

COMPUTER AIDED DRAFTING AND
AUTOMATED OFFICE SYSTEMS PROGRAM
PURDY CORRECTIONS CENTER FOR WOMEN

FINAL REPORT
JANUARY **14, 1988**

Prepared for the Office of Program Development
Department of Corrections
State of Washington

Prepared by Tacoma Community College
re: NIC Automated Office Systems and Computer-Aided Drafting Grant
at Purdy Corrections Center for Women

Dr. Yoswa Gwalamubisi, Program Director

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National Institute of Corrections and contracted by
Tacoma Community College

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REVIEW OF THE PROBLEM

A dynamic part of inmate programming at Purdy centers around educational and vocational training. Annually, the Department of Corrections contracts with Tacoma Community College and L. H. Sates Vocational/Technical Institute to provide academic/vocational training.

In 1973 office occupations courses were offered. In 1980 a certificated basic drafter's course was implemented. In the case of the drafting program the training was 100% manual and in the case of office skills the students learned from a fleet of assorted decaying manual and electric typewriters and business machines without a diversified comprehensive office occupations curriculum

Therefore the problem was:

- 1. The education program at Purdy had inadequate curriculum. Graduates of the program could not compete for entry-level jobs for lack of up-to-date skills demanded by industry/employers.**
- 2. Drafting and office skills programs at Purdy had inadequate equipment to offer technically oriented training in computer-aided drafting and automated office skills.**
- 3. Faculty at Purdy were inadequately trained to offer instruction in computer-aided drafting and automated office systems and accounting.**

THE PURPOSE:

The purpose for applying for the National Institutions of 'Corrections grant was that the award would provide for (1) curriculum development, staff development, and training for female inmates, (2) acquisition of necessary equipment, all in an effort to address the problem areas.

THE GOAL:

The goal was to assess, develop, revise and implement curriculum, provide training, and maintain systems necessary to upgrade female inmates' knowledge and skills in computer aided drafting and automated office skills to meet current employment standards of employability in industry.

OBJECTIVES:

At the end of the grant period the grantee proposed to achieve the following objectives:

1. Establish part-time temporary positions in computer aided drafting, and automated office systems and accounting areas.
2. Develop curriculum in CAD and automated office systems and accounting and incorporate such curriculum into the existing educational and vocational program at Purdy.
3. Secure instructional supplies and equipment needed to provide training including installation and management of computer-aided instruction.
4. Provide training to inmates and faculty in CAD and automated office skills.
5. Report the grant endeavor to NIC through the Office of Program Development.
6. Establish the ability of existing educational and vocational programs to continue on the goal statement of the grant.

IMPLEMENTATION:

The major activities during the implementation stage included:

1. Hiring of consultants.
2. Assessing program needs, staff needs, and inmate student needs.
3. Establishing advisory **committees**.
4. Coordinating the bidding/purchasing process.
5. Supervising installation of equipment.
6. Developing curriculum.
7. Incorporating instruction into existing curriculum.
8. Training of instructors/inmates.
9. Implementing competency-based instruction.

Following the awarding of of the NIC grant to DOC, DOC contracted with Tacoma Community College to perform the following tasks in order to meet the grant purpose, goal, and objectives:

PERFORMANCE OF TASKS:

TASK #1: Develop curriculums for educational programs to be offered at the Purdy Corrections Center for Women in computer-aided drafting and design (CADD) and in automated office systems and accounting.

Task #1 was achieved in the following manner.

1. **Advisory committees were established for each area.**
2. **Existing curriculum was reviewed by consultants.**
3. **Instructional practices were reviewed.**
4. **Staff needs for training were identified.**
5. **Inmates were interviewed.**
6. **On the 17th of July the CAD curriculum was incorporated into the existing drafting program Instructor and inmates started to use the curriculum simultaneously under the supervision of the consultant. (See Appendix A).**
7. **On the 17th of July 1987 the Automated Office System curriculum was incorporated into the existing General Office Skills program The instructor and inmates started, to use the new curriculum immediately under the supervision of the consultant. (See appendix B).**

TASK #2: Provide training for instructors at the Purdy Corrections Center for Women so they may deliver individualized, self-paced, competency-based instruction in association with the College's quarter system.

Task #2 was achieved in the following manner.

1. **Both instructors were given in-service education by the consultants, 170 hours for the CAD instructor and 21 hours, 49 minutes by the Office Occupations instructor. (See Appendix C),**
2. **Both instructors learned how to design and deliver individualized, self-paced, competency based instruction.**

TASK #3: Acquire and install hardware/software systems necessary for program implementation. Maintain and further develop hardware/software systems as necessary.

Task #3 was achieved in the following manner.

1. **Upon recommendation of the advisory committees, recommended hardware/software were purchased in compliance with State purchasing requirements and inventoried according to state processes. (See Appendix D).**
2. **The purchasing office of the College supervised the acquisition of all items.**
3. **The consultants provided necessary support in installing equipment.**

TASK #4: Purchase and maintain textbooks and instructional supplies and materials necessary to complete the tasks set forth in this agreement.

TASK #4 was achieved in the following manner.

1. **Hardware and software were acquired upon the recommendation of the advisory council and the consultants. Books were bought based upon the instructor's and consultant's recommendation. All purchases were made in compliance with State purchasing regulations.**

TASK #5: Compile and maintain all information associated with this agreement for reporting purposes as required by the Department and the NIC.

Task #5 was achieved in the following manner.

1. **The consultants have prepared and submitted their final reports.**
2. **A copy of each report is available in the Director's office at Purdy.**
3. **Other copies are available at the Program Development Office in Olympia.**

TASK #6: Maintain and account for student registration, performance and record keeping in accordance with established procedures of the College.

Task #6 was achieved in the following manner.

1. **Acceptance of inmate students into the programs was based upon the entrance standards established for each course. There were no additional admission requirements for students involved in the automated office systems or drafting programs.**

TASK #7: Monitoring of contract performance for compliance with NIC grant requirements.

Task #7. was achieved in the following manner.

1. **Monitoring of contract performance for compliance with NIC grant requirements was done from the Program Director's office and the Program Development office in Olympia.**

TASK #8: Evaluate programs and performance accomplishments of students and instructors.

Task #8 was achieved in the following manner.

1. **A detailed response to this objective is included in the Results section of the report. After evaluating the needs of inmate students and of the office skills program the existing instructor position was upgraded and the existing instructor was not rehired. A new instructor, with a master's degree in education, emphasis in business education training, and experienced in working with high-risk students was hired on a full-time basis. This change and improvement could not have been possible without the NIC enhancement. The drafting instructor was given 170 hours of in-service education and is continuing to be trained.**
2. **Inmate student evaluation of what the program has meant to them is included for review. (see Appendix E).**

TASK #9: Develop summary reports as necessary or requested by the Department.

Task #9 was achieved in the following manner.

1. **This was an ongoing activity. Reports were provided as requested.**

TASK #10: Establish informational packets for distribution to interested parties.

Task #10 was being achieved in the following manner.

1. **The consultants have prepared descriptions of courses containing objectives or philosophy, content, method of instruction and how grades are earned. These descriptions are given to the students. (See Appendices A & B).**

TASK #11: Establish advisory committee(s) to assist in determining program objectives.

Task #11 was achieved in the following manner.

1. **Two advisory committees were established: one for CAD system and the other for Automated Office Systems (see Appendix F).**

TASK #12: Prepare for submittal to the State Board for Community College Education all documents needed for certificate or degree approval.

Task #:2 was achieved in the following manner.

1. **There was no need to submit documents for certificate or degree approval. All courses and programs introduced during the life of the grant period had already been approved at the Community College or at Bates Vocational/Technical Institute and therefore additional approval was not necessary.**

TASK #13: Submit final report to NIC and the Department at the end of this agreement.

Task #13 has been achieved in the following manner.

1. **This is the final report to Department of Corrections for submission to the NIC office.**

TASK #14: Coordinate maintenance of equipment and secure continued care.

Task #14 was achieved in the following manner.

1. **The College and Purdy Corrections Center for Women have contractual arrangements for ensuring maintenance of equipment and for insuring continued care.**

EVALUATION:

To evaluate the success/Impact of the grant effort, each grant objectives will be revisited, followed by a discussion of what took place. There have been, however, immeasurable expressions on the part of inmates--such as punctuality. Words of appreciation, requests for training, interest in remedial courses or attending preparatory courses, talking about future goals none of which can be quantified in statistical terms. Nevertheless, collectively they point toward success oriented attitudes. A sampling of inmate attitudes generated since the inception of the grant is noted in their attached letters. (See Appendix E).

OBJECTIVES:

1. Establish two part-time temporary consultant positions in computer-aided drafting and (CAD) and automated office systems.

Discussion: Two consultant positions were established, one in computer aided instruction and the other in automated office systems. The computer-aided drafting consultation was done through an interagency agreement between Tacoma Community College and L.H. Bates Vocational/Technical Institute.

2. Develop curriculum in CAD and automated office systems, incorporating such curriculum into existing educational and vocational programs at Purdy.

Discussion: The CAD curriculum and competencies (see Appendix A) have been developed. Students spend approximately 300 hours gaining CAD experience after they have taken approximately 500 hours learning the rudimentary materials. The drafting course has now been raised from 1350 hours to 1650 hours of training.

The automated office systems curriculum has been expanded to include courses which were not being offered previously. The courses are in the area of word processing and automated office systems accounting. The curriculum has grown from a single certificate program to a program leading to four certificates. (See Appendix B).

3. Secure instructional supplies and equipment needed to provide training including installation and management of computer aided instruction.

Discussion: Through expert advise by the two advisory committees (CAD and automated office systems: the selection and drawing up of specifications for the state-of-the-art equipment was accomplished. The purchasing process was supervised directly by Tacoma Community College following Washington State purchasing procedures.

The consultants supervised the installation of the equipment. The Department of Corrections provides the security necessary for the management of equipment. Provision for repairing of broken equipment is made between the Purdy Corrections Center and the Tacoma Community College.

4. Train inmates and staff in CAD and/or automated office systems.

Discussion: The drafting Instructor has obtained 'n-service education and will continue to receive upgrading training from the L. H. Bates Vocational/Technical Institute.

The automated office systems instructor obtained instruction but is no longer connected with the program (see 6 below). The inmate students received 813 hours of training.

As previously cited, inmates have been extremely receptive to the improvements made by the grant.

5. Report the grant endeavor to NIC through Department of Corrections educational systems.

Discussion: On a quarterly basis reports have been made to NIC through the office of Program Development in Olympia.

6. Establish the ability of existing educational and vocational programs to carry on the goal statement of this grant.

Discussion: To carry out the goal to assess, develop, implement, and revise curriculum training, and maintaining systems necessary to upgrade female offenders' knowledge and skills and accounting in computer-aided drafting and automated office systems to meet current standards of employment in industry, the Department of Corrections converted the 10 hour-a-week instructor position to a full-time business instructor position. A candidate with computer skills and proven teaching experience among high risk students was hired. The Department of Corrections is currently, introducing opportunities to qualified women to perform contract duties for which they will be paid industry pay.

A well established ABE/GED program supports the CAD/automated office systems program by preparing candidates for vocational training.

FINANCIAL REPORT:

The financial report provided by the **Tacoma Community College** Business Office provides the necessary data for review (see Appendix G).

ADDITIONAL ACCOMPLISHMENTS:

The following significant results have been observed during **the** life of the grant period.

1. The inclusion of CAD instruction into the existing program raised the current course hours from 1350 to 1650 hours, three hundred of which must be spent on CAD training, thus raising the quality and accuracy of **inmate** student work. (See Appendix H).
2. The automated office **systems** added word processing, automated accounting. As a result of the grant assistance, four certificates are now offered to inmates: General Office Skills, Word Processor, Receptionist/Clerk, and Associate in Technical Arts degree in Secretarial Office Skills. (See Appendix B).
3. The Kline Company, a drafting company in the area, has indicated interest in hiring inmate graduates to do their surplus work at the going rate of pay.
4. Inmates have shown interest by signing up for classes which prepare them for advanced training. For two quarters the enrollment in business classes has risen from 28 to 70. This number is greater than all the students in the 10 office skills courses during any quarter prior to the inception of the grant.
5. Faculty and curriculum have been upgraded, thus providing inmates with opportunities to learn current skills.
6. Equipment has been upgraded to match that of any up to date training program.

