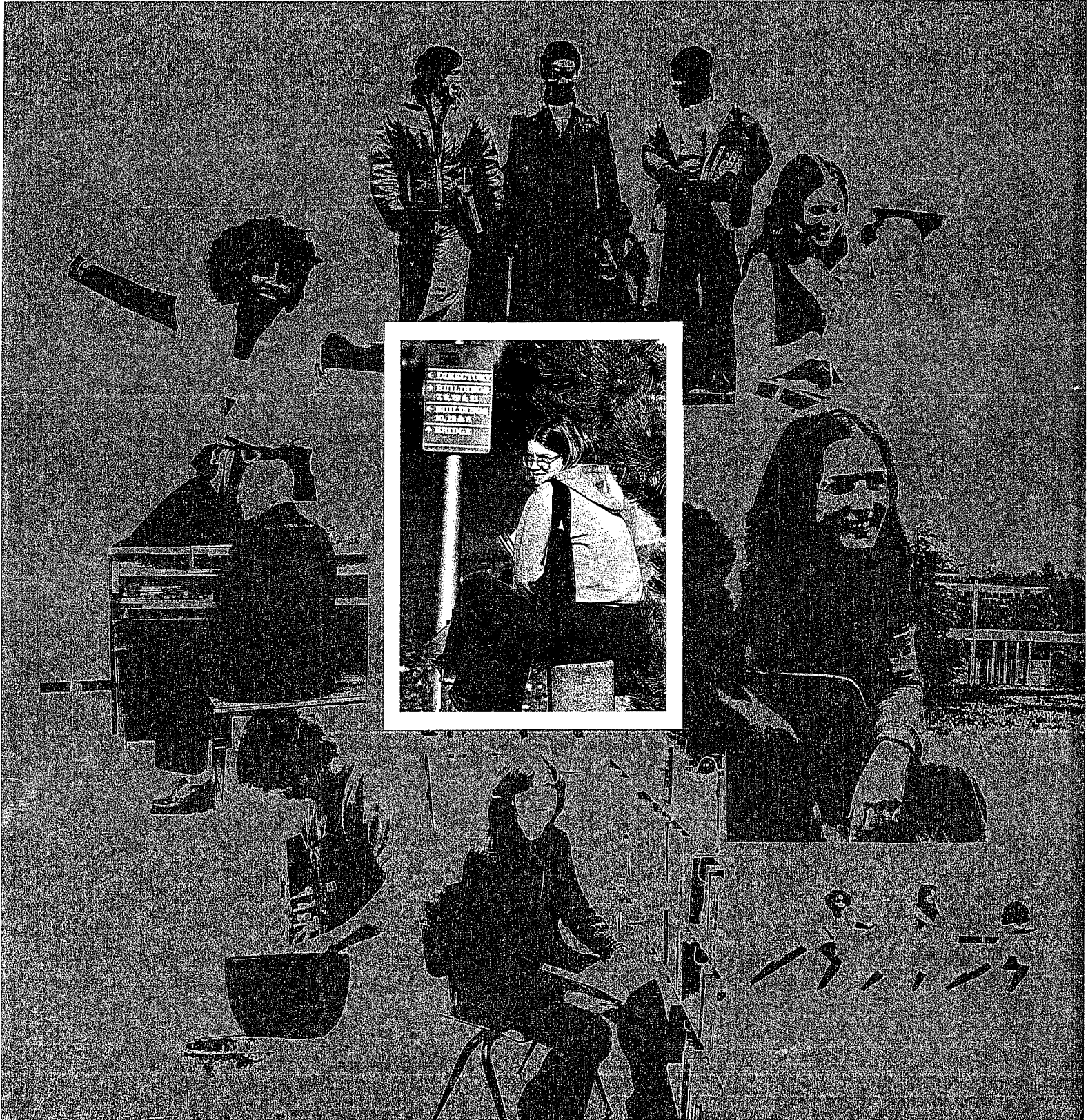


Catalog 1979-81



TACOMA COMMUNITY COLLEGE



Academic Calendar

Summer

Summer quarter registration
 Day and night classes begin
 Last day for 100% refund
 Independence Day recess
 Last day for 50% refund
 First half, final exams
 Second half, classes begin
 Summer quarter final exams
 Grades due in Records Office

Official 1979-80
 (June 18-August 16, 1979)

June 18
 June 19
 June 26
 July 4
 July 18
 July 18
 July 19
 August 16
 August 20

***Tentative 1980-81**
 (June 24-August 21, 1980)

June 23
 June 24
 July 1
 July 4
 July 23
 July 23
 July 24
 August 21
 August 25

Fall

Day and night classes begin
 Last day for 100% refund
 Saturday classes begin
 Last day for 50% refund
 Veterans' Day recess
 Thanksgiving recess
 Final exams and grading
 Grades due in Records Office

(September 24-December 14, 1979)

September 24
 September 28
 September 29
 October 23
 November 12
 November 21-23
 December 10-14
 December 17

(September 22-December 12, 1980)

September 22
 September 26
 September 27
 October 21
 November 11
 November 26-28
 December 8-12
 December 15

Winter

New Year's Day recess
 Day and night classes begin
 Last day for 100% refund
 Saturday classes begin
 Last day for 50% refund
 President's Day recess
 Final exams and grading
 Grades due in Records Office

(January 7-March 21, 1980)

January 1
 January 7
 January 11
 January 12
 February 5
 February 18
 March 17-21
 March 24

(January 5-March 20, 1981)

January 1
 January 5
 January 9
 January 10
 February 3
 February 16
 March 16-20
 March 23

Spring

Day and night classes begin
 Last day for 100% refund
 Saturday classes begin
 Last day for 50% refund
 Memorial Day recess
 Final exams and grading
 Commencement
 Grades due in Records Office

(March 31-June 13, 1980)

March 31
 April 4
 April 5
 April 29
 May 26
 June 9-13
 June 12
 June 16

(March 30-June 12, 1981)

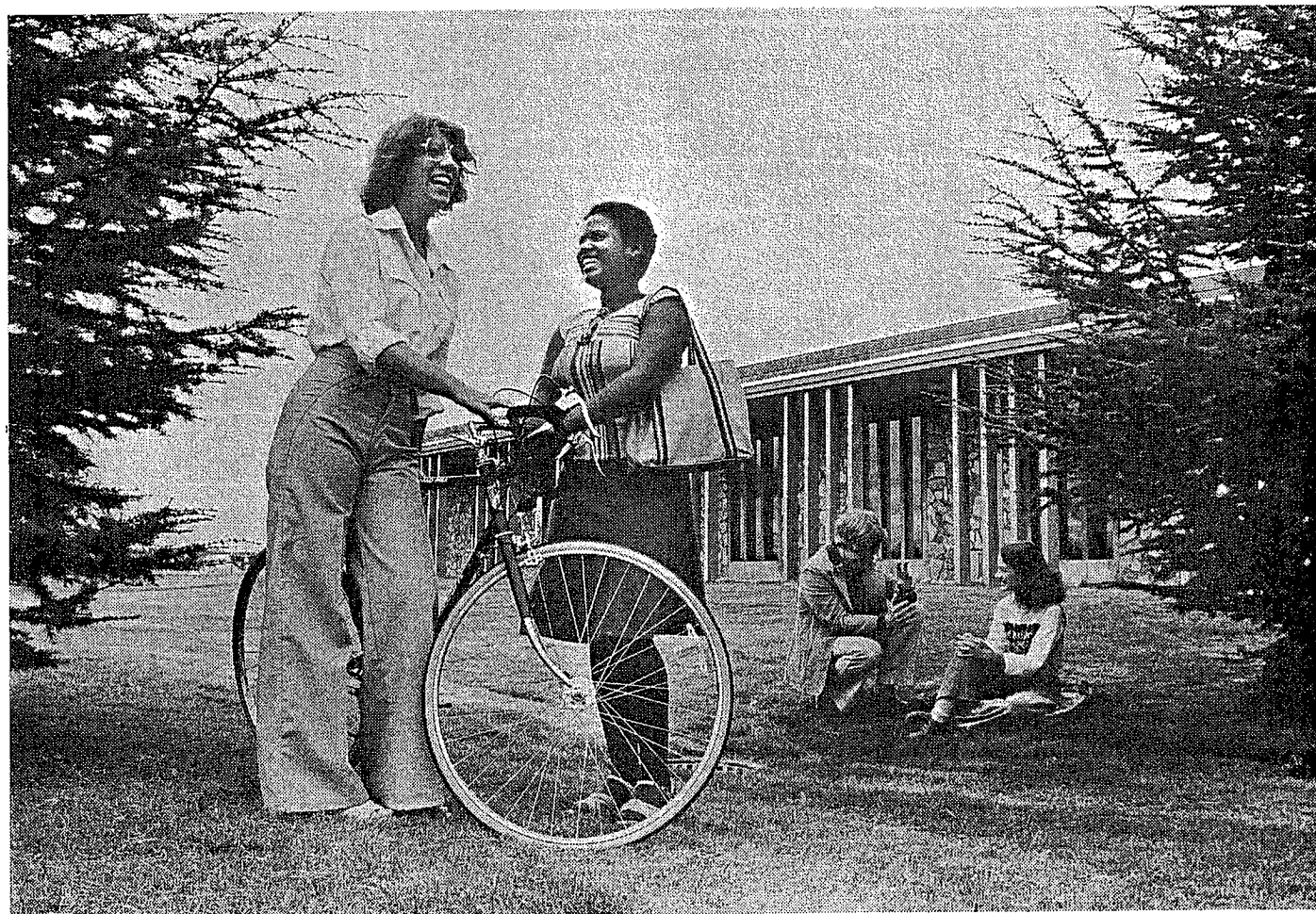
March 30
 April 3
 April 4
 April 28
 May 25
 June 8-12
 June 11
 June 15

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Tacoma Community College reserves the right to change any provision or requirement at any time.

