

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 Sciences (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 retrain for new careers.

Associate in Applied Sciences-Transfer (AAS-T) degrees are two-year, career training degrees. They prepare students for immediate employment. These degrees transfer only to:

- Applied baccalaureate degrees at community or technical colleges.
- Universities that have an agreement with the community or technical college issuing the degree.

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
- Integrated Basic Education and Skills Training (I-BEST) careers
- Paralegal careers
- Information 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		
Early Childhood Education: Emphasis on Children with Exceptionalities Degree		✗
Early Childhood Education: Short Certificate of Specialization	✗	
Early Childhood Education: Emphasis on Children with Exceptionalities Certificate	✗	
Early Childhood Education: Initial Certificate	✗	
Health		
Allied Health (Transfer)		AAS-T
Diagnostic Medical Sonography		✗
Emergency Medical & Health Services		✗
Emergency Medical Technician- Basic	✗	
Paramedic	✗	

CAREER TRAINING PROGRAMS	CERTIFICATE	AAS DEGREE
Health (cont.)		
Health Information Technology		✗
Medical Billing Specialist	✗	
Medical Scribe	✗	
Nursing, RN Option (Transfer)		DTA-MRP
Certified Nursing Assistant	✗	
Radiologic Science		✗
Respiratory Therapy		✗
Human Services		
Human Services		✗
Human Services Case Aide	✗	
Chemical Dependency	✗	
I-BEST (Integrated Basic Education Skills Training)		
Certified Nursing Assistant	✗	
Emergency Medical Technician	✗	
Help Desk	✗	
Medical Scribe	✗	
Paralegal		
Paralegal		✗
Paralegal Pref. Pro-Certificate	✗	
Limited License Legal Technician	✗	
Technology		
Networking and Cyber Security		✗
Application Support Specialist	✗	
Cyber Security	✗	
Database Management	✗	
e-HIM	✗	
Help Desk	✗	
Network Support	✗	
Technical Support	✗	

Career Training Programs

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).

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. Upon completion of an AAS degree, students may continue their education and work toward a Bachelor of Applied Science (BAS) degree in a variety of majors at a number of Washington State Community and Technical Colleges. In some cases articulation agreements with specific universities may enable transfer. Students who plan to continue on to a bachelor degree should meet with the program chair to plan their course selection sequence.

DEGREE REQUIREMENTS (GENERAL)

- 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 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 (5 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
- » CMST 110

Accounting

PROGRAM CHAIR

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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 Associate 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 Applied Management at Tacoma Community College or another 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's 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 website at tacomacc.edu/academics-programs/programs/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 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)

Accounting

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 II (3)

Associate in Applied Sciences 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, HIM 195, IT 246 or 274, 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 145, 165, and 175 may be used for the CPA exam's fifth year requirement.

Computerized Accounting Certificate

(13 credits)

Knowledge and skills about application software 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)

Allied Health

The Associate in Applied Sciences-Transfer (AAS-T) degree in Allied Health prepares students for various healthcare related training programs with strong knowledge and skills in college-level academics such as math, English, natural sciences, humanities, and social science. Students will be prepared to apply for admission to selective admissions allied health and nursing associate degree programs or applied baccalaureate programs. This degree is designed to provide formal educational opportunity to students with professional certificates in allied health areas or to provide skills to students who have general education credits but no professional training.

Associate in Applied Sciences-Transfer Degree

(90 credits)

COMPLETION OF ONE PROFESSIONAL CERTIFICATE IN AN ALLIED HEALTH DISCIPLINE (5-48 CREDITS)

- » Medical Scribe 19
- » Medical Billing Specialist 46-48
- » Emergency Medical Technician..... 10
- » Chemical Dependency Professional..... 45
- » Human Services Case Aid 15
- » Certified Nursing Assistant..... 5

Academic Core Requirements (35)

COMMUNICATION (10 CREDITS)

- » ENGL& 101 English Composition I (5)
- Select additional 5 credits. Recommended options below.
- » ENGL& 102..... English Composition II (5)
 - » ENGL 103 Composition III: Writing about Literature (5)
 - » ENGL& 235 Technical Writing (5)
 - » CMST& 101 Introduction to Communications (5)
 - » CMST 110 Multicultural Communications (5)
 - » CMST& 210 Interpersonal Communication (5)
 - » CMST& 220 Public Speaking (5)

