

# TACOMA COMMUNITY COLLEGE

1973 - 1974



# Tacoma Community College



**1973-1974 Catalog**

5900 South 12th St.  
Tacoma, Washington 98465  
(LOgan 4-7200)

This catalog represents information, policies  
and courses as of February 1, 1973.

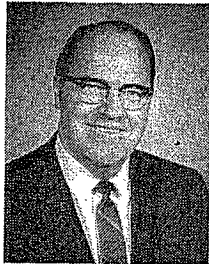
# BOARD OF TRUSTEES

## Community College District 22

Dewey H. Tuggle, Jr., D.D.S.  
 Appointed 1969  
 Chairman, 1972-73  
 Dentist, Medical Arts Building



Donald E. Anderson  
 Appointed 1970  
 Vice-Chairman, 1972-73  
 Weyerhaeuser Company



Charles L. Edmunds  
 Appointed 1967  
 Chairman, 1967-68  
 Retail Store Employees,  
 Local 367



Robert M. Yamashita  
 Appointed 1969  
 Chairman, 1971-72  
 Director, Tacoma  
 Community House



Robert O. Springer  
 Appointed 1971  
 Pacific First Federal  
 Savings & Loan

## COLLEGE ADMINISTRATION

Thornton M. Ford	President
Paul E. Jacobson	Dean of Instruction
Robert C. Lathrop	Dean of Students
George Van Mieghem	Dean of Administrative Services
Richard C. Falk	Assistant to the President
Doreen Amoroso	Director of Resource Center
Robert R. Rhule	Director of Occupational Education
Carl R. Brown	Minority Affairs Director
Barbara K. Saur	Public Information Officer



## PURPOSES OF THE COLLEGE

Tacoma Community College is an integral part of the Washington State Community College system. Its programs are open to all, although its specific orientation is to our community and those who can conveniently commute to the college campus.

The services and programs provided by the college are consistent with the GOALS OF THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION which are to:

- I. *Satisfy the educational goals of students.*
- II. *Maintain an open door by admitting all applicants within the limits of the law and the resources available to the system in locations reasonably convenient to all Washington residents.*
- III. *Offer citizens of each district a comprehensive array of occupational, cultural, recreational, and academic programs.*
- IV. *Develop and employ approaches to instruction which will result in efficient and effective learning.*
- V. *Insure that each District functions as an integral part of the community it serves.*
- VI. *Obtain and make efficient use of human and capital resources.*
- VII. *Develop procedures which will involve students, faculty, administrators, staff and community representatives in the formation of policies and operating decisions that affect them.*
- VIII. *Provide an environment and develop procedures through which employees committed to the community college system can achieve their professional goals.*

In pursuing the realization of the system goals, the TCC Board of Trustees accepts the challenge of responding to the changing educational needs of students through quality comprehensive curricula and services. The college welcomes applicants with high school diplomas and all other adults who can benefit from available services. We interpret comprehensive programming to include a broad array of services and activities designed to provide access to Associate level degrees in designated career specialties, Arts and Sciences, and general education. Programs through which individuals may complete high school or complement their education in other than degree programs are also available. The college offers a wide range of programs specially designed for disadvantaged and minority students.

The college strives to provide alternates to traditional course and instructional patterns. The college perceives its role as an active resource to our community and seeks to involve our community as well as our faculty and students in the identification of emerging roles it should play. In accomplishing its public purposes, the college endeavors to face each changing year with renewed enthusiasm and commitment of the people whose careers are identified with its success.

Information regarding the college's objectives is available on request to the President's office.

# CALENDAR FOR 1973 - 1974

## FALL QUARTER

September 10	Registration begins
September 24	Classes begin
October 22	Veterans' Day -- College closed
November 22-23	Thanksgiving Vacation -- College closed
December 10-14	Final examinations

## WINTER QUARTER

December 27	Winter quarter late registration
January 2	Classes begin
February 18	Washington's Birthday -- College closed
March 18-22	Final examinations

## SPRING QUARTER

March 28	Spring quarter late registration
April 1	Classes begin
May 27	Memorial Day -- College closed
June 10-14	Final examinations

## SUMMER QUARTER

June 24	Registration
June 25	Classes begin
July 4	Independence Day -- College closed
August 23	Quarter ends

The above calendar is tentative. If changes are made, students will be notified.



## ACCREDITATION

Tacoma Community College is accredited by two agencies: the Washington State Board for Community College Education and the Northwest Association of Secondary and Higher Schools.

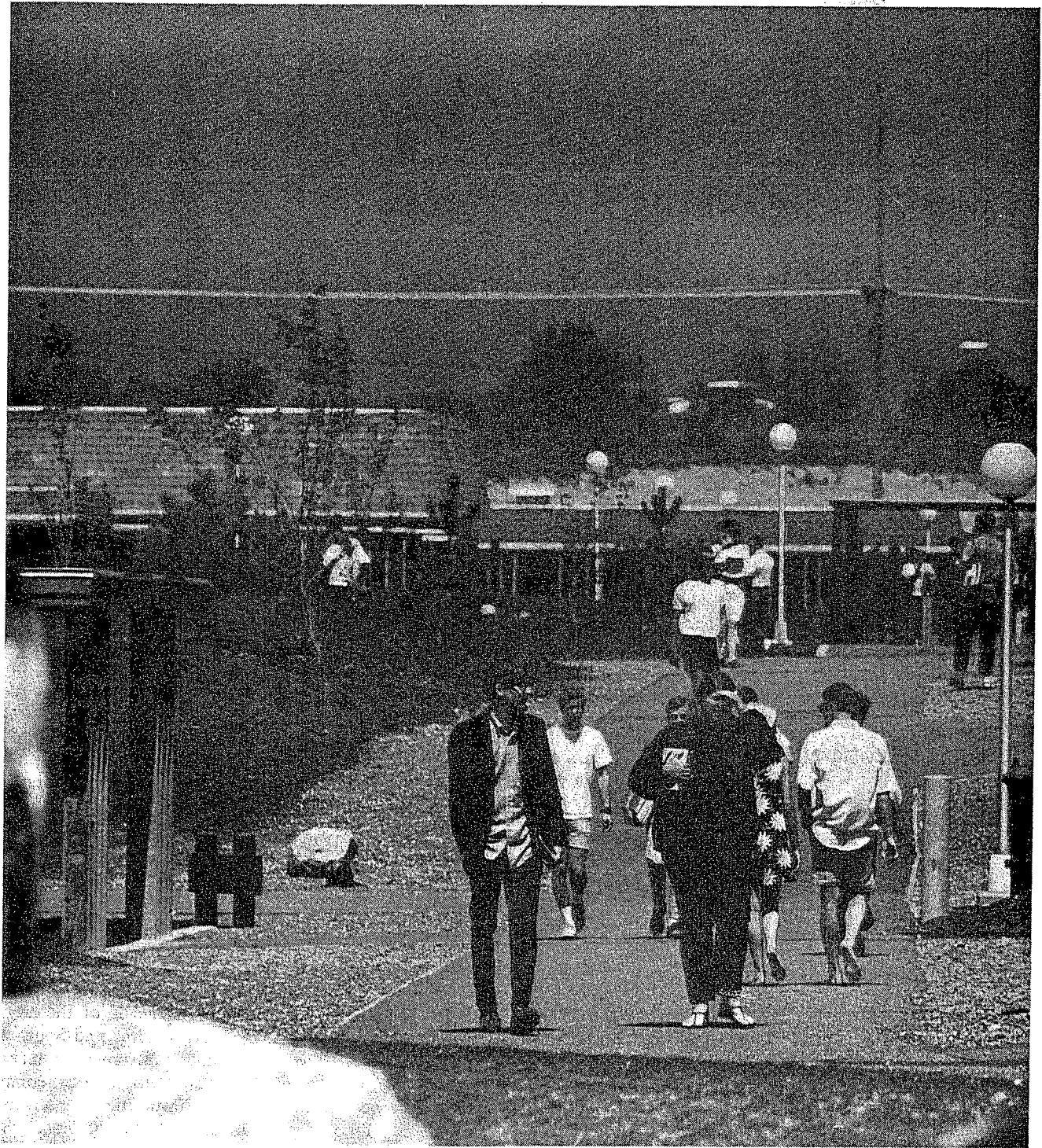
## ORGANIZATION AND HISTORY

Tacoma Community College is one of 26 community colleges in the State of Washington. Under terms of the Community College Act of 1967, the college is administered by a board of five trustees who are appointed by the governor. Community College District 22, in which the college is located, is coextensive with the Tacoma and Peninsula school districts. The state system of community colleges is governed by the seven-member State Board for Community College Education.

The Board of Directors of Tacoma School District 10 first applied for authorization to establish a community college in 1961. The revised application was approved in 1963 by the Washington State Board of Education, and the college opened in September, 1965.

The college is located on the west side of the city. Its 150-acre site is bordered by Pearl, Mildred and South 12th and 19th Streets. The 21 buildings that presently make up the campus were carefully planned to provide complete student services and to facilitate instructional innovations. Voters of Tacoma School District 10 provided initial construction funds for the college. State matching funds and federal grants have also been used for constructing and equipping the buildings.

The college provides two years of collegiate and adult instruction for the people of the Tacoma-Pierce County area.



# GENERAL INFORMATION

## ADMISSION

The college maintains an open-door policy. Individuals who are high school graduates or who are 18 years of age or older are eligible for admission. Other individuals who are less than 18 years of age are eligible for admission if authorized by agents of their public school districts and the college.

Admission to the college does not constitute enrollment into specific programs. Enrollment in specific instructional programs and courses depends on availability of the instruction and on the student's qualifications.

### APPLICATION PROCEDURES

Students who expect to register for 10 or more credit hours must complete all steps listed below. All other students may complete steps 1 and 2 only. A student who begins with one or fewer credits and later increases his load to 10 or more credit hours must complete all the steps listed below. In determining tuition and fees, a student who registers for 10 or more credit hours is considered a full-time student.

1. Obtain the "State of Washington Uniform Community College Admission Form." (This form is available from any high school or from the college.)
2. Complete and return copy 1 and 2 of the "State of Washington Uniform Community College Admission Form" with the required \$5 records fee to:  
**Business Office  
Tacoma Community College  
5900 South 12th Street  
Tacoma, Washington 98465**
3. Arrange to have copy 3 of the "State of Washington Uniform Community College Admission Form" completed by the high school last attended. Advise the high school to forward the information to the college Admissions Office after completion of grade 12.
4. If the applicant has attended any other college, transcripts must be mailed directly to the Admissions Office from the previous college (or colleges) attended.
5. Students who expect to register for university-parallel courses are advised to take the Washington Pre-College Test and have the results sent to the TCC Admissions Office.
6. Successful applicants for admission will be notified as soon as possible.

### READMISSION

Students who have previously attended the college may be readmitted upon written request to the Admission Office.

## REGISTRATION PROCEDURES

Applicants who have been admitted to the college will receive instructions for registration from the Admissions and Records Office approximately one month prior to the beginning of each quarter.

Each full-time student (10 or more credit hours) is assigned to an academic adviser. Every instructor-adviser at Tacoma Community College works with an assigned group of full-time students. The student is expected to plan his quarterly registration with his academic adviser. He also plans a long-range program with his adviser. Generally, a student works with the same adviser throughout his stay at the college. The assignment of students to an adviser is handled by the Dean of Students.

As part of the registration process, all part-time and full-time students are asked to fill out health inventory cards. These cards are kept on file as a protection to the student in the event a medical emergency should arise.

### CLASS SCHEDULE

The quarterly Class Schedule is made available by the Records Office approximately one month before the beginning of each quarter. The Class Schedule indicates the time, place, special fees, and instructor for each class to be offered. Classes are generally offered from 8 a.m. through 10 p.m.

### REPEATING A COURSE

A student may repeat a course in which he has received a failing or low passing grade. In computing his cumulative grade point average at Tacoma Community College, the higher grade earned will be used.

### CONCURRENT REGISTRATION WITH OTHER INSTITUTIONS

The college cooperates with numerous educational institutions in developing and offering a wide variety of instructional programs. Under conditions determined by the college administration, individual students may be permitted to take certain off-campus instructional programs for credit. Such programs may include independent study, advanced placement, approved correspondence instruction, vocational and technical training.



# CREDITS AND CREDIT LOAD

## CREDITS AND CREDIT LOAD

The academic year at the college consists of three quarters of approximately 11 weeks each. A credit hour is defined as one class hour each week of the quarter, except for separate credit allowance for laboratory class hours.

Under normal circumstances, taking 15 credits per quarter will permit a student to graduate with an Associate degree after six quarters of study. (See section 10 for physical education requirement.) The academic adviser exercises his professional judgment in approving the student's credit load. In exceptional cases, the academic adviser or the student may request assistance from the Dean of Students in determining credit limitations. Students who are on scholastic probation and students who are filing applications for the Associate degree are advised to check with their academic advisers for specific instructions.

## FULL-TIME STUDENT

In computing tuition and fees, a full-time student is considered one who is registered for 10 or more credit hours. Students should be advised, however, that other agencies, such as Selective Service and Veterans Administration, consider a full-time student one who is registered 12 or more credits. In addition, students should be aware that normal progress toward a degree requires 15 or more credits per quarter.

## ADVANCED PLACEMENT

Tacoma Community College cooperates with the Educational Testing Service and grants advanced standing and credit to participating high school seniors who have earned scores of 3 or higher. Qualified students should contact the appropriate division or department chairman for specific details. Normal tuition is charged. Participating disciplines include: English, Foreign Languages, History, and Mathematics.

An S grade is awarded in all courses where credit is granted through this procedure.

## CHALLENGING A COURSE

Registered students may receive credit by examination for some courses in the college curriculum. Any student wishing to challenge a course must initiate the procedure with the appropriate department chairman. Students may not challenge activity courses or courses they have taken previously. An examination fee of \$2 per credit hour will be charged for each course challenged. This fee must be paid to the Business Office prior to the examination.

All arrangements, including payment of fees, must be completed within the first 10 class days of each quarter. Applications received later will be processed by the following quarter. A course may ordinarily be challenged by examination only once.

A student who successfully challenges a course will receive an S grade for the course.

## COLLEGE-LEVEL EXAMINATION PROGRAM (C.L.E.P.)

Tacoma Community College participates in the College-Level Examination Program and grants credit for successful scores (25th percentile or above) on C. L. E. P. examinations. For additional details, contact the Admissions and Records Office.

# VETERANS

The Veterans Administration has approved the program offerings at Tacoma Community College for those students eligible for benefits. All payments are made directly to the student and it is his responsibility to make application, and file reports as they are due.

Eligible students should be prepared to meet the cost of tuition, books, and fees for the first few weeks of attendance while applications are being processed.

VA educational assistance benefits at Tacoma Community College are approved under the following programs:

Chapter 31: Service connected disabled veterans may be eligible for benefits under the vocational rehabilitation program. Maximum entitlement is 48 months.

Chapter 34: Veterans with 181 or more days of active duty, any part of which was after January 31, 1955, are eligible for educational benefits. Benefits are authorized at the rate of 1½ months of educational assistance for each month of active duty. Maximum entitlement is 36 months.

Chapter 35: Wives, widows, and dependent children of veterans who are considered 100% service disabled, or who have died in-service or from service-connected disabilities may be eligible for educational benefits. Maximum entitlement is 36 months.

All veteran benefits are administered by the Veterans Administration Regional Office, Sixth and Lenora Building, Seattle, Washington, 98121.

Veterans' assistance in filing for benefits and selection of programs may be obtained through the Veterans' Adviser Office located in the Admissions and Records Office or through the campus Office of Veterans Affairs located in the Resource Center.

# TUITION

## Quarterly Tuition and Fees for Resident Students:

General Tuition Fee (10 or more credit hours) .....	\$ 41.50
Operating Fees (10 or more credit hours) .....	27.00
Services and Activities Fees (10 or more credit hrs.) .....	14.50
Total.....	\$ 83.00
Part time fee per credit hour .....	\$ 8.30

## Quarterly Tuition and Fees for Non-Resident Students\*

General Tuition Fee (10 or more credit hours) .....	\$131.50
Operating Fees (10 or more credit hours) .....	81.00
Services and Activities Fees (10 or more credit hrs.) .....	14.50
Total.....	\$227.00
Part time fee per credit hour .....	\$ 22.70

The college reserves the right to require a nonrefundable advance payment of tuition.

\*Non-resident students are those who will not have been domiciled in the State for at least one year prior to the first day of classes for which they have registered. Federal employees both civilian and military, and their children and spouses residing within the State, and staff members of the Community College and their children and spouses are defined under the law as "resident students."

### Audit Policy

Students may audit courses by paying the normal tuition and fees. No credits or grades are issued to auditors, but they may participate in all class activities.

## OTHER COSTS

Special fees will be charged to cover costs in laboratory courses. Nominal charges are made for records handling, program changes, official transcripts, and parking. Additional fees may be charged for individual instruction, student deposits, and other incidentals. Students may purchase textbooks and supplies at the college bookstore.

A list of special fees follows:

Nonrefundable records fee.....	\$ 5.00
Nonrefundable advance tuition payment.....	25.00
Program increase.....	2.00
Transcript—first two are free; others.....	1.00

### Parking Permit

For one quarter.....	\$ 2.50
For academic year.....	7.50
For second vehicle registered to same owner.....	.50

### Tuition Loan

Under \$35.....	\$ 1.00
\$35-99.....	2.00
\$100 or more.....	3.00

Accounting 215.....\$ 7.50

Music lessons (private).....\$ 40.00

Course challenges.....per credit hour \$ 2.00

### Physical Education (Nonrefundable)

Towel fee.....	\$ 2.00
Bowling.....	10.00
Golf.....	7.00
Ice skating.....	7.00
Archery.....	2.00
Swimming (includes towel fee).....	9.00
Tennis.....	2.00

### Science

Chemistry.....	\$ 3.00
Geology.....	3.00
Biology.....	3.00
Physics.....	3.00

### Art

Ceramics 201, 202, 203.....	\$ 3.00
Printmaking 250, 251.....	3.00
Sculpture 272, 273, 274.....	2.00

## REFUNDS

Before the published date for the beginning of the quarter, approved changes in registration which result in a reduction of a student's credit load will be processed for a proportionate refund.

(A \$2 fee is charged for increases in class load initiated by the student.)

After the published date for the beginning of the quarter, refunds will be made only when a student officially withdraws from the college.

Official withdrawals will be refunded as follows:

During first, second and third weeks of classes... 50%

After the third week of classes..... no refunds

Special fees will be subject to partial refund in accord with the policy used for official withdrawals. The \$25 advance tuition payment, however, is not subject to refund.

All refunds are processed through both the Records and Business offices on official college forms. Where exceptional circumstances are involved, the student may request a review by the Dean of Students.

## GRADING AND GRADE POINTS

The following system of grading and grade point computation is used in reporting and recording academic achievement:

Grade	Description	Grade points per registered credit
A	Honor.....	4
B	Good.....	3
C	Average.....	2
D	Minimum level of achievement for passing grade.....	1
E	Failed to complete minimum requirements.....	0
PW	Withdrawal passing.....	0
W	Official withdrawal from the course.....	0
I	Incomplete.....	0
S	Satisfactory (S grades count toward degrees but are not considered in computing grade point averages.)	

At the end of each quarter, grade reports are mailed to each student. The college will withhold grades until the student has met all financial and institutional obligations relating to the current quarter.

### INCOMPLETE WORK

An "incomplete" grade may be given only when the student is unable to complete the course work for exceptional reasons. In such cases, the student assumes responsibility for making suitable arrangements with his instructor. "Incomplete" grades remain on students' transcripts if not made up within one year.

## OFFICIAL TRANSCRIPTS

An official transcript is a copy of the student's academic record at Tacoma Community College which has been certified by the Records Office and has the College Seal placed over the certifying signature. UPON WRITTEN REQUEST each student may be furnished two official or unofficial transcripts free of charge. For each additional transcript, a fee of \$1 will be charged. (Official transcripts are usually sent directly from the Records Office to the

institution designated by the student. Unofficial transcripts are issued only for the student's reference.) Transcripts are not released until the student has met all financial and institutional obligations.

# CONFIDENTIAL RECORDS

It is the policy of the college not to release information about its registered students. The college generally regards as confidential all matters pertaining to course registration, personal data, course grades and official transcripts. One exception is that the parents or guardians of a minor student living at home may receive a copy of the student's academic record upon written request. In such cases the student will be notified.

At the written request of the student, the college releases official transcripts and other information to intended recipients. In exceptional circumstances, inquiries should be directed to the Dean of Students.

# DEGREES

Tacoma Community College grants three degrees: the Associate in Arts and Sciences for completion of a transfer curriculum paralleling the first two years of university study; the Associate in Technical Arts for completion of a combined academic and approved occupational or technical training program; and the Associate in Liberal Arts for completion of a two-year program tailored to the unique educational aspirations of the student.

General requirements for all degrees are as follows:

1. A cumulative grade point average of 2.00.
2. A cumulative grade point average of 2.00 in course work completed at Tacoma Community College.

Specific requirements for each degree are as follows:

**ASSOCIATE IN ARTS AND SCIENCES.** This degree is awarded on completion of a transfer academic curriculum paralleling the first two years of university study.

Requirements:

1. 90 quarter hours exclusive of physical education activity courses in courses numbered 100 or above. General Education Program courses (G-100 courses) are not accepted.
2. At least 30 of the last 45 applicable credits must be earned at TCC.
3. Course requirements for the Associate in Arts and Sciences may be met by completing a program as outlined in either Option A or Option B.

**Option A:**

Distribution requirements:

1. English 101 and 102 or an alternative or substitute approved by the English Department.....10 q.h.
2. Humanities (Not all from one field) .....20 q.h.  
Art, drama, literature, foreign language, music, poetry, philosophy, speech.
3. Social Science (Not all from one field) .....20 q.h.  
Anthropology, business, economics, education, geography, history, political science, psychology, sociology.
4. Math/Science.....15 q.h.