**To be official, this calendar must be recommended by the College Council and approved by the Board of Trustees.*

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Tacoma Community College

About the college

Tacoma Community College is a comprehensive community college serving the educational needs of more than 200,000 residents of the Tacoma-Pierce County areas of the Puget Sound region of western Washington.

Situated in the shadow of majestic Mt. Rainier, the college offers its students the cultural and educational assets of an urban setting, a large landscaped campus and quality instruction in a wide variety of programs.

Approximately 160,000 Tacoma residents enjoy a centralized location with easy access to ocean beaches, the many waterways of Puget Sound, and the Olympic and Mt. Rainier National Parks to the north and south, all combining to offer year-round recreational opportunities.

The 25-building campus is located on a site of nearly 150 acres in west Tacoma bordered by South 12th and 19th Streets and by Pearl and Mildred Streets. Classrooms, lecture halls, student lounges, snack bars and instructor's offices are conveniently situated around a large instructional resource center.

The Tacoma Community College district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula. The college also serves special populations at the McChord Air Force Base, the McNeil Island Federal Penitentiary and the Purdy Women's Treatment Center.

History of the College

More than sixteen years ago, residents of the Tacoma-Pierce County area elected to fund and build a local community college. The Tacoma School District 10 board of directors applied for authorization to build the college in 1961 and received approval in 1963 from the Washington State Board of Education.

The college opened in the fall of 1965 and was dedicated February 16, 1968. Today, the campus serves about 6,000 students each quarter.

Washington State Community College System

Two years after the college opened, the state legislature passed the Community College Act of 1967 which transferred college responsibility from the Superintendent of Public Instruction to a newly formed State Board for Community College Education.

Tacoma became one of 22 community college districts statewide. The Act also established a seven-member Board for Community College Education. The members represent each of the state's congressional districts and are appointed by the Governor of the State of Washington.

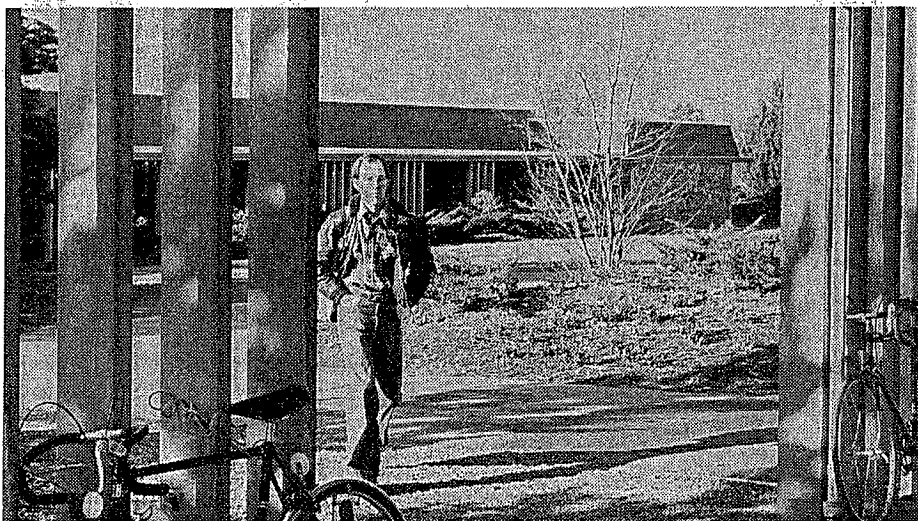
The State Board appoints an executive director and staff and is responsible for preparation and submission of a single community college system budget to the legislature.

Each of the system's 27 colleges is governed by a local board of five trustees appointed by the governor.

College Purposes and Goals

The goals of Tacoma Community College are designed to meet the needs of the community and its citizens and be consistent with those of the State Board for Community College Education. They are:

- To maintain a liberal admission policy for all citizens.
- To provide effective educational opportunities at the lowest possible cost.
- To provide a balanced, comprehensive curriculum including academic transfer education, occupational/vocational education, life-long continuing education and developmental education.
- To provide individualized academic planning and vocational counseling.
- To emphasize excellence in teaching and counseling services.
- To provide student-sponsored activities and programs.
- To provide comprehensive instruction throughout the college district.
- To utilize the community college for wide ranging community purposes.



Dave Hathaway Photo

Affirmative Action Policy

Tacoma Community College has a written affirmative action plan and is committed to nondiscrimination in employment and education programs on the basis of sex, race, religion, color, national origin or physical handicap.

All Tacoma Community College faculty, administration and staff and all agencies, persons, vendors and organizations with whom the college does business are required to comply with all applicable federal and state statutes and regulations designed to promote job and educational opportunities for minorities and women.

This function is managed in the office of the Dean of Administrative Services.

Accreditation

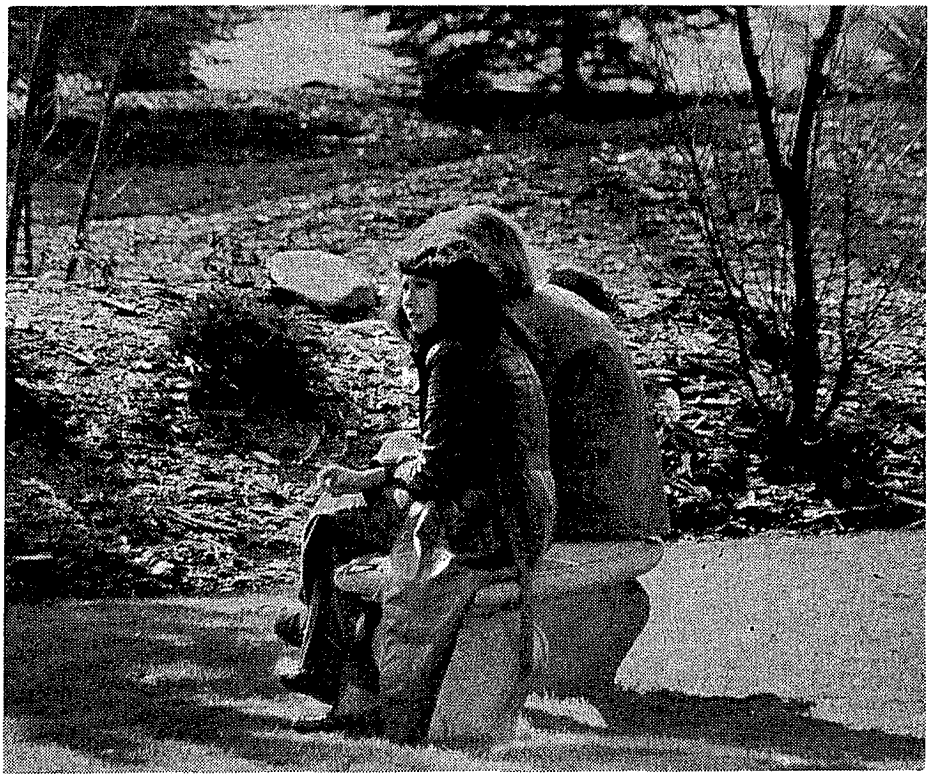
Agencies accrediting Tacoma Community College and its programs include:

- The Washington State Board for Community College Education.
- The Northwest Association of Secondary and Higher Schools.
- State Board of Nursing.
- Emergency Medical and Ambulance Review Committee, State of Washington.
- American Medical Association Committee on Allied Health Education.
- American Medical Record Association.
- Joint Review Committee on Education in Radiologic Technology.
- Joint Review Committee for Inhalation Therapy Education. (Accreditation is in process for several new programs.)

Serving Many Different Interests

Tacoma Community College offers a wide range of academic and occupational programs. A variety of pre-professional programs provide the first two years of training in such fields as engineering, medicine, teaching, law and architecture. And the occupational programs offer the most up-to-date training in each field.

Adults can complete high school, courses are offered for basic skill brush up and personal interest courses provide student opportunities for exploration in new fields of interest.



Dave Hathaway Photo

University Parallel

The university parallel program is designed to provide students with academic experience equal to the first two years of four-year baccalaureate or professional programs.

Courses should be selected with the help of the student's academic adviser with careful consideration given to the general requirements of the department and institution to which the student wishes to transfer.

The courses should meet the Tacoma Community College requirements for the Associate in Arts and Science degree, including the appropriate distribution requirements for courses in social science, mathematics/science, the humanities and physical education.

Students should stay in contact with their academic adviser and with the transfer institution of their choice on all matters relative to the specific program.

Honors Program

Tacoma Community College offers a special two-year academic program designed individually for each honors scholar who meets entrance requirements. Special courses have been developed so honors scholars can probe into the humanities and sciences in greater depth than normally expected of college students. Each honors scholar

will meet regularly with a mentor to discuss progress, analyze difficulties and receive encouragement.

For complete honors program information see page 16 of this catalog.