QUANTITATIVE SKILLS (5 CREDITS)

- Select 5 credits. Recommended options below.
- » MATH& 107 Math in Society (5)
 - » MATH 136..... Inferential Statistics (5)
 - » MATH& 141 Precalculus I (5)
 - » MATH& 146..... Introduction to Statistics (5)

NATURAL SCIENCE (10 CREDITS)

- Select 10 credits. Recommended options below. Must include 5 credits with lab. Must include 5 credits of human anatomy.
- » BIOL& 160 General Cell Biology (5)
 - » BIOL& 175..... Human Biology with Lab (5)
 - » BIOL& 241..... Human Anatomy and Physiology I (5)
 - » BIOL& 242..... Human Anatomy and Physiology II (5)
 - » BIOL& 260..... General Microbiology (5)

- » CHEM& 110 Chemical Concepts w/lab (5)
- » CHEM& 121 Introduction to Inorganic Chemistry (5)
- » CHEM& 131 Introduction to Organic/Biochemistry (5)
- » NUTR& 101 Human Nutrition (5)
- » PHYS& 114 General Physics I (6)
- » PHYS& 115 General Physics II (6)
- » PHYS& 116 General Physics III (6)

HUMANITIES (5 CREDITS)

- Select 5 credits. Recommended options below.
- » CMST& 101 Introduction to Communications (5)
 - » CMST 110 Multicultural Communications (5)
 - » CMST& 210 Interpersonal Communication (5)
 - » CMST& 220..... Public Speaking (5)
 - » PHIL& 101..... Introduction to Philosophy (5)

SOCIAL SCIENCE (5 CREDITS)

- Select 5 credits. Recommended options below.
- » ANTH& 206 Cultural Anthropology (5)
 - » ANTH& 205 Biological Anthropology (5)
 - » ANTH& 237 Human Osteology (5)
 - » PSYC& 100 General Psychology (5)
 - » PSYC& 180 Human Sexuality (5)
 - » PSYC& 200 Lifespan Psychology (5)
 - » PSYC& 220 Abnormal Psychology (5)
 - » SOC& 101 Introduction to Sociology (5)

Required Non-Distribution Courses (8-10)

COMPUTER USER (5 CREDITS)

- Select 5 credits. Recommended options below.
- » CU 102 Word I (2)
 - » CU 103 Excel I (3)
 - » CU 104 PowerPoint I (1)
 - » CU 105 Word I and 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)

MEDICAL TERMINOLOGY (3-5 CREDITS)

- Recommended options below.
- » HIT 130 Medical Terminology I (3)
 - » HIT 105 Comprehensive Medical Terminology (5)

Electives (up to 45 credits)

ELECTIVES (TO COMPLETE 90 CREDITS)

Any college level course as defined by Tacoma Community College. Select courses appropriate for intended major and intended baccalaureate institution.

Business

PROGRAM CHAIR

Mary Jane Oberhofer
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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 Sciences degree. The program's structure is progressive, leading to four 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 Applied Management at Tacoma Community College or another business-related field at a number of Washington State Community and Technical colleges. Students intending to transfer to a four-year university to pursue a bachelor's 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 Sciences 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

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

(23 additional credits = total 35 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 257 Social Media for Business (3)
- » ENGL& 101 English Composition I (5)

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

Business

Management Certificate

(18 additional credits = total 53 credits)

Prepares students to manage a variety of settings as a first-line supervisor. Students must first complete the Marketing certificate to receive the Management certificate.

- » BUS 163..... Management Principles & Org. Systems (5)
- » BUS 165..... Human Resource Management (3)
- » BUS 232 Project Management (5)
- » 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 in Applied Sciences Degree

(20 credits and an area of concentration = TOTAL 93-94 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.

