Washington Tacoma

Theresa W. Harris

Academic Advisor, Counseling, Advising,
Access & Career Services
B.A., Western Washington University

Dolores Haugen

Acting Dean of Students
B.A., University of Puget Sound;
M.A., Univ. of North Carolina, Greensboro

Kathrine P. Heizenrader

Advisor, HS 21+, Transitional Studies
B.A., Western Washington University;
M.A., Miami University

Kathryn S. Held

Coordinator, Assessment Services
A.A.S., Tacoma Community College;
B.A., University of Washington, Tacoma

Seth A. Hill

Application Developer, Information Technology
B.S., University of Washington

Tamyra J. Howser

Director, Marketing & Communications
B.A., University of Oregon;
M.S., Gonzaga University

Samantha E. Hutchinson

Advisor, Counseling, Advising, Access &
Career Services
B.S., Western Washington University

Victoria N. Ichungwa

Senior Research Analyst, Institutional
Research, Organizational Learning &
Effectiveness
B.B.A., M.B.A., Grand Valley State Univ.

Rebecca J. Jayasundara

Adult Basic Education Director,
Communication & Transitional Studies
B.A., Central Washington University

E. Leigh Jewett

Workforce Education Advisor, Counseling,
Advising, Access & Career Services
B.A., Western Washington University

Brian C. Johnson

Digital Marketing Specialist, Marketing &
Communications
B.A., M.C., University of Washington

Kelli Johnston

Director, Workforce Education Programs
A.A.S., Tacoma Community College;
B.A., M.Ed., Western Washington Univ.

Exempt Staff

Ma Pwint Koko

Navigator, Workforce Education
B.S., University of Maryland

Clay Krauss

Director, Information Technology
B.S., University of Puget Sound;
M.B.A., University of Washington, Tacoma

Cielito Lane

Associate Registrar, Enrollment Services
B.S., Santa Clara University

Wayne Mask

Administrative Operations Coordinator,
Academic & Student Affairs
B.A., Columbia Southern University

Kimberle A. Matison

Director, Financial Aid
B.A., University of Washington

Kelly L. Maxfield

Executive Office Assistant, Presidents Office
A.A.S., Pierce College

Marybeth McCarthy, NCWP

Education Navigator, Workforce Education
B.A., The Evergreen State College

Alexa A. Mercado-Curtis

Admissions Specialist, International Student
Services & Programs
A.A.S., Tacoma Community College

Adam Meyers

Workforce Education Navigator, Worker
Retraining
B.A., Evergreen State College

La Toya Miner Fryer

Educational Planner, Running Start
B.A., Seattle University

Sam H. Morgan

Director, Entry Services
B.A., Washington State University;
M.Ed., Central Washington University

Sonja C. Morgan

Director, Student Engagement
B.A., Oberlin College;
M.A., University of Washington

Janine Mott

Executive Director, Gig Harbor Campus
and Continuing Education
B.A., University of Washington, Tacoma;
M.Ed., University of Washington, Seattle

Ryan T. Mummert

Gym Manager/Head Men's Baseball Coach,
Athletics
B.S., Western Washington University

James R. Newman

Director for International Programs,
International Student Services & Programs
B.S., University of Phoenix;
M.B.A., New York Institute of Technology;
M.P.M., Keller Grad. Sch. of Management

Deborah A. Olson

Manager, Bookstore

Jennifer S. Olson-Rudenko, Ph.D.

Coordinator, Art Gallery
B.A., Portland State University;
M.A., Ph.D., Pennsylvania State University

Monica M. Olsson

Manager, Access Services
B.A., University of Washington

Debra S. Padden

Support Specialist, eLearning
A.A.S., Tacoma Community College;
B.A., Washington State University;
M.B.A., Western Governors University

Brent J. Palmason

Manager, Capital Projects, Facilities
B.A., University of Washington

Christy Perotti

Coordinator, Running Start
B.A., University of Arizona;
M.A., Pacific Lutheran University

Hannah M. Peterson

Coordinator for Assessment, Washington
Corrections Center for Women
B.A., Western Washington University

Troy Peterson

Adaptive Technology and Retention Specialist,
Assessment & GED Final Testing
A.A.S., Tacoma Community College;
B.A., University of Washington-Tacoma;
M.S., Capella University

Daniel M. Pratt

Network Engineer, Information Technology
B.A., St. Martin University;
M.S., University of Southern California

Jason L. Prenovost

Director, Athletics
A.A., Highline Community College;
B.S.B.A., Hawaii Pacific University;
M.A.O.L., Chapman University

Shannon S. Pressley

Program Director, Math Advising Resource
Center and Business Education Center
B.A., University of Puget Sound;
M.I.T., Whitworth College

Theresa Ramos, D.Ed.