Occupational Programs

Tacoma Community College offers a wide variety of occupational programs for students who wish to combine academic activities with training leading to employment. The programs include:

- Accountant
- Administration of Justice
- Banking and Finance
- Associate Degree Nursing
- Educational Office Personnel
- Emergency Medical Care
- Gerontology Paraprofessional
- Human Service Worker
- Insurance
- Industrial Security and Safety
- Medical Assistant
- Medical Records Technician
- Medical Secretary
- Medical Transcriptionist
- Optometric Technician
- Radiologic Technologist
- Real Estate
- Respiratory Therapy Technician
- Secretarial Office Skills
- Service Representative

All programs require two years of college work except Respiratory Care, which is a one-year program.

New occupational associate degree programs are being developed in:

- Energy Management
- Dietetic Technician
- Fluid Power Technology
- Teacher Assistant
- Law Office Management

Students who complete a two-year program may qualify for an Associate in Liberal Arts or Associate in Technical Arts degree, depending on the program goal. A work internship or clinical experience arranged by the program coordinator is a requirement of all programs. Curricula are developed with the assistance of citizens' advisory committees.

Enrollment in occupational programs may be limited, and admission to the programs is a separate procedure from admission to the college.

Program admission is based on three factors: the applicant's qualifications; conformity of the individual's educational intent with program goals and an interview with the program coordinator to determine the individual's degree of interest in the program.

For information regarding specific programs contact the program coordinator or the Office of Occupational Education (756-5024; Building 19).

High School Completion

The High School Completion program is an accredited diploma program for adults. Consideration will also be given to students referred to the college by local school districts.

Students in this program may take college classes as well as developmental classes and simultaneously earn credits toward a high school diploma and an Associate Degree.

In addition to previously earned high school credits, elective credit may be gained through work experience, civic responsibility, and family responsibility. Courses offered include those recommended or required by the state as well as a wide variety of elective subjects.

Personal Interest and Continuing Education Courses

Non-credit classes in a variety of interesting subject areas are offered each quarter to all members of the community. Some personal interest classes are also available for credit. Special courses can be custom designed for those who wish to pursue particular intellectual activities or learn new skills. 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 and Continuing Education.

Adult continuing education includes special workshops and seminars for professionals and others for credit, and courses offered at several off-campus sites.

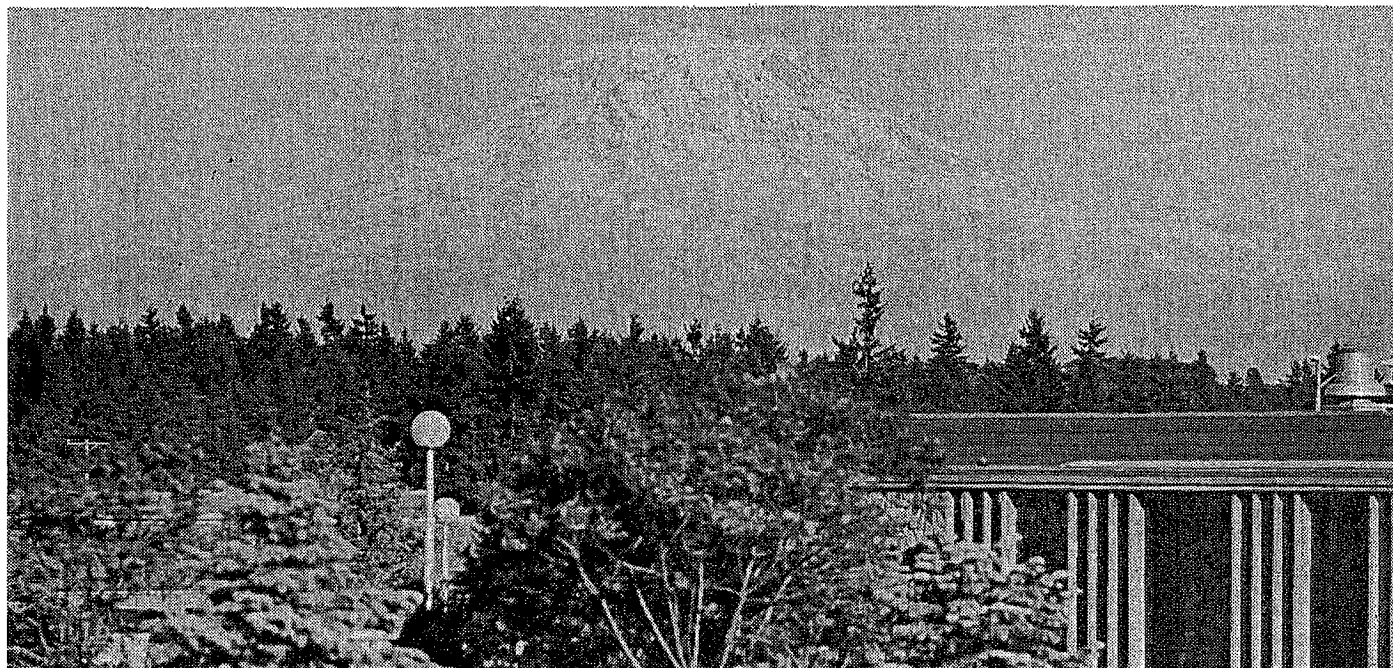
Off-Campus Sites

Throughout the academic year, Tacoma Community College offers courses in several area locations so members of the community can attend college classes in their own neighborhood.

Community based off-campus centers are located at the East Side Boy's Club, South End Neighborhood Center, Golden Hemlock Senior Apartments, McChord Air Force Base, Purdy Women's Treatment Center, Peninsula Youth Program and other Gig Harbor area locations.

Course offerings are designed to meet special educational needs. Included at these sites are: academic courses in many subject areas, an adult basic education program, general adult education classes, career information and guidance services, activities for senior citizens, occupational courses and many personal interest and continuing education courses.

Typical course areas include: arts and crafts, business employment and personal skills; dance and physical fitness; history and research; home and hobby; foreign languages; music; self-awareness, self-expression and development; sign language; supervision and management and real estate courses.



Admission

Admission Eligibility

Anyone who is a high school graduate or 18 years of age is eligible for admission. Persons under 18 can be admitted to the college with approval of both their public school district and Tacoma Community College.

Consistent with the "open door" admission policy, Tacoma Community College practices both equal opportunity and affirmative action in its educational programs. No one is denied admission to the college solely because of race, creed, religion, color, national origin, sex or handicap.

Such enrollment depends upon the person's qualifications and the limit of instructional resources to accommodate applicants to specific programs.

Application Procedures

Students who enroll in ten or more credit hours are considered full-time students and must complete each of the steps listed below. Students expecting to enroll in fewer than ten credits may complete the first two steps only. If such a student later increases his or her load to ten or more credits all of the steps listed below must be completed.

1. Obtain a "State of Washington Uniform College Admission" form available in the Admissions Office or from any Washington high school.

2. Complete and return Copy 1 of the above form together with the required \$5 records fee to:

Business Office Cashier
Building 2
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

3. Send Copy 2 of the Uniform Admissions Form to the last high school attended and advise the high school to forward the information requested on the form to the college Admissions Office. Students still attending high school should arrange to have the final transcripts sent to the Admission Office after completing grade 12.

4. For applicants who have attended another college, a sealed, official transcript from each previous college attended must be mailed directly to the TCC Admission Office. It is the applicant's responsibility to request these transcripts.

5. Students whose educational objective is transfer to a four-year institution (University Parallel Program) are urged to take the Washington Pre-College Test and have the results forwarded to the TCC Admissions Office.

Readmission

A student who has previously attended the college and wishes to re-enroll may do so by completing a Readmission Form in the Admission and Records Office, Building 2. Initial contact may be made in person, by mail or by phone: (206) 756-5035.

Admission and Records Office
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

Residency

Resident students are those who have lived in the State of Washington for at least one year prior to the first day of classes in the quarter for which they are registering. For fee purposes, Federal employees, both civilian and military, and their children and spouses residing in the state as well as college staff members, their children and spouses, are defined as resident students.

Non-resident students are those persons who do not meet the above criteria. All international students, regardless of their length of domicile within the state, are also defined as non-resident students.

Resident Certification

It is the responsibility of each student to register under the proper residence category and to pay the proper tuition fees. Students should ask about the possibility of varying tuition fees before registering.

A certificate pertaining to residency must be completed before enrollment. False statements on this certificate can result in dismissal or non-certification of academic records until money owed under a different residency category has been paid.

Admission of International Students

Tacoma Community College is authorized under Federal law to enroll non-immigrant alien students (International Students). In addition to completing the application form, international students must provide the college with the following information:

1. The student must provide evidence of English proficiency at a level which will enable the individual to profit from instruction at the college level. Evidence of this ability is completion of the Test of English as a Foreign Language (TOEFL) at a score of 400 or a proficiency level of 104 from an English Language Center (ELS).

2. The student must provide evidence of academic preparation. The college must receive official transcripts directly from all schools attended indicating the necessary background to do college level studies in the United States. If transcripts are not in English, they must be accompanied by authorized English translations.

3. The student must provide evidence of financial responsibility. The college must receive a written statement from a source other than the applicant indicating that the student has sufficient financial resources to defray all costs.

These include living expenses, cost of round-trip ticket to the individual's native country and college fees. International students are not eligible for State and Federal financial aid programs.

4. With the application, the student must forward a "letter of recommendation" from an appropriate school official which will confirm his or her academic preparation for advanced schooling.

5. The student must provide a short hand-written autobiography of educational and work background to be forwarded with the application to Tacoma Community College. This autobiography should include a statement of future plans.

6. The student must furnish a health examination report indicating that health is satisfactory to perform academic studies.