- » ACCT 101 Practical Accounting (5)
- » BUS& 201 Business Law (5)
- » BUS 150..... Global Business (5)
- » BUS 280 Career Readiness (2)
- » LOG 112..... Importing and Exporting (3)

AREAS OF CONCENTRATION

Entrepreneurship and Small Business Management

(20 credits) = TOTAL: 93 credits

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

- » BUS 160..... Small Business Entrepreneurship (5)
- » BUS 260 Small Business Operations (5)
- » BUS 290 Internship (5)
- or 5 elective credits from ACCT, BUS, LOG, or IT
- » BUS 295 Entrepreneurial and Innovative Mindset (5)

Global Logistics Concentration

(21 credits) = TOTAL: 94 credits

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

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

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 Sciences 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 (5)
- or ACCT& 201 .. Principles of Accounting I (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)

Business

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)
or ACCT& 201 .. Principles of Accounting I (5)
- » BUS 110 Business Math (5)
or MATH 147 ... College Algebra for Business & Economics (5)
- » BUS 140 Marketing & Business Development (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)

Tribal Enterprise and Gaming Management Certificate Concentration

(14 credits)

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

- » TEGM 110 Casino and Enterprise Finance Essentials (2)
- » TEGM 163 Supervisory Essentials & Front Line Leadership (2)
- » TEGM 165 Casino HR & Personnel Management (2)
- » TEGM 200 Casino Regulations Compliance & Games Protection (2)
- » TEGM 240 Casino Hospitality & Guest Service (2)
- » TEGM 292 Enterprise Operations (2)
- » TEGM 293 Casino Game Management (2)

Diagnostic Medical Sonography

PROGRAM CHAIR

Shea Bower

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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 in Applied Sciences (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 (CAAHEP) on recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The program at Tacoma Community College is accredited in the general concentration.

- CAAHEP
25400 U.W. Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350, fax 727-210-2354
www.caahep.org
- JRC-DMS
6021 University Blvd., Suite 500
Ellicott City, MD 21043
443-973-3251
www.jrcdms.org

PROGRAM LEARNING OUTCOMES

Upon successful completion of the AAS degree in Diagnostic Medical Sonography 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. 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.

Diagnostic Medical Sonography

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 (5)
or ENGL 103 Composition III: Writing about Literature (5)
- » CMST& 101 Introduction to Communication (5)
or CMST 110 Multicultural Communication (5)
or CMST& 220. Public Speaking (5)
- » 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.

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 Exceptionalities

PROGRAM CHAIR

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TCC's Early Childhood Education: Emphasis on Children with Exceptionalities program is structured as progressive leading to multiple levels of achievement with three certificates and an Associate in Applied Sciences (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 in these courses.

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.

ECE Initial Certificate

(12 credits)

The Early Childhood Education Initial Certificate is the first certificate in the series of ECE stackable certificates. This certificate is a pathway to the Early Childhood Education Short Certificate of Specialization, the Early Childhood Education Emphasis on Children with Exceptionalities Certificate, and the Early Childhood Education Emphasis on Children with Exceptionalities AAS Degree. The certificate is directed toward students working or planning to work with children birth through eight years old. The Early Childhood Education Initial Certificate is aligned with the Washington State ECE common courses and stackable certificates.

Note: A grade of C or higher is required in all coursework.

- » ECED& 105..... Intro. to Early Childhood Education (5)
- » ECED& 107..... Health/Safety/Nutrition (5)
- » ECED& 120..... Practicum: Nurturing Relationships (2)

ECE Short Certificate of Specialization

(8 additional credits = 20 total credits)

The Early Childhood Education Short Certification of Specialization is the second certificate in the series of ECE stackable certificates. This certificate builds on the ECE Initial Certificate and is a pathway to the Early Childhood Education Emphasis on Children with Exceptionalities Certificate and the Early Childhood Education Emphasis on Children with Exceptionalities AAS Degree. The certificate is directed toward students working or planning to work with children birth through eight years old. The Early Childhood Education Short Certificate of Specialization is aligned with the Washington State ECE common courses and stackable certificates.

Note: A grade of C or higher is required in all coursework.

- » ECE Initial Certificate (12)
- » EDUC& 115..... Child Development (5)
- » ECED& 132..... Infant/Toddler Care (3)
or ECED& 139 . Administration of ECE (3)

Early Childhood Education: Emphasis on Children with Exceptionalities

Early Childhood Education: Emphasis on Children with Exceptionalities Certificate

(35 additional credits = 55 total credits)

TCC's Early Childhood Education: Emphasis on Children with Exceptionalities certificate is the third in the series of ECE stackable certificates. This certificate builds on the ECE Initial Certificate and the Early Childhood Education Short Certificate of Specialization and is a pathway to the Early Childhood Education Emphasis on Children with Exceptionalities AAS Degree. It is an academic program designed to develop the skills needed to be a successful early childhood professional and is directed toward students planning to work with children, birth through eight years old, including those who are culturally, linguistically, and ability diverse. Employment opportunities are in a variety of settings, including: preschools, childcare centers, family early intervention programs (as a teacher assistant), and/or other early learning programs. The Early Childhood Education Emphasis on Children with Exceptionalities certificate is aligned with the Washington State ECE common courses and stackable certificates.