Career Pathways Navigator, Communication &
Transitional Studies
B.A., St. Louis University;
M.A., University of the Incarnate Word
D.Ed., University of Washington, Seattle

Greg Randall, CEFP

Director, Facilities and Capital Projects

Jonny Ristow

Media Production Specialist, eLearning
A.A., Grays Harbor College;
B.S., Full Sail University

Valerie Y. Robertson, Ph.D.

Dean, Student Development and Success
A.A., Tacoma Community College;
B.A., M.S., University of Washington;
Ph.D., Oregon State University

Margaret A. Robinson

Coordinator/Retention Specialist, Multi-Ethnic
Cultural Affairs and Achievers Scholars
A.A.S., Tacoma Community College;
A.A., Monterey Peninsula College;
B.A., University of Washington, Tacoma;
M.A., Chapman University

Stephanie M. Rock

Coordinator, Fresh Start Program
B.S., Michigan State University;
M.A., Adler School of Professional
Psychology; Ed.S., Seattle University

Regina Rogers

Advisor/Head Women's Basketball Coach,
Counseling, Advising, Access & Career
Services
B.A., University of Washington

Jon M. Rowand

Assistant Director of Intl. Recruitment,
International Student Services & Programs
B.A., Gonzaga University; M.S., Drexel
University; MDP, University of Tampere

Exempt Staff

William A. Ryberg

Interim Co-President; Vice President, College Advancement; Director, TCC Foundation
B.M., Western Washington University;
M.M., Indiana University

Kelley D. Sadler

Program Director, Institutional Research, Organizational Learning & Effectiveness
B.A., Western State College;
M.S., University of Alaska, Fairbanks

Jason Sandusky

Manager of Instructional Technology, Information Systems
B.S., University of Idaho;
M.B.A., Touro University International

Lorena M. Saucedo

Assistant Director, Financial Aid Services
B.A., Saint Martin's University

Joseph Shannon, Ph.D.

Dean, Math, Science and Engineering
B.A., M.S., Rutgers University;
Ph.D., University of Washington

Shirley E. Siloi

Outreach Specialist, Enrollment Services
B.S.W., University of Washington, Tacoma

Kimberley A. Smith

Workforce Education Navigator, Workforce Education
A.A.S., Tacoma Community College;
B.S., University of Phoenix;
M.S.W., University of Washington

Kyra M. Smith

Retention Specialist, Fresh Start
A.A.S., Tacoma Community College;
B.A., Brandman University

Matthew J. Smith, Ph.D.

Director, CASA/MECA
Ph.D., University of Nevada

Christopher T. Soran II

Director, eLearning
A.T., Bates Technical College;
B.S. University of Washington, Tacoma;
M.B.A., Brandman University

Ndeye Penda Sow

Assistant Director, International Programs Support Services
B.A., Western Washington University;
M.S., Walden University

Chris Stancich

Academic Advisor, Counseling, Advising, Access & Career Services
A.A.S., Tacoma Community College;
B.A., University of Puget Sound

Elizabeth Stewart

ESL Pathway Navigator, Transitional Studies
B.A., Eastern Washington University

Sarah Sytsma

Director, Correctional Education, WCCW
B.A., Evergreen State College;
M.P.A., Keller Grad. School of Management

Amunoo N. Tembo

Academic Advisor, Counseling, Advising, Access & Career Services
B.A., Eastern Washington University;
M.A., University of Delaware

Stephanie Thompson

Health Sciences Coordinator, Health, Business & Professional Services
B.A., B.S., Washington State University

Tod E. Treat, Ph.D.

Executive Vice President, Academic & Student Affairs
B.S., University of Illinois at Urbana-Champaign; M.S., University of Colorado at Boulder; Ph.D., University of Illinois at Urbana-Champaign

Colin L. Turner

Manager, Custodial Services, Facilities
B.A., University of Ulster

Yvonne S. Unnold, Ph.D.