7. The student is subject to the same policies, regulations and procedures as native born students except as otherwise noted in this section.

Veterans Admission

Tacoma Community College's program offerings have been approved for the veteran to receive Veterans Administration (VA) educational benefits.

Veterans and eligible dependents may request information and must apply for educational assistance in the Office of Veteran's Affairs located in Building 2A. The following VA programs are available to veterans discharged or released under other than dishonorable conditions and to eligible dependents.

CHAPTER 31—Those who suffered a service connected disability and who are determined by the VA to be in need of vocational rehabilitation to overcome the handicap concerned.

CHAPTER 34—Those who served on active duty for more than 180 days any part of which occurred after January 31, 1955.

CHAPTER 35—A child, wife, or widow of a veteran who died of a service connected disability, or who has a total disability, permanent in nature, resulting from a service connected disability; or who died from any cause while a total and permanent service connected disability was in existence.

A Veterans Administration representative is also available to assist in other VA related matters such as educational, home or business loans. Additional or more detailed information regarding eligibility requirements and/or restrictions will be provided upon request.

While an application for veterans' educational benefits is being processed by the Seattle Regional Veterans Office, a veteran must be prepared to meet the costs of tuition, books and supplies and living expenses. Veterans who withdraw from a class or discontinue their schooling must immediately notify the Office of Veterans Affairs of their change in status if they wish to avoid repayment of all or part of their educational benefits to the Veterans Administration. Through the Office of Veterans Affairs, a comprehensive program of educational planning and advising, tutorial services and assistance in solving other problems is available to eligible veterans, widows and orphans.

In addition, a representative of the Veterans Administration is assigned to Tacoma Community College to assist veterans in understanding and securing the full range of available benefits.

Confidential Records

Under the provisions of Public Law 93-380 (the "Buckley Amendment") each student has the right to inspect any and all official files which relate directly to the student. It is Tacoma Community College's policy to release information about present or former students only and exclusively under the following conditions:

1. When the student signs a release authorization provided by the person or agency desiring to see the student's records.

2. When requested by authorized representatives of other state or federal educational agencies and institutions.

3. When the requested information is pursuant to a subpoena or court order.

All requests for release of information about present or former students, whether initiated by the student or by a third party, must be directed to the Office of Admissions and Records, Building 2.

Concerns or complaints regarding the college's administration of Public Law 93-380 should be directed to the Office of Admissions and Records, Building 2.

Student Rights and Responsibilities

Note: The college's code of Student Rights and Responsibilities, adopted in 1972, was under review and revision at the time of catalog publication. A revised Student Code of Rights and Responsibilities will be published under separate cover and made available in the library and all college offices prior to the beginning of Fall Quarter 1979.

Disciplinary Action: When in the judgment of the Dean of Student Services, disciplinary restriction will serve the best interests of the college and each student's pursuit of education, one of the following actions may be taken.

Disciplinary Warning: Notification to the student that continuation or repetition of a specific violation may result in a more serious disciplinary action listed below.

Disciplinary Probation: Formal action placing conditions on the student's continued attendance at the college. Such notice will be given in writing and will specify the period of probation and its 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 re-admission.

Expulsion: Identical to suspension, except that the dismissal is permanent or indefinite rather than temporary. Individuals have the right to appeal as set forth in the Code of Student Rights and Responsibilities.

In imposing disciplinary action, the Dean of Student Services will make reasonable effort to interview students subject to such disciplinary action and in every instance, notify the student in writing of the disciplinary action taken or proposed.

Financial Aid

Policies

Tacoma Community College's Financial Aid Program is administered within the guidelines of Federal, State and local Board of Trustees established policies. Financial aid is based upon a student's demonstrated need and is made without regard to age, race, creed, religion, national origin, sex or handicap.

The sole purpose of the college's Financial Aid Program is to assist a maximum number of eligible students, who would otherwise be financially unable to attend college, to meet part or all of their minimum essential direct educational costs. Because of the large number of applicants for financial aid and the variety of financial aid programs available, students are advised that most eligible students will not receive a financial award from a single source. Rather, most awards include a package built around two or more of the following: grants, loans, student employment, and special programs as outlined on the following pages.

Application Procedures and Information

Students must complete the following steps to apply for financial aid:

1. Be admitted to the college.
2. Secure applications for financial aid—the Financial Aid Form (FAF) and the Community College Application for Student Financial Aid from the Financial Aid Office, Building 2A.
3. The Financial Aid Form (FAF) should be mailed directly to Berkeley, CA with the required fee, if any, as indicated on the form.
4. The Community College Application for Student Financial Aid should be returned directly to the Financial Aid Office. Signatures of students and parents must be notarized. Free notary service is available on campus; ask the financial aid receptionist.

5. When the Financial Aid Office receives a report of student eligibility from Berkeley, CA and the student has returned the Community College Application for Student Financial Aid, the student will be given a financial aid award in the form of a package. **Please remember, no financial aid award can be made until the Financial Aid Office has both applications on file. Financial aid awards are given to eligible students on a first come first served basis.**

6. Federal and State regulations require that students complete new applications each school year. New applications arrive on campus each January. For maximum consideration, they should be submitted no later than March 31. Although applications will be accepted after that date, the Financial Aid Office cannot guarantee that late

applicants will receive the same amount of financial aid as those who apply early. **Remember, each school year commences with summer quarter and no awards continue automatically after the end of spring quarter.**

Determining Financial Need

Financial need is determined by comparing **Student Resources** with the **Budget** allowed for attending Tacoma Community College. The difference between **Resources** and the **Budget** is the **Student Need** which the college will attempt to meet with the variety of programs described here. **Resources** consist of family income and assets and are determined by the College Scholarship Service when the student's FAF is reviewed.

Financial Aid Budget Allowances

Nine-Month Resident Student Budget 1979-80 (1980-81 allowances may differ)

	At Home	Away	Married
Tuition and Fees	\$ 306	\$ 306	\$ 306
Books and Supplies	255	255	255
Room and Board	913	1980	3240
Transportation	540	540	540
Personal (Includes Medical - Dental)	720	750	1395
Total Budget	\$2736	\$3831	\$5736

Additional Allowances:

- Non-Resident Student — \$294 per quarter for added tuition costs.
- Children — First child \$1,000; additional children \$800; after third \$400.
- Widow/Divorced with one child — Same as married student.
- Day Care Allowance — 7 hours

or more, \$6.79 per day per child; Less than 7 hours, \$.97 per hour per child.

College scholarship service budget guidelines allow up to \$2,000 employment allowance for working spouses and single parents.

Notification of Awards

After a financial aid award has been made, a postcard will be mailed to each student's home requesting that he or she come to the Financial Aid Office to sign an award letter showing acceptance of the financial aid award. If the student wishes to do so, he or she may accept only portions of the financial aid. **If the student does not respond to the postcard within two weeks, the Financial Aid office reserves the right to assume the student has decided not to attend Tacoma Community College and give the financial aid to another needy student.** Once the student has signed an acceptance of the financial aid award he or she will be given a copy of the award letter listing the aid awarded.

The Basic Educational Opportunity Grant (BEOG) office will mail a Student Eligibility Report (SER) directly to the student. It is important that students bring it to the Financial Aid Office immediately upon receipt. When Financial Aid office personnel receive this form, they will be able to make payment to the student.

Grants

Washington State Need Grant

This state-funded grant program provides grants to students who are determined, as defined by Washington State regulations, to have exceptional financial need. To receive this grant a student must register for and complete 12 college level credits each quarter.

Washington State Tuition Waiver

This state grant program pays a resident student's quarterly tuition costs. To be eligible to receive a Tuition Waiver a student must be a resident of Washington.

Basic Education Opportunity Grant

The federal B.E.O.G. program provides non-repayable grants for students with demonstrated need.

Supplementary Educational Opportunity Grant

This federal program provides non-repayable grants to full-time students showing exceptional financial need.

Loans

Guaranteed Student Loan Program

The Guaranteed Student Loan Program permits students to borrow money directly from their banks or credit union.

National Direct Student Loan

This federal program provides long-term, low interest loans for students with demonstrated financial need.

ASTCC Tuition Loan

The college administers a tuition loan fund made possible by donations from the Associated Students of Tacoma Community College. One dollar is donated to this fund from each full-time student's registration fee. Therefore, the fund provides an emergency tuition loan to a needy student from his or her fellow students.

Student Employment

College Work Study Program

The college employs a limited number of students for employment positions which require special skills.

Off-Campus Employment

The Financial Aid Office maintains a part-time job placement program.

Placement

The Financial Aid Office offers a variety of services to assist students secure career occupational employment. In cooperation with the counseling center, career guidance is available in the form of tests and personal interviews. Students may also secure assistance in preparing resumes. The office also maintains an employer job bank, coordinates campus employer interviews, and maintains student credential file services on request. All inquiries concerning student employment should be made in the Financial Aid Office, building 2A.

Special Financial Aid Programs

Law Enforcement Education Program

Law Enforcement Education Grants (LEEG)—This grant program provides funds to cover specific educational expenses for students currently employed in the law enforcement field (police, parole, corrections, courts.)

Nursing Student Scholarship Program

The federal government has provided limited funds to assist full-time Associate Degree Nursing students meet their educational expenses.

Nursing Student Loan Program

This federally funded program offers long-term loans to currently enrolled full-time students who have been officially accepted into the Associate Degree Nursing program. Eligibility is based on demonstrated need.