Biology, chemistry, engineering, forestry, geography 205, geology, mathematics, oceanography, philosophy 120, physics, zoology, physical science.

(Must include 5 credits in laboratory science; engineering, mathematics and philosophy 120 do not fulfill the laboratory requirement.)

5. Physical education—any 3 activity credits ..... 3 q.h.

(This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.)

**Option B:**

A student may meet the first and second year departmental requirements of the institution to which he plans to transfer. A list of these requirements and their equivalencies at TCC must be approved by the appropriate TCC department chairman and submitted to the Associate Degree Committee at least two quarters prior to graduation.

**ASSOCIATE IN LIBERAL ARTS.** This degree is awarded upon completion of a two-year program tailored to the unique educational aspirations of the student. Technical training (no more than 45 credits) can also be applied toward this degree.

(Requirements for this degree differ for military personnel and dependents applying under terms of the Servicemen's Opportunity College agreement. For further information contact the veterans' adviser in the Admissions and Records Office.)

Requirements:

1. 90 quarter hours, exclusive of physical education activity credits.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. All TCC credits apply except that no more than six may be Continuing Education credits (course numbers in 20's and 30's.) Continuing Education credits will not apply toward the distribution requirements shown below:
4. Distribution requirements:
  - a. Any two of the following courses.....10 q.h.  
English 101, 102, 104; Speech 100 or Speech G100A but not both; English G100A, G100B.
  - b. Humanities.....10 q.h.  
Art, drama, literature, foreign languages, music, poetry, philosophy, speech.
  - c. Social Science.....10 q.h.  
Anthropology, business, economics, education, geography, history, political science, psychology, sociology.
  - d. Math/Science.....10 q.h.  
Biology, chemistry, engineering, forestry, geography 205, geology, mathematics, oceanography, philosophy 120, physics, zoology, physical science.
  - e. Physical education—any 3 activity credits ..... 3 q.h.

(This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.)

# CHANGE OF PROGRAM

An application for the Associate in Liberal Arts which does not reflect this distribution must be accompanied by a written statement from the adviser to the Associate Degree Committee justifying exceptions. It is the intent of the Associate Degree Committee to recommend acceptance of other credit distributions when they reflect unique aspirations on the part of the student.

**ASSOCIATE IN TECHNICAL ARTS.** This degree is awarded on completion of a combined academic and approved occupational or technical training program.

Requirements:

1. 90 quarter hours, including a minimum of 45 quarter hours in approved occupational or technical instruction.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College. *No more than six, however, may be Continuing Education credits (course numbers in 20's and 30's.)*
3. Credits must include at least two of the following courses:
  - English 101, 102, 104;
  - English G100A, G100B;
  - Business Communications 225;
  - Speech 100 or G100A but not both.
4. Physical education: waived for this degree.

## ACCEPTANCE OF ASSOCIATE IN ARTS AND SCIENCES

The following four-year institutions have indicated that they will accept Tacoma Community College's Associate in Arts and Sciences Degree, Option A, as evidence of successful attainment of junior class standing at the time of initial transfer:

Central Washington State College	St. Martin's College
Eastern Washington State College	University of Puget Sound
Pacific Lutheran University	Walla Walla College
Seattle Pacific College	Wash. State University
Seattle University	Western Wash. State College

The senior institutions point out, however, that (1) in some cases a course requirement unique to the particular school, e.g. religion, must be taken in the junior year, and (2) requirements of individual departments must still be met.

## APPLICATION FOR ASSOCIATE DEGREES

Candidates for the Associate Degree will need to submit formal applications on forms provided by the College. Each prospective candidate is advised to contact his academic adviser to begin the application procedure. The formal application is initiated by the student, recommended by the academic adviser and processed by the Faculty Committee on Associate Degrees working with the Dean of Students.

## COMMENCEMENT

Degrees are conferred at the end of each quarter. Commencement ceremonies are held annually near the end of the spring quarter.

Changes in quarterly registration are permitted on the approval of the student's adviser or, in special cases, by the Dean of Students. All program changes must be made on the Change of Program Request form, which is available at the Records Office. A service fee of \$2 is charged for any increase in program initiated by the student. No charge is made for program changes which are initiated by the college.

The Change of Program Request form must be used in making all changes in current registration; for example, adding a class, withdrawing from a class, or substituting one class for another. (Official withdrawal from the college is an entirely separate process described in Section 16.)

**BEFORE THE END** of the fifth week of class, students who are not making satisfactory academic progress will be notified by their instructors. Students are responsible for discussing the matter with their instructors and advisers.

### WITHDRAWING FROM A COURSE

A student may withdraw from a course with a grade of "W" until the end of the first four weeks of the quarter. Through the remainder of the quarter a student who withdraws from a course may be assigned a grade of "PW" (Passing Withdrawal) or "E." The procedure for withdrawing from a course is outlined under "Change of Program." (Section 11).

# SCHOLASTIC PROBATION

### A. Definition and restrictions

Any student whose quarterly earned grade point average falls below 1.5 is automatically placed on scholastic probation and his course load is subject to these restrictions:

1. A student on scholastic probation whose quarterly grade point average is between 1.0 and 1.49 inclusive, may register for no more than 12 quarter hours of course work at his next registration period.
2. A student on scholastic probation whose quarterly grade point average falls below 1.0 may register for a maximum of eight quarter hours of course work at his next registration period.

### B. Change of Program

The student on scholastic probation will be so notified at the time he receives his grade report at the end of each quarter. At this time he must meet with his adviser to re-evaluate his course load to conform to the restrictions imposed by the scholastic probation.

### C. Appeal

Any student on scholastic probation may be allowed to carry a class-hour load in excess of those imposed by the restrictions, if, in the judgment of his adviser and a counselor, conditions make it advisable for him to do so.

### D. Termination of course load restrictions

A student on scholastic probation who earns a 1.5 grade point average or better during any quarter is released from registration restrictions during the following quarter but remains on probation until his cumulative grade point average rises above 1.5.

#### E. Restricted registration

The student who remains on scholastic probation for three consecutive quarters (excluding summer quarter) will not be eligible for further registration at the college until one quarter has elapsed. The Student Personnel Advisory Council may consider exceptions to this regulation.

## STUDENT RIGHTS AND RESPONSIBILITIES

The academic community, by its very nature, places emphasis on individual responsibilities. The necessity to maintain an environment which is conducive to learning and to the free exchange of ideas is commonly accepted.

A document setting forth student rights and responsibilities has been adopted by the Board of Trustees and is published under separate cover. The document is available on reserve in the library. The document provides that any student who interferes with the personal rights or privileges of others or with the educational process of the college is subject to immediate disciplinary action. Acts specifically prohibited include plagiarism, forgery, larceny, possession, use or sale of liquor or narcotic drugs, trespassing, smoking in unauthorized places, assault upon others and destruction of property.

### DISCIPLINARY ACTIONS

When in the judgment of the administration, a disciplinary restriction will serve the best interest of the college and the individual's pursuit of education, one of the following actions may be taken:

**DISCIPLINARY WARNING:** Notification to a student that continuation or repetition of a specific violation may result in one of the more serious disciplinary actions.

**DISCIPLINARY PROBATION:** Formal action placing conditions on the student's continued attendance in the college. Such notice will be given in writing and will specify the period of probation and the conditions.

**SUSPENSION:** Temporary dismissal from the college and termination of student status. Such notice will be given in writing and will specify the duration of the suspension and any special conditions which must be met before readmission. Note: No refund of tuition and fees is granted in this case.

**EXPULSION:** Indefinite or permanent dismissal from the college and termination of student status. Final action will be taken by the Board of Trustees, upon the recommendation of the president of the college. Note: No refund of tuition and fees is granted in this case.

Individuals have the right of appeal, and review procedures have been established.

## WITHDRAWAL FROM COLLEGE

Any student who finds it necessary to withdraw from the college should do so through one of the counselors.

(Counselors are located in the Student Information Center and in Buildings 5A, 9, 17 and 20.) Withdrawing from the college is an official process which assures the departing student that his college records will accurately reflect the facts relating to his departure. The student who does not officially withdraw, but who merely ceases to attend classes, will be recorded as having failed each course for which he is currently registered. Official withdrawal from the college requires written communication from a counselor to the Records Office. In special cases, official withdrawal may be initiated by the Dean of Students.

## CAMPUS PARKING

All vehicles parked on campus by regular daytime students require a parking permit. Parking permits must be obtained as part of the process of registration. The fee is \$2.50 per quarter or \$7.50 for the academic year. The fee for cars parked on campus by regular night students is \$1 per quarter. A permit for a second vehicle registered to the same owner may be obtained for 50 cents. Permits are not transferable. Failure to obtain a permit may result in a fine.

The permit authorizes parking in unrestricted stalls in campus parking lots, subject to available space. The college assumes no liability for theft or damage to vehicles or their contents. Proceeds from parking permits, which are required for faculty and staff as well as students, are used for parking lot improvements.

Parking citations are issued for improper parking and for parking in unauthorized areas, such as driveways, reserve parking stalls, emergency exit areas, and construction areas. Upon receipt of a citation the violator must pay his fine at the Business Office within 72 hours. Copies of parking and traffic regulations are available from the campus security office.

## STUDENT SERVICES AND ACTIVITIES

### STUDENT ACTIVITIES PROGRAM

Learning includes experiences in the college environment which contribute to individual, group or community growth and development. The goal of education and activities programs is to provide avenues for the individual to develop greater self-understanding, greater sensitivity in working with others, and rational, logical thinking in problem-solving situations.

The activities program advisers' educational objectives are to assist students in developing the following abilities: to utilize a greater variety of skills and competencies, to effectively solve problems, to achieve greater self-awareness and acceptance, to accept and trust others, to find one's own direction and accept responsibility for one's own decisions, to creatively use leisure time, to establish and use an inner-directed value system, to function effectively in a democratic society, to be open to experiencing other cultures and life styles, to achieve health and well-being through physical activity, to communicate openly and honestly, to facilitate one's own learning, to effectively respond to and utilize change, and to explore and experiment in one's own quest for self-fulfillment.

## ADVISING

Assistance in academic planning in the selection of courses is available to every student. Instructors advise students in matters relating to the instructional program.

## STUDENT INFORMATION CENTER

The Student Information Center located in Building 5 is for the convenience of all currently enrolled and prospective students of Tacoma Community College. Financial aid, health services and student employment are the basic services offered.

Students are encouraged to visit the center at any time between 8 a.m. and 5 p.m.

## STUDENT COUNSELING CENTER

The Student Counseling Center located in Building 5A is for the convenience of all currently enrolled and prospective students of Tacoma Community College. The center has up-to-date information and brochures concerning career planning, transferring to other schools and other services provided at Tacoma Community College. Vocational aptitude and interest tests are available.

Students are encouraged to visit the center any time between 8 a.m. and 9 p.m. Monday through Thursday and between 8 a.m. and 4 p.m. on Friday.

Professional counselors are available to assist students with vocational, personal, and academic planning. Students who experience difficulties in adjusting to academic work or college life may find it helpful to talk with a counselor. All conferences are confidential and students are free to request the counselor of their choice.

Improvement of the individual's communications skills, social awareness and goal-setting is available through group counseling and human relations classes.

Students seeking special assistance may see a counselor during the day or evening hours. Appointments are encouraged as a convenience to students; however, students should feel free to drop by any time.

## STUDY SKILLS

Students may obtain assistance in developing study skills through a class (G100A, College Study-Skills-5 credits) or on an individual basis by registering for Study Skills 41 (1 credit). Study skills facilities are located in the Instructional Resource Center.

## FOOD SERVICES

The college snack bar in Building 15 and the cafeteria in Building 11 complement each other in providing food services for both day and evening students. The cafeteria provides meals, while the snack bar offers light meals and refreshments throughout the college day.

## COLLEGE BOOKSTORE

The bookstore, located in Building 6, carries textbooks for all courses, classroom supplies, and a limited variety of convenience items. Special orders for books may be placed by staff and students. Regular business hours are 7:45 a.m. to 4 p.m. Monday through Friday. Evening hours are 6:30 to 8:30 p.m. Tuesdays and Wednesdays.

## TRANSPORTATION

During the academic year regular and frequent bus service is available to the campus. Adequate parking facilities are available on campus for private automobiles.

## ATHLETICS

The college competes with other community colleges in cross-country, basketball, track, golf and tennis. A program of intramural athletics is available to men and women students.

## MUSICAL GROUPS

As part of its music program, the college has organized a number of musical groups in which students participate. These include the TCC Choir, Choraliers, Ensemble, Chamber Orchestra and Concert Band.

# FINANCIAL AID

## AIMS AND PURPOSES

This program is designed to aid students who find it difficult or impossible to attend Tacoma Community College without financial assistance. As with admission policies, no student is denied the opportunity for financial aid because of race, color, or creed. The program is not designed for the many students who can attend college on their own or their family resources. Because requests for support greatly exceed the resources available, it is expected that the student and his family will use their own funds first and that aid from Tacoma Community College will be considered supplemental.

## How Is Financial Aid Determined?

Financial Aid is determined by comparing student resources (family contribution, students assets, and summer earnings), as reflected by financial aid application, with the budget for attending Tacoma Community College. An award "package" to cover all or part of the difference between assets and budget is then offered. This package consists of one or more types of aid.

The typical costs for attending Tacoma Community College are as follows:

	DEPENDENT		INDEPENDENT	
	Home	Away	Single	Married
Room and Board.....	\$ 500	\$1,100	\$1,100	\$2,000
Personal and Miscellaneous	350	400	400	700
Medical .....	100	100	100	300
Transportation.....	200	200	200	200
Books.....	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
	\$1,300	\$1,950	\$1,950	\$3,350
Tuition.....	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
	\$1,550	\$2,200	\$2,200	\$3,600

#### How To Apply For Financial Aid

1. Be admitted to the college.
2. For maximum and early consideration, either the Parents' Confidential Statement (PCS) or the Student's Confidential Statement (SCS) must be submitted by April 1.
3. The Parents' Confidential Statement should be completed by the parents of the following applicants:
  - a. Unmarried students who will be under 23 years of age on October 1.
  - b. Married students who have been married less than one year on October 1.
4. The Student's Confidential Statement should be completed by the following applicants:
  - a. Unmarried students who will be older than 23 years of age on October 1.
  - b. Married students having been married for more than one year by October 1.
5. The appropriate College Scholarship Service forms are available from your high school counselor or from the Financial Aid Office on campus.

#### Notification of Award

All students are notified as quickly as possible concerning the amount awarded. (If students are not qualified, they are informed of this fact.) First awards are made at the end of May, with later award (or refusal) letters mailed at the end of each following month, June through September. Awards also are made—if funds are available—for students entering winter, spring, and summer quarters.

#### Employment Opportunities

1. On campus employment—There are a variety of jobs available on campus. Students are limited to a maximum of 15 hours per week and must be registered for at least 12 credits. Applicants must be in good academic standing and be American citizens or United States nationals.
2. Off-campus employment—Students desiring part-time employment off campus should contact the Financial Aid Office upon completion of their registration.
3. Full-time "Career" Employment for TCC graduates or alumni—The Placement Office in Building 5 will establish credential files for students. This office also invites representatives from business, industry, and government to interview students for career positions.

#### Institutional Loans

1. The Tuition Loan Fund has been established to provide 60-day loans to cover part of the registration costs. Since the loan fund is limited, it is often necessary to also limit the amounts of loans.
2. The Emergency Loan Program provides for small loans (maximum \$25) to meet emergency expenses. Repayment must be within thirty days.

#### Educational Opportunity Grants

This program provides non-repayable grants to full-time students showing exceptional financial need. These grants may range from \$200 to \$1,000 but cannot exceed one-half of the student's need during the academic year. The remaining half must be "matched" by college employment, National Defense Student Loan, or other aid administered by the college.

#### Special Programs

1. Law Enforcement Education Grants (LEEP)—The grant program provides funds to cover specific educational expenses for students currently employed in the law enforcement field (Police, Parole, Correction, Courts). This grant is awarded without regard to financial need, but the applicant must agree to remain in the service of present employing law enforcement agency for a period of two years. (Note: Intra-agency transfers can be effected and still satisfy the two-year requirements.)
2. Guaranteed Opportunities Achievement Loan (GOAL)—This program is sponsored by United Student Aid Funds Incorporated, a private non-profit educational loan organization. A limited number of loans up to \$500 per academic year are available to exceptionally needy students of demonstrated high academic achievement. Upon completion of a student's course of study at Tacoma Community College, twenty percent of the amount borrowed is converted from loan to grant status and the student repays only eighty percent of the loan.

#### Loan Programs

Federally Insured Loans—Regardless of family income, any student taking eight or more credit hours per quarter is eligible to apply for a loan under this program up to a maximum of \$1,500 per year. Loans are made by application directly with a bank, savings and loan association, or credit union, and the decision to grant the loan rests solely with the bank. Nine months after the date of graduation or withdrawal from school, students begin repayment at seven percent interest.

#### Washington State Programs

1. Washington State Financial Aid Grants—Grants for first-year students, with renewal privileges, are available through the Washington State Council on Higher Education. These grants provide up to one-third of school costs. Students should contact high school counselors or this office for additional information.

2. Washington State Tuition Waivers—According to State Board regulations, community colleges may use two percent of anticipated tuition and fee revenues for waivers for students enrolled in academic and occupational courses—and one percent of such revenue for students in the high school completion program. Recipients must be state residents with high financial need.

### Scholarships

1. College Awards and Scholarships—A limited number of awards or scholarships are granted by the college. The amounts of these awards generally cover in-state tuition. Selection is based on academic potential, financial need, and educational goals. Application deadline is April 15.

The following scholarships are awarded:

- Activity Scholarships
- American Business Women's Association
- American Chemical Society
- The Contessa Club
- Leif Erickson Memorial Scholarship
- Lloyd Jakeman Memorial Scholarship
- Tacoma Altrusa Club
- Tacoma Community College Staff Association (Betty Kronlund Memorial)
- Tuberculosis Association of Pierce County
- Washington Congress of Parents and Teachers
- West End Kiwanis Club
- Women of Rotary

2. Private Scholarships—A considerable number of private scholarships are administered through the college. In most cases, the recipient is chosen by the donor at the time of graduation from high school. In other instances, the College Financial Aid Committee makes the final decision.

Students receiving scholarships while in attendance at Tacoma Community College must be prepared to pay for all tuition and fee charges at the time of registration.

Upon receipt of funds from the donating organization, tuition and fee charges will be reimbursed to the scholarship recipient.

For additional information about any of these programs contact the Financial Aid and Placement Office, Building 5, Tacoma Community College, LO 4-7200 (Ext. 385).

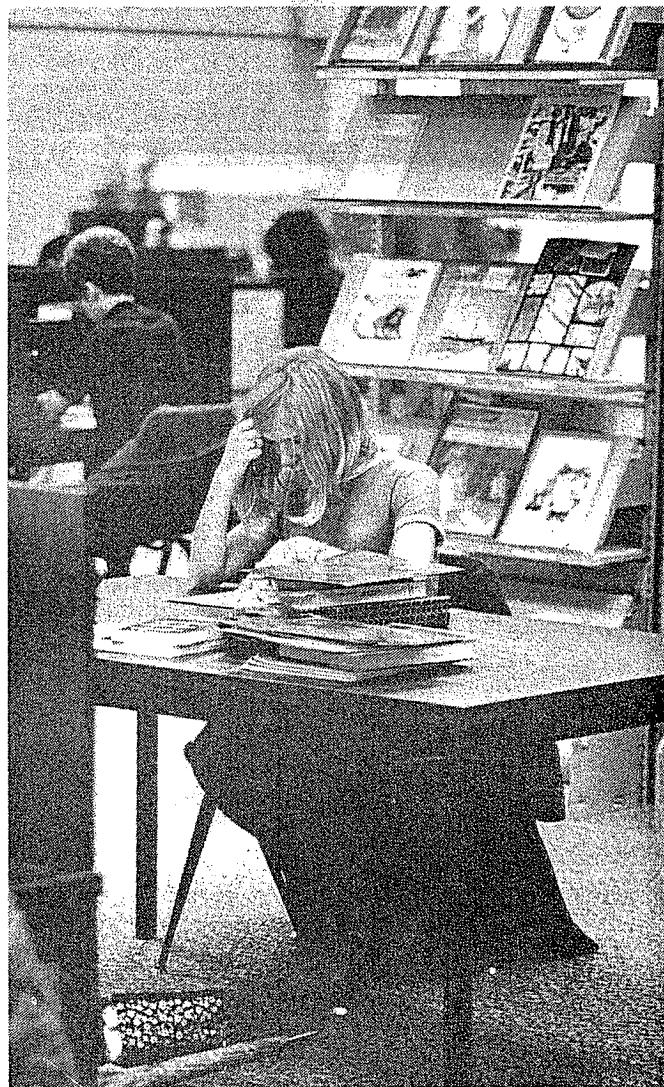
## INSTRUCTIONAL RESOURCES AND SERVICES

The Pearl A. Wanamaker Library and Instructional Resource Center is located in the center of the campus. Its staff and facilities are dedicated to serving the needs of students, faculty, and members of the community with resources to facilitate learning and cultural enrichment. The 8,000 square-foot building includes: (1) a library with print collections including 55,000 volumes, and 600 periodical subscriptions, as well as microfilms, pamphlets, government

documents, maps, and college catalogs; (2) an audiovisual center with media collections including 200 16mm films, 90 8mm films, 500 silent and sound filmstrips, and approximately 11,500 slides, in addition to a variety of other media; (3) facilities for graphics and media production, including a dark room; (4) closed circuit television and videotaping facilities; (5) learning laboratories, including the Ethnic Studies Laboratory with special ethnic resources, the Listening/Language Laboratory providing a variety of recorded tapes, and the Study Skills Laboratory with facilities for improvement in reading and other study skills; and (6) several classrooms, seminar rooms, and offices.