Note: A grade of C or higher is required in all coursework.

- » ECE Initial Certificate and ECE Short Certificate of Specialization (20)
- » ECED& 160..... Curriculum Development (5)
- » ECED& 170..... Learning Environments (3)
or EDUC& 130. Guiding Behavior (3)
- » ECED& 180..... Language and Literacy (3)
- » ECED& 190..... Observation and Assessment (3)
- » ECE 290..... Practicum (3)
- » EDUC& 150 Child, Family, Community (3)
- » EDUC& 204 Exceptional Child (5)
- » ENGL& 101 English Composition I (5)
- » MATH& 107 Math in Society (5)
or MATH& 131. Math for Elementary Teachers I (5)
or MATH& 132. Math for Elementary Teachers II (5)

Associate in Applied Sciences Degree

(47-50 additional credits = total 102-105 credits)

Upon completion of the Early Childhood Education: Emphasis on Children with Exceptionalities certificate, students may enroll in the following courses to obtain the AAS degree in Early Childhood Education: Emphasis on Children with Exceptionalities.

CORE REQUIREMENTS (22-25 CREDITS)

- » BUS 164..... Leadership and Human Relations (5)
or ECED& 139 . Administration of ECE (3)
Admin. of Early Learning Prog. I, II, III
- » CMST& 101 Introduction to Communication (5)
- » CU 105..... Word I, Excel I (5)
or CU 100 Intro. to Practical Computing (2)
and CU 102..... Word I (2)
- » ENGL& 102..... Composition II: Argument and Persuasion (5)
- » ECE 102..... Math, Science, and Technology for Young Children (3)
- » ECE 130..... Cultural Competency and Responsiveness (2)

HUMANITIES REQUIREMENTS (10 CREDITS)

Choose two from the following courses:

- » ART& 100 Art Appreciation (5)
- » or ART 180 Art for Elementary Education (5)
- » HUM& 101 Introduction to Humanities (5)
- » MUSC& 105 Music Appreciation (5)
or MUSC 120... Music in the Classroom (5)

SOCIAL SCIENCES REQUIREMENTS (10 CREDITS)

Choose two from the following courses:

- » ANTH& 100 Survey of Anthropology (5)
- » HIST& 146 or HIST& 147 or HIST& 148 US History I, II, III
- » SOC& 101 Introduction to Sociology (5)
- » SOC& 201 Social Problems (5)

NATURAL SCIENCES REQUIREMENTS (5 CREDITS)

Choose one from the following courses:

- » ASTR& 101..... Introduction to Astronomy (5)
- » BIOL& 100..... Survey of Biology (5)
- » BIOL& 175 Biology with Lab (5)
- » BOT 101 General Botany (5)
- » CHEM& 110..... Chemical Concepts with Lab I (5)
- » ENVS& 101 Introduction to Environmental Science (5)
- » GEOG 205 Physical Geography (5)
- » GEOG 210..... Maps, GIS, and the Environment (5)
- » GEOL& 101..... Introduction to Physical Geology (5)
- » OCEA& 101..... Introduction to Oceanography (5)
- » SCI 105 Introductory Topics in Natural Science (5)
- » SCI 110..... Physical Science and Technology (5)

Emergency Medical & Health Services

PROGRAM CHAIR

Melissa Stoddard, MA, MPH, NRP
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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 Associate in Applied Sciences 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 Associate of Applied Sciences 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.

Emergency Medical & Health Services

Admission Requirements for the EMT-Basic Course

- Accuplacer assessment exam scores showing placement at ENGL/ 085 or equivalent, MATH 085 or higher or successful completion with a C grade or higher in MATH 075.
- High school diploma or GED
- Available with I-BEST support (see page 142)

Emergency Medical Technician Basic Certificate

(12 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)
- » EMC 111 Emergency Medical Technician Lab (2)

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. 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

Paramedic Certificate

(69 credits)

PREREQUISITES (8 CREDITS)

- » BIOL& 175 Human Biology (5)
- » HIT 130 Medical Terminology (3)

SUMMER QUARTER (10 CREDITS)