State High School Tuition Waivers

By authority of an act passed by the Washington State Legislature, tuition may be waived for eligible students enrolled in a program of study leading to a high school degree. Financial need must be demonstrated by the applicant for a tuition waiver.

Bureau of Indian Affairs

Students of American Indian background should contact the tribe with whom they are registered to determine available funds.

Office of Minority Affairs

A limited amount of financial assistance is available to financially needy minorities and other disadvantaged students.

Social Security

Children of deceased or disabled parents may be eligible for educational benefits. Contact the nearest social security office as early as possible.

Scholarships

Most scholarships available for incoming students are not directly controlled by the College Selection Committee. These awards are usually coordinated by high school counselors. Interested students should contact their counselors for information. Scholarships available through the college and named by the Selection Committee are listed later.

Application Procedure

Secure from the Financial Aid Office, Building 2A on campus a Scholarship Application Form. Complete to the best of your knowledge the information that is requested. The College is committed to the philosophy of sharing available funds with those showing academic promise and financial need. Additional terms as established by the donors are observed. Review the scholarships described in this bulletin. Carefully consider the qualifications for each award. Select one or two for consideration and list them in the application.

Return the application to the Financial Aid Office by April 15.

Selection Process

An appointed faculty group, the "Scholarship Committee," will evaluate each application and make decisions by May 15. Applicants awarded a scholarship will receive a written notice by that date.

AMERICAN BUSINESS WOMEN'S ASSOCIATION

Amount: \$300.

Qualifications: Must be a returning female student demonstrating evidence of financial need, good character, personality and promise of achievement. Must have a minimum GPA of 2.00.

BEN CHENEY FOUNDATION

Amount \$300.

Qualifications: Must be a second year student enrolled in an Allied Health program. Must have a minimum GPA of 2.00.

BETTY KRONLUND MEMORIAL SCHOLARSHIP

Amount: \$100.

Qualifications: Available to a sophomore woman in the Business Division, not necessarily in exceptional financial need.

DAVID LASOIE ART STUDENT AID FUND

Qualifications: At the Art Department Chairman's discretion, recipients of financial aid from this fund will be identified and approved by the chairman. Financial need is an important factor in determination of recipients.

WILLIAM KILWORTH SCHOLARSHIP

Amount: \$500.

Qualifications: Must be a graduate of a Pierce County high school and a current resident of Pierce County.

LEIF ERICKSON MEMORIAL SCHOLARSHIP

Amount: \$300.

Must be a Scandinavian descent and be in need of financial assistance to continue education.

TACOMA SCHOOL FOOD SERVICE ASSOCIATION

Amount: \$200.

Qualifications: Returning Sophomore female demonstrating financial need and academic promise.



Registration and Advising Procedures

Registration

Registration is the process of enrolling students in a schedule of courses, or a program, at the beginning of each quarter or other specified dates. The actual registration for classes and payment of tuition and fees are the last steps of the whole process which begins with the application and continues through orientation, assessment, placement evaluation, educational planning and finally registration for those classes chosen by the student with the help of his or her adviser.

All students who plan to enroll in credit-bearing classes or programs are expected to register "in person." Sophomores at Tacoma Community College are given priority over new students for registration appointments.

Appointments for registration are assigned to all new students. Students cannot register for classes prior to registration appointments, but may register anytime thereafter. Students registering only for Continuing Education or Community Service-Personal Interest classes do not need an appointment and may register any time during the registration period and during the first week classes are in session. For further registration information, contact the Admission and Records Office in Building 2, or call (206) 756-5035.

Students may not unofficially attend a class before the registration process is completed.

All financial obligations must be cleared before the student may register for a new quarter.

Student Status Definitions

Full-Time Student

Any student registered for 10 or more credit hours. (12 credits is full-time for veterans benefits and for Federal financial aid benefits.)

Part-Time Student

Any student who is registered for fewer than 10 credit hours.

Freshman Student

Any student with fewer than 45 credits earned at the time of registration.

Sophomore Student

Any student who has earned 45 or more credits and fewer than 90 credits at the time of registration.

Non-Credit Status

Any student who is enrolled in a class for no credit. Auditors must pay the normal fee for the class to be audited.

Concurrent Registration With Other Institutions

Tacoma Community College cooperates with Fort Steilacoom, Highline and Green River Community Colleges in developing and offering a concurrent registration program.

Students showing proof of full tuition and fee payment may register for additional course work at one of these schools. The total combined tuition charged will not exceed \$102.00 for state residents. Application fee, lab fees, special fees and parking fees are charged at each institution when a concurrent enrollment is processed. Concurrent registration forms may be obtained in the Admissions and Records Office, Building 2.

Class Schedule

A schedule of classes is published each quarter listing time, place, special fees and instructor for each class offered at the college. Schedules are available to students approximately one month before the beginning of each quarter in the Admissions and Records office, Building 2.

TUITION AND FEES*

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS

General Tuition Fee (10 or more credit hours) ..	\$ 41.50
Operating Fees (10 or more credit hours) ..	\$ 43.50
Service and Activities Fees (10 or more credit hours) ..	\$ 17.00
TOTAL	\$102.00
Part-time Fee per credit hour (Resident)	\$ 10.20

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) ..	\$247.50
Service and Activities Fees (10 or more credit hours) ...	\$ 17.00
TOTAL	\$396.00
Part-time fee per credit hour (Non-Resident) 1-6 credits ..	\$ 10.20
Part-time fee per credit hour (Non-Resident) 7-9 credits ..	\$ 39.60

*Tuition and fee costs are subject to legislative change.

** Non-resident students are those who will not have been continuously domiciled in the State for at least one year prior to the first day of classes of the quarter 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."

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 books and supplies at the college bookstore.

Special Fees

Records Fee	\$ 5.00
Transcripts	\$ 1.00
Course challenges per credit	\$ 2.00

Allied Health

Nursing 101, 102, 103, 104, 105	\$ 1.50
Nursing 201, 202, 203	\$ 1.50
Rad. Tech. 140, 141, 142, 243, 244, 245	\$ 7.50
All Allied Health	\$ 3.00

Arts and Humanities

Pottery 131, 231, 232, 233	\$ 5.50
Design 110	\$ 4.50
Photography 220, 221	\$ 5.50
Printmaking 150, 250, 251	\$ 5.50
Sculpture 172, 273, 274	\$ 4.50

Business and Office Education

Accounting 240	\$ 7.00
Business 235	\$ 7.50

Mathematics and Science

Astronomy	\$ 2.50
Biology	\$ 2.50
Chemistry	\$ 3.50
Engr. Physics (no computer cost)	\$ 2.50
Geology/Oceanography	\$ 3.50
Engineering 141	\$12.00
Mathematics 114	\$12.00

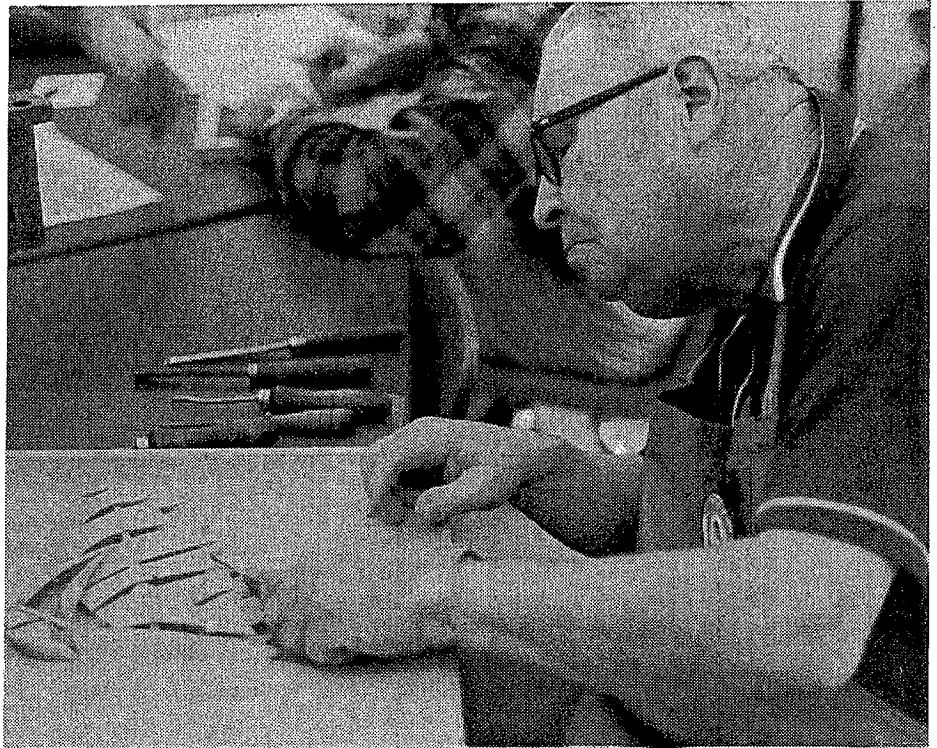
Physical Education

Archery	\$ 4.00
Swimming	\$ 8.50
Handball/racquetball	\$ 6.50
Bowling	\$ 7.50
Golf	\$ 4.50
Ice Skating	\$ 3.50
Other P.E. Activities	\$ 1.00

Parking Permits

Student per quarter, one car	\$ 2.00
Student per year	\$ 5.00
Faculty and Staff per year	\$ 8.00
Second car: student, faculty and staff	\$ 1.00
Replacement of registration decal	\$1.00

The college reserves the right to change special fees for special workshops, activities, events, programs and services.