7. Advanced students in the (office skills program have done jobs for the State Board for Community College Education, and the Department of Corrections is planning to find jobs for typing manuals from government agencies and about 14 inmate students are hired as data entry employees by a telemarketing firm paying current outside wages. These three ventures could not have been possible had it not been for the enhancements made through the grant.
8. The goal to assess, develop, implement and revise the curriculum training, and systems necessary to upgrade female offender knowledge and skills in computer aided drafting and automated systems in accordance with current standards for employment by Industry has been met.
9. The creation of advisory committees has strengthened the Purdy program and given it currency among prospective employees.
10. Through the NIC grant enhancement to the Office Occupations program, inmate students do obtain current skills to work in real world situations. We now have a private company known as 411 which employs up to 14 women in data entry. The Inmates are paid as they would have been paid on the outside. This interplay between education and the World Of work has increased student enrollment from 17 per quarter to 74 in the business program yielding 20 SFTE's per quarter.

CONCLUSION:

AS the documentation will support, the problem was systematically addressed, the goal was accomplished, the objectives were met, and new standards were established. Although there was delay in the beginning due to late delivery of equipment, once the equipment was purchased, the training of staff and inmates moved smoothly.

The Purdy automated office systems and accounting program, and the drafting program do now provide marketable job skills to inmates on an ongoing basis while assuring that academic and vocational standards are consistent with those of the local post-secondary institutions and industry.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
MEMORANDUM


RECEIVED

FEB 9 1988

PURDY CORRECTIONS CENTER
FOR WOMEN
SCHOOL OFFICE

TO: Yoswa Gwalamubisi
Education Director

DATE: February 5, 1988

FROM: 
Sue Ellen Clark
Superintendent

SUBJECT: COMPUTER AIDED
DRAFTING AND AUTO-
MATED OFFICE
SYSTEMS PROGRAM

Please accept my sincere gratitude in appreciation of the quality work conducted by all your staff and the inmates responsible for the preparation and successful implementation of the Computer Aided Drafting and Automated Office Systems Program at Purdy Corrections Center for Women.

We are highly pleased with the results and have great expectations that the program, as it is currently structured, will meet present and future academic, vocational and commercial program demands.

Please convey my congratulations to all who have made the PCCW Computer Aided Drafting and Automated Office Systems Program a success.

SEC:rg

A P P E N D I X A

**Easycad and Prodesign
Curriculum**

 * L. H. BATES VOCATIONAL/TECHNICAL INST. *
 * PURDY DRAFTING CLASS *
 * COURSE OUTLINE FOR EASYCAD *

EASYCAD

I.	INTRODUCTION	PAGE 1-1 THROUGH PAGE 1-4	
	A. SYSTEM START UP		
	B. STARTING UP EASYCAD FROM YOUR DIRECTORY		
	C. SYSTEM SHUTDOWN		
II.	COMMUNICATING WITH EASYCAD	PAGE 2-1 THROUGH PAGE 2-9	
	A. THE EASYCAD SCREEN		
	B. USING THE MENUS		
	C. HOW EASYCAD RESPONDS TO COMMANDS		
	D. HOW TO GET HELP FROM EASYCAD		
III.	LEARNING TO DRAW USING EASYCAD	PAGE 4-1 THROUGH PAGE 4-153	
	A. LESSON 1: GETTING STARTED	Page 4-4	
	1. Starting EasyCad	Page 4-4	-----
	2. Using Crosshairs and Menus	Page 4-6	-----
	3. Getting Help	Page 4-10	-----
	4. Leaving EasyCad	Page 4-11	-----
	5. Naming Drawings	Page 4-12	-----
	6. Looking at Existing Drawings	Page 4-12	-----
	B.. LESSON 2: ADDING ENTITIES	Page 4-15	
	1. Boxes, Lines, and Points	Page 4-15	-----
	2. Erasing a Drawing	Page 4-19	-----
	3. Polygons and Circles	Page 4-21	-----

C.	LESSON 3: PRECISE MEASUREMENTS	Page 4-28	
	1. Using the LIST Command	Page 4-29	-----
	2. Dimensions	Page 4-31	-----
	3. GRID and SNAP	Page 4-33	-----
D.	LESSON 4: COLORS AND LINE STYLES	Page 4-41	
	1. Setting Color and Line Styles	Page 4-43	-----
	2. Changing Color and Line Styles	Page 4-44	-----
	3. Arcs and Text	Page 4-46	-----
	4. Changing Text	Page 4-52	-----
E.	LESSON 5: VIEWING YOUR DRAWING	Page 4-55	
	1. ZOOM Commands	Page 4-55	-----
	2. Smooth Polygons and Splines	Page 4-60	-----
	3. Saving and Restoring Views	Page 4-64	-----
F.	LESSON 6: USING LAYERS	Page 4-66	
	1. Drawing on Multiple Layers	Page 4-66	-----
	2. Setting and Changing Layers	Page 4-67	-----
	3. HIDE and SHOW	Page 4-69	-----
	4. The STATUS Command	Page 4-70	-----
G.	LESSON 7: EDITING YOUR DRAWING	Page 4-74	
	1. Reshaping Entities with DRAG	Page 4-77	-----
	2. SCALE, ROTATE, and CONNECT	Page 4-81	-----
H.	LESSON 8: MORE EDITING	Page 4-89	
	1. MOVE, COPY, and REPEAT	Page 4-89	-----
	2. MIRROR and MIRROR COPY	Page 4-95	-----
	3. BREAK, TRIM, BEND and FILLET	Page 4-97	-----
1.	LESSON 9: WORKING WITH PARTS	Page 4-102	
	1. Creating a Part	Page 4-103	-----
	2. Inserting Parts	Page 4-108	-----
	3. More Practice With PART	Page 4-115	-----

J.	LESSON 10:ADVANCED EDITING	Page 4-118	
	1. Working With Groups	Page 4-118	-----
	2. Editing Polygons with BEND/DRAG	Page 4-125	-----
K.	LESSON 11:SWITCHES AND MODIFIERS	Page 4-131	
	1. Using Switches	Page 4-132	-----
	2. Using Modifiers	Page 4-136	-----
L.	LESSON 12:NUMERIC COORDINATES	Page 4-145	
	1. Absolute Coordinates	Page 4-145	-----
	2. 3 Kinds of Relative Coordinates	Page 4-147	-----
	3. Using KEYS On Numeric Coordinates	Page 4-151	-----
M.	GOING ON FROM HERE	PAGE 4-153	-----

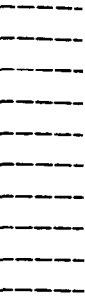
 * L. H. BATES VOCATIONAL/TECHNICAL INST. *
 * PURDY DRAFTING CLASS *
 * COURSE OUTLINE FOR PRODESIGN *

PRODESIGN

I.	INTRODUCTION		Page 2 TO Page 26	-----
	A.	SYSTEM START UP		
	B.	STARTING UP PRODESIGN FROM YOUR DIRECTORY		
		1. Running ProDesign	Page 11	-----
		2. Controlling the Cursor	Page 12	-----
		3. Drawing a Line	Page 14	-----
		4. Writting Your Name	Page 15	-----
		5. Using The Zoom	Page 17	-----
		6. ProDesign Commands List	Page 21 To Page 26	-----
	C.	SYSTEM SHUTDOWN		
II.	LEARNING TO DRAW WITH PRODESIGN		Page 27 To Page 53	-----
	A.	LESSON 1: DRAWING A CAR	Page 27 To Page 37	-----
		1. UNITS Command	"U" Page 304 To 305	-----
		2. DRAWING PARAMETER Command	"Q" Page 89 To 95	-----
		3. SYSTEM PARAMETER Command	"ALT-Q" Page 96 To 102	-----
		4. STATUS LINE FORMAT Command	"J" Page 74 To 75	-----
		5. OVAL Command	"O" Page 85 To 86	-----
		6. SEMI-CIRCLE Command	"1" Page 125 To 126	-----
		7. VECTOR Command	"V" Page 111	-----
		8. ARC Command	"A" Page 56	-----
		9. CROSSHAIR Command	"+" Page 120	-----
		10. GRAVITY POINT Command	" " Page 132	-----
		11. SET COLOR Command	"H" Page 71	-----
		12. SAVE Command	"F10" Page 160 To 161	-----

B.	LESSON 2: STRETCHING THE CAR		Page 38 To Page 41	___
	1. RETRIEVE Command	"F9"	Page 156 To 159	___
	2. ZOOM Command	"Z"	Page 116 To 118	___
	3. SECTION MOVE Command	"M"	Page 81 To 82	___
C.	LESSON 3: DIMENSIONS AND LAYERS		Page 42 To Page 44	___
	1. STATIC ZOOM Command	"ALT-Z"	Page 119	___
	2. LAYER Command	"L"	Page 78 To 79	___
	3. DIMENSION Command	"@"	Page 138 To 139	___
	4. UNDO Command	"ESC"	Page 162	___
	5. OOPS Command	"!"	page 163	___
D.	LESSON 4: PRINTING A SCALE DRAWING		Page 45	___
	1. PRINT Command	"F5"	Page 149 To 151	___
	2. PLOT Command	"F6"	Page 152 To 153	___
E.	LESSON 5: USING MENU COMMANDS PRODESIGN II MENU COMMANDS (MOUSE)		Page 46 To Page 49 Page 166 To 311	___ ___
	1. BOX Command	"J"	Page 193	___
	2. HATCH Command	"#"	Page 230 To 231	___
	3. AREA Command		Page 172	___
	4. ID Command	"I"	Page 234	___
F.	LESSON 6: DRAWING A STAR		Page 50	___
	1. POLYGON Command		Page 262	___
	2. LINE Command	"V"	Page 239 To 240	___
	3. ERASE Command	"E"	Page 224	___
	4. SECTION CUTOFF Command		Page 206	___
G.	LESSON 7: SYSTEM & DRAWING PARAMETERS		Page 52 To Page 53	___
	1. DRAWING PARAMTERS:			___
	A. COLOR			___
	B. CURSOR STEP SIZE			___
	C. DEFAULT TEXT SIZE			___
	D. DEFAULT TEXT ANGLE			___
	E. LINE TYPE			___
	F. LINE TYPE SCALE			___
	G. LINE WIDTH			___
	H. DISPLAY GRID TYPE			___
	I. DISPLAY GRID SIZE			___
	J. SNAP GRID SIZE			___
	K. FILLET RADIUS			___

- 2. SYSTEM PARAMETERS:
 - A. CHARACTER FONT
 - B. UNITS PER INCH ON OUTPUT
 - C. MATHEMATICAL OR GEOGRAPHICAL ANGLES
 - D. PRECISION
 - E. SOUND ON
 - F. FILL WIDE LINES
 - G. DISPLAY ATTRIBUTES
 - H. MANIPULATE CURRENT LAYER ONLY
 - I. COMMAND MENU ACTIVE
 - J. SAVE SYSTEM PARAMETERS WITH DRAWING



APPENDIX B

Automated Office systems

Curriculum

BUSINESS EDUCATION

Information Packet

Tacoma Community College Purdy Corrections Center for Women

Instructor: Norma DeGrandis (Terpstra)

This program provides inmate students with instruction and training in a modern state-of-the-art environment. Emphasis is placed on development of strong basic skills in the office-occupations area and the use and interface of these skills with the sophisticated electronic office equipment of today. Courses are offered in the following areas: typing, word processing, business math, business machines, records management, machine transcription, practical accounting, automated accounting, and work internship.

Practical Accounting I (5) ACCNT 140

Basic accounting record-keeping techniques. Recommended for students without previous bookkeeping experience. Emphasis on basic financial statements, journalizing and posting for service and merchandising businesses. Also includes payroll.

Practical Accounting II (5) ACCNT 141

Continuation of ACCNT 141. Includes experience with realistic practice sets to build judgment and skills. Bookkeeping principles on partnership, corporations, and branch operations. Prerequisite: ACCNT 140.