Dean, Arts, Humanities and Social Sciences
B.A., University of California, Davis;
M.A., Ph.D., University of Washington;
Ed.S., University of Southern Mississippi

Heather Urschel-Speir

Director, Writing & Tutoring Center, Cooperative Learning Center, Dedicated Tutoring Program, CAL Lab
B.A., B.F.A., Western Washington Univ.;
M.A., Colorado State University

Elmira H. Utz

Coordinator, Supplemental Instruction
B.A., Western Washington University

Deborah Walker

Director, Educational Talent Search
A.A.S., Tacoma Community College;
B.A., Central Washington University

Kimberly M. Ward

Dean, Communication and Transitional Studies
B.A., Washington State University;
M.Ed., Seattle University;
M.P.A., The Evergreen State College

Candice Watkins

Director, Library
B.A., M.S., University of North Texas

Natalie Wilkerson

Coordinator, Career Center, Counseling, Advising, Access & Career Services
A.A.S., Tacoma Community College;
B.A., University of Washington, Tacoma;
M.Ed., Concordia University, Portland

Bethel G. Wolfe

Workforce Education Navigator, Workforce Education
A.A., Pierce College;
B.A., The Evergreen State College;
M.S., Brandman University

Cristy C. I. Yanos

Advisor, Counseling, Advising, Access & Career Services
B.A., University of Northern Colorado;
M.A., University of San Diego

Christine D. Young

Executive Assistant to the Vice President for Student Services

Melisa Ziegler, Ph.D.

Coordinator of Organizational Learning, Organizational Learning and Effectiveness
B.B.A., Gonzaga University;
M.A., Seattle University;
Ph.D., Pennsylvania State University

Classified Staff

Barrett Dean Allred

IT Systems Specialist 4, Information Systems
A.A.S., Austin Community College

Juan Anduaga Munoz

Custodian 1, Custodial Services

Natalie Archer

Program Assistant, Adult Basic Ed/AESL
B.A., Evergreen State College

Marlynn E. Arndt

Custodian 1, Custodial Services

William T. Ballard, Jr.

Information Tech Specialist 3, Info. Systems

Elena Banfield

Early Childhood Specialist 3, Early Learning Ctr.
A.A.S., Tacoma Community College;
B.A., Mari State Teachers Training Institute

Susan L. Bennett

Instruction & Class Technician 2,
Math, Science & Engineering
B.S., Williams College;
M.A., University of Washington, Tacoma

Patricia L. Berge

Program Specialist 2, Counseling & Advising
A.P.A.S., Pierce College

Christopher D. Betz

Office Assistant 3,
Arts, Humanities & Social Sciences
A.A.S., Tacoma Community College

Steven C. Biber

Maintenance Mechanic 2, Facilities & Grounds

Alejandra Bicknell

Office Assistant 3, Enrollment Services

Eleanor Boice

Fiscal Technical Supervisor, Financial Services
M.A., Faith Evangelical College & Seminary

Chau Bui

Custodian 1, Custodial Services

Patrice Bunge

Administrative Assistant 3,
Math, Science & Engineering
B.A., Western Washington University

Randy Calhoun

Custodian 1, Custodial Services

Loo Moy Y. Call

Administrative Assistant 3,
Organizational Learning & Effectiveness

Jairus Carprenter

Custodian 1, Custodial Services

Francisco Cervantes

Human Resource Consult 1, Human Resources
B.L.S., Excelsior College; M.S.O.L., M.B.A./
HRM, Columbia Southern University

Laura J. Chipman

Lead Graphic Designer,
Marketing & Communication

Vickie Christensen

Custodian 1, Custodial Services
A.A.S., American InterContinental Univ.

Susan Cochran

Bookstore Buyer, Bookstore

Kimberly R. Cordova

Program Support Supervisor 1, Facilities

Doris Couch

Custodian 1, Custodial Services

Anita L. Cucchiara

Program Assistant, Educational Talent Search
A.A.S., Pasco Hernando Comm. College

Tabitha A. Curtis

Early Childhood Specialist 1,
Early Learning Center

April Davis

Administrative Assistant 3,
Health, Business & Professional Services
B.S., University of Nevada Reno

Beth Davis

Program Support Supervisor 2,
Student Services
A.A.S., Green River Community College

Tammy Davis

Early Childhood Specialist 3,
Early Learning Center
A.A.S., Tacoma Community College