Dave Hathaway Photo

Senior Citizen Tuition and Fee Waivers

Students who are sixty years of age or older are eligible for fee waivers at Tacoma community College.

Waivers are granted on a space available basis. (If a class is full and an instructor signs an overload slip to admit the senior citizen to the class, the class is considered to have available space.)

Senior citizens can register for any college credit, continuing education or community service-personal interest class available the first day of classes. Waivers will not be applied to more than two (2) courses per individual per quarter. Administration charges are \$2.50 a course. Not more than five (5) dollars will be charged to cover the cost of registration and record processing. Applicants may take courses for credit or on an audit basis.

Any senior citizen can enroll for classes during regular registration but must pay regular tuition and fees. Applicants are responsible for their own books, supplies, laboratory fees, parking and other incidental costs of participating in the instructional program of the college. Waivers are not granted to people who plan to use credits to improve their status for credentials or

salary schedule purposes. (It shall be the responsibility of the student to inform the college of the intended use of credits earned.)

Refunds

As prescribed by State Law, a student who withdraws prior to the sixth instructional day of the quarter will be given a full (100%) refund of tuition and fees. Beginning with the sixth day of instruction and continuing through the thirtieth calendar day from the published date for the beginning of a quarter, 50% of tuition and fees will be refunded. As further prescribed by current law, the only exception to this refund policy is for a student called into military service.

Change of Student Programs

Changes in student quarterly class schedules are permitted with the approval of the student's academic adviser. All such program changes must be made on a change of program request form, available in the Admissions and Records Office, Building 2. The change of program request form must be used in making all changes in registration: adding a class, substituting one class for another, withdrawing from a class or making a complete withdrawal from the college.

Withdrawal from a Course

A student may withdraw from a course with a "W" withdrawal grade through the end of the first four (4) weeks of the quarter. Beginning with the fifth (5th) weeks and continuing through the remainder of the quarter, a student who withdraws from a course may be assigned a grade of "W" or "E" at the discretion of the instructor.

By contacting a counselor, the withdrawing student can become more aware of the relative values and consequences of complete withdrawal from the college and that the student's records accurately reflect the facts. The student who does not officially withdraw and simply ceases to attend classes, may be recorded as having failed each course in which he or she is registered.

Official withdrawal for medical reasons, for those students who are physically unable to personally process their own withdrawal, must be approved and coordinated with the Dean of Student Services or his or her designee.

Educational Planning and Advising

The staff at Tacoma Community College believes that they have a responsibility to help each enrolled or prospective student discover and achieve an educational objective which has meaning and value to the student. Toward that objective, the college offers a broad and comprehensive educational planning and advising program which begins prior to admission and continues through the student's entire career at the college.

Central to the educational planning program is the work of the academic adviser. An adviser is assigned to each full-time student (those enrolled in ten or more credit hours.) Each academic adviser is a Tacoma Community College instructor or counselor who works with a small group of assigned advisees. Each full-time student is strongly urged to meet his or her assigned adviser at the earliest possible time to become familiar with the valuable services the adviser can provide.

A student may elect to work with the same adviser throughout his or her stay at the college. Academic adviser assignments and requests for advising reassignment are coordinated through the Student Development Office, Building 7, Room 15.

Regular and intensive use of educational planning and advising may be arranged by contacting the assistant dean for student development in the Counseling and Career Development-Center, Building 7.

An educational planning resource folder is established for each full-time student at the time of admission. This folder, maintained in the admissions office, is a complete record of prior educational experience, placement test scores and other relevant data. It is used by the adviser prior to each registration.

Students who do not wish to use the services of their assigned adviser are required to sign a waiver of college responsibility prior to registration.



How to Earn Credits

Credits

Tacoma Community College's academic year consists of Fall, Winter and Spring quarters of approximately 11 weeks each and a Summer quarter of approximately 9 weeks duration. Courses offered during these quarters are assigned a credit value of from one to five credit hours. One credit or one quarter hour is defined as one class hour for each week of an 11-week quarter. Some courses require laboratory time in addition to specific credit hours.

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 the Veterans Administration and Federal Financial Aid Programs, consider a full-time student one who is registered for 12 or more credits. In addition, students should be aware that normal progress toward a degree requires 15 or more credits per quarter successfully completed.

Credit Load

Under most circumstances, a student successfully completing 15 credits per quarter will be eligible to graduate with an associate degree provided all program requirements for the degree have been fulfilled. A student wishing to enroll in more than 15 credits must have the signed approval of his or her assigned advisor. Overloads will never be approved for an academically deficient student.

Course Audits

A student may audit any course by paying regular tuition and fees. The student shall be allowed to participate in all course activities but will not receive credits and will not be issued a grade for the course.

Grades and Grade Point

The following system of grading and grade point computations 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 a passing grade		1
E	Failed to complete minimum requirements		0
W	Official withdrawal from course		0
I	Incomplete		0
S	Satisfactory (S grades count towards degrees but are not considered in computing grade point average.)		0
N	Audit		0
R	Repeat of course (Higher grade and corresponding grade points used in computing resultant G.P.A.)		0
Z	Non-Credit (Community Service)		0

Official Transcripts

An official transcript is a copy of the student's academic record at Tacoma Community College which has been certified by the Registrar and has the college seal placed over the rectifying signature. For each transcript a fee of \$1 is charged. Student signatures are required for all transcript requests. Transcripts are not released until the student has met all financial obligations to the college. Transcript request forms are available in the Admissions and Records Office.

Incomplete Grade

An incomplete "I" grade may be given with the instructor's approval when a student is unable to complete all of the

required work in a course for exceptional reasons. The student assumes responsibility for making all arrangements with the course instructor to make up the course work and for transmittal of the corrected grade. Incomplete grades remain permanently on a student's transcript if not made up within one year.

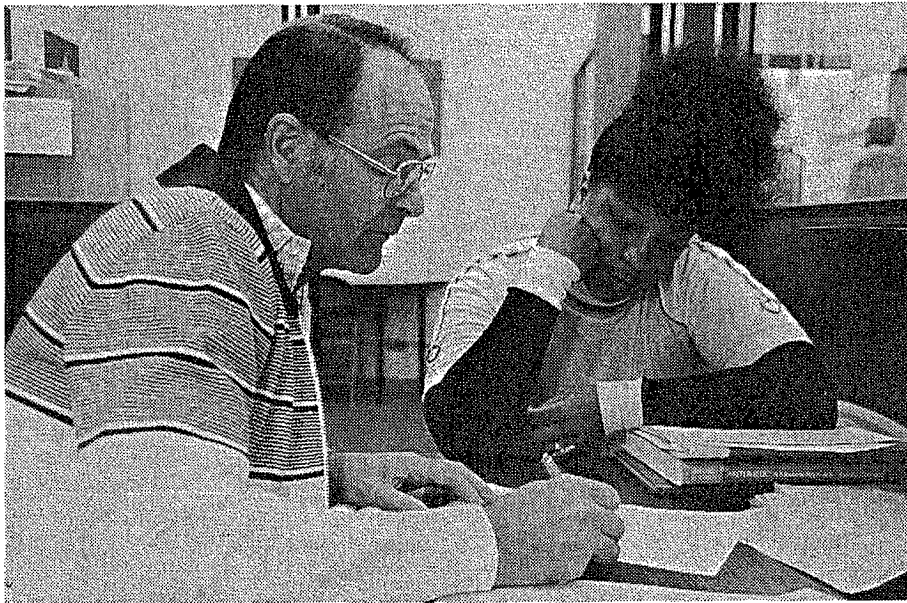
Students receiving VA benefits or other Federal financial aid are cautioned that failure to make up an "I" within a certain time limit may result in a partial loss or termination of benefits. Such students are urged to contact the Veterans Affairs Office of the Financial Aid Office, both located in Building 2A, for complete details.

Change of Grade

A course grade may be changed only at the discretion of the course instructor if that instructor has determined that some pertinent extenuating condition exists which warrants the grade change. The student should get a Grade Correction Form from the Admission and Records Office, Building 2, fill out the student information required and have the instructor enter both the appropriate new grade and his or her signature. The completed form should then be returned to the Admissions and Records Office to be processed as a transcript change.

Advanced Placement Examinations

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 three (3) or higher. Qualified students should contact the appropriate division or department chairperson for specific details. Participating disciplines include English, foreign languages, History and mathematics.



College-Level Examination Program (C.L.E.P.)

Tacoma Community College participates in the College Level Examination Program and grants credit for successful scores on the C.L.E.P. examinations. The acceptable level of scores on C.L.E.P. is the 45th percentile. For further details contact the Admissions Office, Building 2.

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 this procedure with the appropriate department chairperson. 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 cashier in Building 2 prior to the examination.

All arrangements including payment of fees must be completed within the first ten (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.

Repeating a Course

A student may repeat a course in order to raise his or her grade point average. In computing the cumulative grade point average at Tacoma Community College, the higher grade earned for repeated courses will be used.

Veterans Note: Independent Study-Cooperative Education

There are courses at Tacoma Community College taught on an independent study basis. Courses are usually numbered with a "299" designation or will be specifically designated as an independent study course in the schedule. These courses are supervised by a faculty member who makes out a contract between the student and the instructor as to the work required of the student to complete the course and the minimum amount of time he or she will meet with the instructor and/or other members of the class on a one-to-one basis.

Veterans benefits will not be paid for Cooperative Education courses or internships in the Vocational Programs offered at TCC. Those courses may still be required for graduation in the respective programs but benefits will not be paid for them.