*Typing-Speed and Accuracy Development (2) BUS 92

Designed for students who already know the keyboard and are interested in improving speed and accuracy. Students complete self-diagnostic tests on their typing skills and then take corrective steps to improve accuracy and/or speed. Centering, letter formatting, and report formatting are NOT included. Prerequisite: Keyboarding skills.

Typing I (5) BUS 103

Typing fundamentals including mastery of the keyboard, centering, tabulations, memos, letters and manuscripts. Prerequisite: Minimum of ENGL 90 and MATH 86 skill, or instructor approval.

*Beginning Fall Quarter 1987

Typing II (5)

Bus 104

Accuracy and speed development; typing of common business forms including letters, memos, tables, invoices, reports. Prerequisite: BUS 103 or equivalent.

Typing III (5)

BUS 105

Emphasis is on developing production typewriting skills in a variety of situations that are commonly found in sales offices, general offices, accounting offices, executive offices, legal offices, medical offices, governmental offices, and technical offices. There is continued emphasis on building speed and accuracy skills on straight copy.

Business Mathematics (5)

BUS 110

A review of arithmetic and its application to business problems. Work with bank reconciliation, discounts, taxes, installment buying, payroll, insurance, depreciation, inventory and interest.

Business Machines (5)

Bus 115

Instruction and practice in operating electronic calculators to solve common business problems. Prerequisite: Business 110 strongly recommended.

Records Management (3)

BUS 116

Basic principles and procedures of records control using the following systems: alphabetic, geographic, numeric and subject..

Machine Transcription (3)

BUS 117

Transcribing mailable business-related correspondence from prepared materials. Prerequisites: BUS 104, ENGL 104, or permission of program coordinator.

***Work Internship (5)**

Bus 120

For Secretarial Office Skills Program students only. Supervised employment for those students in the Secretarial Office Skills program. Normally taken in the second year of the program. Prerequisite: Must have permission of program coordinator.

*Beginning Fall Quarter 1987

Word Processing on the Xerox (2) BUS 126

Introduction to the Xerox 850/860. Course covers fundamental processes and commands. Examples focus on typical office applications. Prerequisites: BUS 227, BUS 228, and permission of instructor.

*Introduction to Word Processing (1) BUS 227

Word processing terminology and concepts, understanding paper flow, and dictation skills. NO hands-on machine training included. Prerequisites: Grade of B or better in BUS 103 and ENGL 104.

*Word Processing/WordPerfect (3) Bus 228

WordPerfect software on IBM compatible personal computers. Tasks include inputting, editing, printing; sorting, mail merging; searching and replacing; paginating. Package includes speller and thesaurus. Prerequisites: BUS 104, ENGL 104, BUS 227, and/or permission of instructor.

*Word Processing/Advanced WordPerfect (3) BUS 233

Students refine basic tasks learned in BUS 228. More complicated applications using the following are added: footnotes and endnotes; headers and footers: merge: sort: long document input, revision; and pagination. Course includes a sampling of spreadsheets, data-base management, and graphics. Prerequisites: BUS 227, BUS 228, and permission of instructor.

**Word Processing/MultiMate (3) Bus 238

MultiMate software on IBM compatible personal computers. Tasks include inputting, editing, printing; sorting; mail merging: searching and replacing; paginating. Package includes speller and thesaurus. Prerequisites: BUS 104, ENGL 104, BUS 227, and/or permission of instructor.

*Introduction to Automated Accounting (3) DPSYS 240

An introduction to automated bookkeeping methods using microcomputers. Includes a survey of accounting systems and their use in business. Students will work through the accounting cycle using a case study on the microcomputer. Prerequisite: ACCNT 141 or equivalent and permission of program coordinator.

* Beginning Fall Quarter 1987

** Beginning Winter Quarter 1988

info.pkt

BUS 103 Typing I (5)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description: This course is for students who wish to learn keyboarding skills for word processors, computers, or other business applications. Students will learn to operate the alphabetic, number, and symbol keys by touch. Emphasis will be given to developing speed and accuracy for efficient keyboard use. In addition, students will learn basic formatting skills for preparing business documents and reports. Students taking this course need not have any prior typing instruction.

Learning Objectives: The students will learn to type by touch, to make machine adjustments, horizontal and vertical centering, proper word division, uses of symbols, names and basic parts of business letters, tables, reports, proofreader's marks, special features of business letters, manuscript form and number typing skill.

Textbook: Duncan, Warner, Langford, and VanHuss, COLLEGE KEYBOARDING/TYPEWRITING, 11th Edition, INTENSIVE COURSE.

Supplies: White typing paper Carbon paper
Executive KO-REC-TYPE Word-division reference book
Typing eraser

Grading Criteria:

Final grade for the course will be determined using the following percentages:

Typing technique and knowledge of typing theory (4 tests & final)	10%
Three-minute timings (best 5)	30%
Attendance and in-class work on typing assignments/projects	30%
Skill measurements (best 4 of 5)	20%
Midterm and final performance tests	10%

Three-minute timing (Six-error limit)

- A = 35+
- B = 30-34
- c = 25-29
- D = 20-24

(Remember that the speeds listed above are your ending goals.)

NOTE : Label all assignments you turn in with NAME, DATE, and LESSON NUMBER or PROBLEM NUMBER.
Type or print this information at the upper right-hand corner of each page.
Hand in problems a lesson at a time.
Staple multi-problem lessons at the upper left corner.

BUS 103: Typing I
 Tacoma Community College
 Purdy Corrections Center for Women
 Instructor: Norma DeGrandis
 Quarter: F W Sp Su 19

NAME _____
 UNIT _____ SS# _____
 Start 11th Prelim.
 Date Week Grade
 Date Course Final
 Completed Grade

DATE SUBMITTED	ASSIGNMENT EVALUATION	LESSON	TEST SUBJECT
	(✓)	1	a s d f j k l ; (homekeys) e
		2	t o
		3	Review
		4	c h r right shift
		5	w u left shift (period)
		6	Review
		7	x i g n
		8	v , (comma) q y
		9	Review
		10	z m b p
		11	: (colon) ? (question mark) tabulation
		12	Review
		13	Review
		14	Review
		15	Review
		16	3 7 1
		17	8 4 0
		18	6 2 / (diagonal)
		19	9 5 - (hyphen) - (dash)
	(+ ✓ -)	20	Margin release; backspacer
		21	Horizontal centering; short report
		22	Vertical centering
		23	Leading position; centering on special-size paper, card
		24	\$ (dollars) & (ampersand)
		25	# (number/pounds) () (parentheses)
		26	% (percent) ' (apostrophe/single quote)
		27	! (exclamation point) proofreader's marks
		28	" (quotation marks) (underline)
			THEORY TEST # 1
		28	Review
		29	Review
			TW Timed Writing (TW)
			PT MIDTERM PERFORMANCE TEST—Lessons 1-29
			(Report from script copy, announcement from rough-draft copy, report from straight copy, TW's)

BUS 104: Typing II (5)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description: Continued development of typing skill and emphasis on the production of various kinds of business correspondence, tabulations, manuscripts, and forms from unarranged and rough-draft copy.

Textbook: Duncan, Warner, Langford, and VanHuss, COLLEGE KEYBOARDING/TYPEWRITING, 11th Edition, INTENSIVE COURSE.

**Supplies: LABORATORY MATERIALS for Division 2
White typing paper Carbon paper
Executive KO-REC-TYPE Word-division reference book
Soft typing eraser**

Course Content:

Students will learn to type business letters, tables, news releases, committee reports, special forms, two-page letters, financial statements, employment contracts, memoranda, and executive communications.

Final Grade:

The final grade for the course will be determined using the following percentages:

Daily Assignments (lowest 5 will be dropped)	30%
Production Tests (best 5 of 6)	30%
Performance Tests (2)	5%
Timed Writings (best 5 of 10)	30%
Theory Quizzes (2)	5%
	100%

Five-minute timing (10-error limit)

45+ = A
40-44 = B
35-39 = c
30-34 = D

(Remember that the speeds listed above are your ending goals.)

NOTE: Label all assignments you turn in with NAME, DATE, AND PROBLEM/JOB NUMBER in the upper right hand corner of each page.

US 104: TYPING II (5)
 Tacoma Community College
 Purdy Corrections Center for Women
 Instructor: Norma DeGrandis
 Quarter: F W Sp Su 19__

NAME _____
 UNIT _____ SS# _____
 Start _____ 11th _____ Prelim. _____
 Date _____ Week _____ Grade _____
 Date Course _____ Final _____
 Completed _____ Grade _____

DATE SUBMITTED	ASSIGNMENT EVALUATION	LESSON	
_____	TT _____	51	THEORY TEST #1 (from Self-check questions 5) Report (omit 51c #2)
_____	_____	52	Unbound report with footnote
_____	_____	53	Tables and outline
_____	_____	54	Business and personal letters
_____	TT _____	55	THEORY TEST #2 (from Self-check questions 6) Business letters (omit 55c #3 and 55d #3)
_____	_____	56	Envelopes and business letters (copy the "Letter Placement Table" onto an index card to keep for future reference)
_____	_____	57	Multipage letters/headings for second page
_____	_____	58	Letters with mailing notation/attention line (omit 58b #4)
_____	_____	59	Letter subject line/reply reference notation
_____	_____	60	Letters with company name in closing/enclosure notation/copy notation/postscript notation (omit 60b #1)
_____	PM _____	61	PRODUCTION MEASUREMENT: LETTERS--61c #1,2,3 (a to be TIMED as you type at one sitting)
_____	TW _____		Timed Writing (TW)
_____	TT _____	62	THEORY TEST #3 (from Self-check questions 7) Interoffice communications
_____	_____	63	AMS Simplified letter (omit 63d #3)
_____	PM _____	64	PRODUCTION MEASUREMENT: Memo, AMS simplified letter, message/reply memo--64c #1,2,3 (TIME
_____	TW _____	65	TW Letters on executive-size stationery (copy the "Guidelines" in 65c onto an index card to keep for future reference); simplified memo
_____	_____	66	Telegram, night letter, postal card (omit 66c #
_____	_____	67	Agenda, appointment schedule
_____	_____	68	News release, minutes
_____	_____	69	Itinerary, speech
_____	PM _____	70	PRODUCTION MEASUREMENT: ADMINISTRATIVE COMMUNICATIONS--70c #1,2,3 (TIMED)
_____	TW _____		TW
_____	_____	71	Keyboarding practice
_____	_____	72	Keyboarding practice
_____	PM _____	73	PRODUCTION MEASUREMENT: ADMINISTRATIVE COMMUNICATIONS--73c #1,2,3 (TIMED)
_____	TW _____		TW
_____	PM _____	74	PRODUCTION MEASUREMENT: ADMINISTRATIVE COMMUNICATIONS--74c #1,2,3 (TIMED)
_____	TW _____		TW

NOTE: Hand in problems a lesson at a time, stapled in upper left corner. Label all assignments you turn in with NAME, DATE, and LESSON NUMBER/PROBLEM NUMBER in upper right-hand corner of each page.

BUS 105: Typing III (5)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description: Division 3 (Lessons 101-150) is covered in this course. Emphasis is on developing your production typewriting skills in a variety of situations that are commonly found in sales offices, governmental offices, and technical offices. There is continued emphasis on building speed and accuracy skills on straight copy.

Learning Objectives: Students will improve their speed and accuracy skills, ability to work without direction, develop copy from unarranged information, and make decisions on prioritizing their work assignments.

Textbook: Duncan, Warner, Langford, and VanHuss, COLLEGE KEYBOARDING/TYPEWRITING, 11th Edition, INTENSIVE COURSE.

Supplies: LABORATORY MATERIALS for Division 3 (Lessons 101-150)
White typing paper Carbon paper
Executive KO-REC-TYPE Word-division reference book
Typing eraser

Grading Criteria:

Final grade for the course will be determined using the following percentages:

Typing technique and knowledge of typing theory (1 quiz) . . .	5%
Five-minute writings (best 5)	30%
Attendance and in-class work on typing assignments/projects (lowest 5 will be dropped)	30%
Three production tests	15%
Midterm and final performance tests	20%
	100%

Five-minute timing (10-error limit)

- A = 60+ WPM
- B = 55-59 WPM
- C = 50-54 WPM
- D = 45-49 WPM

(Remember that the speeds listed above are your ending goals.)