- » EMC 116 Introduction to Emergency Medical Care (4)
- » EMC 117 Prehospital Pharmacology (3)
- » EMC 118 Human Body Systems (3)

FALL QUARTER (17 CREDITS)

- » EMC 230 Medical Emergencies I (6)
- » EMC 130 Paramedic Clinical I (4)
- » EMC 218 Cardiology I (4)
- » EMC 225 Paramedic Skills Lab II (3)

WINTER QUARTER (17 CREDITS)

- » EMC 231 Medical Emergencies II (3)
- » EMC 131 Paramedic Clinical II (7)
- » EMC 219 Cardiology II (2)
- » EMC 220 Trauma and Special Populations (2)
- » EMC 226 Paramedic Skills Lab II (3)

SPRING QUARTER (17 CREDITS)

- » EMC 232 Medical Emergencies III (3)
- » EMC 132 Paramedic Clinical III (9)
- » EMC 240 Crisis Resource Management (2)
- » EMC 227 Paramedic Skills Lab III (3)

Associate in Applied Sciences Degree

(111 credits)

The AAS degree in Emergency Medical & Health Services requires the completion of the Paramedic certificate (69 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 (5)
or MATH& 107. Math in Society (5)
- » BUS 163 Mgmt. Principles & Organizational Systems (5)
or BUS 164 Leadership and Human Relations (5)
- » PHIL 105 Introduction to Critical Thinking (5)
or ENGL& 102 . Composition II: Argument and Persuasion (5)
- » SOC& 101 Introduction to Sociology (5)
- » CMST& 101 Introduction to Communication (5)
or CMST& 220. Public Speaking (5)

Students must take a minimum of 5 credits from any combination of these courses:

- » CU 102 Word I (2)
- » CU 103 Excel I (3)
- » CU 104 PowerPoint (1)
- » CU 105 Word I & Excel I (5)

Health Information Technology

PROGRAM CHAIR

Jonathan Eastabrooks, MBA, RHIA
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The Health Information Technology (HIT) 111-credit program provides a combination of medical knowledge and business applications that lead to an Associate 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.

Health Information Technology

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 www.tacomacc.edu/academics-programs/programs/health-information-technology.

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, Excel, 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 internships
- » Drug screening (where applicable)

Associate in Applied Sciences Degree

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 093 Descriptive Statistics with Algebra (5) and MATH 136. Inferential Statistics (5) 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 & 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 (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). Course availability subject to sufficient enrollment.

Health Information Technology

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.

Medical Billing Specialist

(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. Students are recommended to have completed at least MATH 085 prior to admission with a C or higher to avoid any delays in certificate completion.

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 I (5)

1ST QUARTER (WINTER)

- » CU 105..... Word I, Excel I (5)
- » HIT 130 Medical Terminology I (3)
- » MO 101 Healthcare Delivery and Alternate Care (5)

2ND QUARTER (SPRING)

- » BUS 110..... Business Math (5)
- » HIT 141 Outpatient Diagnostic Coding (2)
- » MO 110 Medical Office Procedures (5)
- » MO 159..... Intro. to Outpatient Procedure Coding (4)

3RD QUARTER (SUMMER)

- » MO 143..... Medical Office Prof. Development & Ethics (3)
- » MO 151..... Insurance/Claims Processing (5)
- » MO 185 Medical Reimbursement Specialist Clinical (3)
- » CU 203..... Excel II (3)

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 (5)
or BIOL& 241 .. Human Anatomy and Physiology 1 (5)
& BIOL& 242 ... Human Anatomy and Physiology 2 (5)
- » ENGL& 101 English Composition I (5)
- » HIT 105 Comprehensive Medical Terminology(5)
- » MO 115 Medical Scribe (5)

There is an I-BEST option for the Medical Scribe certificate if Accuplacer exam scores are below college level. It is a 3-quarter program that includes classroom and navigational supports. To find out more about I-BEST, visit www.tacomacc.edu/ibest or call Rebecca Jayasundara at 253-566-5229.

Human Services

PROGRAM CHAIR

Barb Peterson
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TCC's competency-based Human Services Professional program prepares students for employment as practitioners in social services, 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 the educational competencies for Chemical Dependency Professional [CDP] as defined by the Washington State Department of Health)
- a two-year Associates in Applied Science (AAS) degree in Human Services.