Academic Deficiency and Standards of Progress

Tacoma Community College's standards of normal progress for completing a degree or program are based upon the following academic standards:

A. Definitions and Conditions - A student is considered to be academically deficient under the following conditions:

1. Attempting 10 or more credits
2. Earning a grade point average of less than 2.00, or
3. Failing to successfully complete half or more of the credits attempted regardless of grade point average.

B. Change of Program - An academically deficient student will be notified at the end of each quarter. At that time, the student must meet with his or her assigned academic advisor or counselor and may be subject to other institutional sanctions. This may result in changes in the student's program schedule and other activities intended to resolve the academic deficiency.

C. Academic Suspension - A student who remains academically deficient for three successive quarters is subject to academic suspension for the following academic quarter.

A student may re-enroll following the quarter of academic suspension. Academic work of such a student will be closely monitored by the college's Admissions and Standards Committee and at the end of the quarter will be subject to one of the following actions:

1. Removal of probationary and enrollment restrictions.
2. Continuation of the same or additional restrictions for one additional quarter.
3. Indefinite suspension if the student has demonstrated a consistent and clear inability to profit from the college's programs.

All actions involving suspension and enrollment restrictions due to academic deficiencies may be appealed to the Dean of Student Services.

Students wishing to enroll at TCC who are under suspension for academic deficiencies at another college will be subject of the same restrictions and actions as a former TCC student returning from suspension.

Veterans Academic Deficiency and Standards of Progress

Veterans Academic Deficiency and Standards of Progress are to be followed as well as Tacoma Community College standards. These VA standards can be obtained in the Office of Veteran Affairs, Building 2A.

Degrees, Honors Program and Graduation

Degrees

Tacoma Community College grants three degrees: The Associate in Arts and Science 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 planned to attain a particular individual educational goal.

General Requirements for All Degrees

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.

Transfer Information

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

The senior institutions point out that in some cases course requirements unique to the particular school, such as religion, must be taken in the junior year and requirements of the individual department must still be met.

Associate in Arts and Science

This degree is awarded on completion of a transfer academic curriculum paralleling the first two years of university study.

Requirements

1. 90 quarter hours in courses numbered 100 or above including a maximum of three physical education activity credits. Courses numbered 99 or below are not accepted.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. Course requirements for the Associate in Arts and Science 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 10 q.h.
 2. Humanities
(Not all in one field) 20 q.h.
 3. Social Sciences
(Not all in one field) 20 q.h.
 4. Math/Science (Must include 5 credits in a laboratory science.) 15 q.h.
 5. Physical Education
(Any three activity credits) . . . 3 q.h.
 6. Electives (Other) 22 q.h.
- TOTAL CREDITS 90 q.h.

Option B

The student may meet the first and second year departmental requirements or recommendations for the four-year institution he or she plans to attend. There are several programs designed for transfer to specific institutions in specific fields. For example, under Option B, a student may begin preparation to enter engineering, law, medicine, education, veterinary medicine, architecture and many other fields.

The student should consult with an adviser in the field he or she plans to enter prior to registration so that the correct program can be designed.

The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the Transcript Evaluator, Admissions and Records Office, Building 2.

The student must also supply a copy of the requirements or recommendations published by the four-year institutions or a copy of a written recommendation by an undergraduate departmental adviser of the four-year institution.

The student's personal academic adviser can assist with these forms. It is important that students considering Option B consult with the Tacoma Community College adviser assigned to the particular field.

A typical Option B program in the Engineering field would be as follows:

MECHANICAL ENGINEERING SUGGESTED PROGRAM

1st Year	Course	Credit	Quarter
Gen. Chem.	Chem 140, 150	(10)	F, W
Engr. Orient.	Engr 100	(1)	F
Comp. Progr.	Engr 141	(4)	W
Calculus	Math 124, 125, 126	(15)	F, W, S
Electives*		(15)	F, W, S
2nd Year	Course	Credit	Quarter
Engr. Phys.	Phys 121, 122, 123	(15)	F, W, S
Statics	Engr 180	(4)	W
Dynamics	Engr 230	(4)	F
Diff. Equat.	Math 238	(3)	W
Electives*		(18)	F, W, S
TOTAL			90

*Electives: Depending upon the transfer school, the student must select courses from the list of electives. An adviser must be consulted so that a student may choose the balance of his/her study to meet his/her needs. An engineering advising handbook has been prepared to assist in this selection and is available from any engineering adviser.

Honors Program

The Honors Program is a two-year course of study designed to provide the able student with a solid foundation in the major academic disciplines. Honors scholars are expected to probe into the humanities and sciences in greater depth than is normally expected of college students. To this end, special courses have been developed, and each Honors scholar will meet regularly with a mentor to discuss progress, to analyze difficulties and to receive encouragement.

Honors scholars will be expected to develop individual responsibility and initiative, to reject the pattern of "doing the minimum necessary to get by," and to invest themselves heavily in the pursuit of knowledge. They will be expected to see beyond the obvious, to synthesize knowledge from various disciplines—in short, to allow their long suppressed innate creativity to resurface.

Honors Scholar Selection Criteria

- 3.5 overall high school G.P.A.
- or 3.0 overall grade prediction
(Washington Pre-College Test or equivalent)
- or 3.5 college G.P.A. for minimum of 20 quarter hours
- or interview with the Honors Scholar Selection Committee

Honors Scholar Graduation Requirements

Honors scholars must complete at least 45 quarter hours of specially designated courses; maintain 3.2 cumulative G.P.A.; satisfactory attendance record at mentor conferences; completion of Honors Curriculum and completion of all requirements for Associate of Arts and Sciences degree.

Honors Curriculum

Required Courses:

One American Studies course:

- American Studies 201 — the Colonial Period: 17th, 18th Centuries
- American Studies 202 — the National Period: 19th Century
- American Studies 203 — the Global Period: 20th Century
- English 125 — (College Freshman Composition — Honors)
- Philosophy 118 — Indo-European Philology
- English 201 — Advanced Expository Writing
- Foreign Language (if not taken in high school)
- Three Honors Colloquia (Honors 200)

Elective Courses

Since the interests of students vary widely, additional Honors classes in literature, history, philosophy, mathe-

matics, laboratory sciences, anthropology, psychology, sociology and political science will be "designated" each quarter of the year to enable Honors Scholars to complete their liberal arts education.

Recognition

Upon successful completion of the Honors Program, Honors Scholars will receive a special Honors Scholar Associate of Arts & Sciences degree. In addition, a notation reflecting exceptional accomplishment will appear on the scholar's college transcript.

Application for Honors Scholar Status

To apply for admission into the Honors Program either append a request to the Tacoma Community College admission form or contact the Associate Dean for General Education.

Transfer Programs

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

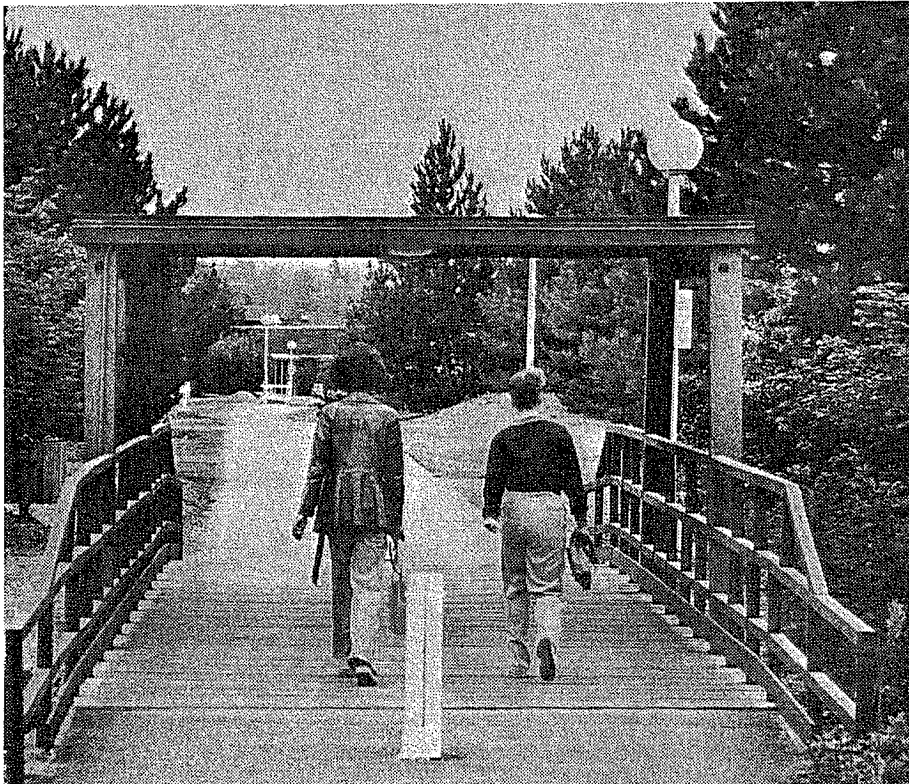
The following list includes many but not all of the possible majors for which TCC can prepare the transfer student.