NOTE: Label all assignments you turn in with NAME, DATE, AND PROBLEM/ JOB NUMBER in the upper right-hand corner of each page.

BUS 105: TYPING III (5)
 Sacoma Community College
 Purdy Corrections Center for Women
 Instructor: Norma DeGrandis
 Quarter: F W Sp Su 19__

NAME	_____	
UNIT	_____	SS# _____
Start Date	11th Week	Prelim. Grade _____
Date Course Completed	_____	Final Grade _____

DATE SUBMITTED	ASSIGNMENT EVALUATION	LESSONS	JOB
_____	TT _____	Basic/Production Skills	THEORY TEST (Study LM-7)
_____	_____	101	1 Letter
_____	_____	_____	2 Memorandum
_____	_____	_____	3 Letter with tabulation
_____	_____	_____	4 Simplified memo
_____	TW _____	102	Timed Writing (TW)
_____	_____	_____	1 Table with rulings
_____	_____	_____	2 Rough-draft table
_____	_____	Applying for a Job	
_____	_____	103-104	1, p. 219 Letter of inquiry
_____	_____	_____	3, p. 219 Application form
_____	_____	_____	1, p. 220 Rough-draft letter
_____	_____	_____	2, p. 221 Unbound, unedited report
_____	_____	_____	3, p. 221 Employee Record Form
_____	TW _____	General Office	TW
_____	_____	105-107	1 Memorandum
_____	_____	_____	2 Letter
_____	_____	_____	4 Preparing index cards
_____	_____	_____	5 Cost sheet
_____	TW _____	Executive Office	TW
_____	_____	108-110	1 Memorandum
_____	_____	_____	2 Letter
_____	_____	_____	3 Leftbound report
_____	_____	_____	5 Letter on executive-size stationery
_____	_____	_____	6 News release
_____	_____	_____	7 Itinerary
_____	TW _____	Production/Marketing Office	TW
_____	_____	113-117	1 New product proposal
_____	_____	_____	3 Memorandum
_____	_____	_____	6 Tentative agenda
_____	_____	_____	7 Regional sales comparison
_____	_____	_____	10 Prepare an invoice
_____	_____	_____	11 Prepare a purchase order
_____	TW _____		TW
_____	PM _____		PRODUCTION MEASUREMENT (General, Executive, and Production/Marketing Offices)

NOTE: Label all assignments you turn in with NAME, DATE, and PROBLEM/JOB NUMBER in upper right hand corner of each page. Turn in each assignment separately, except to submit Preparatory Practice, Inventory, and other drill work with first job in each lesson.

BUS 110: Business Math (5)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description:

Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. Through the use of programmed materials the student will progress at her own rate in the study of basic arithmetic, algebraic formulas and equations, computing commissions, bank reconciliations, estimating, and use of percent.

Textbook:

Huffman, PROGRAMMED BUSINESS MATHEMATICS, Fifth Edition (Book 1: Business Mathematics Fundamentals).

Grading:

Achievement tests will be given over the following chapters:

**Test One--Units 1-4
Test Two--Units 5-7
Test Three--Units 8-9
Test Four--Units 10-11
Test Five--Units 12-16**

Grading Criteria:

5 Achievement Tests	60%
Final Exam (Comprehensive)	30%
16 Checkpoints (Unit Assignments)	10%
	100%

Grading Scale:

**A = 90% or better
B = 80 to 89%
C = 70 to 79%
D = 60 to 69%**

Notes:

**Show work on checkpoints and tests.
Correct all errors on checkpoints before receiving credit for completing.
No calculators allowed.**

BUS 115: Business Machines (3)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description: This course is designed to acquaint students with the basic operations of calculating machines commonly found in business offices. Students will learn to operate the electronic printing/display calculator. There is a heavy emphasis given to practical business applications.

Textbook:

Briggs, and Kosy, ELECTRONIC CALCULATORS, 4th Edition.

Student Learning Objectives: This course will develop your ability to:

- 1. Operate a ten-key keyboard rapidly and accurately by "touch."**
- 2. Apply basic business math formulas.**
- 3. Work with numbers and solve business problems.**
- 4. Use the special features found on most electronic calculators.**

Grading Criteria: Final grade for the course will be determined using the following:

Unit Tests (3 X 20%) 60%

Each of the three unit tests contains 25 items. Students will be evaluated on both speed and accuracy. The grading scale for these tests is:

- 90% = A**
- 80% = B**
- 70% = C**
- 60% = D**

Speed Takes (best 3 averaged) 20%

Forty 3-digit numbers in one minute with one error or fewer:

- 40 (1) = A**
- 35 (1) = B**
- 40 (2) = B**
- 30 (1) = C**
- 35 (2) = C**
- 40 (3) = C**
- 25 (1) = D**
- 30 (2) = D**
- 35 (3) = D**
- 40 (4) = D**

Daily Assignments 10%

Attendance 10%

100%

- Procedures:**
- 1. Check your answers with the "Solutions" manual. Arrange to have completed jobs checked off at least once a week.**
 - 2. Turn in paper tape with all tests and speed takes.**

BUS 116: Records Management (3)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description:

Basic principles and procedures of records control; specifically, a study of filing methods (alphabetic, geographic, subject, numeric), rules and applications, filing equipment and supplies, microforms, vital records plans, retention scheduling, and the records cycle.

Course Materials:

**Johnson and Kallaus, RECORDS MANAGEMENT, Third Edition.
Records Management Simulations, Third Edition.**

Achievement Tests:

Achievement tests cover the following chapters:

**Achievement Test # 1--Ch. 1-5
Achievement Test # 2--Ch. 6-8
Achievement Test # 3--Ch. 9-12
Achievement Test # 4--Ch. 13-14
Final Achievement Test--Cn. 1-14**

Final Grade:

Simulations (Best 12 of 14)	20%
Chapter Quizzes (Best 12 of 14)	40%
Achievement Tests (Best 3 of 4)	30%
Final Achievement Test	10%
	100%

Notes:

Tests will be graded on a curve.

Two-letter abbreviations for state, district, and territory names must be memorized.

BUS 117: Machine Transcription (3)

Tacoma Community College

Instructor: Norma DeGrandis

Course Description: The student will develop skill in typing pre-recorded material. Primary emphasis will be on producing mailable transcripts--with specific attention being given to the placement, arrangement, correct spelling, and-grammar of letters, memos, tables, and reports.

Textbook: Myer, Lois, and Ruth Myer, Machine Transcription in Modern Business, 2nd Edition, John Wiley & Sons, Inc., NY, 1982.

Procedures:

Turn in each assignment as you complete it. Type one of the following headings in the upper right-hand corner of each page:

For Language Skills

Assignments:

Name

Current date

LS Tape # _____

For Transcription Practice

Assignments:

Name

Current date

Recording # _____

Language Skills Tapes:

Transcribe each message on the Language Skills tapes in double-spaced paragraph form without letter headings or closings. When you have completed the message, stop the tape, proofread :/our work, and make corrections if necessary. Then turn on the tape again. Check your work as the message is repeated.

Transcription Practice:

All Transcription Practice assignments must be proofread and mailable. Do not make carbon copies. If the letter style is not designated on the assignment sheet, use your own judgment.

Grading:

Transcription Practice assignments are rated as follows :

4 = Mailable

2 = Acceptable

0 = Unmailable

Redo = Retype entire transcript; staple retyped transcript to corrected transcript and turn in both copies.

The following differences in transcripts would be acceptable and considered as merely another method or way:

Different paragraphing
Line-ending differences
Optional punctuation differences
Period versus use of semicolon
Introductory commas

Title in salutation on 2nd
line rather than after name
Typed format of numbers,
tables, and abbreviations

Grading (cont.)

The following differences in transcripts would NOT be acceptable:

- Incorrect punctuation marks for salutation and complimentary close.**
- Incorrect word division or paragraph division.**
- Letter too low or too high on page.**
- Letter too far to the left or to the right on page.**
- Material omitted or changed that obviously alters meaning of letter.**
- Messy erasure or hole in paper.**
- Misspelled word.**
- Omission of date line.**

Typing Tip: If you are unsure of the correct format for an assignment, turn to the "Style Guide for Machine Transcription in Modern Business" beginning on page 167 to review the format.

Tests:

Each of the four Transcription Tests will be a review of the work done in the preceding assignments.

Use the following heading:

Name
 Current date
 Test #
 Start: (insert time) . . . first page only
 Finish: (insert time)

Test transcripts are rated in the same way as the Transcription Practice assignments:

- 4 = Mailable**
- 2 = Acceptable**
- 0 = Unmailable**

Final Grade:

Language Skills Assignments. . . 10%
Transcription Practice 60%
Four Tests 30%
100%

The final grade will be derived using the following scale:

- 3.6 - 4.0 = A**
- 2.6 - 3.5 = B**
- 1.6 - 2.6 = C**
- 0.6 - 1.5 = D**
- 0 - 0.5 = E**

BUS 227: Introduction to Word Processing (1)

Tacoma Community College

Instructor: Norma DeGrandis

COURSE DESCRIPTION: An introductory course designed to acquaint students with word-processing terminology, the concepts of word processing and word-processing centers, the paper flow through a word-processing center, and the skills necessary to be successful as a word processor. BUS 227 is prerequisite for BUS 228. No hands-on machine training included.

PREREQUISITES: Grade of B or better in BUS 103.

TEXTBOOK: Applied Word Processing: An Introduction to Text Editing with Keyboarding Applications, Dolecheck-Murphy (Chapters 1-4).

PROCEDURES:

1. Compile list of chapter terminology, dividing by chapter.
2. Submit answers to chapter exercises (Short Answer and Discussion), leaving a blank line between each answer. Head paper as follows:

NAME
DATE
CHAPTER (#) EXERCISES

GRADING CRITERIA:

Four Terminology Quizzes	20%
Four Chapter Exercises	20%
Four Chapter Tests	40%
Completed List of Chapter Terminology	10%
Final Examination (Chapters 1-4)	10%
	100%

BUS 228: WORD PROCESSING/WordPerfect (3)

Tacoma Community College

Instructor: Norma DeGrandis

COURSE DESCRIPTION: WordPerfect software on IBM compatible personal computers. Some of the tasks will include inputting, editing, printing; sorting; mail merging; searching and replacing; paginating. Package includes speller and thesaurus.

COURSE OBJECTIVE: To provide students with the opportunity to develop the basic keyboarding proficiencies necessary for entry-level employment in word processing centers.

PREREQUISITES: BUS 104, BUS 227, and permission of instructor. Students who enter this program should have basic keyboarding skills, accurate typewriting speed of 40-50 wpm formatting abilities, grammar and spelling skills, and knowledge of proofreader's marks for editing purposes.

TEXTBOOK: Applied Word Processing: An Introduction to Text Editing with Keyboarding Applications, Dolecheck-Murphy.

PROCEDURES:

1. Submit all assignments and tests with

YOUR NAME
ASSIGNMENT NAME

2. Tear off and discard perforated edges of paper.
3. Tear apart and staple together pages for each assignment.

GRADING CRITERIA:

Learning Assignments	20%
Graded Assignments	60%
Final Assignment/Test	10%
Speed (5-min timings--5 or fewer errors)	10%

100%

Learning Assignments (20%)

Assignments will be returned with a check mark or Redo/Revise. If the instructor feels that you did not complete the assignment correctly, you should redo it. Ask for assistance if you do not understand the directions. Submit redo attached to original paper.

Graded Assignments (60%)

Any ONE error on a graded assignment which makes the document unmailable will lower the grade by one point. Mailable errors will lower the grade by half a point. If you wish to redo the assignment, the highest grade possible on a redo is a B. Submit the redo attached to original paper. Only one redo per assignment. No redos graded after the third week.