In the development of the collections, special emphasis has been placed on acquiring historical and current materials relative to (1) ethnic studies and minority interests, (2) ecological problems and other pressing social issues, (3) the Pacific Northwest and Tacoma. Effective provision of materials to support occupational education and individualization of learning opportunities is also a major objective of the library-media program.

Community support for the library has been expressed through the activities and gifts of Friends of the Tacoma Community College Library, a non-profit organization with an open membership. Individuals and other organizations in the community have also provided a number of significant gifts.





# SCHOLARSHIP AND SERVICE AWARDS



## PRESIDENT'S MEDAL

At Commencement, the person who has the highest cumulative grade point in at least 45 credit hours at the college shall receive the President's Medal.

## PRESIDENT'S LIST

The President's List, announced annually at Commencement, lists those students who have earned at least 24 credit hours at the college and who have at least a 3.60 cumulative grade point average. Students who have qualified for this recognition shall be graduated with "distinction," which shall be so noted on their diplomas.\*

## HONORS

Those persons who graduate with a cumulative grade point average of 3.25 or higher shall be graduated with "honors."\*\*

\*Computations for these awards are based on the previous five quarters of college work. Additions will be made to these lists if a sixth quarter of college work qualifies a student for such distinction.

## DEAN'S LIST

The Dean's List is a quarterly roster of all full-time students who have earned at least a 3.00 grade point average for the quarter.

## SERVICE AWARDS

Individuals who have contributed to the growth of the college in some outstanding way may be recognized with the Service Award at the time of their graduation.

# PHYSICAL FACILITIES

The Pearl A. Wanamaker Instructional Resource Center (Building 1) houses the library as well as offices, audio-visual services, the study skills laboratory, the listening laboratory and two television studios. At 48,000 square feet, it is the largest building on the campus. It was named after Mrs. Pearl Wanamaker, long-time state superintendent of public instruction.

The Business Office (Building 2) is located at the north end of the campus for easy accessibility for visitors.

The large Lecture Hall-Little Theater (Building 3) seats 343 persons. It is used for large lecture classes during the peak morning hours and also serves as a facility for drama classes and dramatic and musical productions. It contains an electronic classic organ donated by Mrs. Jane McKee in memory of her husband, the late Lawrence K. McKee.

The Giardrone Fine Arts Building (Building 4) houses music and art classes. It was named after Dr. Angelo Giardrone, Tacoma school superintendent.

Building 5 and its annex house the Student Information Center and Counseling Center.

Building 6 houses the Admissions and Records Office and the bookstore.


Buildings 7, 18, and 19 are classroom buildings. Buildings 8, 12, and 16 are lecture halls which will each seat 98 persons.

Buildings 9, 17, and 20 are faculty office buildings.

The Science Building (Building 10) consists of four lecture halls, storage space, student study area, seminar area, a central corridor for preparation of laboratory demonstrations, facilities for engineering and health technology classes, and laboratories for biology, chemistry, geology and physics.

The Food Services Center, where snacks and light meals are available throughout the day and evening, is designated Building 11.

The Administration Building (Building 14) houses the offices of the president and other district administrators.

 Building 15 consists of classrooms, a lecture hall, and a snack bar. It houses the student lounge and student government offices.

Building 21 houses maintenance services, the campus mail center and the security office.

The Physical Education Building (Building 22) provides space for men's and women's physical education courses. The building also provides a site for large public events such as dances and commencement.

## PUBLICATIONS

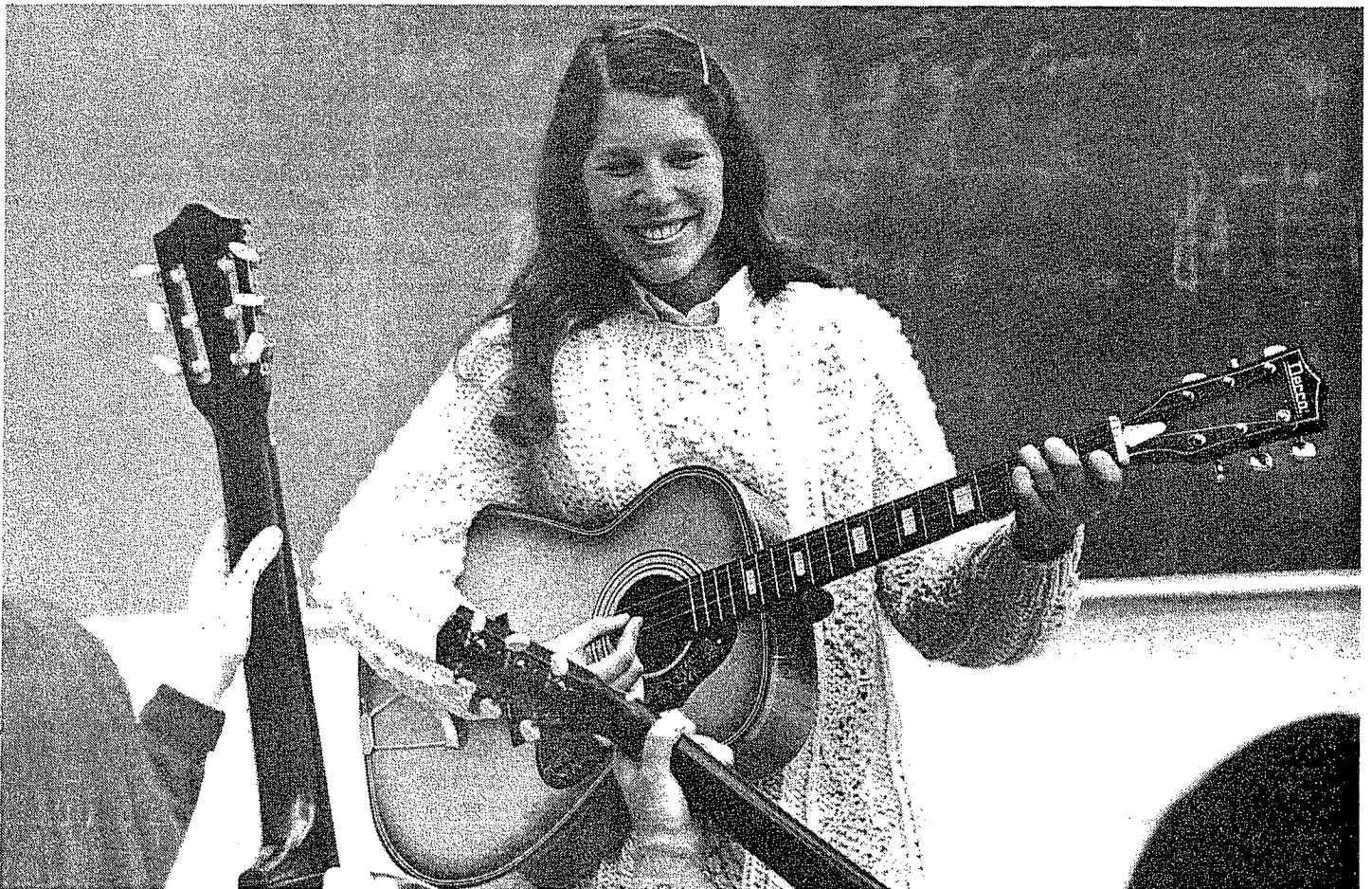
To meet various needs, the college and its students issue a number of publications. These include:

- The college catalog, issued annually, which includes the college calendar, general information about application, registration, fees and other such data, course descriptions and a faculty roster.
- A student handbook, a joint effort of the student government and the administration, is designed to acquaint new students with information they need about the college and its activities.

- The student newspaper, *The Collegiate Challenge*, published weekly except for examination and vacation periods.
- Update a monthly newsletter designed to acquaint the public with developments at the college.

## COMMUNITY ASSISTANCE

- A 10-acre arboretum is being developed at the southeast corner of the campus, near south 18th and Pearl Streets, with the assistance of the Capitol District of the Washington State Federation of Garden Clubs.
- The Friends of the Tacoma Community College Library, Inc., consists of community-spirited citizens who believe in the importance of the library's service to students and the community at large. They are concerned with the institution's welfare and promote its growth as a cultural and research center.
- The Tacoma Community College Foundation, a non-profit corporation, was organized in 1967 by a group of community leaders. Its purpose is "to promote public education by assisting Tacoma Community College and its faculty and students in any and all of their educational and cultural endeavors..." It has been granted tax-exempt status by the Internal Revenue Service.



# INSTRUCTIONAL PROGRAMS

Courses at Tacoma Community College are designed for four different programs, community services, General Education, university parallel, and occupational programs.

Courses numbered 100 and above are designed to be parallel to courses found in senior institutions with the exception that courses with the prefix "G" are General Education courses, designed especially for TCC students. General Education courses usually do not have specific counterparts in senior institutions and may or may not be transferable.

## UNIVERSITY PARALLEL PROGRAM

The university-parallel program is designed to provide the students with academic experience equal to the first two years of a four-year baccalaureate program or of a professional program. A student may expect to be able to transfer up to 90 quarter credits in addition to credits in physical education.

Specific courses should be selected in consultation with the academic adviser and in the light of the general requirements of the department and institution to which the student wishes to transfer. Generally speaking, students are encouraged not to specialize too early in fulfilling college and university requirements. However, it is often possible to transfer 20 to 25 hours of credit from one specific area of concentration. In some professional fields, it is advisable for students to transfer at the end of the first year. The student should maintain close contact with his academic adviser and with the transfer institution of his choice on all matters relating to his program.

## GENERAL EDUCATION PROGRAM

The General Education program is designed to provide academic courses for those students who aspire to an Associate Degree in Liberal Arts. During the first quarter, all students will be registered in introductory courses in communications, social studies, and study skills. In

subsequent quarters students, with the assistance of the Coordinator of General Education, will select courses from the full-time liberal arts curriculum which includes work in the humanities, social sciences, and math-science.

Students may transfer into the university-parallel program with approval of the Coordinator of General Education. Courses in the General Education program frequently have no direct counterpart at four-year colleges. Consequently, transferability of credits will probably be determined by the four-year institution on the basis of individual performance.

## COMMUNITY SERVICES PROGRAM

The community services program is concerned with identifying unrealized community potentialities and unmet community needs, drawing together resources of the college and the community, and creating appropriate educational programs. Its function is to provide opportunities for adults from all segments of the community to pursue cultural, educational and intellectual activities of particular interest to them. The college is responsible for high school completion and continuing education programs for adults. College-level courses are offered at a number of off-campus locations.

The community services program has the capacity to custom-design special educational programs for business and professional organizations, unions and other community groups. In addition, the college offers each quarter a series of courses designed for people who wish to pursue particular intellectual activities or to learn new skills. These include such courses as astronomy, geology, advertising, real estate investment, ceramics and literary discussions. The college, moreover, regards it as its responsibility to contribute to the solution of social problems. This concern has led to programs which supply educational services to teacher aides, mental health expeditors, and public service workers.

Individuals or groups interested in developing classes, forums, discussion groups, lecture series or professional in-service seminars are asked to contact the Office of Community Services.

# HIGH SCHOOL COMPLETION PROGRAM

The High School Completion program is a fully accredited diploma program for adults and for certain students referred to the college by local school districts.

The college recognizes that most adults have had experiences in life that are of equal or greater value than classroom experience; therefore, credit toward the diploma may be granted for work experience, civic and family responsibility, military service, volunteer work, youth and church work.

Students may take college classes as well as adult evening classes. Instruction in the adult evening program provides for both classwork and individualized assignments.

## SUMMER SESSION

The college annually operates a summer session, during which many morning and some evening classes are offered. The session ordinarily lasts nine weeks, beginning in June and ending in mid-August. Students may earn 15 or more credit hours during the summer session. The summer school schedule is available during the spring.

## OCCUPATIONAL PROGRAMS

Tacoma Community College offers a variety of occupational programs for students who wish to combine academic studies with training leading to employment. The ten programs include service representatives, junior accountant, real estate, receptionist/clerk, medical record technician, medical secretary, radiologic technology, respiratory care, associate degree nursing and criminal justice. All the programs require two years of college except for respiratory care, which is a one-year program. Students who complete a two-year program qualify for an Associate Degree. A work internship or clinical experience is a requirement of all programs. Arrangements will be made by the program coordinator. Curricula are developed with the assistance of citizens' advisory committees.

Enrollment in occupational programs may be limited, and admission to occupational programs is a separate procedure from admission to the college. Admission to occupational programs is based on (1) comparative analysis of the prior education and employment experiences of all applicants, (2) conformity of the individual's educational intent with program goals, and (3) an interview to determine the individual's degree of interest in achieving his educational intent. For specific requirements and admission procedures, contact the program coordinator or the director of occupational education.

## CRIMINAL JUSTICE

Classes are open to high school graduates and others who are at least 18 years of age. However, students should be advised that many law enforcement agencies require applicants to meet physical, mental, and moral standards.

Municipal, county, state, and federal agencies as well as private industry afford excellent employment opportunities for graduates of the program.

### SUGGESTED PROGRAM IN CRIMINAL JUSTICE

#### FRESHMAN YEAR

Course Title	Fall Quarter	
	No.	Crs.
Introduction to Administration of Justice .....	100	5
English Composition .....	101	5
Survey of Sociology .....	110	5
Physical Education .....		1
<b>Winter Quarter</b>		
Criminal Law .....	101	5
English Composition .....	104	5
General Psychology .....	100	5
Physical Education .....		1
<b>Spring Quarter</b>		
Criminal Evidence .....	102	3
Speech .....	101	5
Physical Education .....	292	3
Elective .....		5

#### SOPHOMORE YEAR

<b>Fall Quarter</b>		
Criminal investigation .....	200	5
Law Enforcement Theory I (Patrol) .....	201	5
State and Local Government .....	205	5
Physical Education .....		1
<b>Winter Quarter</b>		
Law Enforcement Theory II (Traffic) .....	202	5
Interracial Relations .....	205	5
Typing I .....	103	2
Elective .....		5
Physical Education .....		1
<b>Spring Quarter</b>		
Introduction to Supervision .....	204	3
Law Enforcement Theory III (Juvenile) .....	203	5
Math .....	240	3
Elective .....		5
Physical Education .....		1

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

# JUNIOR ACCOUNTANT

Junior accountants maintain journals and ledgers for business firms, government agencies and accounting firms. They produce periodic financial statements and statistical analyses.

## SUGGESTED PROGRAM FOR JUNIOR ACCOUNTANTS

### FRESHMAN YEAR

#### First Quarter

Course Title	No.	Crs.
Business .....	101	5
Accounting .....	210	5
Business Machines .....	115	3

#### Second Quarter

Typing I .....	103	2
Business Math .....	110	5
Accounting .....	220	5
English .....	104	5

#### Third Quarter

Speech .....	100	5
Intermediate Accounting .....	230	5
Typing II .....	104	2
Business Communications .....	225	5

### SOPHOMORE YEAR

#### First Quarter

Elective .....		5
Intermediate Accounting .....	231	5
Tax Accounting .....	250	5

#### Second Quarter

Cost Accounting .....	245	5
Automated Accounting .....	240	5
Business Law .....	200	5

#### Third Quarter

Auditing .....	260	5
Practicum in Accounting .....	255	5
Elective .....		3

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

# MEDICAL RECORD TECHNICIAN PROGRAM

A medical record technician works in the medical record department of a hospital, clinic, nursing home or other agency, and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public.

## SUGGESTED PROGRAM

### FRESHMAN YEAR

#### First Quarter

Course Title	No.	Crs.
English .....	104	5
Health Technology .....	150	5
Medical Record Technology .....	130	3
Health Technology .....	110	3
Typing (or 45 wpm) .....	103	2

#### Second Quarter

Business .....	225	5
Health Technology .....	151	5
Medical Record Technology .....	131	3
Medical Record Technology .....	140	3

#### Third Quarter

Speech .....	100	5
Psychology .....	100	5
Medical Record Technology .....	141	3
Health Technology .....	120	3

### SOPHOMORE YEAR

#### First Quarter

Health Technology .....	210	3
Medical Record Technology .....	220	5
*Medical Record Technology .....	230	2
Elective .....		5

#### Second Quarter

Medical Record Technology .....	221	5
Business .....	235	5
*Medical Record Technology .....	231	5

#### Third Quarter

*Medical Record Technology .....	232	5
Elective .....		5

\*Directed Practice

# MEDICAL SECRETARY

A medical secretary works in a physician's office, hospital, clinic, laboratory, nursing home or other agency performing general secretarial and other duties related to the delivery of medical services. The duties may include answering the telephone, acting as a receptionist, making appointments, handling the mail and routine correspondence, managing the financial details (billing, payments, ordering, etc.), interviewing and preparing patients prior to examination and keeping and transcribing medical records.

Two suggested programs for medical secretaries are listed below. Program A is a one-year program for individuals with prior training and experience in performing general secretarial duties and Program B is a two-year program for individuals with no prior training or experience.

## SUGGESTED PROGRAM A (One Year)

### First Quarter

	Credits
Biology, 150—Anatomy and Physiology .....	5
Medical Record Tech. 130—Medical Terminology .....	3
English 104—Comprehensive English Comp. ....	5
Health Tech. 110—Health Care Delivery Systems .....	3
	16

### Second Quarter

Biology 151—Anatomy and Physiology .....	5
Medical Record Tech. 131—Medical Terminology .....	3
Medical Record Tech. 140—Medical Transcription .....	3
Business 225—Business Communications .....	5
	16

### Third Quarter

Medical Record Tech. 141—Medical Transcription .....	3
Health Tech. 120—Medical Office Practice I .....	3
Speech 100—Fundamentals of Speech .....	5
Psychology 100—General Psychology .....	5
	16

## SUGGESTED PROGRAM B (Two Year)

The contents of suggested Program A plus courses in typing, business machines, bookkeeping, filing, medical office procedures, medical office externship and general education. The specific courses selected for Program B depend on the needs of the student. For more information, contact the director of occupational education.

# NURSING

The Nursing Program is a two-year program to prepare students to perform nursing activities in hospitals, nursing homes, clinics, and physicians' offices. The graduates of the program will be eligible to take the examination for licensing as a Registered Nurse.

## SUGGESTED PROGRAM

### FIRST YEAR

#### First Quarter

Course Title	No.	Crs.
Chemistry for Nurses * .....	111	5
General Psychology .....	100	5
Foundations of Nursing I .....	101	6

#### Second Quarter

General Microbiology .....	201	5
Survey of Sociology .....	110	5
Foundations of Nursing II .....	102	6

#### Third Quarter

Human Growth & Development .....	206	5
Fundamentals of Speech .....	100	5
Comprehensive Nursing I .....	103	6

### SECOND YEAR

#### First Quarter

Anatomy & Physiology .....	206	5
Composition * .....	101	5
Comprehensive Nursing II .....	201	6

#### Second Quarter

Anatomy & Physiology .....	207	5
Comprehensive Nursing III .....	202	10

#### Third Quarter

Anatomy & Physiology .....	208	5
Comprehensive Nursing IV .....	203	10

\* May elect to take this course or the 2 quarter sequence Chemistry 101 and 102.

Students interested in three- or four- year programs can complete a number of courses at a community college. The following courses are suggested:

- Biology 201
- Biology 206, 207, 208
- Chemistry 101, 102
- English 101, 102
- Psychology 100
- Sociology 110
- Speech 100
- Social Science Elective (5 credits)
- Humanities Elective (5 credits)

Note: Students should check the program of the school at which they expect to complete their training before enrolling in these courses.

# RADIOLOGIC TECHNOLOGIST

The Radiologic Technologist Program is a twenty-seven month program to prepare students to work in hospitals and clinics assisting Radiologists in the use of X-ray films to examine patients. The graduates of the program are eligible to take the examination for registry as an X-ray Technologist.

## SUGGESTED PROGRAM

### First Quarter (Summer)

Course Title	No.	Crs.
Hospital Orientation & Ethics .....	101	2
Radiation Protection .....	102	2
Radiographic Clinic I .....	120	5
Math (or equivalent) .....	90	5

### Second Quarter (Fall)

Anatomy & Physiology I .....	150	5
General Physics I .....	160	5
Medical Terminology I .....	130	3
Radiographic Positioning & Technique I .....	140	1
Radiographic Film & Processing I .....	110	2
Radiographic Clinic II (Hospital) .....	121	3

### Third Quarter (Winter)

Anatomy & Physiology II .....	151	5
Radiation Physics II .....	170	5
English .....	101	5
Radiographic Positioning & Technique II .....	141	1
Radiographic Clinic III .....	122	3

### Fourth Quarter (Spring)

English .....	102	5
Radiation Physics III .....	171	5
Psychology .....	100	5
Radiographic Positioning & Technique III .....	142	1
Radiographic Clinic IV .....	123	3

### Fifth Quarter (Summer)

Speech or Sociology .....	100 or 110	5
Radiographic Clinic V .....	124	5

### Sixth Quarter (Fall)

Sociology or Speech .....	110 or 100	5
Survey of Disease .....	210	3
Radiographic Positioning & Technique IV .....	243	1
Radiographic Clinic VI .....	225	5

### Seventh Quarter (Winter)

Elective - Humanities .....		5
Radiographic Positioning & Technique V .....	244	1
Radiographic Clinic VII .....	226	5
Special Radiographic Procedures .....	211	3

### Eighth Quarter (Spring)

Elective - Humanities .....		5
Radiation Therapy & Nuclear Medicine .....	212	3
Department Management .....	213	2
Radiographic Positioning & Technique VI .....	245	1
Radiographic Clinic VIII .....	227	5

### Ninth Quarter (Summer)

Radiographic Clinic IX .....	228	5
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## REAL ESTATE

A variety of jobs exist in the real estate field. They include sales, property management, finance and appraising.