NOTE: A grade of C or better is required for all courses required for this degree, the Case Aide certificates, and the Chemical Dependency certificate.

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)

Chemical Dependency Certificate

(45 credits)

The Chemical Dependency certificate meets the 23 educational competencies required by the Washington State Department of Health (WAC 246-811-030) for Chemical Dependency Professional (CDP) certification. TCC is an approved school (WAC 246-811-010/9). All 45 credits of this certificate must be earned at TCC to ensure students are meeting the 23 competencies required by the Washington State Department of Health.

NOTE: An associate or higher degree in Human Services or related field is also 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 (5)
or 200 level Psychology or Sociology course (5)

Human Services

Associate in Applied Sciences Degree

(90 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

- » 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 (5)
or ENGL 103 Composition III: Writing About Literature (5)
or CMST 110 Multicultural Communication (5)
or CMST& 210. Interpersonal Communication (5)
or CMST& 220 Public Speaking (5)
- » PSYC& 100 General Psychology (5)
- » HSP 293..... Supervised Clinical Practicum III (5)

6TH QUARTER

- » BUS 110..... Business Math (5)
or MATH& 107. Math: A Practical Art (5)
or MATH& 136. Inferential Statistics (5)
- » HSP Specialty Course - select one from list below (5)
- » SOC& 101 Introduction to Sociology (5)

NOTE: Psychology credits cannot be older than ten years.

Also, if you need remedial math courses,

plan to take those during your last three quarters.

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 with a Human services faculty member is provided to help students adjust program requirements to meet specific needs.

For information contact a Human Services faculty member.

- » HSP 212..... Systems and Case Work (5)
- » HSP 217..... Advocacy in Human Services (5)
- » HSP 218..... Trauma Informed Care (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 and 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)

Networking and Cyber Security

PROGRAM CHAIR

Sergio Hernandez
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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. Available with I-BEST support (see page 142).

- » 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 211 Technical Support of Windows Networks (5)
- » IT 260 Client/Server Technology - LANs (5)
- » IT 261 Administration of Networks (5)

Networking and Cyber Security

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 in 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 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

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 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

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Tacoma Community College's Associate in Nursing program prepares the student for a career as a Registered Nurse. The program's structure is progressive. Upon satisfactory completion of the curriculum, the student is awarded an Associate in Nursing — Direct Transfer Agreement/Major Related Program (DTA/MRP) degree and is eligible to take the National Council Licensure Examination (NCLEX) for Registered Nursing.

This pathway prepares a student for licensure as a registered nurse, as well as for entry into a Bachelor of Science in Nursing completion degree. The DTA/MRP is designed to transfer to most Bachelor of Nursing programs at four-year colleges and universities in Washington State. The degree provides credit for all courses completed within the DTA/MRP (up to 90 credits) and recognizes 45 credits for successfully passing the NCLEX-RN.

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 winter. LPNs are required to take LPN articulation courses that prepares them to transition into the fourth (full-time) level.

MISSION

To produce innovative Associate Degree nurses who provide safe quality care to diverse populations, invest in continued professional learning to maintain excellence, and inspire others in the profession of nursing. The nursing faculty will accomplish this through evidence based nursing education in an environment that promotes caring, diversity, ethics, excellence, holism, integrity, and patient centered care.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the DTA/MRP 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 overall score of 70% and minimum scores in each category as follows: Reading 75%, Math 72%, Science 63%, and English 70%. Students are allowed two attempts each year. TEAS assessment scores must be submitted as part of the application and results can be no more than three years old at application deadline.

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

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 and complete the "Request to Evaluate Official Transcripts from Other Institutions" form. Do not send transcripts directly to the nursing program. Students are encouraged to apply to the Nursing program as soon as their prerequisites are completed.

NON-ACADEMIC PROGRAM ENTRY REQUIREMENTS

- Dependable transportation
- Dependable childcare (if applicable)
- Background screening is required by clinical facilities which includes, but not limited to, National Criminal Background check, Washington State Patrol Background Check (WATCH), Office of Inspector General (OIG) background screen, General Services Administration (GSA) background screen and the Department of Social and Human Services (DSHS) background check.
- 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 will be required at various clinical facilities prior to approval for clinical assignment. Students who enter the TCC 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)
- » PSYC& 200 Lifespan Psychology (5)

ADDITIONAL PREREQUISITE COURSEWORK

(33 credits)

Not factored into the admission process requires a "C" or better.