Final Assignment/Test (10%)

This assignment/test will be administered during the 10th and 11th weeks and must be completed before the end of the quarter.

Speed (10%)

A minimum of two 5-minute timings with 5 errors or fewer should be submitted for this portion of your grade. You may backspace to correct errors during the timing.

Five-Minute Timing (Five-Error Limit)

A = 60 wpm
B = 50 wpm
C = 40 wpm
D = 30 wpm

BUS 233: WORD PROCESSING/ Advanced WrdPerfect (3)

Tacoma Community College

Instructor: Norma DeGrandis

COURSE DESCRIPTION: Students will refine basic tasks in BUS 234. More complicated tasks and applications using the following will be added: footnotes and endnotes; headers and footers; merge; sort; long document input, revision, and pagination. Course includes a sampling of Lotus 1-2-3, data-base management, and graphics.

PREREQUISITES: BUS 234, BUS 227, and permission of instructor.

TEXTBOOK: The Stadium A Microcomputer Word Processing Practice Set, Gioffre.

PROCEDURES:

1. Submit all documents with YOUR NAME and ASSIGNMENT NAME. Tear off and discard perforated edges of paper. Tear apart and staple together pages for each document.
2. Use 12 pitch for all documents. Most documents require a 6-inch line.
3. Before printing, be sure to check and adjust all top and bottom margins, instructions for justifying right margins, and for double spacing.
4. Record all documents on your Work Log using the date that is on the "Request for Document" form. Instructor will periodically ask you to submit your log for review. Record the grade you receive on each job in the "Comments" section so you will be able to keep track of your progress throughout the course.
5. Prepare envelopes to accompany those jobs that require the use of letterhead using paper cut to simulate #10 business envelopes. (Job 4, Document 3, is the first job that requires an envelope.)

GRADING CRITERIA:

Documents produced in this course will be evaluated using office standards. Mailability will be the first concern with each document. Each completed document will be awarded a grade.

The following grading plan will be used:

Mailable (4 points). Designates perfect copy that has been prepared exactly as shown. All errors must have been corrected and all instructions must have been followed,

Correctable (with minor errors--3 points). Designates copy that contains minor error(s) which can be corrected without rekeyboarding the document. Omission of enclosure notation is an example.

Correctable (with major errors--2 points or 1 point). Designates copy with errors serious enough to require partial rekeyboarding. Omission of a sentence or punctuation, misspellings, etc., are examples.

BUS 238: WORD PROCESSING/MultiMate (3)

Tacoma Community College

Instructor: Norma DeGrandis

COURSE DESCRIPTION: MultiMate software on IBM compatible personal computers. Some of the tasks will include inputting, editing, printing; sorting; mail merging; searching and replacing; paginating. Package includes speller and thesaurus.

COURSE OBJECTIVE: To provide students with the opportunity to develop the basic keyboarding proficiencies necessary for entry-level employment in word processing centers.

PREREQUISITES: BUS 104: Typing II; BUS 227: introduction to Word Processing; and permission of program coordinator. Students who enter this program should have basic keyboarding skills, accurate typewriting speed of 40-50 wpm, formatting abilities, grammar and spelling skills, and knowledge of proofreader's marks for editing purposes.

TEXTBOOKS: Meroney, John W, Word Processing Applications in Practice, South-Western Publishing Company.

Using MultiMate Advantage, Que.

PROCEDURES:

- i. **Submit all assignments and tests with**
YOUR NAME
ASSIGNMENT NAME
2. **Tear off and discard perforated edges of paper.**
3. **Tear apart and staple together pages for each assignment.**

GRADING CRITERIA:

Learning Assignments	20%
Graded-Assignments	60%
Final Assignment/Test	10%
Speed (5-min timings--5 or fewer errors)	10%
	100%

Learning Assignments (20%)

Assignments will be returned with a check mark or Redo/Revise. If the instructor feels that you did not complete the assignment correctly, you should redo it. Ask for assistance if you do not understand the directions. Submit redo attached to original paper.

Graded Assignments (60%)

Any ONE error on a graded assignment which makes the document unmailable will lower the grade by one point. Mailable errors will lower the grade by half a point. If you wish to redo the assignment, the highest grade possible on a redo is a B. Submit the redo attached to original paper. Only one redo per assignment. No redos graded after the third week.

Final Assignment/Test (10%)

This assignment/test will be administered during the 10th and 11th weeks and must be completed before the end of the quarter.

Speed (10%)

A minimum of two 5-minute timings with 5 errors or fewer should be submitted for this portion of your grade. You may backspace to correct errors during the timing.

Five-Minute Timing (Five-Error Limit)

- A = 60 wpm
- B = 50 wpm
- C = 40 wpm
- D = 30 wpm

ACCNT 140: Practical Accounting I (5)

Tacoma Community College

Instructor: Norma DeGrandis

COURSE DESCRIPTION:

Basic accounting record-keeping techniques. Recommended for students without previous bookkeeping experience. Emphasis on basic financial statements, journalizing and posting for service and merchandising businesses. Also includes payroll.

TEXTBOOK AND SUPPLIES:

McQuaig, College Accounting, Third Edition, 7-29.
McQuaig, Working Papers 1-15, Third Edition.

COURSE OBJECTIVES:

- . Vocational preparation for students entering the job market in accounting.
- . A practical background in accounting for students embarking on other careers, such as clerical, secretarial, technical, sales, and managerial positions.
- . Preparation and background for students planning more advanced studies in accounting.

COURSE OVERVIEW

Chapters 1-6 covers the full accounting cycle for a sole-proprietorship service business.

Chapters 7-10 cover back accounts and payroll accounting.

Chapters 11-15 cover the full accounting cycle for a merchandising firm

GRADING:

Achievement tests will be given over the following chapters:

Test #1	Chapters 1 and 2	_____
Test #2	Chapters 3 and 4	_____
Test #3	Chapters 5 and 6	_____
Test #4	Chapters 7 and 8	_____
Test #5	Chapters 9 and 10	_____
Test #6	Chapters 11, 12, and 13	_____
Test #7	Chapters 14 and 15	_____

Final Exam Chapters 1-15 _____

FINAL GRADE:

GRADING SCALE:

Chapter Problems*	20%	90% = A
Chapter Tests	70%	80% = B
Final Exam	10%	70% = c
	100%	60% = D

ACCNT 141: Practical Accounting II (5)

Tacoma Community College

Instructor: Norma DeGrandis

COURSE DESCRIPTION: Continuation of ACCNT 140. Emphasis on bad debts, depreciation, notes and accruals. Business simulation sets provide practical applications of bookkeeping principles.

PREREQUISITE: ACCNT 140.

TEXTBOOK AND SUPPLIES:

McQuaig, College Accounting, Third Edition, 1-29.
McQuaig, Working Papers 16-29, Third Edition.

COURSE OBJECTIVES:

- Vocational preparation for students entering the job market in accounting.
- A practical background in accounting for students embarking on other careers, such as clerical, secretarial, technical, sales, and managerial positions.
- Preparation and background for students planning more advanced studies in accounting.

COURSE OVERVIEW

Chapters 16-20 cover notes payable and receivable, and the valuation of receivables, inventories, and plant assets.

Chapters 21-25 cover vouchers, partnerships, and corporations.

Chapters 26-29 cover analysis of financial statements, the statement of changes in financial position, and departmental and manufacturing accounting.

GRADING:

Achievement tests will be given over the following chapters:

Test #8	Chapters 16, 17, and 18	_____
Test #9	Chapters 19 and 20	_____
Test #10	Chapters 21 and 22	_____
Test #11	Chapters 23, 24, and 25	_____
Test #12	Chapters 26 and 27	_____
Test #13	Chapters 28 and 29	_____
	Final Exam Chapters 16-29	_____

FINAL GRADE:

GRADING SCALE:

Chapter Problems*	20%	90% = A
Chapter Tests	70%	80% = B
Final Exam	10%	70% = c
	100%	60% = D

* Please use pencil

DPSYS-240 Introduction to Automated Accounting (3)

Tacoma Community College

Instructor: **Norma DeGrandis**

Course Description: An introduction to automated bookkeeping methods using microcomputers. Includes a survey of accounting systems and their use in business. Students will work through the accounting cycle using a case study on the college's microcomputers.

Prerequisite: Accnt 141 or equivalent; and permission of the program coordinator.

Textbook: Klooster and Allen, Integrated Accounting on Microcomputer, South-Western Publishing Company, and for project Sound Ideas by Klooster and Allen, South-Western Publishing Company.

Specific Learning Objectives:

1. To gain knowledge of computerized accounting principles.
2. To provide a hands-on approach to learn how computerized integrated accounting systems function.
3. Identify the components and procedures for general ledger setup.
4. Create a chart of accounts and update the balances to those accounts.
5. Enter general journal entries.
6. Enter Accounts Receivable transactions and understand how they relate to the cash receipts journal and the sales journal.
7. Identify the components and the procedures in the Accounts Payable system
8. Create a comparative income statement, balance sheet, and change in financial position.
9. Identify the differences between straight line depreciation, declining balance depreciation, and sum-of-the-years digits depreciation.
10. Identify the components and procedures for the Payroll system.
11. Learn the functions of the payroll register and the payroll journal.

Grading Criteria:

Final Grade:

Examinations:	3	@	100 = 300 pts	338 - 375 pts = A
Problems:	10	@	5 = 50 pts	300 - 337 pts = B
Projects:	1	@	25 = 25 pts	263 - 299 pts = C
TOTAL			375 pts	225 - 262 pts = D

GENERAL OFFICE SKILLS
(Certificate Program)

			<u>Credits</u>
BUS	103	Typing I	5
BUS	104	Typing II	5
BUS	105	Typing III	5
BUS	115	Business Machines	3
BUS	116	Records Management	3
BUS	117	Machine Transcription	3
BUS*	140	Bookkeeping I	5
BUS*	141	Bookkeeping II	5
BUS	234	Word Processing on Microcomputer-- WordPerfect	3
ENGL	90	Beginning Writing	5
TOTAL			<hr/> 42

*ACCNT 210 and 220 may be substituted for BUS 140 and 141

RECEPTIONIST-CLERK
(Certificate Program)

A one-year certificate qualifies students for entry-level positions as an office clerk. Completion of English- 90 or equivalent and Math 86 or equivalent is required for acceptance into the program.

Course Title			Credits
Typing I	BUS	103	5
Typing II	BUS	104*	5
Business Math	BUS	110	5
Business English	ENGL	104	5
Introduction to Word Processing	BUS	227	1
Business Machines	BUS	115*	3
Records Management	BUS	116	3
Using the Computer	DYSYS	100	3
Using the Computer II	DYSYS	101	3
Work Internship	BUS	120	5
Practical Accounting I	ACCNT	140	5
Machine Transcription	BUS	117*	3
	Total Credits		<u>46</u>

*Prerequisite required

Receipt/c.nh

SECRETARIAL OFFICE SKILLS
(Associate in Technical Arts Degree)

This two-year program provides the introductory-level skills and advanced-level skills needed for all phases of secretarial work. Word processing training is included. Completion of English 90 or equivalent and Math **86** or equivalent is required for acceptance into the program. Students who complete the Secretarial Office Skills Program qualify for an Associate in Technical Arts Degree.

Course Title			Credits
Typing I	BUS	103	5
Typing II*	BUS	104	5
Shorthand I	BUS	130	5
Shorthand II*	BUS	131*	5
Shorthand Transcription (Taken with BUS 131)	BUS	133*	2
Shorthand III	BUS	135*	5
Business English	ENGL	104	5
Introduction to Word Processing	BUS	227	1
Using the Computer	DYSYS	100	3
Using the Computer II	DYSYS	101	3
Records Management	BUS	116	3
Practical Accounting	ACCNT	140	5
Business Correspondence	BUS	225*	5
Business Machines	BUS	115*	3
Word Processing/WordPerfect	BUS	234*	3
Elective (General Education)			5
Business Math	BUS	110	5
Word Processing/MultiMate	BUS	---	3
Office Procedures	BUS	134	5
Machine Transcription	BUS	117*	3
Speech	SPCH	100	5
Business Law	BUS	200	5
Work Internship	BUS	120*	5
Total Credits			94

*Prerequisite required

Sec.nh

WORD PROCESSOR
(Certificate Program)

This one-year certificate prepares students for employment in word processing centers. Grade of "B" or better in BUS 103 (or equivalent) is required for admission into the program. For more information contact the Business Instructor and/or The Director of Education.