### SUGGESTED PROGRAM IN REAL ESTATE

#### FRESHMAN YEAR

Course Title	No.	Crs.
Principles of Real Estate .....	150	5
Typing I .....	103	2
Business Machines .....	115	3
Business Math .....	110	5
English .....	104	5
Real Estate Appraisal I .....	170	5
Speech .....	100	5
Real Estate Law .....	160	5
Elective or Work Study .....		5
Bookkeeping .....	140	5

#### SOPHOMORE YEAR

Economics .....	200	5
Real Estate Appraisal II .....	175	5
Business Communications .....	225	5
Real Estate Finance .....	165	5
Real Estate Business Management .....	180	5
Real Estate Sales & Advertising .....	190	3
Real Estate Property Management .....	185	5
Elective or Work Study .....		12

Students work out their programs with their adviser. Modifications should be made in keeping with the student's experience, educational background, and educational goals.

# RECEPTIONIST/CLERK

Receptionist/clerks perform general clerical work requiring use of a typewriter. Their work includes compiling and typing reports, application forms, shipping tickets and other data from clerical records. Their work also includes such duties as filing records and reports, posting information to records, sorting and distributing mail, answering telephones and computing with adding machines.

## SUGGESTED PROGRAM FOR RECEPTIONIST/CLERK

### FRESHMAN YEAR

First Quarter			
Course Title	No.	Crs.	
Typing I .....	103	2	
Shorthand I .....	130	5	
English .....	104	5	
Speech .....	100	5	
Second Quarter			
Shorthand II .....	131	5	
Typing II .....	104	2	
Business Math .....	110	5	
English .....	101	5	
Third Quarter			
Office Procedures .....	134	5	
Business Machines .....	115	3	
Typing III .....	105	2	
Business Correspondence .....	225	5	

### SOPHOMORE YEAR

First Quarter			
Records Management .....	116	3	
Transcription .....	117	3	
Bookkeeping .....	140	5	
Electives .....		5	
Second Quarter			
Business Law .....	200	5	
Introduction to Business .....	101	5	
Work Experience Internship .....	120	5	
Third Quarter			
Personal Finance .....	102	5	
Work Experience Internship .....	121	5	

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

# RESPIRATORY CARE TECHNICIAN

(Inhalation Therapy Assistant)

The Respiratory Care Assistant program is a one-year training program to prepare students to work under the direction of an inhalation Therapist in providing patient care relating to pulmonary diseases and disorders.

## SUGGESTED PROGRAM

First Quarter			
Course Title	No.	Crs.	
Health Care Delivery Systems .....	110	3	
Medical Terminology I .....	130	3	
Anatomy and Physiology .....	150	5	
Physics for Health Occupations .....	160	5	
Clinical Training I .....	140	1	
Second Quarter			
Anatomy and Physiology .....	151	5	
Respiratory Care Theory .....	110	3	
Respiratory Care Equipment .....	120	2	
Pharmacology .....	130	2	
Clinical Training II .....	141	3	
Third Quarter			
General Psychology .....	100	5	
Respiratory Care Theory .....	111	3	
Respiratory Care Equipment .....	121	2	
Pulmonary Functions .....	131	2	
Clinical Training III .....	142	5	
Fourth Quarter			
Respiratory Care Seminar .....	150	3	
Rehabilitation .....	132	2	
Clinical Training IV .....	143	5	
Microbiology .....	133	2	

# SERVICE REPRESENTATIVE

Service representatives work with the public for such firms and agencies as department stores, banks, airlines, insurance offices, public utilities and telephone companies.

## SUGGESTED PROGRAM FOR SERVICE REPRESENTATIVES

### FRESHMAN YEAR

First Quarter			
Course Title	No.	Crs.	
English .....	101	5	
Introduction to Business .....	101	5	
Business Math .....	110	5	
Typing I .....	103	2	
Physical Education .....		1	



Second Quarter	
English .....	104 5
Any Math or Science .....	5
Any Humanities .....	5
Physical Education .....	1

Third Quarter	
Bookkeeping .....	140 5
Business Law .....	200 5
Elective .....	5
Physical Education .....	1

### SOPHOMORE YEAR

First Quarter	
Business Communications .....	225 5
General Data Processing .....	108
or	
Introduction to Data Processing .....	235 5
Elective .....	5

Second Quarter	
Work Experience Internship .....	117 Max. 15
Elective .....	5
Speech .....	100 5

Third Quarter	
Business Machines .....	115 3
Personal Finance .....	102 5
Any Math-Science .....	5

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

## AMERICAN INSTITUTE OF BANKING

This is an in-service program designed mainly for bank employees. It is a joint venture developed by the American Institute of Banking and Tacoma Community College. Although the courses are offered for banking personnel, there is a limited enrollment available for non-banking students. See course descriptions for classes offered.

## CAREER DEVELOPMENT PROGRAM

The Career Development Program is for students who are unsure of their vocational goals and who are considering an educational program that will lead to specific employment within two years. The program includes Career Planning 200 and courses designed to help the student begin building job skills. Students may enroll in this program at any time. The program coordinator will help the student work out courses most suitable for him.

## LAW ENFORCEMENT (IN SERVICE)

The in-service program in law enforcement is a cooperative educational venture developed jointly by the Tacoma Police Department and other law enforcement agencies and the college. The primary purpose of the two-year program is to upgrade the competence of career police officers. It leads to an Associate degree.

Requirements which may be met on campus include English 101, 102 or 104; Psychology 100; Sociology 110; Speech 100; and courses to meet the distribution requirements for the Associate in Liberal Arts Degree.

## ASSOCIATE DEGREE DISTRIBUTION CLASSIFICATIONS

The following may be used as a guide for students pursuing a program leading to an Associate in Liberal Arts degree or the Associate in Arts and Sciences degree. Specific requirements for these and other college degrees are listed in the college catalog.

Except for Communications (English Composition) and Physical Education requirements, courses not listed as Humanities, Math/Science, or Social Sciences will be classified as "other." "Other" courses may be used to fulfill the 90 total hours requirement but not distribution requirements.

### HUMANITIES

- Art—any course
- Drama—any course
- English
  - Literature—G-100C
  - Literature—200 through 279
- Journalism
  - Communications 101
  - Newspaper Workshop 100
  - Journalism 200
- Languages
  - Chinese
  - French
  - German
  - Spanish
  - Swahili
- Music—any course
- Philosophy—any course
- Speech
  - (G-100A and 100 may be also used as Communications for A.T.A. and A.L.A. degrees)

## MATH/SCIENCE

**Anthropology**—201  
**Biology**—any course  
**Chemistry**—any course  
**Engineering**—any course  
**Forestry**—any course  
**Geography**—205  
**Geology**—any course  
**Mathematics**—any course  
for the A.T.A. and A.L.A. degrees; Arts and Sciences degree requires courses above 100

**Oceanography**—all courses

**Philosophy**—120

**Physical Science**—100

**Physics**—any course

(All the above courses qualify as laboratory science courses except Philosophy 120, Geography 205, Anthropology 201, and the math courses.)

## SOCIAL SCIENCES

**Accounting**—any course

**Anthropology**—any course

**Business**

Intro. to Business 101

Business Law 200

Business Statistics 256

Business Comm. 225

Personal Finance 102

**Career Development**

Consumer Ed. 115

**Economics**—all courses

**Education**

**Geography**—any course

**History**—any course

**Human Relations**—any course

**Journalism**

Mass Media and Society 210

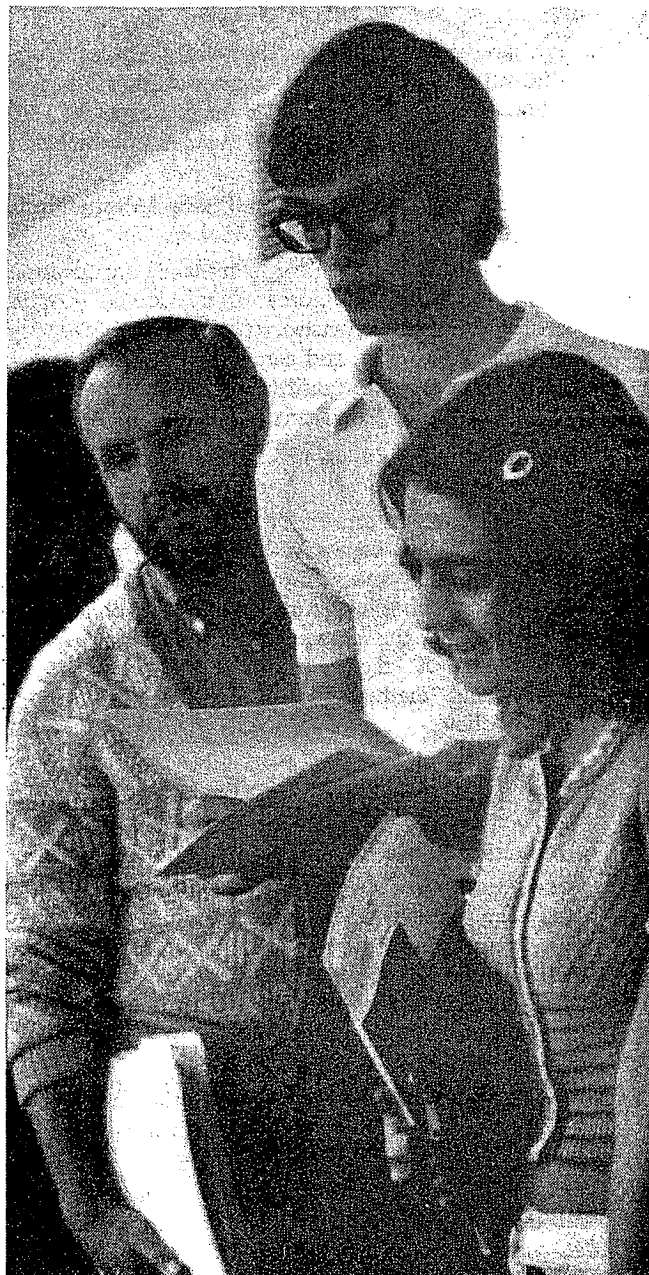
Survey of Radio and TV 250

**Political Science**—any course

**Psychology**—any course

**Social Science G-100A**

**Sociology**—any course



# COURSE OFFERINGS

## AEROSPACE STUDIES

Through an agreement with the University of Puget Sound, TCC students may take aerospace studies classes in the Air Force Reserve Officers Training Corps at UPS. Students should be advised that the academic calendar at UPS differs from that of TCC.

### 110, 115 U.S. Military Forces in the Contemporary World: (2½ credits per term)

An introductory course on the mission, organization, and weaponry of Air Force units. Course includes study of strategic offensive, strategic defensive, and some general purpose, and aerospace support forces as well as training in drill, military customs and courtesies, and Air Force orientation.

### 210, 215 U.S. Military Forces in the Contemporary World: (2½ credits per term)

An introduction to aspects of U.S. defense policy. The continuity of the course is based on an attempt to show how and where the military instrument of national power fits into American foreign policy. The course recounts the background and structure of the organization of the military instrument and the agencies and methods involved in the making of defense policy.

## ANTHROPOLOGY

### 100 Introduction to the Study of Man: (5)

Introduction to the sub-fields of anthropology including physical anthropology, archaeology, socio-cultural anthropology and linguistics through the study of human biological, cultural and social evolution and through consideration of the present biological and socio-cultural variations of mankind.

### 107 Indians of North America: (5)

An anthropological investigation of the diversity of cultures among the Indians of North America.

### 201 Principles of Physical Anthropology: (5)

The study of human and non-human primate evolution through two approaches: an examination of the fossil record, and an examination of the biological and behavioral variability in living populations.

### 202 Principles of Social Anthropology: (5)

An introduction to and analysis of the social and cultural variation of mankind as expressed in diverse

economic, social, political, and religious systems around the world.

### 205 Principles of Archaeology: (5)

An introduction to the study of the prehistory of man as revealed by his material remains; includes consideration of excavation techniques, analysis of artifacts and dating, and a survey of world prehistory from the beginnings of culture to the appearance of writing.

## ART

The following courses have no prerequisite requirements:

Art 100 Appreciation of the Visual Arts

Art 105 Beginning Drawing

Art 109 Beginning Design

Art 156 Painting

Art 105 Lettering

Art 212 Art History (Ancient to Renaissance)

Art 213 Art History (Renaissance to Modern)

The following courses require Art 105 and Art 109 as prerequisites:

Art 106, 107 Drawing

Art 110 Design

Art 201, 202, 203 Ceramics

Art 250, 251 Printmaking

Art 256, 257 Oil Painting

Art 258, 259 Water Color

Art 272, 273, 274 Sculpture

Art 299 Advanced Problems

Requirements for advanced art courses—Art 105 (Beginning Drawing) and Art 109 (Beginning Design)—should be taken during the first quarter. If scheduling does not allow this, either may be taken separately or concurrently with an advanced art course the first quarter and the other requirement in the following quarter.

Most four-year colleges require of art majors additional quarters of both drawing and design. If the student intends to transfer, he should check the requirements of the college or university of his choice.

Note: The College reserves the right to temporarily retain, for exhibit or photographing, any student work submitted for credit.

- 100 **Appreciation of the Visual Arts: (5)**  
 (For non-majors, not a prerequisite for the art program) Designed to lead to an understanding and appreciation of the visual arts—painting, sculpture, architecture, etc.; lecture and studio.
- 105 **Beginning Drawing: (5)**  
 General exploration of various techniques and media through the study of composition, perspective, and form.
- 106, 107 **Drawing: (5, 5)**  
 Further development of basic skills in rendering with emphasis on compositional concepts.  
 Prerequisites: Art 105 for 106; 106 for 107; Art 109.
- 109 **Beginning Design: (5)**  
 Fundamentals of art structure as the basis for creative work; organizing of line, shape and color in space; studio.
- 110 **Design: (5)**  
 Emphasis on materials in the approach to design.  
 Prerequisite: Art 105, 109.
- 150, 151 **Printmaking: (5, 5)**  
 For non-art majors. General guidelines for the course are the same as for Art 250, 251. Course is offered for students interested in printmaking and in obtaining 5 Humanities credits but not intending to transfer to a 4 year school as an Art major.  
 No prerequisite - 150.  
 Prerequisite: Art 150 for 151.
- 156, 157 **Painting: (5, 5)**  
 For non-art majors. Beginning oil painting without prerequisites, with emphasis on developing personal skills and techniques of the media; landscape and still life.  
 Prerequisite: Art 156 for 157.
- 201 **Beginning Ceramics: (5)**  
 Basic introduction to hand building techniques and decorating methods.  
 Prerequisites: Art 105 and 109.
- 202, 203 **Ceramics: (5, 5)**  
 Experiences in wheel throwing and glaze experimentation in addition to furthering skills acquired in 201.  
 Prerequisites: Art 201 for 202; 202 for 203.
- 205 **Lettering: (5)**  
 Introduction to calligraphy, designing lettering styles, layout application for both commercial and individual needs.
- 212, 213 **History of Western Art: (5, 5)**  
 An introduction to the major achievements and the principal media from pre-historic time to the present; illustrated lectures: 212, Ancient through Gothic to Early Renaissance; 213, High Renaissance to Modern period.  
 No prerequisite.
- 250 **Printmaking: (5)**  
 Basic principles of printmaking methods, including relief (woodcut, linoleum, block print), stencil (silkscreen) and intaglio (etching, engraving, collograph). Each student is encouraged to work in one of the above processes rather than all three, and to explore individual techniques. Each process is described and demonstrated with basic materials and techniques at the beginning of each quarter.  
 Prerequisites: Art 105 and 109.
- 251 **Printmaking: (5)**  
 If the student continues study of work from Art 250, emphasis will be given to multiple color printing in traditional and experimental techniques; selection, handling and care of printing papers; and solutions to color registration. Or the student may elect to work in a process different from that of the preceding quarter; or combinations of the various processes and techniques (woodcut with silkscreen, for example).  
 Prerequisite: Art 250.
- 256 **Beginning Oil Painting: (5)**  
 Emphasis on individual expression through the study of historical styles and methods; landscape and still life.  
 Prerequisites: Art 105 and 109.
- 257 **Oil Painting: (5)**  
 Exploration of contemporary painting styles and techniques; landscape, still life, and figure.  
 Prerequisite: Art 256 for 257.
- 258 **Beginning Water Color: (5)**  
 Study of basic techniques of water color, including projects in still life, landscape, and experimental composition.  
 Prerequisites: Art 105 and 109.
- 259 **Water Color: (5)**  
 Principles of composition and design as well as study of color and the understanding and mastery of technical problems in handling of water colors.  
 Prerequisite: Art 258 for 259.
- 272 **Beginning Sculpture: (5)**  
 Emphasis on fundamentals of three-dimensional design (in the round and relief) and experimentation in sculptural media and techniques.  
 Prerequisites: Art 105 and 109.
- 273, 274 **Sculpture: (5, 5)**  
 Further exploration of sculptural composition, materials, approaches, and techniques.  
 Prerequisites: Art 272 for 273; 273 for 274.
- 299 **Advanced Problems: (3)**  
 Investigation of media with emphasis on development of individual skill.  
 Prerequisite: permission of instructor; this course is generally recognized as an extension of a course series and is available in all areas.

# BIOLOGY

- G-100A Biological Science: (5)**  
A survey of biological principles derived from a study of the plant and animal kingdoms.
- 100 Basic Ecology: (5)**  
(A course for non-science majors) The basic understanding of ecology: A study of the interrelationships between organisms in biological communities, the environmental factors in communities, chemical cycles, and plant and animal populations.
- 101, 102 General Biology: (5, 5)**  
The principles of biology as they apply to both plants and animals; origin and nature of life, processes by which it maintains and increases itself, varied living forms, basic biological principles.  
Prerequisite: Biology 101 for 102.
- 103 General Biology: (5)**  
A molecular approach to the study of biology; an investigation of the chemistry of living systems, starting with the structure and function of the cell.  
Prerequisite: High school chemistry or the equivalent, and Biology 102.
- 106 Contemporary Biological Problems: (5)**  
(A course for non-majors) A survey of current biological problems including pollution, population, drugs, and genetic abnormalities. The course includes laboratory experience and field trips to see these problems first hand.
- 108 Natural History of the Pacific Northwest: (5)**  
(A non majors course; useful to elementary teachers and outdoor education majors)  
A field and laboratory course covering phases of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips will involve classification and preparation of specimens.
- 111 Botany: (5)**  
An introduction to the structure, physiology and reproduction of plants with emphasis on seed-producing groups. (Satisfies requirements for forestry, agriculture, wildlife, botany, and pharmacy majors. Meets laboratory science requirement for non-biology majors.)  
Prerequisite: 1 year of high school biology.
- 112 Botany: (5)**  
An introduction to the major groups of the plant kingdom, structure, reproduction, and theories of evolutionary relationship. Emphasis on life cycles of major types of plants.  
Prerequisite: Biology 101 or 111 or permission of instructor.
- 150, 151 Anatomy and Physiology: (5, 5)**  
A course in the structure and function of the human body, specifically for students in health programs.

- 201 General Microbiology: (5)**  
The biological characteristics and chemical activities of bacteria, molds, yeasts, viruses, rickettsia protozoa and algae. The relationship of micro-organisms to disease is developed and the grouping of disease-spreading agents according to their methods of transmission and portal of entry. A requirement for Registered nurses.  
Prerequisites: Biology 101; chemistry 101 strongly recommended.
- 206, 207, 208 Anatomy and Physiology: (5, 5, 5)**  
Study of the structure and function of the human body with the aid of a physiograph, anatomical charts, models, human skeletons and other human materials.  
Prerequisites: 206 for 207; and 207 for 208.

# BUSINESS AND ECONOMICS ACCOUNTING

- 210 Fundamentals of Accounting: (5)**  
An introduction to the structure, development, and interpretation of accounting data and financial statements derived from the operations of a business entity.
- 220 Fundamentals of Accounting: (5)**  
Continuation of Accounting 210. Emphasis on the distinguishing elements of manufacturing, partnership, and corporate accounting; includes those factors of accounting involved with decision making.  
Prerequisite: Business 210.
- 230 Intermediate Accounting: (5)**  
The application of accounting principles to problems involving receivables; inventories; investments; depreciation methods; intangible assets and deferred charges; capital stock and surplus; compilation of statements; statement analysis and preparation of the statement of funds.  
Prerequisite: Business 220.
- 231 Intermediate Accounting: (5)**  
Continuation of Accounting 230.  
Prerequisite: Accounting 230.
- 240 Automated Accounting: (5)**  
This course is designed to transfer manual processing methods to automated procedures. Problems to be programmed will consist of the accounting concepts learned in Accounting 210. Students will learn to use the Fortran language.  
Prerequisites: Business 108 and 210.
- 245 Cost Accounting: (5)**  
Application of accounting principles to manufacturing costs. The course includes job order, process and standard cost systems with applications of cost data for management use. Special emphasis on materials accounting, payroll distribution and overhead allocations.  
Prerequisite: Business 220.

- 250 Tax Accounting: (5)**  
The individual income tax, including determination of taxable income and deductions with emphasis on the preparation of individual tax returns. Tax laws, accounting procedures, and preparation of required tax returns for state and federal business taxes, payroll deductions and records; income tax records for corporations.  
Prerequisite: Business 220.
- 255 Practicum in Accounting: (5)**  
A cooperative work experience in acceptable positions in accounting or related office work.
- 260 Auditing: (5)**  
A course in the auditing procedures involved in connection with the assets, equities, revenue and expense and the preparation of reports; intended to acquaint the student with the duties of the auditor and his analysis of accounting records.  
Prerequisite: Business 231.
- 299 Advanced Problems: (5)**  
Investigation of media with emphasis on development of individual skill.  
Prerequisite: permission of instructor; this course is generally recognized as an extension of a course series and is available in all areas.