- » BIOL& 160..... General Cell Biology (5)
- » CMST& 210 Interpersonal Communication (5)
- » ENGL& 102..... English Composition II (5)
or ENGL 103.... English Composition III (5)
- » MATH& 146..... Introduction to Statistics (5)
- » NUTR& 101 Human Nutrition (5)
or NUTR 250.... Nutrition in Healthcare I (3)
- » PSYC& 100 General Psychology (5)
- » Humanities - See note below* (5)

**Any course identified as meeting the respective distribution requirement from Approved Distribution Course List (pg. 88).*

Nursing, RN Option

Associate in Nursing DTA/MRP

(72 Credits)

LEVEL 1

- » NURS 115 Skills and Assessment Lab I (2)
- » NURS 153 Pharmacology I (1)
- » NURS 101 Health and Illness - Level 1 (2)
- » NURS 181 Processional Concepts I (1)
- » NURS 191 Clinical I (3)
- » SOCSC 204 Psychosocial Issues in Healthcare I (3)

LEVEL 2

- » NURS 116 Skills and Assessment Lab II (3)
- » NURS 154 Pharmacology II (1)
- » NURS 102 Health and Illness - Level 2 (5)
- » NURS 192 Clinical II (3)

LEVEL 3

- » NURS 124 Clinical Simulation III (2)
- » NURS 155 Pharmacology III (1)
- » NURS 103 Health and Illness - Level 3 (3)
- » NURS 193 Clinical III (3)
- » PHIL 201 Ethics and Policy in Healthcare I (3)

LEVEL 4

- » NURS 226 Clinical Simulation IV (2)
- » NURS 256 Pharmacology IV (1)
- » NURS 201 Health and Illness - Level 4 (4)
- » NURS 294 Clinical IV (3)
- » PHIL 202 Ethics and Policy in Healthcare II (2)

LEVEL 5

- » NURS 227 Clinical Simulation V (2)
- » NURS 257 Pharmacology V (1)
- » NURS 202 Health and Illness - Level 5 (4)
- » NURS 295 Clinical V (3)
- » SOCSC 205 Psychosocial Issues in Healthcare II (2)

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 (6)
- » NUTR 251 Nutrition in Healthcare II (2)

**Total Credits Required for Associate in Nursing
DTA/MRP Degree: 135**

LPN to RN Option

LPN BRIDGE COURSES

(12 credits)

- » NURS 125 Clinical and Simulation - LPN (3)
- » NURS 177 Health & Illness Concepts - LPN (3)
- » SOCSC 204 Psychosocial Issues in Healthcare I (3)
- » PHIL 201 Ethics and Policy in Healthcare I (3)

Nursing, Assistant Certificate

Certified Nursing Assistant (I-BEST)

Program Information: Elizabeth Stewart, 253-460-4453

The Certified Nursing Assistant (CNA) is a two-quarter, 11-credit I-BEST program that includes classroom and clinical training.

Coursework provides students with basic nursing skills including, but not limited to:

- » Patient environment
- » Patient psychological needs
- » Basic nursing procedures
- » Nutrition
- » Body mechanics
- » Safety
- » Communication
- » Terminology
- » HIV/AIDS education

This course includes two quarters of instruction in classroom and practice lab, as well as 50 hours of clinical training at a local long-term care facility. The class is designed to prepare students for immediate job placement in the health care field. Upon successful completion of the course, students will receive a Certificate of Completion from Tacoma Community College and will be qualified to take the examination to become a Washington State Certified Nursing Assistant. Testing is available at various locations in the Puget Sound area.

GENERAL INFORMATION

Students in the program are required to clear a Washington State Patrol Background check in order to attend clinicals and to receive a certificate from the State of Washington. TCC will conduct the check at the beginning of the quarter. The instructor will address this issue in class and hand out the appropriate forms for completion on the first day of class. Students are required to become registered as a Nursing Assistant – Registered (NAR) in the State of Washington on the first day of class (a \$15.00 fee applies).

CURRICULUM GUIDE

- » HT 110..... Fundamentals of Patient Care (5)
- » HT 120 Patient Care Clinical (3)
- » HT 198 Introduction to Health Careers (3)

Paralegal

PROGRAM CHAIR

Jennifer Sorensen, J.D.