Course Title		Credits
Typing II	BUS 104*	5
Business English	ENGL 104	5
Intro. to Word Processing	BUS 227	1
Speech	SPCH 100	5
Practical Accounting	ACCNT 140	5
Machine Transcription	BUS 117*	3
Records Management	BUS 116	3
Word Processing/WordPerfect	BUS 234*	3
Using the Computer	DPSYS 100	3
Using the Computer II	DPSYS 101	4
Business Correspondence	BUS 225*	5
Work Experience	BUS 120*	5
Word Processing/MultiMate	BUS ---*	3
		<hr/>
	Total Credits	49

*Prerequisite required

WD/PR. jkm

Attachment D

Program Philosophy

- 1. That the education delivery system have the flexibility to help female inmates at PCCW made the transition from Incarceration to meaningful employment.**
- 2. That the education simulate as closely as possible actual job situation.**
- 3. That education be provided to all Individuals without regard to sex, religion, race or geographic location.**
- 4. That recommendations by the Advisory Committee shall form a basis for curriculum changes and implementations.**
- 5. That the program and services be evaluated continuously to provide assurance that they are meeting the needs of female offenders, employers, and the community.**
- 6. That the unique needs, experiences and varying abilities of individuals be taken into consideration and that provisions be made for different rates, styles of learning and differences In maturity of. the learners.**

Program Goals

- 1. To provide a quality program and assure that it is relevant to the needs of employers, community and the individuals being served.**
- 2. To plan the program to match the vocational aspiration on individuals with employment opportunities and the needs of a rapidly changing economy and new technology.**

Objective:

In the drafting program, each student must be able to display all the skills needed to develop a complete complex drawing in one of the engineering disciplines (Civil, Architectural, Electrical, etc...)

APPENDIX C

Training Hours Provided for Instructors And Inmate Students

Summary of Student/Staff
Training Hours
7/15/87 - 1/14/88
Instructor: Norma DeGrandis (Terpstra)

NAME	HOURS JULY	HOURS AUG	HOURS SEPT	HOURS OCT	HOURS NOV	HOURS DEC	HOURS J A N	TOTAL HOURS
<u>STUDENTS</u>								
Di ana	8: 23	13: 07	5: 20	8: 10	2: 50			37: 50
Shelly	8: 33	22: 10	10: 55	10: 30	4: 00	5: 15	3: 20	64: 43
Ni na	7: 40	17: 40	10: 20	28: 04	18: 44	24: 50	5: 50	113: 08
Frances	11: 15	21: 05	16: 20	32: 31	27: 10	10: 55	4: 00	123: 16
Jeannette	3: 30	14: 59	8: 35	4: 40	2: 45			34: 29
Neva	7: 25	26: 55	12: 00	57: 35	13: 20	4: 25	3: 30	125: 10
Soni a				1: 00				1: 00
Judi				14: 20	1: 45			16: 05
Sharon					8: 20	15: 55	5: 50	30: 05
Patti					5: 45	3: 20		9: 05
Janet					2: 15	25: 30	6: 25	34: 10
Veroni ca						7: 50		7: 50
Shei la	_____	_____	_____	_____	_____	_____	<u>5: 40</u>	<u>5: 40</u>
STUDENT MONTHLY TOTALS	46: 46	115: 56	63: 30	156: 50	86: 54	98: 00	34: 35	602: 31
<u>STAFF</u>								
Sharon	3: 15	15: 10	2: 45					21: 49
Rosemari e	5: 31	18: 15	4: 00					27: 50
Di ane	2: 30	<u>22: 05</u>	<u>5: 20</u>	<u>11: 10</u>	<u>3: 55</u>			<u>45: 00</u>
STAFF MONTHLY TOTALS	11: 16	<u>55: 30</u>	<u>12: 05</u>	<u>11: 10</u>	<u>3: 55</u>	_____	_____	<u>93: 56</u>
COMBINED MONTHLY TOTALS	<u>58: 02</u>	<u>171: 26</u>	<u>75: 35</u>	<u>168: 00</u>	<u>90: 49</u>	<u>98: 00</u>	<u>34: 35</u>	<u>696: 27</u>

<u>STUDENT</u>	<u>HOURS JULY</u>	<u>HOURS AUG.</u>	<u>HOURS SEPT.</u>	<u>HOURS OCT.</u>	<u>HOURS NOV.</u>	<u>HOURS DEC.</u>	<u>HOURS JAN.</u>	<u>TOTAL HOURS</u>
, Veronica						3	3	6
Terrica				34				34
Pamella	54					42	48	144
, Nina	35	70	70	35	60	20	10	300
, Betty					27	18	6	51
, Patricia		5					6	11
, Joyce				44	81			125
, Carol		1						1
Donna		11						11
Patricia		6	17	2				25
Bonnie			7	38	48			93
Christine						12		12
MONTHLY TOTALS	89	93	94	153	216	95	73	813
<u>INSTRUCTOR</u>								
Oberst, Frank	<u>20</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>20</u>	<u>10</u>	* <u>170</u>
TOTALS	109	123	124	183	246	115	83	983

*Includes time being trained by consultant

A P P E N D I X D

Hardware/Software Purchased

EQUIPMENT REQUISITION - NIC GRANT

ITEM NO.	OFFICE OCCUPATION	ROOM #7/8	AMOUNT	STATE NO.
<u>COMPUTER HARDWARE, PRINTERS AND ACCESSORIES</u>				
1.	-Epson letter quality 2500 printer or with 132 column push tractor feed		1	E027787
2.	-Delphi Generic PC-XT (monitor, 640K RAM with monochrome screen, double floppy disk drive, keyboard) -Connecting cables for all of above		10	E027746 E027743 E027747 E027744 E027745
3.	-NISSHO NP 2410 Printer		2	E027748 E027749
4.	-Switchbox for printer with at least four (4) ports		2	E027788 E027789
5.	-Switchbox for printer with at least two (2) ports.		1	
6.	-Surge protectors, sic (6) outlets		5	
7.	-Dictaphone Transcribing Units, Model 2772		3	E027790 E027791 E027792
<u>CONSUMABLES</u>				
1.	-Printer ribbons, NISSHO #2410		4	
2.	-Magnetic diskettes 5 1/4"		17 boxes	
<u>SOFTWARE</u>				
1.	-Lotus 1-2-3, Release 2.1		2	
2.	-Rapidfile		2	
3.	-WordPerfect 4.2		1	
4.	-MultiMate (Advantage)		2	
5.	-dBase III+		1	
6.	-Typing Tutor		4	
7.	-IBM PC DOS		4	
8.	-ByLine		1	

ITEM NO.		AMOUNT
<u>TEXT BOOKS</u>		
1.	<u>- Applied Word Processing, Dolecheck-Murphy</u>	5
2.	<u>- Word Processing Application in Practice, Merony</u>	5
3.	<u>- College Keyboarding/Typewriting, Intensive Course, 11th Ed.</u>	15
4.	<u>- The Stadium, Gioffre</u>	5
5.	<u>- Mercury Systems, Inc., Boyce</u>	3
6.	<u>- Integrated Accounting on Micro-Computers</u>	4
<u>LEARNING ACTIVITY GUIDES FOR KEYBOARDING/TYPEWRITING</u>		
1.	<u>- Lessons 1-50</u>	15
2.	<u>- Lessons 51-100</u>	8
3.	<u>- Lessons 101-150</u>	6
<u>REFERENCE BOOKS</u>		
1.	<u>- Word Book (40,000 Words)</u>	5
2.	<u>- American Heritage Dictionary</u>	5
3.	<u>- Using WordPerfect Que</u>	2
4.	<u>- Mastering WordPerfect. Sybex</u>	1
5.	<u>- Using MultiMate Advantage, Que</u>	2
6.	<u>- WordPerfect Tips, Tricks, and Props, Que</u>	2

EQUIPMENT REQUISITION - NIC GRANT

ITEM NO.	DRAFTING CLASS ROOM #12	AMOUNT	STATE NUMBER
<u>HARDWARE</u>			
1.	- IBM or IBM compatible CAD computer system - Microcomputer with minimum 640 X 400 Color Mbnitor, minimum 20 megabyte Hard Disk, MSDOS 1 Floppy Disk Drive, 1 Mause MATH Coprocessor	3	E027732 E027734 E027736 E027733 E027735 E027737
2.	- Houston Instrument DMP-52 Plotter or equal with 14" persecond pen travel A through E size sheet	1	E027786
3.	- 132 Column Printer with letter quality and graphics capability Star NB24-15 High Speed Printer	1	E027738
<u>CONSUMABLES</u>			
1.	- Disposable Drafting Pen Kit - Part #PK-8103 for Houston Plotter	2	
<u>SOFTWARE</u>			
1.	- Easy CAD (CAD CAM)	2	
2.	- Pro Design (DAC CAM with IGES for Prime)	2	

APPENDIX E

**Inmate Student Course
Evaluation Letters**

APPENDIX F

Advisory Council Members

ENGINEERING TECHNICIAN ADVISORY COMMITTEE MEMBERS

<u>Name</u>	<u>Job Title and Affiliation</u>	
<u>ARCHITECTURAL</u>		
Arnold Rollins	Building and Grounds Inspector Port of Tacoma	Employee
*Raymond Myers	Engineer/Computer Support PrimeComputer, Inc.	Employee
**Mary Ellen Jackl	Certified Kitchen Designer Self employed	Employer
<u>BASIC DRAFTER (PURDY)</u>		
-**Mary Ellen Jackl		
***James Haneline, P.E.	Engineer Tacoma City Light	Employee
Albert Potts	Engineering Assistant Marley Manufacturing	Employee
****James Justus, P.E.	President Justus Fisher Engineers, Inc.	Employer
<u>CIVIL</u>		
Bob Davis, P.E.	Chief of Construction City of Tacoma	Employer
Kenneth F. Olsen, P.E.	Superintendent, Water Division Department of Public Utilities	Employer
Ralph L. Wessels, P.E.	Materials Engineer Department of Transportation	Employee
R. Patrick Woolery	Engineering Office and Records Supervisor Washington Natural Gas Company	Employee
<u>ELECTRICAL/ELECTRONICS</u>		
John Fiedler, P.E.	President Northwest Utility Consultants, Inc.	Employer
***Jim Haneline, P.E.		
Douglas Ramsey	Engineer (Chief, Technical Engineer) Army Corp of Engineers	Employer
*****Eugene Wyss	Senior Staff Engineer Kaiser Aluminum	Employee
<u>MECHANICAL</u>		
*Raymond Myers		
Ken Thomas	Engineer, Pierce County Utilities	Employee
*****Eugene Wyss		
<u>STRUCTURAL</u>		
Jack Crocker	Structural Department Head Art Anderson Associates, Inc.	Employee
****James Justus, P.E.		
Hank Payne, P.E.	Structural Engineer Army Corp of Engineers	Employer

MEMORANDUM

DATE: February 18, 1987

TO: Walt Nolte
Associate Dean of Occupational Education
Tacoma Community College

Dr. Yoswa Gwalambisi
Coordinator of Institutional Programs
Purdy Corrections Center for Women

FROM: Norma Terpstra, Consultant
Automated Office Skills

RE: Advisory Committee

Here are the names of Advisory Committee candidates:

Walt Nolte, Associate Dean of Occupational Education, TCC

Dr. Yoswa Gwalambisi, Coordinator of Institutional Programs, PCCW

Gary Sigmen, Director, Instructional Data Processing Facilities, TCC

Karen Munson, Coordinator, Secretarial Office Skills Program, TCC

Sharon Lisicich, Office Skills Lab, PCCW

Cynthia Buckley, Operations Manager, Tacoma Job Service

Beth Schorsch, Marketing Representative, Clerical/Industrial Services,
Manpower Temporary Services, Tacoma

Ex Officio:

Don Duckett, Instructor, Drafting, Bates Voc-Tech Institute

As I understand that Advisory Committee members are approved through the President's office, will you please let me know if the individuals named are acceptable so that they may be invited to serve at the initial Advisory Committee session.