## AMERICAN INSTITUTE OF BANKING

- 100 The Starter Series: (1)**  
This is a series of three short orientation seminars at the entry level for new bank employees.
- 102 Principles of Bank Operations: (3)**  
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad perspective.
- 104 Accounting I: (5)**  
This course supplies a comprehensive treatment of accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.
- 106 Accounting II: (5)**  
This course has two major objectives in mind: immediate on-the-job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.
- 108 Business Mathematics: (3)**  
This course is designed for the student who requires refresher work in the fundamentals of business mathematics. It covers a variety of subjects, among which are fundamental arithmetic tools, fractions, decimals, business documents, payrolls, statistical data and graphs, depreciations, and simple interest.

- 110 Business Administration: (3)**  
In this course, emphasis is placed on the managerial responsibility of coordinating carefully the many facets of a business enterprise. It also stresses the background of administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations problems.
- 112 Law and Banking: (3)**  
This course is an introduction to law for bankers. Among the legal topics considered are: jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, and agency. Though commercial law principles are broadly presented, attention is concentrated on the Uniform Commercial Code.
- 113 Law and Banking: (3)**  
Continuation of AIB 112.
- 114 Economics: (3)**  
This course sets forth the current principles explaining how our economic system operates. It takes up the determination of relative value in markets with different types of competition, and applies the underlying principles to incomes and commodities. Also discussed are the basics of international economics and finance, and the limitations and related pitfalls of economics from the layman's viewpoint.
- 116 Financing Business Enterprise: (3)**  
In this course stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. The material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation.
- 118 Fundamentals of Bank Data Processing: (3)**  
This course has been developed to meet the need for a broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation, it should serve as a general briefing on the essentials of banking data processing.
- 120 Money and Banking: (3)**  
This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory. Emphasis is placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.
- 122 Principles of Saving Bank Operations: (3)**  
An introduction to saving banking, the role of saving, organization and structure of saving banks, supervision and protection of deposits and current banking problems.
- 124 Analyzing Financial Statements: (3)**  
This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful

- review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.
- 126 **Agricultural Finance: (3)**  
Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather than stressing the examination of land and labor resources, which are more closely aligned with agricultural production. An understanding of agricultural finance should help the banker in satisfying the credit needs of modern agriculture.
- 128 **Bank Investments: (3)**  
This course describes the nature of primary reserves and loanable funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy.
- 130 **Bank Public Relations and Marketing: (3)**  
This course discusses the basis of public relations, both internal and external, and seeks to explain the why, the what and some of the how of public relations and marketing.
- 132 **Credit Administration: (3)**  
This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.
- 134 **Home Mortgage Lending: (3)**  
This course approaches mortgages from the viewpoint of the loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the loan officer in overall portfolio management.
- 136 **Installment Credit: (3)**  
In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, servicing the loan, and collecting the amounts due. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.
- 138 **International Banking: (3)**  
The objective of this course is to present the basic framework and fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.
- 140 **Savings and Time Deposit Banking: (3)**  
This course is a review of the economics of the savings process by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.
- 142 **Trust Functions and Services: (3)**  
This course presents a complete picture of the services rendered by institutions engaged in trust business.
- 144 **Federal Reserve System: (3)**  
This course examines the operations and policies of the Federal Reserve System during the past sixty years. The course includes a review and analysis of monetary instruments and of the goals of monetary policy.
- 146 **Bank Management: (3)**  
This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.
- 148 **Bank Management by Objectives: (1)**  
This middle management seminar is designed to assist bank officers in learning how to translate bank problems into realistic goals, for the individual and the bank, through the management-by-objectives system. Cases and outside readings are used in this seminar.
- 150 **Planning Management Development: (1)**  
This middle management seminar is designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used in this seminar.
- 152 **Supervision and Personnel Administration: (3)**  
This course is designed to aid supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people.
- 156 **Bank Letters and Reports: (3)**  
This course is designed for Bank Officers, supervisors, and employees who dictate or review correspondence. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters.
- 158 **Conference Planning and Leadership: (1)**  
This course is centered on a specific phase of the problem of human understanding. It is concerned with an important responsibility of management: to communicate and to coordinate ideas in the most effective way possible. It gives consideration to the dynamics of human interaction in groups convened to solve problems and make decisions.
- 160 **Effective English: (3)**  
This course is concerned with the language of business: English as it is most effectively used by today's business and industrial leaders.
- 168 **Practicum in Banking: (3)**  
Supervised employment to provide practical experience in operations and methods encountered in banking.

- 170 **Practicum in Banking: (3)**  
Supervised employment to provide practical experience in operations and methods encountered in banking.
- 174 **Computer Basics for Management: (1)**  
This middle management seminar is designed to assist bank officers who are not EDP specialists, to understand computers and related equipment in terms of their data handling functions and abilities. Developments in computer technology are reviewed in terms of their usefulness to bank management.

## BUSINESS

- 101 **Business: An Introductory Analysis: (5)**  
A course especially designed for students wishing to explore opportunities in the field of business. Examines the role of business in a modern economy, including its growth, structure, organization, and relationship to environment. Examines business firms: their objectives, functions and management. Examines problems or organizations, decision making, controls, and related aspects.
- 102 **Personal Finance: (5)**  
A course in consumer education covering personal finance, budgeting, buying goods and services, personal income tax, and an understanding of interest rates.
- 103 **Typing I: (2)**  
Typing fundamentals, including mastery of the keyboard and thorough knowledge of correct typing techniques.
- 104 **Typing II: (2)**  
Skill development and business problem typing.  
Prerequisite: Business 103.
- 105 **Typing III: (2)**  
Continuation of 104.  
Prerequisite: Business 104.
- 108 **General Data Processing: (5)**  
A history of development of data processing through the electronic computer; a non-technical explanation of terminology and fundamental concepts of processing data by unit record systems and the computer.
- 110 **Business Mathematics: (5)**  
A review in arithmetic: problems in billing, profits, trade discounts, cost taxes, installment buying, securities and amortization.
- 115 **Business Machines: (3)**  
Instruction and practice in operating 10-key adding machines and calculators.
- 116 **Records Management: (3)**  
Basic principles and procedures of records storage and control.
- 117 **Transcription: (3)**  
Transcription machine operation and application; perfecting business communications.  
Prerequisite: English 104, Typing I.
- 118 **Key Punch: (2)**  
Introduction to Key Punch operation and program cards.  
Prerequisite: Typing I.
- 120, 121, 122 **Work Experience Internship: (5, 5, 5)**  
Supervised employment to provide practical experience in operations and methods encountered in business.  
Prerequisites: 120 for 121, 121 for 122.
- 130 **Shorthand I: (5)**  
A beginning course in fundamental principles of Gregg Shorthand.  
Prerequisite: Typing 103 or permission of instructor.
- 131 **Shorthand II: (5)**  
Gregg Shorthand dictation and transcription emphasizing speed building. A laboratory course utilizing multiple channel dictation equipment in addition to classroom instruction.  
Prerequisite: Business 130.
- 134 **Office Procedures: (5)**  
Study and practice involving duties and responsibilities of a receptionist, clerk, or secretary.  
Prerequisite: Business 131.
- 140 **Bookkeeping: (5)**  
(Recommended for beginning students in bookkeeping.) A study of basic record-keeping techniques.
- 200 **Business Law: (5)**  
A preliminary analysis of business law, through the study of simple contracts, their performance and remedies for breach; the application of the uniform commercial code to general business practices; an analysis of the more common business associations existing in the business community and the resultant effect of each association.
- 225 **Business Communications: (5)**  
Fundamentals of writing business messages; emphasis on written communications—letters, reports, memoranda, telegrams, other messages.  
Prerequisites: Business 103 and English 104 or instructor's permission.
- 235 **Introduction to Data Processing: (5)**  
Information processing by automated equipment, emphasis on unit record and electronic computer systems; writing of programs to solve simple problems.
- 256 **Statistical Analysis: (5)**  
A survey of statistical techniques useful in guiding business decisions: introduction to descriptive techniques, probability, estimation, correlation, and decision making.  
Prerequisite: Math 101.
- 299 **Individual Study in Business: (Variable 1-5)**  
Study on an individual basis.  
Prerequisite: Permission of instructor.



## ECONOMICS

- 200 **Principles of Economics: (5)**  
History and development of the capitalistic system. The operation of "guided capitalism" with emphasis on the use of monetary and fiscal controls by government. Analysis of current problems including: inflation, public debt, economic growth, taxation, unemployment, and monetary devaluation.
- 201 **Principles of Economics: (5)**  
The theory of the market system as a method of allocating resources and distributing income and products. Analysis of current problems including: government regulation, subsidies, monopoly, and taxation.  
Prerequisite: Economics 200.

## REAL ESTATE

- 150 **Principles of Real Estate: (5)**  
Factors affecting real estate, urban land economics, city planning, regulations of land use; principles of value and real estate evaluation; ownership, nature and classification of land management of property, law and market analysis.
- 160 **Real Estate Law: (5)**  
The principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof.  
Prerequisite: Real Estate 150 or permission of instructor.
- 165 **Real Estate Finance: (5)**  
The procedures and problems associated with servicing real estate loans; a study of institutions engaged in financing real property transactions; analysis of practices and risks involved in financing and investing.  
Prerequisite: Real Estate 150 or permission of instructor.
- 170 **Real Estate Appraisal I: (5)**  
The principles and techniques used in determining the value of real property. The application of cost, income, and market data approaches to value.  
Prerequisite: Real Estate 150 or permission of instructor.
- 175 **Real Estate Appraisal II: (5)**  
Further study of real estate appraising emphasizing study of building material and equipment, cost estimates, depreciation, the cost approach, gross income estimates, expense analysis, capitalizations, market data approach, commercial investment property, correlation and final value estimate and the appraisal report.  
Prerequisite: Real Estate 170 or permission of instructor.
- 180 **Real Estate Business Management: (5)**  
Practical administration of real estate brokerage, including all managerial functions with special

emphasis on brokerage, budgets, sales management, sales training, and market analysis.

Prerequisite: Real Estate 150 or permission of instructor.

- 185 **Real Estate Property Management: (5)**  
Important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies, and financial result analysis.  
Prerequisite: Real Estate 150 or permission of instructor.
- 190 **Real Estate Advertising and Sales: (3)**  
Essentials and techniques of salesmanship and advertising as they specifically adapt to real estate.  
Prerequisite: Real Estate 150 or permission of instructor.

## CAREER DEVELOPMENT

(Permission of instructor required)

- 115 **Consumer Education: (Variable 1-3)**  
A course in personal and family finance covering ways to handle money, ways to shop, purchase of basic goods and services, savings, credit, loans, legal and health services and rights.
- 200 **Career Planning: (1-5)**  
A decision making process related to jobs and training. This includes learning more about aptitudes, interests, skills, personal values and goals and the demand and opportunities of jobs and occupational training programs.

## CHEMISTRY

- 100 **Principles of Chemistry and Physics: (5)**  
(For students with no previous training in chemistry.) The study of atoms, molecules and chemical and physical changes; a survey of the fundamental principles.
- 101 **Survey of Chemistry: (5)**  
(For non-science and non-engineering majors.) An examination of molecular theory, quantitative relationships, solutions, acids, bases, and salts.  
Prerequisites: High school chemistry or Chemistry 100, and high school algebra or Math 101. Math 101 may be taken concurrently.
- 102 **Survey of Chemistry: (5)**  
(For non-science majors.)  
Organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins, and carbohydrates. Students planning to take Chemistry 231 should not take Chemistry 102.  
Prerequisite: Chemistry 101.

- 103 **Survey of Chemistry: (5)**  
(For non-science majors.)  
A survey of the compounds and reactions of the major families of chemical elements; nuclear reactions.  
Prerequisite: Chemistry 101.
- 111 **Chemistry for the Nursing Profession: (5)**  
A comprehensive survey of the basic principles of inorganic and organic chemistry for the health related programs.  
Prerequisites: High school chemistry or Chemistry 100.
- 140 **General Chemistry: (5)**  
(For science, engineering, and other majors requiring more than one year of chemistry.) Structure of matter, atomic theory, quantitative relationships, stoichiometry, periodic properties, and chemical bonding.  
Prerequisites: High school chemistry or Chemistry 100, and Math 101 or two years of high school algebra.
- 150 **General Chemistry: (5)**  
Liquids, solids, aqueous solutions, kinetics, acid and base equilibria.  
Prerequisite: Chemistry 140.
- 160 **General Chemistry: Qualitative Analysis: (5)**  
Solubility, equilibria, complex ions, electro-chemistry, oxidation - reduction, nuclear reactions, and organic chemistry; semi-micro qualitative analysis for common cations and anions.  
Prerequisite: Chemistry 150.
- 221 **Quantitative Analysis: (5)**  
Volumetric and gravimetric analysis.  
Prerequisite: Chemistry 160.
- 231 **Organic Chemistry: (5)**  
Structure, nomenclature, reactions, and synthesis of the main types of organic compounds.  
Prerequisite: Chemistry 160.
- 232 **Organic Chemistry: (5)**  
Continuation of Chemistry 231.  
Prerequisite: Chemistry 231.
- 233 **Organic Chemistry: (5)**  
Continuation of Chemistry 232 with emphasis on the study of polyfunctional compounds, natural products and an introduction to biochemistry. Laboratory work is mainly on qualitative organic analysis.  
Prerequisite: Chemistry 232.

## CHINESE

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

- 101, 102, 103 **Elementary Chinese: (5, 5, 5)**  
Open enrollment (students may register for any level at any time during any quarter).  
Variable credit (5 to 15 credits may be earned over three quarters). An introduction to the Chinese language through the use of oral-aural methods. Both conventional and simplified written characters are introduced gradually. Language lab used for practice.

## CRIMINAL JUSTICE

- 100 **Introduction to Administration of Justice: (5)**  
History and evolution of the police profession; ethics and professionalization; the correlation between the police, the courts and corrections in the criminal justice system; court organization procedures and functions; survey of professional career opportunities and qualifications required; overview of current police problems.
- 101 **Criminal Law: (5)**  
History of law; common and statutory laws defined and distinguished; laws of arrest; act and intent; parties to crime; divisions of crime; principals and accessories; penalties. Covers Washington law relating to criminal acts with emphasis on the elements of crime and those specific sections most frequently used by field officers.
- 102 **Criminal Evidence: (3)**  
Kinds of evidence, rules of evidence; conclusions, opinions and expert testimony; competency of witnesses; discussion of illegally obtained evidence; the rules of search and seizures; limitations imposed by constitutional guarantees.
- 200 **Criminal Investigation: (5)**  
Preliminary investigation by patrol officers; collection, preservation, identification and recording of evidence; crime scene recording; assaults; auto theft; burglary; homicide; robbery; sex crimes; stakeouts; thefts; and narcotic and drug abuse. A two (2) hour lab is included in this class.
- 201 **Theory of Law Enforcement: (5)**  
The theory and philosophy of the patrol division in policing for the suppression and prevention of crime.
- 202 **Theory of Law Enforcement II: (5)**  
The theory and philosophy of the traffic division in enforcing, investigating and regulating the flow of vehicular and pedestrian traffic.
- 203 **Theory of Law Enforcement III: (5)**  
The theory and philosophy of the juvenile division in policing the juvenile population; the philosophy of the juvenile court and the juvenile probation unit in dealing with wards of the court.
- 204 **Introduction to Supervision: (3)**  
Emphasis on the application of the basic principles of supervision to the police profession; human relations, unity of command, span of control, evaluation and rating of personnel, motivation, discipline and person-to-person communication.

# DRAMA

- 100 **Rehearsal and Performance: (2) Maximum: 6 credits**  
Participation in play production; after tryouts and cast and crew assignments, the class composed of actors and technicians in the college-produced play.
- 101 **Introduction to the Theater: (5)**  
Designed to acquaint the student with the nature of theater art—its elements and its present state; emphasis on modern American theater production practices.
- 151, 152, 153 **Acting: (3, 3, 3)**  
Class and laboratory study of the basic principles and techniques of acting; movement, and vocal training; improvisation in pantomime and dialogue; scenes from plays are prepared and performed.
- 210, 215, 220 **Technical Production: (3, 3, 3)**  
Lecture, laboratory course in basic theories, construction, techniques, and equipment of stage scenery, lighting, and scene painting; basic scene and lighting design; crew work on college shows required in addition to scheduled class hours.
- 299 **Independent Study: (Variable 1-5)**  
Individual study.  
Prerequisite: Permission of instructor.

# EDUCATION

- 200 **Foundations of American Education: (5)**  
An analysis of the role of education in our culture and an introduction to the social, philosophical and historical foundations of American education.

# ENGINEERING

- 100 **Engineering Orientation: (1)**  
An introductory view of the fields of engineering including lectures, discussions, and reading assignments; designed to acquaint the student with the fields of engineering and the opportunities in each.
- 101, 102 **Engineering Graphics: (3, 3)**  
Drawing—acquaints the student with the use of instruments, scales, lettering and line work; work on orthographic projection, reading and interpretation of engineering drawings, diagrams, notes and other forms of graphic representation.  
Prerequisite: Engineering 101 for 102.
- 103 **Applied Descriptive Geometry: (3)**  
Use of graphics in the solution of problems in different fields of engineering; includes point, line, plane problems, intersections, developments and vectors in three dimensions.  
Prerequisites: Engineering 102.
- 111 **Engineering Problems: (3)**  
An introduction to some fundamental principles, including dimensional analysis, statics, rectilinear

motion with uniform and non-uniform acceleration, vector algebra, and Newton's laws; designed to develop the ability to analyze and solve engineering problems.  
Prerequisites: High school physics or equivalent, and Math 105. Math 105 may be taken concurrently.

- 112 **Statics: (3)**  
A fundamental and rigorous course in engineering statics using the vector notation treatment.  
Prerequisites: Engineering 101, 111, and Mathematics 124. Math 124 may be taken concurrently.
- 113 **Dynamics: (3)**  
The dynamics of particles and rigid bodies, using vector analysis. Kinematics, kinetics, momentum and energy principles for particles and rigid bodies. Euler's equations of motion.  
Prerequisite: Engineering 112.

# ENGLISH

- 41 **English as a Second Language: (5)**  
An intensive study of English, enabling the foreign-born student to become more fluent in reading and writing English.
- 42 **English as a Second Language: (5)**  
A continuing intensive study of English, enabling the foreign-born student to become more fluent in reading and writing English.
- G-100A **Beginning Writing: (5)**  
An introduction to writing techniques designed to assist the student in improving the basic skills required to communicate effectively.
- G-100B **Composition: (5)**  
Development of basic skills necessary to writing effective sentences, paragraphs, and short essays.
- G-100C **Literature: (5)**  
Study of the short story, novel, and drama: an introduction to literature.
- 101, 102 **Composition: (5, 5)**  
Application of the basic rules of composition through exercises in expository, descriptive, and argumentative writing; collateral readings in fiction and non-fiction included.  
Prerequisite: English 101 for 102.
- 104 **Comprehensive English Composition: (5)**  
A practice course in the basic skills of written communication: stress on expository prose and technical report writing as used in business.
- 240 **World Literature: (5)**  
A survey of classics of the ancient world including the Iliad and Odyssey, representative Greek dramas, and works of the Roman writers such as Virgil and Ovid.
- 241 **World Literature: (5)**  
A survey of representative Western European works from the Middle Ages to the present including authors from Dante to Camus.
- 242 **World Literature: (5)**  
A survey of contemporary world literature; equal emphasis on European, African, and Asian.

250 **Introduction to Shakespeare: (5)**  
An introduction to Shakespeare through a study of several of his tragedies, histories, and comedies.

257 **Introduction to Poetry: (5)**  
(For non-majors)  
A study of poetry based on readings primarily from British and American sources.

258 **Introduction to Fiction: (5)**  
(For non-majors)  
A study of fiction based on readings of short stories and novels.

259 **Introduction to Modern Drama: (5)**  
(For non-majors)  
A study of modern drama based on readings of twentieth century plays.

264 **English Literature: From Beowulf through Donne: (5)**  
A survey of English literature from the beginnings to 1600, with emphasis on major figures and types; includes Beowulf, Chaucer, Spenser, and Shakespeare.

265 **English Literature: From Milton through Fielding: (5)**  
A survey of English literature from John Bunyan to William Blake, with emphasis on Milton, Pope, Swift, Fielding and Johnson.

266 **English Literature: From Blake through Hardy: (5)**  
A survey of English literature from William Blake to Thomas Hardy, with emphasis on the Romantics and Victorians.

267 **American Literature: From the Beginnings to 1860: (5)**  
A survey of American literature from the beginning through the Civil War with emphasis on Edwards, Franklin, Cooper, Hawthorne, Thoreau, Emerson, and Melville.

268 **American Literature: From 1860 to 1920: (5)**  
A survey of American literature from the Civil War to the close of World War I with emphasis on Whitman, James, Howells, Adams, Twain, Norris, and Dreiser.

269 **American Literature: From 1920 to Date: (5)**  
A survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Steinbeck, Warren and Wright; and on selected poets including Frost, Eliot, Stevens, Ginsburg, Ciardi, and Jarrell.

270 **Afro-American Writers: (5)**  
A survey of Afro-American literature from 1750 to the present.

271 **Contemporary American Fiction: (5)**  
A study of contemporary American fiction; includes works of authors such as Malamud, Baldwin, Ellison, Bellow, Updike, Killens, and Gold.

272 **Chicano Writers: (5)**  
A study of current Mexican American literature to provide a better understanding of the Mexican-American people in the United States and their struggle to find a meaningful function in society.

276 **Creative Writing—Fiction: (3)**  
A course in the writing of fiction with the intent of allowing the student to develop his own creative abilities through experimental writing in fiction and by the observation and study of works of fiction.  
Prerequisites: None: However, it is desirable that the student has successfully completed English Composition 101 and 102.