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TCC's Paralegal program prepares students for employment in the legal services field 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 of Arts and Sciences or Bachelor's degree, the student may pursue the Paralegal Pro-Certificate or the Limited License Legal Technician (LLLT) Preparation Certificate. All three programs provide the core curriculum required by the Washington State Bar Association (WSBA) to pursue a career as a LLLT.

Students who transfer from other paralegal programs must contact the Program Chair to discuss the law course transfer credit policy. 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.

Upon completion of this AAS degree program, students may continue their education and work towards a Bachelor of Applied Science (BAS) degree offered at a number of Washington State Community and Technical colleges including Tacoma Community College. Students intending to transfer to a four-year university 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.

Students must obtain a minimum grade of C in all courses.

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.
- Assessment at college-level reading with a minimum C grade.
- 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.

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 Math (5)
or MATH 90 Elementary Algebra (5)

Paralegal

- » 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 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.

Upon successful completion of this certificate, a student will be eligible to apply for admission to the next step of the education requirement through the WSBA.

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)

Limited License Legal Technician Preparation Certificate

(45 credits)

The LLLT Preparation Certificate consists of 45 credits of legal specialty courses. 37 of the 45 credits are specified by the Washington State Bar Association. The remaining 8 credits can be any PLST course the student chooses.

Upon successful completion of this certificate, a student will be eligible to apply for admission to the next step of the education requirement through the WSBA.

Please refer to the WSBA LLLT website for the full list of education and other requirements necessary to become a LLLT.

CORE REQUIREMENTS (37 CREDITS)

- » 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 231 Contracts (3)
- » PLST 232 Interviewing and Investigation (5)
- » PLST 251 Legal Research and Writing II (3)
- » PLST 253 Civil Procedure II (3)

ELECTIVE COURSES (8 CREDITS)

Select a minimum of 8 credits from the following:

- » PLST 106..... Professional Document Production (3)
- » PLST 149..... Writing Basics for Paralegals (3)
- » PLST 156..... Criminal Procedure for Paralegals (5)
- » PLST 221 Family Law (3)
- » PLST 222 Probate/Estate Planning (3)
- » PLST 223 Alternative Dispute Resolution (3)
- » PLST 224 Real Estate Law (3)
- » PLST 225 Bankruptcy Law (3)
- » PLST 226 Administrative Law (3)
- » PLST 228 Employment and Labor Law (3)
- » PLST 230 Business Organization/Corporation (3)
- » PLST 233 Internship I - Paralegal (5)
- » 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.

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 121 Introduction to Inorganic Chemistry (5)
- » MATH 095 Intermediate Algebra (5)
- » ENGL& 101 English Composition I (5)
- » CMST& 101 Introduction to Communication (5)
or CMST 110 Multicultural Communication (5)
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.

Radiologic Science

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 Intro. 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 (4)
- » 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 16 CREDITS)

- » RS 250 Advanced Health care Organization (3)
- » RS 227 Clinical Education VI (7)
- » RS 255 Advanced Imaging Modalities (2)
- » RS 280 Computed Tomography (2)
- » RS 290 Radiography Registry Review (2)

8TH QUARTER (SUMMER 10 CREDITS)

- » RS 228 Clinical Education VII (10)

Respiratory Therapy

PROGRAM CHAIR

Greg Carter, RRT
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The Respiratory Therapy program prepares students for employment as respiratory care practitioners and leads to an Associate in Applied Sciences (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 Commission 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) or equivalent
- » MATH 095 Intermediate Algebra (5) or higher
- » PSYC& 100 General Psychology (5)
or PSYC& 200.. Lifespan Psychology (5)

Respiratory Therapy

Associate in Applied Sciences Degree

(100-104 credits)

1ST QUARTER (FALL 17 CREDITS)

- » RC 150 Fundamentals of RC (4)
- » RC 160 Cardiopulmonary A & P and Pathophysiology (4)
- » RC 175 Respiratory Care Orientation (2)
- » RC 180 Respiratory Therapy Clinical I (3)
- » RC 193 Respiratory Pharmacology I (1)
- » RC 263 Pulmonary Functions (3)

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)
or another 5 credit CMST class
- » 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 11 CREDITS)

- » RC 192 Advanced Mechanical Ventilation (4)
- » RC 240 Advanced Assessment & Diagnosis (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 16 CREDITS)

- » ENGL& 101 English Composition (5)
- » RC 262 Review of Applications of Respiratory Care (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)