Jacque W. Dear

Administrative Assistant 3,
Communication & Transitional Studies

Charlene Dudley

Early Childhood Program Specialist 3,
Early Learning Center
A.A., Pierce College

Karen D. Ebert

Fiscal Analyst 3, Financial Services
B.A., Central Washington University

Marla S. Elmquist

Fiscal Technician 3, Financial Services
B.A., Washington State University

Karen Erickson

Program Specialist 2, Enrollment Services
B.S., University of Washington

Jeanne M. Ernst-Williams

Administrative Assistant 3, Info. Systems
A.A.S., Tacoma Community College

Kelly L. Farr

Fiscal Analyst 2, Inst. Advancement & Foundation
A.A.S., Mendocino College

Paige N. Fichter

Fiscal Analyst 3, Financial Services
B.B.A., University of Oklahoma

Kristi Finley

Cashier 2, Cashiering
B.A., California State University

Theri J. Flood

Custodian 1, Custodial Services

Ruth Fritz

Administrative Assistant 3, CASA MECA

Edwina S. Fui

Program Assistant, Student Engagement
B.A., University of Washington, Bothell

Joseph E. Fyfe

Grounds & Nursery Spec 2,
Facilities & Grounds

Sherrie L. Graham

Fiscal Analyst 1, Financial Services
B.S., University of Washington, Seattle

Rachel M. Guckel

Early Childhood Spec 1, Early Learning Center
A.A., Pierce College

Misty D. Hadfield

Campus Security Officer, Campus Public Safety

Molly A. Hagan

Secretary, Math, Sciences & Engineering
A.A.S., Pierce College;
A.A.S., Tacoma Community College;
B.A., Eastern Washington University

Classified Staff

Barbara Hanson

Administrative Assistant 3, Gig Harbor Campus
A.A.S., Tacoma Community College

Jon S. Hardy

Maintenance Mechanic 4, Facilities & Grounds

Brian J. Harris

Custodian 2, Custodial Services

Shana Harvey

Early Childhood Specialist 2, Early Learning Ctr.
A.T.A., Edmonds Community College

Damaris Hembry

Program Assistant, Fresh Start
A.A.S., Tacoma Community College

Patricia G. Hermoso

Office Assistant 3, eLearning & Media Services
B.A., DeVry University

Shannon L. Hight

Help Desk Spec., eLearning & Media Services
B.S., DeVry University

Chhoeungsaheng Hing

Data compiler 1, Access Services
B.A., University of Washington

John M. Housden

Campus Security Officer, Campus Public Safety

Fred D. Howard

Simulation Technician,
Health, Business & Professional Services
A.A.S., Pierce College;
A.A.S., Tacoma Community College;
B.S., Central Washington University

Willie C. Howard

Campus Security and Safety Supervisor,
Campus Public Safety

Timothy Humbert

Customer Service Specialist 1,
Counseling & Advising

Michael S. Janke

Campus Security Officer, Campus Public Safety
A.S., Madison Area Technical College

Melanie A. Johnson

Administrative Assistant 3,
Arts, Humanities & Social Sciences
B.A., Union Institute and Technology

Michael K. Jones

Custodian 1, Custodial Services
B.A., Central Washington University

William A. Jones II

Custodian 1, Custodial Services

Claire A. Jordan

HR Consultant 1, Human Resources
A.A.S., Tacoma Community College;
B.A., Seattle University

Shannon P. Kelly

Custodian 1, Custodial Services

Amanda L. Kieszling

Secretary Senior,
Health, Business & Professional Services
A.A.S., Tacoma Community College;
B.A., Evergreen State College

Chae Son Kim

Custodian 2, Custodial Services

Mary A. Knutson

Credentials Evaluator 3, Enrollment Services
B.S., California State University

Richard M. Langhom

Safety Officer 1, Facilities & Grounds
A.A.S., Community College of Denver

Lawrence D. Larsen

Information Tech Specialist 4, Info. Systems
A.A.S., Tacoma Community College;
B.S., City University; M.S., TUI University

Sandra L. Larson

Program Coordinator, Financial Aid
A.A., Highline Community College;
B.A., University of Washington, Tacoma

Nadezhda I. Lavochina

Program Coordinator, Adult Basic Skills

Sung M. Lee

Office Assistant 3, Faculty Support
B.A., Washington Theological Seminary

William P. Leon-Guerrero

Maintenance Mechanic 2, Facilities & Grounds
A.A.T., Clover Park Technical College

Sarah Lewandowski-Noble

Retail Clerk 2, Bookstore

Deborah R. Lewis

Secretary Senior, Arts,
Humanities & Social Sciences
A.A.S., Pierce College

Kelly Lieske

Office Manager, Campus Public Safety
A.A.S., Tacoma Community College

Mark A. Linder

Payroll/Benefits Coordinator, Human Resources
A.A.S., South Seattle Community College;
A.A.S., Pierce College