277 **Creative Writing—Fiction: (3)**  
A continuation of the writing of fiction which enables the student to continue developing his creative writing abilities in fiction.  
Prerequisites: None: However, it is very desirable that the student has successfully completed English Composition 101 and 102, or Creative Writing 276.

278 **Creative Writing—Poetry: (2)**  
A course in the writing of poetry. The student will have the opportunity of developing his own creative abilities through the writing of poetry and through the study of poetry.  
Prerequisites: None: However, it is desirable that the student has successfully completed English Composition 101 and 102.

279 **Creative Writing—Poetry: (2)**  
A continuation of the writing of poetry which enables the student to continue developing his creative writing abilities in poetry.  
Prerequisites: None: However, it is very desirable that the student has successfully completed English Composition 101 and 102, or Creative Writing 278.

## FORESTRY

101 **Introduction to Forestry: (2)**  
Basic concepts of forestry, including subject matter common to the areas of management, engineering, and products.

102 **Development of Forestry: (2)**  
Exploration of the fields of forest engineering and forest products.

103 **Development of Forestry: (2)**  
Exploration of the field of forestry management. Examination of private and public forest policies and their effect upon all areas of forestry.

# FRENCH

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

## 101, 102, 103 Elementary French: (5, 5, 5)

Open enrollment (student may register for any level at any time during any quarter).

Variable credit (5 to 15 credits may be earned over three quarters).

A programmed introduction to the French language and culture. Laboratory work alternates with classroom sessions and permits student to work at his own pace. Students without previous French register for 101; others will be properly placed by the instructor at or after registration.

## 201, 202, 203 Intermediate French: (5, 5, 5)

201: Intensive grammar review with conversation and reading.

202: Introductory composition with conversation and reading.

203: Introduction to modern novels and plays with conversation.

Prerequisites: French 103 or equivalent. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.

## 299 French Seminar: (Variable credit)

Individual programs; admission by permission of instructor.

# GEOGRAPHY

## 100 Introduction to Geography: (5)

Introduction to the fields of geography with emphasis on the major concepts and methods related to the study of geography.

## 200 World Regional Geography: (5)

A study of the regions including analysis and interpretation of the cultural, economic, and resource patterns.

## 205 Physical Geography: (5)

An examination of the physical features of geography including land formations, climates, soils, vegetation, minerals, and water resources as these relate to human habitation; laboratory and field trips.

# GEOLOGY

## G-100A Introduction to Geology: (5)

A survey of basic topics in geology, such as time, volcanos, oceans, rocks and minerals, and the history of life; laboratory and field trips included.

## 101 Physical Geology: (5)

A survey of the basic principles of physical geology including the origin of deserts, mountains, and ocean basins, and modification of the earth's surface by streams, glaciers and earthquakes; practical application of scientific principles to the identification of rocks and minerals; laboratory and field trips.

## 103 Earth History: (5)

The historical development of North America including the origin and evolution of oceans, the landscape, and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

## 106 Geology in World Affairs: (5)

Mineral resources, petroleum, and coal and their influence on history, politics and economics of nations; exploration and extraction of minerals and the relationship to environmental problems; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

## 208 Geology of the Northwest: (5)

A study of the geological history of Washington, Oregon, Idaho, and adjacent areas; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

## 210 Environmental Geology: (5)

An introductory course dealing with the geological factors important in man's natural environment. Topics covered include soils, rocks, earthquakes, landslides, volcanos, natural resources, geologic hazards, land use, and geologic factors and consequences of pollution. A class problem involving some aspect of local environmental geology will be undertaken, and laboratory and field trips will be included.

## 291 Glacial History of Washington: (3)

A study of the nature, origin, and effects of glaciers in Washington. Field trips to several areas of western Washington and laboratory study are included.

## 292 Rocks, Minerals, and Fossils of Washington: (2)

A study of the rocks, minerals, and fossils found in Washington, including the relationship between the rocks and fossils and the evolution of the landscape of Washington. Field trip and laboratory study included.

## 293 Volcanos of the Pacific Northwest: (3)

A study of the nature, origin, products and hazards of volcanos in the Pacific Northwest. Field trips and laboratory study are included.

## 294 Environmental Geology Problems in the Puget Sound Region: (3)

A study of the nature, origin, hazards, and solutions of an environmental geology problem in the Puget Sound region. Field trips and laboratory work are included.

299 Independent Study: (1-5 Variable Credit)

Individual study.

Prerequisite: Permission of instructor.

**General Geology Field Excursion: (10)**

(Any two of the following three courses: Geology 103, 208, 299.)

Study of earth history, geology of the Pacific Northwest and geological aspects of the environment by examination of the natural setting of selected areas of Washington, Oregon, Idaho, Montana, and Wyoming. Prerequisite: Geology 101.

## GERMAN

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

101, 102, 103 **Elementary German: (5, 5, 5)**

An introduction to the German Language through the use of the oral-aural methods; Language Laboratory used for practice.

Prerequisites: German 101 for 102; 102 for 103.

201, 202, 203 **Intermediate German: (5, 5, 5)**

Intensive practice in reading, writing, and speaking; review of German grammar; practice through use of Language Laboratory.

Prerequisites: German 103 or advanced placement for German 201; 201 for 202; 202 for 203.

299 **German Seminar: (Variable credit)**

Individual programs; admission by permission of instructor.

## HEALTH TECHNOLOGY

110 **Health Care Delivery Systems: (3)**

A survey of the health care industry in the United States intended to help students understand the relationship between the facilities, agencies and personnel in the health care industry.

120 **Medical Office Procedures: (3)**

Basic business procedures in the medical office, telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments and handling of insurance claims, and medicare.

210 **Introduction to Disease: (3)**

A course in which the causative factors in the more common diseases are considered in relation to incidence and transmission of disease, prophylaxis and immunities and methods of sterilization. Includes work with microbiology terminology and SNDO etiologic classifications.

## HISTORY

G-100A **The Modern World: (5)**

The political, historical, and economic problems of the world today through background studies of areas of the world.

G-100B **United States Civilization: (5)**

A study of selected topics and themes that explain the development of social, political, and economic institutions of the United States.

110 **The Far East in the Modern World: (5)**

An introductory survey of the social, economic, and political problems of China, Japan, Korea, the Philippines, Indonesia, and Southwest Asia; includes development of Russia as an Asiatic power, as well as the role of Western powers in the Far East.

111 **History of Civilization (5)**

Development of man from prehistoric days to the fifteenth century; social, political, cultural, and economic aspects.

112 **History of Civilization: (5)**

Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture, and science; expansion of European influence throughout the world.

113 **History of Civilization (5)**

Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

149 **African Civilization: (5)**

A study of the history of Africa, its traditional cultures, and the social, economic, and political changes taking place in the 20th century.

150 **Afro-American History: Colonial Period to 1915: (5)**

A study of Afro-Americans and the part they played in the development of the United States; special emphasis on the historical evolution of American racism and the response of Afro-Americans.

151 **Afro-American History: 1915-Present: (5)**

A study of the struggle of Afro-Americans against segregation and discrimination in the United States since 1915; special emphasis placed on cultural contributions to American life.

211 **Chinese Civilization: (5)**

A study of Chinese philosophies, religions, cultural traditions, political changes, and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) through the period of the Communist regime.

215 **Latin American Civilization: (5)**

A survey of historical background of Latin-American civilization from pre-Columbian native cultures to the present day.

230 **Japanese Civilization: (5)**

An historical study of Japan; emphasis placed on social, religious, and philosophical influences in the formation of Japanese civilization.

241 **A Social History of the American People: 17th, 18th Centuries: (5)**

A study of the evolution of American social patterns in the 17th and 18th centuries with emphasis on

European and English influences in politics and economics; the American Revolution; and problems of the new nation.

**242 A Social History of the American People:**

**19th Century: (5)**

A study of the evolution of American social patterns in the 19th Century with emphasis on Jeffersonian and Jacksonian reform; the Civil War and slavery; and adjustments to immigration, industrial and labor developments.

**243 A Social History of the American People:**

**20th Century: (5)**

A study of the evolution of American social patterns in the 20th Century with emphasis on responses to urban-industrial-technological developments; mass production-consumer economics; internal reform movements; and interventionism in foreign affairs.

**260 Russian History: (5)**

Russia's material civilization (arts, literature, history included); political, social and legal institutions; and thought, in relation to the general development of Russian society in the 20th century.

**264 History of Washington and the Pacific Northwest: (5)**

Exploration, settlement, and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

**280 America and the Cold War: (5)**

An historical study of the collapse of the World War II alliances and the drift toward irreconcilable ideological conflicts between the United States and the Soviet Union and China in the nuclear age.

**281 Minor Political Parties in America's Development: (5)**

A study of the historical forces that led to the formation of the important non-major political parties of the right and left, with emphasis on leaders, ideologies, and effect on the major parties. Included are Anti-Masonic, Liberty, Free Soil, "Know-Nothing," Granger, Greenback, Populist, Progressive, American Socialist, Dixiecrat, and American Independent parties.

**282 Constitutional Crises and the Supreme Court in America's Development: (5)**

An historical study of American conflicts over the meaning of the Constitution and the Bill of Rights, with emphasis on the Supreme Court's role in attempting to resolve the social upheavals over slavery, states' rights, industrialism, citizenship, segregation, desegregation, loyalty, rights of the accused, and social reform.

**283 Great Presidents and Their Times: (5)**

A study of the historical evolution of the Presidency, with emphasis on the presidents who most influenced the nation's development through their responses to the foreign and domestic challenges of their times. Included are: Washington, Jefferson, J. Q. Adams, Jackson, Lincoln, Cleveland, Theodore Roosevelt, Wilson, Franklin Roosevelt, and Lyndon Johnson.

**284 Values and Ideas in Four Centuries of America's Development: (5)**

An historical study of the evolution of philosophical, religious, economic, and social ideas, with an emphasis on the influence Puritanism, the Enlightenment,

Transcendentalism, Social Darwinism, Pragmatism, Freudianism, and Existentialism had on the development of American culture and institutions.

**285 Social Debates in Recent America: (5)**

An historical examination of the issues that divide Americans in recent times, with emphasis on the role that religious, educational, economic, social, political, and historical values have played in the debates on war, communism, affluence, poverty, ecology, and national purpose.

**286 Development of the American Economic System: (5)**

An historical analysis of American economic growth and change interpreted as part of the general expansion of the North Atlantic economy from 1492 to the present.

**287 The Rise of Cities in America's Development: (5)**

An historical study of the transformation of the United States from a frontier and rural society to an urban and sub-urban society, with emphasis on the physical, psychological, and ecological dislocations caused by the rise of cities.

**288 The South in America's Development: (5)**

An historical study of the American South as a nation within a nation, with emphasis on the social, economic, and political forces that explain the formation of a "Southern Way of Life," from colonial days into the twentieth century.

**289 Evaluation of the Idea of Race in Western Thought: (5)**

A study of Western man's formulations of race theories, with emphasis placed on the influence ideas of racial supremacy have had on Western man's contacts with non-Westerners since the 1400's. The role of superstition, religion, and science will be analyzed.

## HOME AND FAMILY LIFE EDUCATION

**105 Bachelor Living: (2)**

Overview of problems of the single person concerning selection of food, clothing and housing money management, consumer credit, and self-improvement in decision making.

**110 Nutrition: (5)**

Human nutritional needs, meeting requirements at different cost levels, relationships between food and health, digestion, metabolism.

**112 Meal Management and Preparation: (2)**

Application of nutrition research, scientific principles of menu planning, demonstrations of food selection and preparation.

**115 Consumer Education: (3)**

A course in personal and family finance, covering personal finances, planning and budgeting of money, time and energy, purchasing goods and services, savings, credit and installment buying, insurance, and taxes.

**131 Family Relationships: (5)**

Preparation for marriage, concepts of modern families, principles underlying family growth and development patterns, interpersonal relationships in marriage including wholesome adjustments of family members.

135 **Child Development: (5)**

Growth and guidance of young children, their mental, emotional, physical and social development, meeting the needs of children in the family, observation of young children.

## HUMAN RELATIONS

100 **Human Relations: (2)**

A course designed to permit each student to begin with the most common of subject matters, himself; through group encounter, emphasis is placed on development of the individual's human potential, communication skills, decision-making ability and relationships with others. May be repeated once by permission of the instructor for an additional two credits.

## JOURNALISM

100 **Newspaper Workshop: (1) Maximum: 6 credits**  
(3 credits applicable to humanities distributive requirement.)

Practical experience in problems of newspaper production; students work in various capacities on the staff of The Collegiate Challenge.

200 **News Writing: (5)**

Techniques of writing news and feature stories; techniques of editing and displaying news. Reasonable proficiency in the use of the typewriter required.

210 **The Mass Media and Society: (5)**

An introduction to communications theory, history of the media in America, and an examination of the responsibility of the press, including the ethics of journalism.

250 **Survey of Radio and Television: (3)**

A history of the industry—both radio and television—including the organization and regulation.

## MATHEMATICS

TCC offers mathematics instruction in two modes: classroom lecture and independent tutorial. In the latter mode, students proceed at their own learning rate on a continuous progress basis. Students using this mode are assured that a qualified instructor is always available to help them in the Math Lab in Building 7. In choosing mathematics courses and their mode of instruction, students should first contact a mathematics instructor or a counselor.

80 **Whole Numbers: (2)**

For the student who needs a basic review in operating with whole numbers using the four fundamental operations.

81 **Fractions: (1)**

For the student who needs a basic review in operations with fractions. This course contains topics on Least Common Denominators, and addition, subtraction, multiplication and division of fractions.

82 **Decimals: (1)**

For the student who needs a basic review in operating with decimals. The topics included in the course are decimal fractions, adding, subtracting, multiplying and dividing decimals, and rounding decimals.  
Prerequisites: Math 81 or equivalent.

83 **Percentages: (1)**

For the student who needs a basic review in operating with percentage. The topics include percent, equations and percent, discount and interest.  
Prerequisites: Math 81 and 82 or equivalent.

84 **Measurement: (1)**

For the student who needs a basic review in measurement. The course contains the study of the following measurements: ruler, distance, area, volumes, weight, and fluids.

85 **Metric System: (1)**

For the student who needs a basic introduction to the metric system. The course contains such topics as the unit measurements in the metric system, area, volume, weight, and conversion tables.

86 **Review Arithmetic: (5)**

For the individual who needs a review of basic mathematics, including the arithmetic of whole numbers, fractions, decimals and percentages. Also, some work in basic algebra.

87 **Math Shortcuts: (1)**

For the person who would like to learn arithmetic shortcuts in order to increase speed and accuracy in using numbers. The student will also learn through estimating answers to avoid serious errors in calculations.

88 **Algebra of Equations: (2)**

For the student who needs a review or a basic knowledge of solving equations. This course contains topic on arithmetic, positive and negative numbers, monomials and polynomials, solving simple and complex equations, and formulas.

90 **Algebra Review: (5)**

A review of the first year of high school algebra.

91 **Introduction to Word Problems: (1)**

For the student who lacks the ability to solve verbal problems. The course contains instruction on how to solve mixture, motion and work word problems.

94 **Slide Rule: (1)**

For the student who needs to be able to use the slide rule for computational work. Topics will include the use of the slide rule for multiplication, division, squaring and square roots, cubes and cube roots.  
Prerequisite: One year of high school algebra or Math 90.

95 **Logarithms: (1)**

For the student who needs an understanding of logarithms and their use in computation. Topics will include: properties of logarithms, common logs, characteristics, mantissa, and computations with logarithms.  
Prerequisite: One year of high school algebra or Math 90.



- 96 **Trigonometry of Right Triangles: (1)**  
For the student who needs to be able to work with right triangles in the science and applied areas. Topics will include: definitions of the trigonometric function, use of trig. tables, solutions of right triangles and applied problems.  
Prerequisite: One year of high school algebra or Math 90.
- 101 **Intermediate Algebra: (5)**  
Fundamental algebraic operations and concepts; similar to the third term of high school algebra.  
Prerequisites: One year of high school algebra or Math 90, and one year of geometry.
- 103 **Fundamentals of Mathematics: (5)**  
(For the general college student and for prospective elementary teachers)  
Topics selected from set theory, logic, number systems, geometry and base notation; emphasis on gaining insight into basic concepts of mathematics.  
Prerequisite: Math 90 or equivalent.
- 105 **College Algebra: (5)**  
Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential, and logarithmic functions and relations.  
Prerequisite: One and one-half years of high school algebra or Math 101.
- 106 **Plane Trigonometry: (5)**  
Trigonometric functions, identities, equations, inverse functions, graphs, logarithms, and solution of triangles.  
Prerequisites: One and one-half years of high school algebra or Math 101 and one year of high school geometry.
- 107 **Analytical Geometry: (2)**  
A course designed to prepare students for a beginning course in calculus, but may be used for review. Topics on coordinates, inequalities, absolute values, directed distance, distance and mid-point formulas, slope, parallel and perpendicular lines, angle between two lines, graphs and equations, intercepts, symmetry and asymptotes, conic sections, translations, and eccentricity are included in the course.  
Prerequisite: Math 105.
- 108 **Vectors: (1)**  
For students of the physical sciences, engineering, and technical fields. The course contains topics on coordinates, directed line segments, vector addition and subtraction, magnitude, unit vectors, scalar and vector products, and vector and scalar fields.  
Prerequisite: Plane Geometry or Math 107 or equivalent.
- 109 **Logic and Set Theory: (3)**  
For the liberal arts students who need a basic introduction to the mathematics of logical thinking. The course contains such topics as logic statements, truth tables, tautologies, arguments, formal proofs, set theory and applications.  
Prerequisite: Math 90 or equivalent.
- 114 **Elementary Computer Programming: (3)**  
Programming and coding of problems for automatic digital computers; preparation of flow charts, loops, and subroutines; execution of programs by machine.  
Prerequisite: Mathematics 101 or equivalent.
- 124, 125, 126 **Analytic Geometry and Calculus: (5, 5, 5)**  
124—Plane analytic geometry, limits, the derivative and differentiation, differential calculus and elementary applications, and an introduction to integral calculus; 125—Solid analytic geometry definite and indefinite integrals, integration, and the differentiation of transcendental functions and parametric equation; 126—Methods of integration, multiple integrals, partial differentiation, improper integrals, indeterminate forms, and vector algebra.  
Prerequisites: Math 105 and 106 or equivalent for 124; 124 for 125; 125 for 126.
- 157 **Elements of Calculus: (5)**  
(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus)  
The derivative, rates of change, maxima and minima, curve-fitting; the integral, area under curves.  
Prerequisite: Math 105.
- 224 **Intermediate Analysis: (3)**  
Infinite series, complex functions, and elementary differential equations.  
Prerequisite: Mathematics 126.
- 238 **Elements of Differential Equations: (3)**  
Elementary methods of solution and linear differential equations of second and higher order.  
Prerequisite: Mathematics 224.
- 240 **Introduction to Statistics: (3)**  
A general course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions, and organization of data.  
Prerequisite: Mathematics 90 or one year of high school algebra.
- 241 **Introduction to Probability: (3)**  
For students in biology, government, physics, sociology, economics, psychology, engineering, astronomy, and business administration. Such topics as frequency and relative frequency, sample spaces and events, complementary events, combinations of events and probability, binomial distribution, permutations and combinations are contained in the course.  
Prerequisite: Math 101 or equivalent.

## MEDICAL RECORD TECHNOLOGY

- 130, 131 **Medical Terminology and II: (3, 3)**  
Study of terms relating to anatomy and areas of medical science, hospitals, and the paramedical specialties. Includes prefixes, suffixes, word stems, abbreviations and disease, operation and drug terms.  
Prerequisite: 130 for 131.

- 140, 141 **Medical Transcription I and II: (3, 3)**  
 A course to develop skills involved in the machine transcription of medical reports for hospitals, clinics and doctors' offices.  
 Prerequisite: Medical Record Technology 130 and 131 or concurrently; typing speed of 45 words per minute, or permission; 140 for 141.
- 220, 221, 222 **Medical Record Science I, II and III: (5, 5, 5)**  
 Introduction to the medical record, its content and compilation. Study of the compilation of hospital statistics and the obtaining, preserving and using of medical records. Includes SNDO and ICDA-8 coding, data processing, interdepartmental relations and management of medical records systems.  
 Prerequisite: First year of program or permission; 220 for 221; 221 for 222.
- 230, 231, 232 **Medical Record Directed Practice I, II and III: (2, 5, 5)**  
 Practical experience performing medical record duties in campus laboratory and in local health facilities to give the student active participation in the performance of technical duties. 230—introduction to clinical training; 231—15 hours per week in a clinical facility; 232—25 hours per week in a clinical facility. Requirements for directed practice may vary with the background of the student.  
 Prerequisite: First year of program and concurrent enrollment in 220, 221, 222 or permission; 230 for 231, 231 for 232.