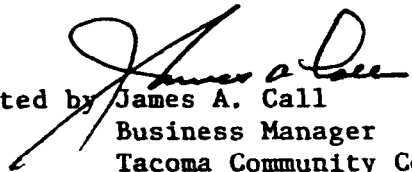
APPENDIX G

Financial Statement

FINANCIAL STATUS REPORT

Computer Aided Drafting/Design Program

	<u>BUDGET</u>	<u>TOTAL EXPENDITURES</u>
Consultant (AOS)	\$13,500	\$13,500
Consultant (CAD)	5,350	5,350
Goods/Supplies	1,799	1,567
Travel	226	226
Software	3,423	5,078
Hardware	<u>31,261</u>	<u>29,707</u>
	<u>\$55,559</u>	<u>\$55,428</u>


Reported by James A. Call
Business Manager
Tacoma Community College

TACOMA PUBLIC SCHOOLS
 BATES
 "THE VOC SCHOOL"

COMPUTER AID DRAFTING SYSTEMS AND ACCOUNTING
Summary of Consultant's Hours Worked
 Prepared by David LeMasters (Instructor)

<u>MONTH</u>		<u>HOURS</u>
Start up activities		
January	Planning	10
February	Systems Specifications and Proposal	20
March	Establish Advisory Committee and Meetings	6
July	Instructor Training: Installation of Hardware and Software	60
August	Curriculum Construction	50
September	Instructor Training. Pilot Test Concurrent With Instructor Training	70
October	Continue Instruction of Instructor and Students and Preparing Final Reports	70
	TOTAL HOURS	286

AUTOMATED OFFICE SYSTEMS AND ACCOUNTING

Summary of Consultant's Hours Worked

Prepared by Norma DeGrandis (Terpstra)

<u>MONTH</u>	<u>HOURS</u>
Start-up activities	
December	18.50
January	31.00
February	36.50
March	69.00
April	36.00
May	55.50
June	41.75
July	139.00
August	165.50
September	86.00
October	<u>35.00</u>
TOTAL HOURS	714.00

Tacoma Community College
Personal Services Contract

1. This Agreement is made by and between Tacoma Community College and Bates Vocational-Technical Institute of Tacoma.
2. The following services will be provided:

Between twenty and twenty-three (20-23) students from TCC are to be enrolled in each of the day preparatory Industrial Electronics programs, six (6) hours per day, ten (10) students on Monday and Wednesday and (10) students on Tuesday and Thursday, and receive appropriate instruction from Tan George and George Canaan. All enrolled students to come in on Saturdays for five (5) hours for seminars and instruction on Dec equipment from Dave LeMasters, George Canaan and Tom George, as necessary for a total time of one hundred and twenty eight (128) hours of training per student.

The training schedule to be as follows:

11 students	11 Students	22 Students
Feb. 24 & 26	Feb. 25 & 27	March 1
March 3 & 5	March 4 & 6	March 8
March 10 & 12	March 11 & 13	March 15
March 17 & 19	March 18 & 20	April 5
March 31	April 1 & 3	April 12
April 2	April 8 & 10	
April 7 & 9	April 15 & 17	
April 14 & 16	April 22	
April 21	April 24 & 29	
April 23 & 28		

Class will operate from 8:15 a.m. to 3:00 p.m. Monday - Thursday
9:00 a.m. to 3:00 p.m. Saturdays

3. The period of performance of this agreement is February 24, 1986, ending no later than the 29 day of April, 1986, unless sooner terminated by the Agency.
4. The rights and obligations of the Agency and Contractor shall be subject to and governed by the laws and regulations of the State of Washington, and the published policies of Tacoma Community College.

TACOMA COMMUNITY COLLEGE

Personal Services Contract -- Continued

5. Tacoma Community College shall pay Bates Vocational-Technical Institute of Tacoma an amount not exceeding \$9,000.

The amount paid will be broken down as follows:

● Facilities and equipment use	\$3,200.00
● Instruction	<u>5,800.00</u>
Total	<u>\$9,000.00</u>

6. Payment will be made by Tacoma Community College as follows:

\$4,500.00 no later than March 3, 1986
\$4,500.00 no later than April 30, 1986

7. In the event funding for services covered by terms of this contract is withdrawn, or limited in any way, after the effective date of this agreement, or prior to normal completion, this agreement may be terminated immediately. Services performed to date of cancellation will be honored by the College.
8. This agreement contains all terms and conditions agreed to by Tacoma Community College and Bates Vocational-Technical Institute.

BATES VOCATIONAL-TECHNICAL
INSTITUTE OF TACOMA

TACOMA COMMUNITY COLLEGE

Walt Moltz
Signature

James A. Lee
Signature *Business Manager*

2-21-86
Date

2/19/86
Date

Account Code: _____

Budget Manager Walt Moltz

TACOMA COMMUNITY COLLEGE

Personal Services Contract

1. **This Agreement is made by and between Tacoma Community College (hereinafter referred to as the "Agency") and the following named Contractor (hereinafter referred to as the "Contractor"):**

**Name: Norma Terpstra
Address: 10319 Sunrise Beach Drive N.W, Gig Harbor, WA 98335
Social Security No.: 555-54-9043
Washington State Business License No.:**

2. **The Contractor will provide the following services:**

See Attachment

3. **The period of performance of this Agreement is Jan. 12, 1987, ending no later than 1 day of Sept. 1987, unless sooner terminated by the Agency.**
4. **The rights and obligations of the Agency and Contractor shall be subject to and governed by the laws and regulations of the State of Washington, and the published policies of Tacoma Community College.**
5. **The Agency shall pay the Contractor an amount not exceeding \$13,500.**

All requests by the Contractor for payment under this Agreement shall be submitted on approved state invoices furnished by the Agency. Each submitted voucher shall be accompanied by a written report stating the nature, time, and date of the services or work performed for which payment is being requested. No payment shall be made prior to review and acceptance, by the College, of work performed by the Contractor.

Payment will be nine monthly payments of \$1500, payable on the last working day of each month.

TACOMA COMMUNITY COLLEGE

Personal Services Contract -- Continued

6. The Contractor agrees to submit invoices on a timely basis on appropriate state forms.
7. In the event funding for services covered by terms of this contract is withdrawn, or limited in any way, after the effective date of the Agreement, or prior to normal completion, this Agreement may be terminated immediately. Services performed to date of cancellation will be honored by the College.
8. This Agreement contains all terms and conditions agreed to by the Agency and the Contractor.

CONTRACTOR:

TACOMA COMMUNITY COLLEGE:

Norma Terpstra

Norma Terpstra
Signature

James A Lee

Signature BUSINESS MANAGER

December 22, 1986

Date

12/22/86

Date

Account Code: 111-7701

Budget Manager: *H. Swalamubisi*

Tacoma Community College

Personal Services Contract

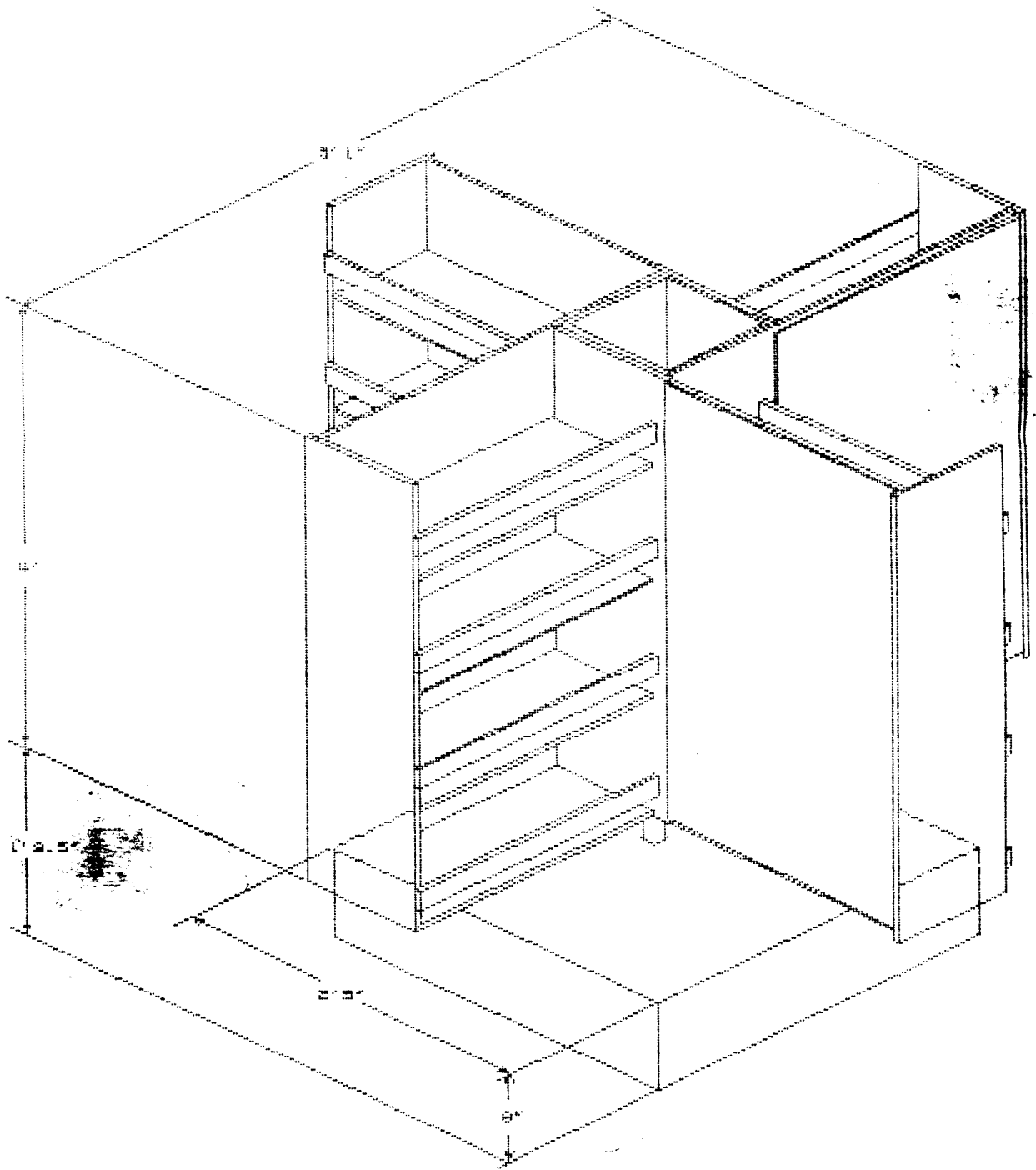
The Contractor will provide the following services:

- I. Develop by May 29, 1987 curriculum in business education to be offered at PCCW in automated office systems and accounting.
- II. Provide ongoing inservice training for instructor at PCCW so the instructor can deliver individualized self-paced, competency based instruction to match with the College's quarter system.
- III. Coordinate, and advise installation of hardware/software systems necessary for the automated office systems and accounting. Further develop software systems as necessary.
- IV. Coordinate purchase of text books and instructional supplies needed to complete the tasks of this contract.
- V. Compile and maintain all information associated with curriculum development, inservice education for instructor, pilot training with inmates, installation and purchase of hardware/software, purchase of books and supplies, student progress, compliance with DOC and NIC requirements, and production of final reports. At end of contract submit all data to Coordinator of Educational programs at PCCW and also to Associate Dean of Occupational Ed., at TCC.
- VI. Consult with program administrator for compliance with NIC grant requirements.
- VII. Develop and implement by 5th week ongoing program evaluation including performance accomplishments of students and instructor.
- VIII. Develop and submit summary reports as necessary or requested by DOC/NIC.
- IX. Prepare and establish by Sept. 18, 1987 informational packet describing program philosophy, goals, content, instructional mode, and evaluation process for distribution to interested parties.
- X. Establish advisory committee by Feb. 13, 1987 to assist in determining program objectives. The advisory committee to contain management/labor representation.
- XI. Prepare for submittal to TCC instructional council and to the State Board for community college education all documents needed for certificate, course, or degree approval.