Shawn M. Locke

Info Tech Specialist 3, Information Systems

Viktor A. Lukyanov

Maintenance Mechanic 2, Facilities & Grounds

Hailey M. Lunsford

Office Assistant 2, Entry Services
A.A.S., Tacoma Community College

Kathleen D. Lynch

Program Coordinator, Financial Aid

Sydney Marcotte

Program Coordinator, WorkForce
B.A., Gonzaga University

Kathy Martin

Customer Service Specialist 2, Financial Aid
A.A.S., Tacoma Community College;
B.A., The Evergreen State College

Leona Martin Hall

Information Tech Specialist 3, Info. Technology
A.A.S., Tacoma Community College;
B.S., Western Governors University

Tanjagay Martin

Office Assistant Lead, Enrollment Services
A.A.S., Olympic College

Faye H. Martinez

Custodian 1, Custodial Services

Sharon McBride

Program Coordinator, Financial Aid
B.A., University of Washington

Frank C. McDougald

Program Specialist 2, Fin, Aid/Veteran Services
B.S., University of Phoenix;
M.A., Argosy University

Shawn McRavin

Administrative Assistant 3, Human Resources

Patricia R. Mede

Retail Clerk I, Bookstore

Nelly Melgar Barragan

Custodian 1, Custodial Services

Classified Staff

Jill Merritt

Library & Archives Para 5, Library
B.A., California State Univ., San Bernardino;
M.L.I.S., San Jose State University

John P. Michel

IT Technician 2, WCCW/MCCC
A.A.S., Clover Park Technical College

Brennan P. Miller

Help Desk Program Assistant, eLearning &
Media Services
B.A., Utah Valley University

Mike J. Miller

Grounds & Nursery Specialist 4, Facilities &
Grounds

Susan Mooi

Program Coordinator, Financial Aid

Natalie M. Moreau

Cashier 2, Cashiering

Sakura E. Moses

Publications Support Coordinator/Graphic
Designer, Marketing & Communication
B.A., University of California, Santa Cruz

Ronda L. Neilson

Custodian 1, Custodial Services

Kevin X. Nguyen

Custodian 1, Custodial Services

Laurie A. Nicks

Fiscal Technician 2, Bookstore
A.A.S., Univ. of North Dakota, Williston;
B.A., Moorhead State University

Cathy Nordstrom

Program Specialist 2, Health, Business &
Professional Services
B.A., George Fox University;
B.S., University of Washington

Dana M. Nystrom

Electrician, Facilities & Grounds
A.A., New Mexico Military Institute

Lora J. Oas

Instruction & Classroom Support Technician 2,
Math, Science & Engineering
A.A., South Puget Sound Comm. College;
B.A., Evergreen State College

Robin L. Olson

Office Assistant 3, WCCW

Tatyana P. Orabey

Program Assistant, Financial Aid
A.A.S., Tacoma Community College

Carlos Otero

Information Technology Specialist 3,
Information Technology
A.A.S.-T, Olympic College

Rachel P. Payne

Communication Consultant 2,
Marketing & Communication
B.A., Western Washington University

Agnieszka Pederson

HR Consultant 1, Human Resources
A.A.S., A.T.A., Tacoma Comm. College;
B.A., University of Puget Sound

Angela Peiffer

Printing & Duplication Supervisor, Central
Services

Scott W. Perkins

Program Assistant, Writing & Tutoring Center

Kourtney Peyton-Pringle

Administrative Assistant 3,
Counseling & Advising
B.S., Western Governors University

Janissa S. Pheann

Program Coordinator, Financial Aid
B.A., Pacific Lutheran University

Edward Phipps

Procurement and Supply Specialist, Financial
Services
A.A., Pierce College;
B.A., Western Washington University

Kristen S. Pleasant

Early Childhood Specialist 2, Early Learning Ctr.
A.A.S., Tacoma Community College;
B.A., University of Washington Tacoma

Nora M. Price

Customer Services Specialist 2,
Access Services
A.A.S., Tacoma Community College

Nicholas J. Ritter

Grounds & Nursery Spec 2, Facilities &
Grounds

Tamara T. Roberson

Program Assistant, Access Services

A.A.S., Tacoma Community College;
B.A., The Evergreen State College;
M.B.A., University of Phoenix

James A. Robinson

Maintenance Mechanic 2, Facilities & Grounds
A.A.S., Bates Technical College

Emily Roska

Program Coordinator, Financial Aid
B.A., Pacific Lutheran University

Ted J. Rutt

Campus Security Officer, Campus Public Safety
B.A., Washington State University

Janae Ryan

Customer Service Specialist 1,
Counseling & Advising
A.A.S., Tacoma Community College

Lisa L. Sanchez

Cashier 2, Cashiering

Beverly Sayle

Fiscal Technician 3, Financial Services

Richard A. Schneider

Warehouse Operator 2,
Purchasing & Receiving
A.A.S., St. Leo College;
B.S., University of Maryland

Allison Southard Hood

Early Childhood Specialist 1, Early Learning Ctr.