## MUSIC

- 100 **Choral Singing: (1)**  
 Preparation and performance of selected choral works; open to all students without audition; includes class preparation and all scheduled rehearsals and performances.
- 101 **Fundamentals of Music: (5)**  
 (Required for all music majors and recommended for all education majors. It is suggested that students who enroll for Music 101 should also enroll for Music 122.) Fundamentals of music and basic musicianship, scales, triads, and elementary harmony; pitch intervals, rhythm, melody recognition, and a vocal orientation to music symbols and notations.
- 102, 103 **Music Theory: (5, 5)**  
 A study of basic musical concepts involving the usage and analysis of non-chromatic and chromatic harmony, form, and analysis; pitch intervals, rhythm, and melody recognition with strong emphasis on vocal and keyboard work.  
 Prerequisites: Music 101 for 102; 102 for 103.
- 107 **Introduction to Music: (5)**  
 (For the general college student; recommended for education majors.)  
 A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary readings and listening experiences designed to foster understanding of common musical forms, idioms, periods, and styles.
- 117 **Symphonic Music: Preclassical and Classical Periods: (3)**  
 (Recommended for music majors.)  
 Emphasis on early music, Renaissance and Baroque.
- 118 **Symphonic Music: Romantic Period: (3)**  
 (Recommended for music majors.)  
 Emphasis on classical and early romantic periods.
- 119 **Symphonic Music: Contemporary Period: (3)**  
 (Recommended for music majors.)  
 Emphasis on late romantic and contemporary periods.
- 121 **Class Applied Music: Voice: (1)**  
 Class instruction in performance.  
 Prerequisite: Permission of instructor.
- 122 **Class Applied Music: Piano: (1)**  
 Class instruction in performance.
- 130 **Private Vocal or Instrumental Instruction: (2)**  
 A—Piano; B—Violin; C—Voice; D—Violoncello; E—Double Bass; F—Trumpet; G—Flute; H—Oboe; I—Clarinet; J—Bassoon; K—Horn; L—Guitar; M—Trombone; N—Tuba; O—Harp; P—Percussion; T—Saxophone; U—Viola; V—Organ; W—Music Composition.  
 Prerequisite: Permission of instructor.
- 140 **Concert Band: (1)**  
 Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.  
 Prerequisite: Permission of instructor.
- 160 **Symphony Orchestra: (1)**  
 Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.  
 Prerequisite: Permission of instructor.
- 170 **Ensembles: (1)**  
 Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.  
 Prerequisite: Permission of instructor.
- 171 **Stage Band: (1)**  
 Preparation and performance of contemporary music, including rehearsal and performance.
- 200 **Choral Singing: (1)**  
 A continuation of Music 100. Includes class preparation and all scheduled rehearsals and performances.
- 201, 202, 203 **Second-Year Theory: (3, 3, 3)**  
 The practical writing of musical analysis and diatonic and chromatic harmony as used in the eighteenth and nineteenth centuries.  
 Prerequisites: Music 103, 116 and concurrent enrollment in 207 for 201; 201 and concurrent enrollment in 208 for 202; 202 and concurrent enrollment in 209 for 203.

207, 208, 209 **Music Literature and Styles after 1750:**  
(2, 2, 2)

Music literature and styles after 1750.

Prerequisites: Music 103 or equivalent and concurrent enrollment in 201 for 207; 207 and concurrent enrollment in 202 for 208; 208 and concurrent enrollment in 203 for 209.

240 **Concert Band: (1)**

A continuation of Music 140. Includes class preparation and all scheduled rehearsals and performances.

260 **Symphony Orchestra: (1)**

Preparation and performance of orchestra literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Music 160.

270 **Ensembles: (1)**

Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.

Prerequisite: Music 170.

271 **Stage Band: (1)**

Preparation and performance of contemporary music, including rehearsal and performance.

Prerequisite: Music 171.

## NURSING

101 **Foundations of Nursing I (6)**

Learning experiences designed to develop basic skills in patient care, based on the premise that the nursing process incorporates: assessing, planning care, implementing the plan and evaluating the results.

Skills in the physical care of the patient are taught along with principles of observation, reporting and recording. Also some identification of the historical background, educational patterns and projected practices of nursing. (3 hours lecture - 9 hours laboratory per week)

102 **Foundations of Nursing II (6) (Mental Health)**

Learning experiences designed to develop attitudes of acceptance, understanding and respect for the dignity of individuals, regardless of behavior. Skills in communication, and interpersonal relationships are developed and an opportunity is provided for students to establish therapeutic relationships with selected patients. (3 hours lecture - 9 hours laboratory per week)

Prerequisite = Nursing 101; Psychology 100 or concurrently.

103 **Comprehensive Nursing I (6) (maternal & Infant)**

Learning experiences designed to provide an opportunity to study and participate in the care of the mother, throughout the normal maternal cycle, and to participate in the care of the newborn infant. Skills are further developed through a family centered approach, Nursing and patient teaching. (3 hours lecture - 9 hours laboratory per week)

Prerequisites = Nursing 102; Biology 201; Psych 206 or concurrently.

201, 202, 203 **Comprehensive Nursing II, III, IV (6, 10, 10)**

Learning experiences designed to provide an opportunity to develop more advanced concepts and skills in patient care. A sequence of three courses involving a chronologic development of the illnesses and/or accidents which affect various age groups including principles of medical and surgical treatment, asepsis, rehabilitation, teaching, pharmacology and team nursing. The daily needs of people are further developed along with emphasis on the nursing needs of patients. (Nursing 201: 3 hours lecture - 9 hours laboratory per week; Nursing 202: 4 hours lecture - 18 hours laboratory per week; Nursing 203: 4 hours lecture - 18 hours laboratory per week).

Prerequisites = Nursing 103; Biology 206, 207, 208 or concurrently; Nursing 201 for 202; Nursing 202 for 203

## OCEANOGRAPHY

101 **Survey of Oceanography: (5)**

Origin and extent of the oceans; nature of sea bottom, currents, tides; animal and plant life of the sea; laboratory and field trips included.

## PHILOSOPHY

100 **Introduction to Philosophy: (5)**

Students will develop an awareness of the impact of ideas on society and themselves. To this end, discussions of the role of language in intellectual endeavors, types of knowledge, religion, science, conceptions of reality, and conceptions of morality will serve as vehicles.

119 **Critical Thinking: (5)**

The structure of ordinary language: relationships between classes; deductive and inductive inference; syllogistic reasoning; types of definition; informal fallacies; aesthetic and ethical reasoning; the development of a critical approach to all situations susceptible of intellectual treatment.

120 **Introduction to Logics: (5)**

Conditions for clear statement and valid reasoning; formal systems of logic and their application; inductive reasoning; probability theory and methods by which theories and laws are established in daily life and in the sciences.

Prerequisite: Philosophy 119 or permission.

215 **Introduction to Ethics: (5)**

A systematic study of typical analyses of the distinction between good and evil, right and wrong; the appeals to custom, theology, reason, human nature, and happiness as standards for solutions of moral problems; reading and discussions of Plato, Hume,

Kant, Bentham, Mill, Moore, Hare, and others.  
Prerequisite: Philosophy 100.

267 **Problems in Philosophy of Religion: (5)**

An analysis of such problems in Western religious thought as the existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

## PHYSICAL EDUCATION

In order to receive the Associate in Liberal Arts or Associate in Arts and Sciences degrees, it is necessary to obtain three physical education activity credits. (Students planning to transfer to other institutions should check their requirements.)

Beginning courses are prerequisites to intermediate courses, and intermediate courses are prerequisites to advanced courses. Advanced placement may be made by the instructor. An activity at the same level may not be repeated for credit.

Students are not permitted to register for more than one activity each quarter. Credit for a second year may be earned in all varsity sports.

Courses marked "m" are for men only; those marked "w" are for women only. All unmarked courses are co-educational. Most activities require extra fees.

The physical education requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty may obtain a waiver upon written request.

**Developmental Activities: 1 credit each**

- 102w Movement Fundamentals
- 202w Advanced Movement Fundamentals
- 108m Weight Training
- 208m Advanced Weight Lifting

**Aquatics: 1 credit each**

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Saving

**Dance: 1 credit each**

- 116 Social Dance
- 117 Folk Dance
- 118 Modern Dance

**Individual Sports: 1 credit each**

- 120 Archery
- 121w Gymnastics, Tumbling
- 121m Gymnastics, Tumbling
- 122 Beginning Bowling
- 222 Intermediate Bowling
- 123 Beginning Golf
- 223 Intermediate Golf
- 124 Beginning Ice Skating
- 224 Intermediate Ice Skating
- 125 Skiing

**Dual Sports: 1 credit each**

- 126 Beginning Badminton
- 127 Fencing
- 128 Beginning Tennis  
(student furnishes equipment)
- 228 Intermediate Tennis  
(student furnishes equipment)
- 129m Wrestling

**Team Sports: 1 credit each**

- 132w Field Hockey
- 133m Beginning Basketball
- 133w Beginning Basketball
- 233m Advanced Basketball
- 134m Softball
- 134w Softball
- 135m Soccer
- 135w Speedball and Soccer
- 136m Volleyball
- 136w Volleyball

**Varsity Sports: 1 credit each**

- 140m Varsity Basketball
- 141m Varsity Baseball
- 142m Varsity Track
- 143m Varsity Cross Country
- 144m Varsity Wrestling
- 145 Varsity Golf
- 146 Varsity Tennis
- 147 Varsity Skiing
- 148 Varsity Swimming
- 149 Varsity Gymnastics
- 150m Varsity Soccer

**Special Physical Education**

- 160 Physical Education for the Exceptional  
Exceptional Adult

## PHYSICAL EDUCATION PROFESSIONAL COURSES

**G-100A Applied Health: (5)**

A study of the facts of health as they apply to the individual student.

**190 Introduction to Physical and Health Education: (2)**

Survey of and orientation to the professional fields of physical education, health education, recreational leadership, coaching; history and philosophies, personnel qualification, training and preparation, opportunities, organizations, and related fields. Coeducational.

**250 Contemporary Health Concepts: (3)**

Investigation of contemporary health problems and the study of the scientific concepts and knowledge essential to the comprehension and solution of these problems within society. Coeducational.

**290m Officiating: (2)**

Techniques of officiating football, basketball, track and field, baseball, soccer, wrestling, swimming, tennis, volleyball and softball.

- 292 **First Aid and Safety: (3)**  
The student may meet requirements for both Standard and Advanced American Red Cross First Aid Certification; includes safety education in schools. Coeducational.
- 295 **Functional Swimming and Water Safety: (3)**  
Designed to prepare students for employment as teachers in the aquatic programs of camps, schools, beaches, recreation departments, the armed forces, and service organizations. Coeducational.  
Prerequisites: P.E. 114 and American Red Cross Life Saving Card. Students successfully completing this course will qualify for their Water Safety Instructional Card.

- 121, 122, 123 **Engineering Physics: (5, 5, 5)**  
(For students planning to transfer in engineering or majoring in science.)  
121—Study of mechanics: motions and causes of motions, emphasis on theories and applications for problem solving; 122—emphasis on waves, sound, light and thermodynamics; 123—emphasis on electricity and magnetism.  
Prerequisites: Math 124 or Math 124 concurrently for 121; 121 for 122; 122 for 123.

## PHYSICAL SCIENCE

- G-100A **Physical Science: (5)**  
Basic concepts and their applications in the understanding of astronomy, force and motion, molecules and energy, and the electrical nature of matter.
- G-100B **Physical Science: (5)**  
Basic concepts applied to the understanding of atomic structure, chemical combination, geology, meteorology, and nuclear power.
- 100 **Survey of Physical Science: (5)**  
The nature and philosophy of astronomy, geology, chemistry and physics.

## PHYSICS

- 105 **Physics for Health Occupations: (5)**  
Basic concepts of physics; measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. This course is to serve as background for courses in para-medical science.  
Prerequisite: Math 101 or equivalent.
- 108, 109 **Radiation Physics I & II: (5, 5)**  
Development of the physical principles of radiology: X-ray circuits, X-ray tubes, transformers, X-ray generator, nature and spectra of X-rays, introduction of radiation and matter, factors affecting image quality, design and application of X-ray equipment, radioactivity and nuclear medicine, and radiation protection.
- 114, 115, 116 **General Physics: (5, 5, 5)**  
(For general education students)  
Development of basic mechanics, sound, light, electricity and magnetism, electronics, and modern physics.  
Prerequisites: Math 101 or equivalent for 114 (Math 101 may be taken concurrently; trigonometry also recommended); 114 for 115; 115 for 116.

## POLITICAL SCIENCE

- G-100A **Introduction to Political Science: (5)**  
Study of the principles, structure, and functions of political institutions; their behavior and processes.
- G-100B **Introduction to American Government: (5)**  
Study of the three branches of the government and their operations with particular emphasis on contemporary problems and their relationship to the government.
- 201 **Introduction to Government and Politics: (5)**  
Study of ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior, and processes.
- 202 **American National Government and Politics: (5)**  
Survey of the Constitution, three branches of government, and the processes through which public policy is formulated, enacted into law, and executed.
- 203 **International Politics: (5)**  
Role of the nation state and the system and forces that influence the behavior of the state.
- 204 **American Foreign Policy: (5)**  
A study of major factors in formulation and execution of policy, contemporary problems and alternative policy strategies, and principal policy-makers—the President, Congress, political parties, pressure groups, and public opinion.
- 205 **State and Local Government and Politics: (5)**  
Study of the nature, function, and problems of state, county, and city governments, including an examination of the problems confronting these local political units; emphasis on Washington governmental units.
- 206 **Governments of Western Europe: (5)**  
A comparative analysis of the governmental and political systems of Great Britain, Germany and France with emphasis on the social conditions shaping current political behavior and governmental response.
- 299 **Individual Study in Political Science: (Variable Credit)**  
Independent observation, analysis, and reporting of a selected problem in the political arena.  
Prerequisite: Permission required.

# PSYCHOLOGY

## G-100A Psychology: (5)

Basic problems in individual relationships with particular emphasis on psychology as it applies to everyday situations in today's world.

## 100 General Psychology: (5)

Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality.

## 201 Introduction to Experimental Psychology: (5)

Introduction to the use of scientific method in psychology with emphasis on methods of studying learning, perception, and motivation; individual and group projects involving humans and other animals.  
Prerequisite: Psychology 100.

## 205 Introduction to Personality: (5)

Introduction to personality developments, habits, functions, and motives.  
Prerequisite: Psychology 100.

## 206 Human Growth and Development: (5)

An investigation of the physical, mental, emotional, and social development of children.  
Prerequisite: Psychology 100.

## 299 Individual Study in Psychology: (Variable Credit)

Independent observation, analysis, and reporting of a selected problem in psychology.

Prerequisite: Psychology 100 and permission of instructor.

for radiography of the respiratory and digestive systems; biliary and urinary tracts (16 hours in hospital per week).

Prerequisite = RT 101, 102 & 120 and instructor permission.

## 122 Radiographic Clinic III: (3)

To learn and demonstrate the basic positioning techniques for radiography of the upper and lower extremities to include pelvis and shoulder girdle; bedside radiography (16 hours in hospital per week).  
Prerequisites = RT 121/140 and instructor permission.

## 123 Radiographic Clinic IV: (3)

Student will learn and demonstrate basic positioning techniques employed in radiography of the complete spine, skull, facial bones and sinuses (16 hours in hospital per week).  
Prerequisites = RT 110, 122, 141 and instructor permission.

## 124 Radiographic Clinic V: (5)

(Paid clinical experience - 35 hours laboratory per week)  
Prerequisite = RT 123, 142 and Physics 171; also instructor permission.

## 140 Positioning & Techniques I: (1)

The student will learn and demonstrate basic positioning techniques employed in radiography of the respiratory system; the digestive system; the biliary tract; and the urinary tract.  
Prerequisite = RT 120.

## 141 Positioning & Techniques II: (1)

The student will learn and demonstrate basic positioning techniques employed in radiography of the upper and lower extremities; pelvis and hips; shoulder girdle; thoracic cage.  
Prerequisite = RT 121, 140; Biology 150.

## 142 Positioning & Techniques III: (1)

The student will learn and demonstrate basic positioning techniques employed in radiography of the spinal column; skull; facial bones; sinuses.  
Prerequisite = RT 122, 141; Biology 151.

## 211 Special Radiographic Procedures: (3)

Contrast media and common examinations employing contrast agents. Introduction to cardio-vascular and neurosurgical procedures.  
Prerequisite = RT 225, 243 and instructor permission.

## 212 Radiation Therapy and Nuclear Medicine: (3)

An introductory course to the specialized fields of nuclear medicine and radiation therapy which includes physical principles; modalities of radiation therapy and application of radioisotopes in therapeutic and diagnostic studies (Clinical training is given in addition to the above).  
Prerequisite = RT 225, 243 and instructor permission.

## 213 Departmental Management: (2)

A course to aid the advanced student in exploring career opportunities. Course also covers job descriptions in Radiologic Technology, personnel management, purchasing practices, supervisory and teaching techniques.  
Prerequisite = RT 225, 243 and instructor permission.

# RADIOLOGIC TECHNOLOGY

## 101 Orientation and Ethics: (2)

An introduction to the Health Team and the Profession of Radiologic Technology. Discussion of principles of medical ethics and medical-legal considerations (1 hour lecture - 10 hours laboratory per week)

## 102 Radiation Protection: (2)

A course in the protection of patients and personnel from the hazards of overexposure to all kinds of ionizing radiations. Genetic and somatic effects of radiation: shielding devices, etc., to be covered in detail.

## 110 Film and Processing: (2)

The composition of film, types of film used in radiography, film handling, manual and automatic film processing, care of processors, chemicals used in solutions.

## 120 Radiographic Clinic I: (5)

A course in handling patients; preparation of rooms; departmental routines; medical ethics; radiation protection; hospital orientation (24 hours in hospital per week)

## 121 Radiographic Clinic II: (3)

To learn and demonstrate basic positioning techniques

# RESPIRATORY CARE TECHNOLOGY

- 225 **Radiographic Clinic VI: (5)**  
Advanced positions of upper and lower extremities; thoracic cage; shoulder girdle, hips; spinal column (24 hours in hospital per week) (paid clinical experience). Prerequisite = RT 124, 142 and instructor permission.
- 226 **Radiographic Clinic VII: (5)**  
Advanced procedures of the skull to include mastoids, inner ear and other special views. Surgical procedures and Pediatric procedures (24 hours in hospital per week) (paid clinical experience). Prerequisite = RT 225, 243 and instructor permission.
- 227 **Radiographic Clinic VIII: (5)**  
Special procedures such as Arteriograms, pneumoencephlograms; selective arteriograms (24 hours in hospital per week) (paid clinical experience). Prerequisite = RT 226, 244 and instructor permission.
- 228 **Radiographic Clinic IX: (5)**  
40 hours in hospital per week (paid clinical experience). Prerequisite = RT 227, 245 and instructor permission.
- 243 **Positioning & Techniques IV: (1)**  
The student will produce radiographs to demonstrate advanced positioning techniques on the upper and lower extremities; thoracic cage; shoulder girdle; hips and spinal column. Prerequisite = RT 142.
- 244 **Positioning & Techniques V: (1)**  
The student will produce radiographs to demonstrate advanced positioning techniques on the skull, inner ear; mastoids. Prerequisite = RT 243.
- 245 **Positioning & Techniques VI: (1)**  
The student will learn use of machines used for special procedures - such as Arteriograms; pneumoencephlograms; selective arteriograms. Types of machines, film used, processing methods, etc. Prerequisite = RT 244.

## READING

- 110 **Developmental Reading: (2)**  
Course is diagnostic in nature to allow the student insight regarding his strengths and weaknesses in the reading act. Instruction is individualized with a minimum of lecture programs. Mechanical devices are used to encourage better comprehension.
- 111 **Accelerated Reading: (2)**  
A continuation of Reading 110 with added emphasis on speed, skimming and scanning; designed to increase total reading effectiveness by developing secondary skills which are a part of efficient reading at higher levels. Prerequisite: Reading 110 or reading score above 50th percentile.

## REAL ESTATE

See Business.

- 110, 111 **Respiratory Care Theory: (3, 3)**  
Basic theory and principles of Respiratory Care Science. Prerequisite: Health Technology 150, Health Technology 160, Respiratory Care Technology 140 or permission of instructor; 110 for 111.
- 120, 121 **Respiratory Care Equipment: (2, 2)**  
Rationale, indications and procedures of the equipment used in Respiratory Care. Prerequisite: Health Technology 160 or permission of instructor; 120 for 121.
- 130 **Pharmacology: (2)**  
Basic principles of pharmacology: dosages, weights and measures and proper administration. Rationale, indications and contraindications of medications peculiar to diagnosis and treatment in Respiratory Care.
- 131 **Pulmonary Functions: (2)**  
Basic concepts in pulmonary diagnostic techniques. Prerequisite: Respiratory Care Technology 110; Respiratory Care Technology 120, or permission of instructor.
- 132 **Rehabilitation: (2)**  
Outline course in the technician's role in rehabilitation in Respiratory Care. Prerequisite: Respiratory Care Technology 111; Respiratory Care Technology 121; Respiratory Care Technology 131; and Respiratory Care Technology 142; or permission of instructor.
- 133 **Microbiology: (2)**  
Basic principles of microbiology: a brief treatment of the classification, morphology, identification and physiology of microorganisms and an in-depth treatment of the problems of infections and immunization, and the cleaning and sterilization of equipment relating to respiratory care.
- 140, 141, 142, 143 **Clinical Training: (1, 3, 5, 5)**  
Practical experience in the application of the knowledge and skills involved in Respiratory Care, including the maintenance and operation of equipment. Clinical training includes rotation through Respiratory Care Centers and involves the following number of hours: 140-3 hours per week; 141-9 hours per week; 142-15 hours per week; 143-15 hours per week. Prerequisite: Permission of instructor; 140 for 141, 141 for 142, and 142 for 143.
- 150 **Respiratory Care Seminar: (3)**  
Weekly discussions on specific topics of Respiratory Care. Prerequisite: Respiratory Care Technology 111; Respiratory Care Technology 121; Respiratory Care Technology 131; and Respiratory Care Technology 142; or permission of instructor.

# SOCIAL SCIENCE

## G-100A Man as a Social Animal: (5)

An introductory study of the Social Sciences as they apply to modern man and his complex social problems. The emphasis is on the assistance man can receive from the application of knowledge of anthropology, economics, history, political science, psychology and sociology.

## 100 Introduction to Social Services: (5)

A survey of major problems, existing agencies, and opportunities within the Tacoma-Pierce County area for social service work. Included are the concepts and philosophy of social service work, a review of agencies handling the major social services of the area, and a survey of problems encountered in the major areas of social service work. A prerequisite to working in social service agencies under credit arrangements.

# SOCIOLOGY

## G-100A Contemporary Sociological Problems: (5)

Basic principles of social relationships as applied to the modern world.