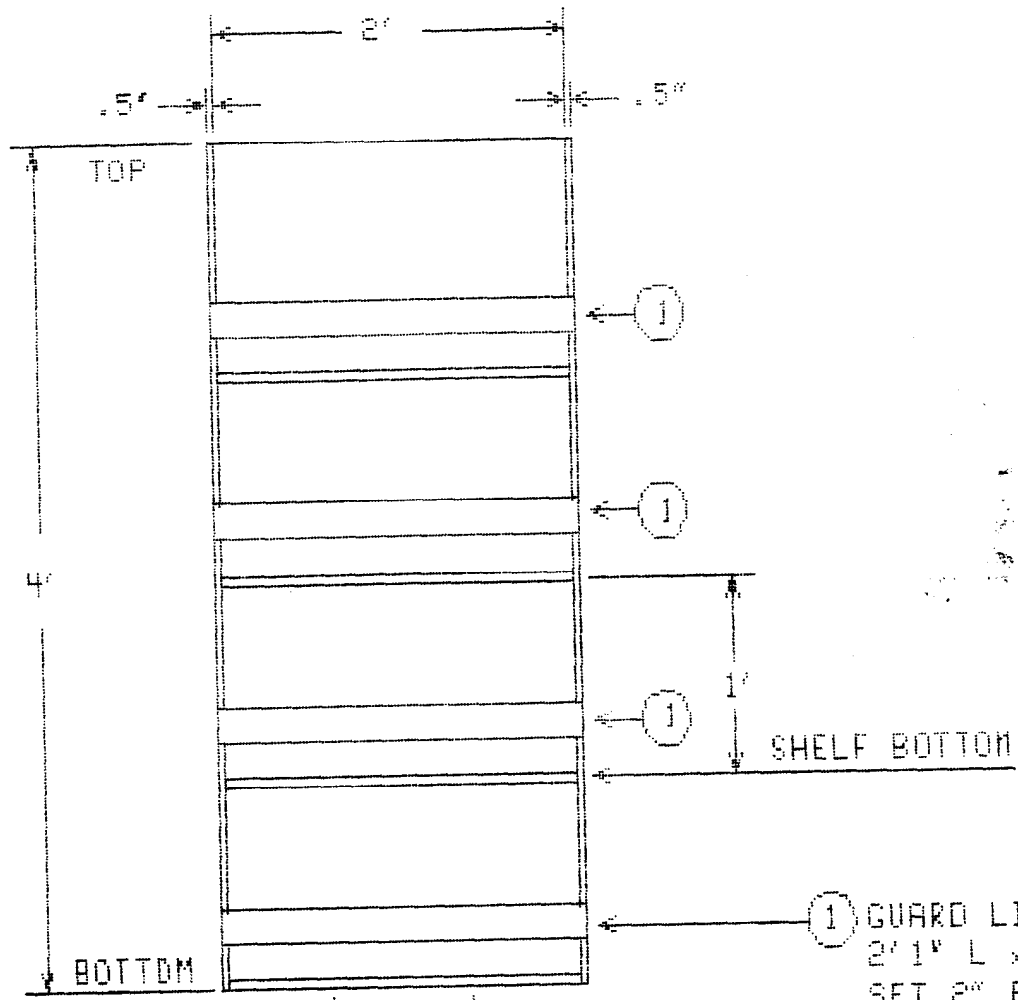
- XII. Prepare and submit final report to the programmanager at the end of the contract.
- XIII. Provide written program reports I - XII listed above on a mothly basis to Coordinator of Institutional Programs at PCCW and Associate Dean of Occupational Education at TCC.
- XIV. **Provide 462 hours of service averaging 14 hours per week for 33 weeks during the period covered in this contract.**

APPENDIX H

Sample work by CAD students



ROTATING BOOKCASE

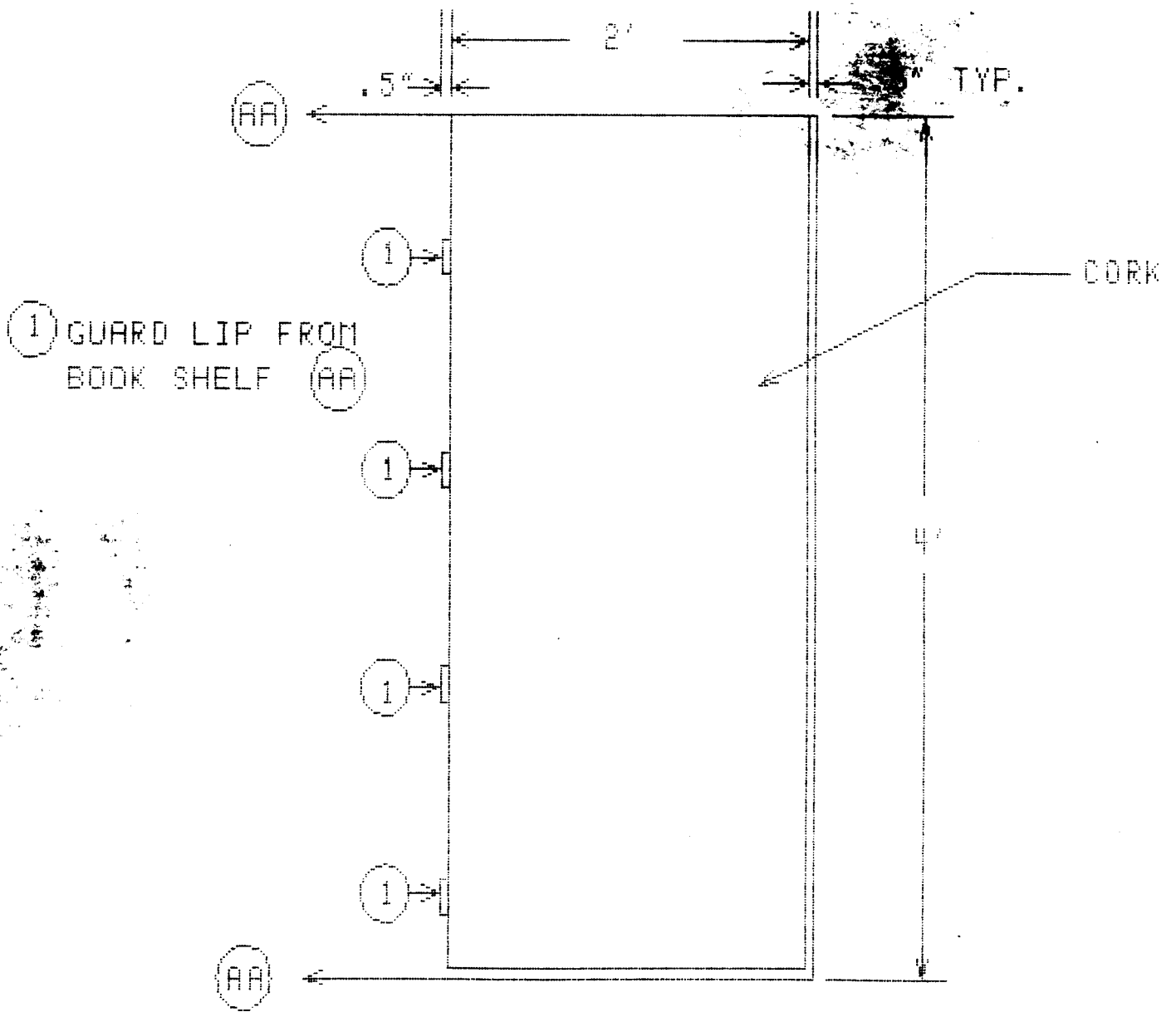


ROTATING BASE
 TO BE DETERMINED BY CARPENTER

1 GUARD LIP TYP.
 2'1" L x 2" H
 SET 2" FROM TO
 OF BOOK SHELF

BOOK CASE ELEVATION (AA)

SCALE: 1"=1'

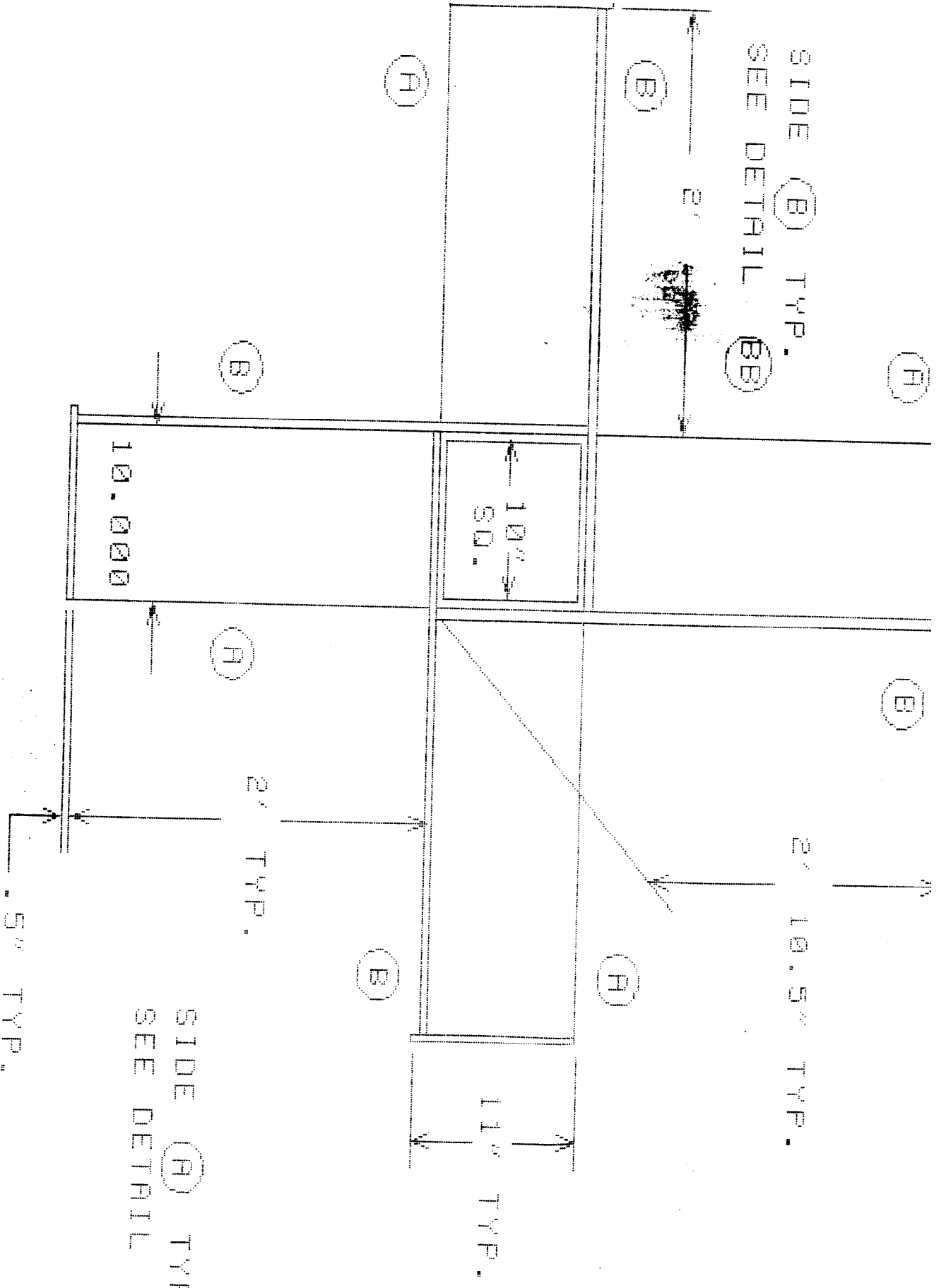


CORK BOARD ELEVATION

SCALE: 1" = 1'

BB

SIDE (B) TYP.
SEE DETAIL (BB)



TOP VIEW

SIDE (A) TYP.
SEE DETAIL (AA)