Colleen Spezia

Credentials Evaluator 3, Enrollment Services
A.T.A., Tacoma Community College

Theresa M. Stach

Administrative Assistant 2, Health, Business
& Professional Services
A.A.S., Tacoma Community College;
B.A., Evergreen State College

In Suk C. Stenstrom

Data Compiler 2, Access Services
A.A., Kyeong Won College

Patrick Stoment

Grounds & Nursery Specialist 2,
Facilities & Grounds

Evelyn Tompkins

Information Tech Specialist 3, Info. Technology

Anh T. Tran

Library & Archives Para 2, Library
B.A., University of Washington, Tacoma

Classified Staff

Hoang Oanh Tran

Library & Archives Prof 1, Library
A.A.S., Tacoma Community College

Leonard P. Treanton

Program Assistant,
Math Advising Resource Center
A.A.S., Tacoma Community College;
B.S., Evergreen State College

Kari Twogood

Program Assistant, Campus Public Safety
B.A., Western Washington University;
M.Ed., Central Washington University

Diane Valdez

Instruction & Classroom Support Tech 4,
Math, Science & Engineering
B.S., University of Puget Sound

Linda Van Doren

Secretary Lead, Faculty Support Secretaries

Sean D. Vandommelen

Secretary Senior,
Health, Business & Professional Services
A.A.S., Tacoma Community College;
B.A., Evergreen State College

Kaisha J. Vonnagel

Early Childhood Specialist 3, Early Learning Ctr.
A.A.S., Tacoma Community College

Natasha H. Walton

Early Childhood Spec 1, Early Learning Center

Janet Ward

Payroll Coordinator, Human Resources
A.A.S., Ricks College

Jerome T. Ward

Program Coordinator, Financial Aid

Rachel J. Ward

Bookstore Buyer, Bookstore

David W. Wellsbury

Maintenance Mechanic 2, Facilities & Grounds

Angela M. Wheeler

Program Assistant, Early Learning Center

Richard E. Wilsie

Maintenance Mechanic 2, Facilities & Grounds

Angela Wright

Customer Service Specialist I, Financial Aid

Timothy A. Wright

Campus Security Officer, Campus Public Safety
A.A.S., Tacoma Community College

Regini D. Yanson

Early Childhood Spec 1, Early Learning Center
Diploma, Canadian International Career
College

Definitions

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates that course work is accepted by other colleges and universities.

Advisor: A member of the college faculty or staff designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

Commencement: An annual graduation ceremony held in June.

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

Concentration: The subject or field of study to which the student devotes concentrated attention.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or Curriculums): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

Directory Information: The only information authorized for external release by the college without the student's written consent shall include student name, degrees and awards received. The college may confirm dates of attendance, date of birth, major field of study, participation in officially recognized sports and activities and the most recent previous educational institution attended.

Direct Transfer Agreement (DTA): 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 College Transfer section (p. 41).

Discipline: A branch of knowledge or of teaching, such as Art, History, English, etc.

Distinction Pathways: Themed or skill-based clusters of courses and experiences recommended for meeting general degree requirements (p. 65).

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 completed in a quarter. A cumulative grade point average is obtained by dividing the total grade points on a student's record by the total hours he or she has completed.

Honors/High Honors: A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher for Honors and 3.66 or higher for High Honors.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they revert to an 'E' grade.

Non-Resident Student: See Resident Student.

Pre-Professional: A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite: A course which must be taken before a student is allowed to take another course. For example: MATH& 141 and MATH& 142 are prerequisites for MATH& 151.

Quarter: A term of instruction consisting of approximately 11 weeks. The regular academic year consists of fall, winter and spring quarter.

Quarter Hour: See Credit/Quarter Credit Hour.

Registration: The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered. See Admissions Procedures section for more information.

Withdraw: To officially stop taking classes before the 55th calendar day of the quarter. This must be done with an Add/Drop form.