## 110 Survey of Sociology: (5)

Basic principles of social relationships, man's behavior in relation to other men and the consequent formation of organizational patterns and social groups, and the influence of institutional patterns of culture on human interaction.

## 152 Marriage and the Family: (5)

(Formerly Sociology 120; course number change only.)  
A study of marriage customs and their functions, premarital patterns, changing marriage mores, practical aspects of marriage, and early domestic adjustment.

## 230 Population Studies: (5)

A study of the determinants and consequences of population change, composition, and distribution as related to problems and processes of urban, regional, and world growth and development.  
Prerequisites: Sociology 110.

## 240 Social Psychology: (5)

Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.  
Prerequisites: Sociology 110 and Psychology 100.

## 262 Race Relations: (5)

A course designed to give students a deeper awareness of the problems facing the American people in the area of race relations, primarily focusing on racial, ethnic, and social minorities.

## 270 Social Disorganization: (5)

Analysis of the causes and processes of social disorganization and consequent personal disorganization and deviance in terms of crime, delinquency, alcoholism, suicide, and other similar problems.  
Prerequisite: Sociology 110.

## 299 Individual Study: (Variable Credit)

Independent observation, analysis, and reporting of a selected problem in sociology.

Prerequisite: Permission of instructor.

# SPANISH

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

## 101, 102, 103 Elementary Spanish: (5, 5, 5)

The foundations of acceptable pronunciation, correct grammar and syntax are covered in the sequence 101, 102, 103. The Language Laboratory is used for drilling in pronunciation and language usage. Conversation in Spanish is stressed from the beginning as students take part in presentations and discussions in small groups, within the classroom. Students without previous Spanish register for 101. Others will be properly placed by the instructor.

## 201, 202, 203 Intermediate Spanish: (5, 5, 5)

201: Grammar review, reading and intensive practice in conversation through games and student presentations for class discussion.

202: Grammar review, reading, composition imitating models from literary selections. Conversation on relevant subjects such as "La paz y la guerra," "La desobediencia civil," "El año 2000," etc.

203: Reading, composition, conversation to discuss current events as well as reading assignments.

Prerequisites: Spanish 103. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.

## 299 Spanish Seminar: (Variable credit)

Individual program; admission by permission of instructor.

# SPEECH

## 100 Speech Communication: (5)

This is the basic college level transfer course in speech communication. In it the total process of human communication is stressed along with an awareness of self and others as dynamic parts of this process. The course will develop the student's ability to communicate on a one-to-one basis as well as to prepare ideas for presentation to an audience of more than one. The student will practice interpersonal speech communication skills, listening, group discussion, analysis and organization of ideas, and extemporaneous delivery.



**131, 132, 133 Forensics: (1, 1, 1)**

Designed for but not limited to the competitive speaker, the course is a workshop approach to increase the student's skill in speaking. He will learn how to debate and will be given opportunity to participate in actual inter-college speech tournaments in which he may enter individual speaking events such as persuasive speaking, extemporaneous; impromptu, expository, and interpretative speaking.

Prerequisite: Permission of instructor.

**140 Oral Interpretation: (5)**

The student will communicate intellectual and emotional values through the sound, sense, and structure of prose, poetry, and dramatic literature. He will develop the insights of an author's concepts from the printed page to an audience through analysis of the work, and by communicating these concepts with appropriate vocal and bodily expressions. The student's interest in literature will be broadened, and he will learn to make sound judgements regarding the suitability and appropriateness of literary selections for given situations.

**200 Speech Communication in the Business**

**Organization: (5)**

This course involves practical training in dealing with the speech communication problems unique to the business or occupational setting. The course features analysis of interpersonal speech communication in the business organization and its application in interviewing, listening, and small group problem solving and decision making. Also stressed are the discovery and use of communication channels found within the structure of the business organization.

Prerequisite: None; however, Speech 100 is recommended for students with little or no speaking experience.

**220 Public Speaking: (5)**

This course is designed for the student primarily interested in public speech communication. Traditional rhetorical theories and contemporary social-psychological research are applied through a variety of both informative and persuasive speaking assignments. Technical skills are developed in subject analysis, audience adaptation, organization and development of ideas, formulation of sound arguments, and various practical modes of presentation.

Prerequisite: None; however, Speech 100 is recommended for students with little or no speaking experience.

**230 Essentials of Argument: (5)**

The student's abilities to think critically and to reason logically are emphasized through study and analysis of different arguments found in today's social concerns and public issues. The student will become an active participant in evaluating evidence in order to make logical conclusions; he will learn how to identify and respond to fallacies. The student will develop abilities to convince others on important issues through his choice and organization of arguments aptly supported with proper evidence. He will also acquire the theory and practice of basic debating techniques.

**231, 232, 233 Forensics: (1, 1, 1)**

Designed for but not limited to the competitive speaker, the course is a workshop approach to increase the student's skill in speaking. He will learn how to debate and will be given opportunity to participate in actual inter-college speech tournaments in which he may enter individual speaking events such as persuasive, extemporaneous, impromptu, expository, and interpretative speaking.

Prerequisite: Permission of instructor.

**235 Effective Meeting Management: (3)**

This course provides training in how to effectively conduct meetings. It includes a study of parliamentary procedure (based on contemporary authorities and common sense), leadership techniques and the dynamics of group decision making.

## STUDY SKILLS

**41 Study Skills: (1)**

Designed to aid the student in developing study skill techniques; after individual diagnosis, each student is assigned a specific course of study to strengthen identified weaknesses. It is possible to enroll any time during the quarter.

**42 Study Systems Workshop: (1)**

Techniques for learning from a textbook. Emphasis will be on underlining methods and SQ3R.

**43 Lecture Notetaking Workshop: (1)**

How to take clear and concise notes and revise them for use in preparing for examinations.

**44 Taking Examinations Workshop: (1)**

Instruction in the skills required for the preparation and taking of objective and essay tests.

**45 Vocabulary Development: (1)**

Expansion of vocabulary with emphasis on work analysis and getting meaning from context. Mechanical devices will be used to develop word perception. It is possible to enroll any time during the quarter.

**46 Spelling Review: (1)**

Individual work in a lab situation. After individual diagnosis of spelling weaknesses, each student is assigned a specific program of review. It is possible to enroll any time during the quarter.

**G100A College Skills: (5)**

A practical application of study skills and developmental reading techniques to assist the student in improving the quality of his studies; emphasis on reading improvement, study skills, and group guidance.

## SWAHILI

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

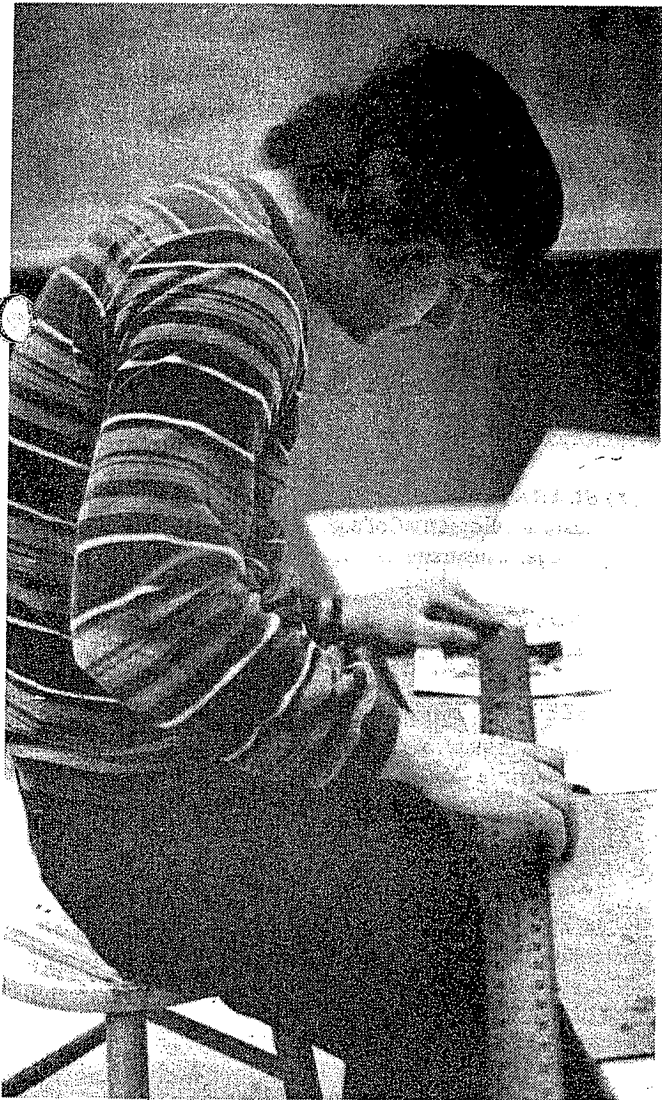
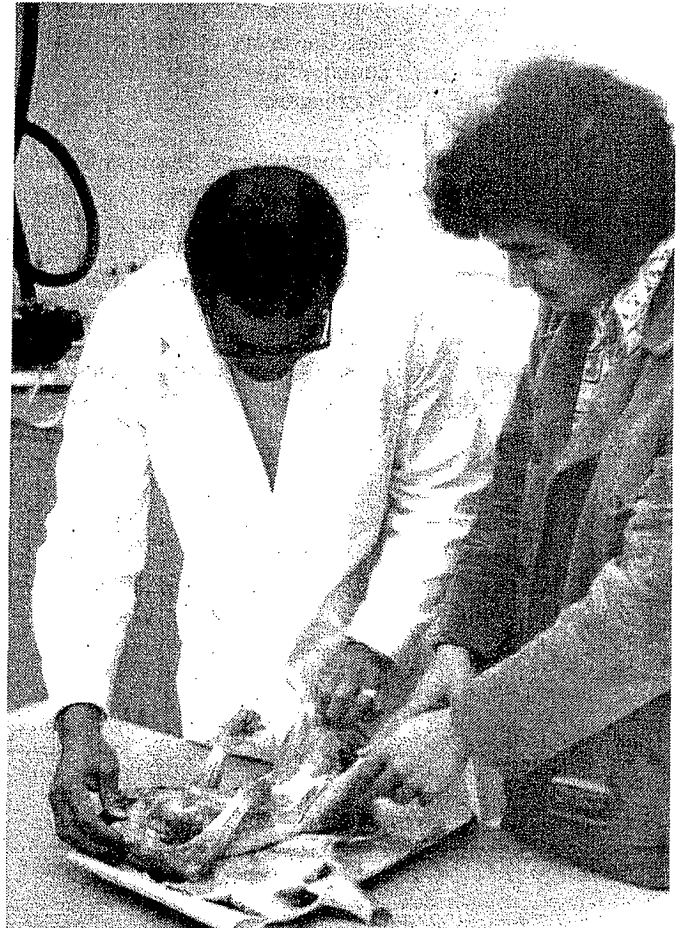
Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

# TYPING

See Business 103, 104, 105.

90 **Conversational Swahili: (5)**

A basic, introductory course designed to develop speaking and writing skills in this African language.



# FACULTY

The following list of faculty members represents appointments as of January 1, 1973.

- ADAMS, ROBERT C.**                      **Sociology-Anthropology**  
Centralia Community College, Western Washington  
State College, B.A., M.A.
- AIKEN, RICHARD S.**                      **Librarian**  
University of Maryland, University of Omaha, B.Ed.;  
University of Puget Sound, University of Washington,  
M.L.S.; University of Washington.
- AMOROSO, DOREEN**    **Dir. Instructional Resource Center**  
Whitman College, Washington State University,  
University of Washington, University of Puget Sound,  
B.A., B.Ed.; University of Washington, M.L.S.; Central  
Washington State College, Northwestern University,  
University of Southern California.
- ANDERSON, CAROLYN E., R.R.A.**    **Med. Rec. Technology**  
Augustana College, B.A.; Northwestern University,  
Providence Hospital - Seattle University.
- ANDERSON, ERNEST R.**                      **Librarian**  
Wisconsin State University, B.A.; University of  
Wisconsin, Western Washington State College,  
Washington State University, University of Washington,  
M.L.S.
- ANDERSON, WILLIAM G.**                      **Psychology**  
University of Idaho, B.S., M.Ed.
- ARPKE, ROBERT S.**                      **English**  
University of Washington, B.A.; Harvard University,  
John Hay Fellowship.
- BECKER, KAREN**                      **Career Development**  
Wagner College, B.A.; New York University, M.A.
- BERNTSON, LLOYD S.**                      **English**  
Department Chairman, English-Philosophy  
North Dakota State Teacher's College, B.S.Ed.;  
University of North Dakota, Washington State  
University, M.A.
- BETZ, JOSEPH A.**                      **Mathematics**  
Department Chairman, Math-Engineering  
Seattle University, B.Ed.; Washington State University,  
M.A.T.
- BRIGHTWELL, KEITH**                      **Criminal Justice Program**  
Los Angeles Police Academy - qualified as an expert in  
the field of accident investigation and narcotics; 20  
years experience with the Los Angeles Police  
Department.
- BROWN, CARL R.**                      **Minority Affairs Director**  
Huston-Tillotson College, Paul Quinn College, B.S.;  
Texas-Southern University, Prairie View A & M  
College, M.A.; University of Washington.
- BUTSCHUN, SUZANNE M.**                      **Mathematics**  
Reed College, University of Puget Sound, B.S.; Oregon  
State University, M.S.
- CLARK, RUSSELL E.**                      **Physics**  
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Washington, Stanford University, Oregon State  
University, M.S.
- CLARKE, J. ALLAN**                      **Music**  
Phillips University, Fresno State College, A.B.;  
University of Washington, Fresno State College, M.A.
- CLEE, PAUL B.**                      **English**  
Whitman College, B.A.; University of Kansas,  
University of Oregon, M.A.
- CLINE, CHARLES FRANKLIN**                      **Drama**  
Washington State University, B.A., M.A.
- CRAWFORD, W. JAMES**                      **Geology**  
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Washington, M.S.
- COX, CLARA M.**                      **Counselor**  
Huston-Tillotson College, A.B.; George Pepperdine  
College, University of Puget Sound.
- CVITANOVIC, JACK V.**                      **Pierce County - Emergency  
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Seattle University, B.S.
- DANISZEWSKI, EDWARD F.**                      **Business**  
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State of Washington, C.P.A.
- DEYOE, RICHARD J.**                      **Counselor-Student  
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College-Los Angeles, M.S.
- DEZELL, ROBERT H.**                      **Music**  
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University of Washington, University of Puget Sound,  
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- EVANS, ROLLAND J.** Business  
University of Puget Sound, B.A.; University of  
Washington, University of Puget Sound, M.B.A.
- FALK, RICHARD C.** Assistant to the President  
University of Puget Sound, B.A., B.Ed., M.Ed.;  
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Ed.D.
- FAYE, MARIO A.** Spanish  
Department Chairman, Foreign Languages  
Columbia Union College, B.A.; Andrews University,  
M.A.; Montana State University, University of  
Washington.
- FISHER, EDWARD S.** Physical Education  
Pacific Lutheran University, B.A.; University of  
Washington, M.S.
- FORD, THORNTON M.** President  
Western Washington State College, B.A., M.Ed.;  
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- FREEMAN, MICHIKO** Business Occupations  
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- GANGNES, DONALD R.** Allied Health  
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- GENTILI, KENNETH L.** Physics  
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M.S.; University of Wyoming, University of Colorado.
- GILMAN, SHELDON M.** Political Science  
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- HANKERSON, ELIJAH H.** History  
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- SHULL, BRICE H.** Speech  
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Washington.
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- SIMONSON, CAROLYN A.** English  
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University of Washington, B.A., M.B.A., M.L.S.
- SPANGLER, RICHARD C.** Mathematics  
Seattle Pacific College, B.A.Ed., M.Ed.; Reed College,  
M.A.T.; Oberlin College.
- STEADMAN, CAROLE J.** Reading and Learning Skills  
Stephens College, A.A.; University of Florida, B.Ed.,  
M.Ed.
- STEPHAN, LORRAINE F.** Business  
Western Michigan University, B.A., M.B.A.; Colby  
College, University of Puget Sound, Central Washington  
State College, Western Washington State College.
- SUMMERS, CHARLES B.** Speech  
Skagit Valley Community College, A.A.; Western  
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M.A.
- SUMMERS, MORRIS F.** Drama  
Acting Division Chairman, Humanities  
University of Puget Sound, B.F.A.; University of  
Southern California, M.A.
- SUNDGREN, ANN SHEA** Sociology  
Department Chairman, Behavioral Sciences  
University of Redlands, University of Washington,  
B.A., M.A., Ph.C.
- SWARTHOUT, JOHN vanLEWEN** Political Science  
University of Washington, University of Utah, Portland  
State University, B.A.; Indiana University, M.A.
- TEMPLIN, PHYLLIS** Physical Education  
Pacific Lutheran University, B.A.; Oregon State  
University, M.Ed.
- THADEN, ROBERT F.** General Education  
General Education Coordinator  
Gonzaga University, B.Ed.; University of Washington,  
University of Puget Sound, M.Ed.; Oregon State  
University.
- THORNBURG, ROBERT C.** Coordinator, High School  
Completion Program  
University of Puget Sound, B.A.; University of Puget  
Sound, University of California at Los Angeles,  
University of Missouri, Oregon State University  
University of Washington.
- TRACEY, DONALD E.** Art  
Burnley School of Art, Central Washington State  
College, B.A.; University of Washington, M.F.A.;  
University of Puget Sound.
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Reed College, B.A.; George Washington University,  
Columbia University, M.A., Ph.D.; Hunter College.
- URSCHEL, MELVIN F., JR.** Biology  
Wichita State University, Colorado State University,  
B.S., M.S.; University of Washington.
- VAN MIEGHEM, GEORGE** Dean of Administrative Services  
St. Martin's College, B.S.
- VAUGHAN, GERALD A.** Community Services  
Morningside College, B.A.; University of Edinburgh,  
Rocky Mountain College.
- WEIHS, FRANK A.** English  
Reed College, Portland State University, B.A.;  
University of Washington, M.A.
- WHISNER, DAVID R.** Music  
University of Puget Sound, Louisiana State University,  
B.M., M.M.
- WITT, FRANK E.** Biology-Botany  
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Sound, Washington State University, M.A.T.
- WITTENFELD, WILLIAM PAUL** Mathematics  
Olympic College, Western Washington State College,  
B.A.; University of Washington, Western Washington  
State College, M.A.
- ZIMMERMAN, EDWARD ARTHUR** Mathematics  
Clark College, A.A.; University of Washington, B.S.;  
University of Idaho, M.S.

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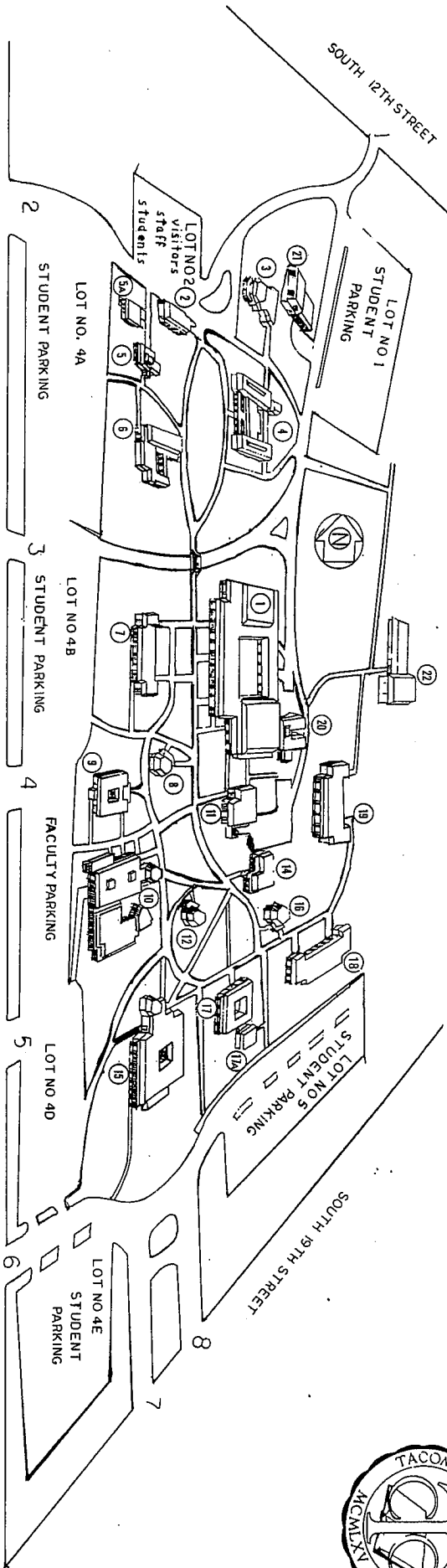
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# TACOMA COMMUNITY COLLEGE



## CAMPUS DIRECTORY

- |   |   |                                   |
|---|---|-----------------------------------|
| 1 Pearl A. Wanamaker<br>Instructional Resource Center | 8 Lecture Hall                                  | 16 Lecture Hall                   |
| 2 Business Office                                     | 9 Faculty Office Building                       | 17 Faculty Office Building        |
| 3 Little Theater                                      | 10 Science Building                             | 17A Student Clubs & Organizations |
| 4 Glaudrone Fine Arts Building                        | 11 Cafeteria                                    | 18 Classroom Building             |
| 5 Financial Aid, Health Center                        | 12 Lecture Hall                                 | 19 Classroom Building             |
| 5A Student Information and<br>Counseling Center       | 14 Administration Building                      | 20 Faculty Office Building        |
| 6 Records & Admissions<br>and Book Store              | 15 Classroom Building<br>and Student Government | 21 Maintenance Building           |
| 7 Classroom Building                                  |   | 22 Physical Education Building    |

**TACOMA COMMUNITY COLLEGE**

**5900 South 12th Street  
Tacoma, Washington 98465  
LO 4-7200**

Address Correction Requested

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