Arts & Humanities

- Art
- Art Education
- Drama
- Foreign Language
- Music
- Philosophy
- Speech

Business

- Accounting
- Banking and Finance
- Business Administration
- Business Education
- Business Management
- Data Processing
- Economics
- Marketing



English and Communications

Communications
Journalism
Library Science
Literature

Health, Phys. Ed. and Recreation

Health Education
Physical Education
Recreation

Math/Science

Architecture
Biology
Botany
Chemistry
Chiropractics
Computer Science
Dental Hygiene
Pre-Dentistry
Engineering
Environmental Science
Fisheries
Forestry
Geology
Mathematics
Medical Technology
Microbiology
Nursing
Occupational or Physical Therapy
Oceanography
Pharmacy
Physics
Pre-Veterinary Medicine
Wildlife Biology
Zoology

Social and Behavioral Sciences

Administration of Justice
Anthropology
Geography
History
Home Economics
Pre-Law
Social Work
Political Science
Psychology
Public Administration
Sociology
Urban Planning

Associate in Liberal Arts

This degree is awarded upon completion of a two-year program planned to attain a particular individual educational goal. Technical training may 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 (SOC) agreement. For further information contact the veteran's adviser in Building 2A.

Requirements:

1. 90 quarter hours, including a maximum of three physical education activity credits.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. All Tacoma Community College credits apply except that no more than six may be continuing education credits (numbered less than 70). Continuing Education credits will not apply toward the distribution requirements shown below.

Distribution Requirements:

1. Two of the following courses, one of which must be in written communications 10 q.h.
English 90, 91, 101, 102, 104
Speech 90, 100, 101, 200
 2. Humanities 10 q.h.
 3. Social Science 10 q.h.
 4. Math/Science 10 q.h.
 5. Physical Education (Any three activity credits) 3 q.h.
 6. Electives (Other) 47 q.h.
- TOTAL CREDITS 90 q.h.

An application for the Associate in Liberal Arts degree which does not reflect this distribution must be accompanied by a written statement from the adviser to the Associate Degree Committee justifying exceptions.

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) A minimum of 45 credit hours in an approved occupational or technical program.
 - (b) The completion of an approved occupational or technical program.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College. No more than six may be Continuing Education credits (numbered below 70).

3. Credits must include at least two of the following courses:
English 90, 91, 101, 102, 104
Speech 90, 100, 101, 200
Business Correspondence 225
4. Physical Education: Waived for this degree.

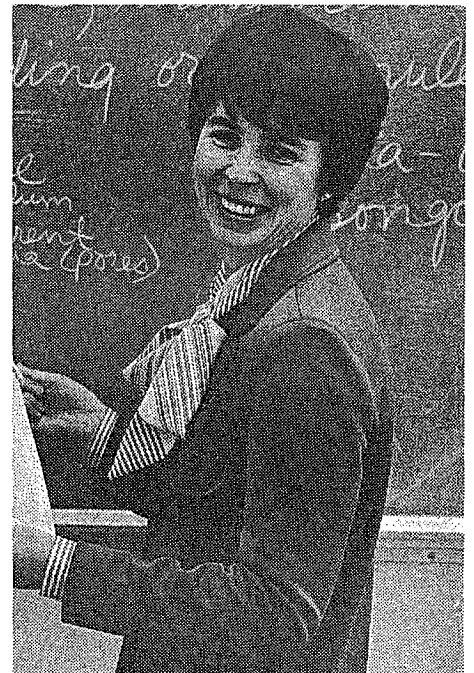
Courses Applicable to Associate Degree Distribution

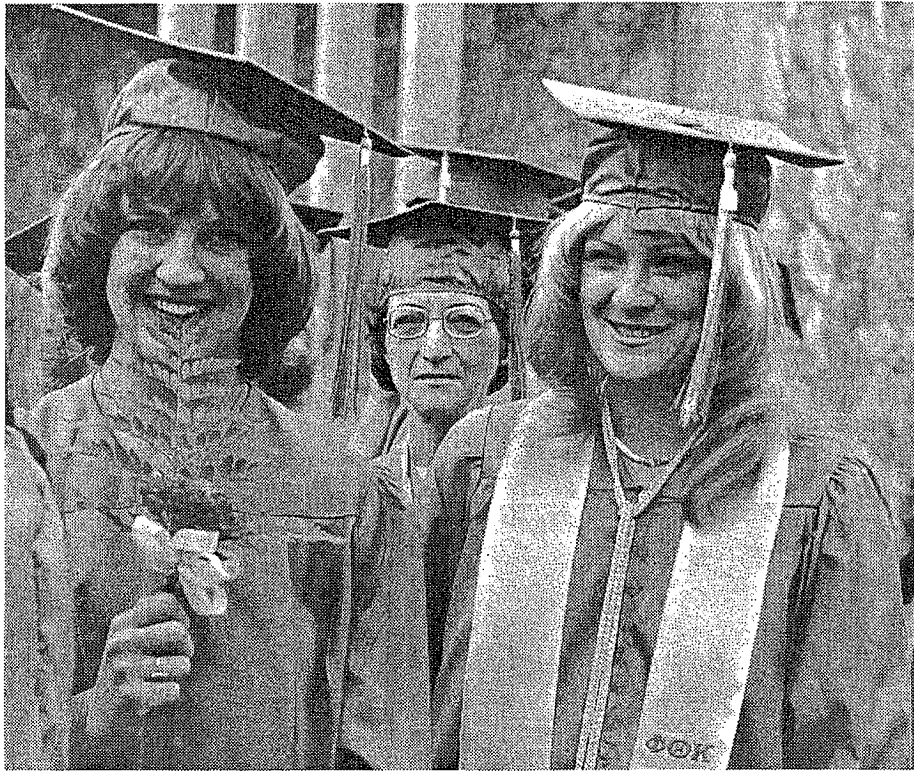
The following list of courses may be used as a guide for students pursuing a program leading to an Associate in Liberal Arts or the Associate in Arts and Science degree.

Except for communications (English composition) and physical education requirements, courses not listed as Humanities, Math/Science, or Social Sciences will be classified as "electives" or "other." An "elective" or "other" course may be used to fill the 90 total hour requirements but may not be used as distribution requirements.

HUMANITIES

Art - Any course
Drama - Any course
English - 92, 201 through 290
Journalism - Newspaper Workshop 100, 201 through 203
Languages - French, German, Spanish
Music - Any course
Philosophy - Any course
Speech - Any course (Speech 90, 100, 101, 200 may be used instead as "Communications" for the A.L.A. and A.T.A. degrees)





Mary Jo Gilbert Photo

MATH/SCIENCE

Anthropology 201
 Astronomy 101
 Biology - Any course
 Business 110 (for A.L.A. degree only)
 Chemistry - Any course
 Engineering - Any course
 Forestry - Any course
 Geography 205
 Geology - Any course
 Home and Family Life 110 (Nutrition)
 Mathematics - Any course (Business Math is not a math course)
 Oceanography - Any course
 Philosophy 120
 Physical Science - Any course
 Physics - Any course
 (All of the above courses qualify as laboratory sciences except Anthropology 201, Business 110, Geography 205, HFL 110, the Math courses and Philosophy 120.)

SOCIAL SCIENCES

Accounting - Any course
 Anthropology - Any course
 Business - 101, 102, 200, 225, 256
 Administration of Justice - Any course except - ADJ 200, 206, 211 and 212.
 Economics - Any course
 Education - Any course except 210 and 211 (Tutorial)
 Geography - Any course
 History - Any course

Human Relations - Any course
 Journalism 209, 210, and 250
 Political Science - Any course
 Psychology - Any course
 Social Science 90
 Social Service 101
 Sociology - Any course

Application for Associate Degrees

Candidates for the Associate Degree should submit formal applications on forms provided by the college, available at the information counter, Admissions and Records Office in Building 2. Each prospective candidate is advised to contact his academic adviser to begin the application procedure. Students who have signed a self-advising disclaimer will prepare all materials themselves and sign the Associate Degree Application Form as their own advisor.

The formal application if initiated by the student, recommended by the academic adviser, and processed by the Faculty Committee on Associate Degrees working in coordination the Office of Admission and Records.

A student may qualify for a degree at any time. However, students are requested to submit applications to the Admissions and Records Office no later than the second (2nd) week of the quarter named in the application for the

expected completion of all requirements.

Commencement

Degrees are conferred at the end of each quarter. Commencement ceremonies for degrees are held annually near the end of Spring quarter.

Scholastic Honors and Service Awards

Basis for Awards

Computations for these awards are to be based only on those credits applicable to the degree or degrees earned. Scholastic honors are computed prior to the end of the last quarter of attendance. Additions or deletions will be made to these lists if the last quarter of college work changes a student's qualifications.

President's Medal

At commencement, the person(s) 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. A student who has qualified for the recognition shall be graduated "with distinction" and this shall be noted by a "High Honors" seal on his or her diploma.

Honors

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

Dean's List

The Dean's List is a quarterly roster of all full-time students who have earned at least a 3.0 grade point average for the quarter.

Service Awards

Individuals who have contributed to the growth of the college may be recognized with Service Awards at the time of their graduation.

Special Services and Programs

Counseling and Career Development

A trained and competent staff of professional counselors is available to serve students through the Counseling and Career Development Center in Building 7. The counseling staff can assist students with educational, personal and career problems and planning through a wide variety of professional services and resources. Included are improvement in communications skills, social awareness and goal setting, decision making, computer assisted career exploration and up to date information on career and educational opportunities. The center's services are available to all enrolled and prospective students. All interviews between student and counselor are confidential.

The special needs of developmental, exploratory (undecided) and high school completion students are served through the combined efforts of a faculty team of counselors and instructors.

Assisting in the total counseling and career development effort is a specially trained team of student peer counselors.

Human Development Instruction

Human Development instruction serves to enhance and expand the opportunities provided through the traditional instructional programs.

Special courses in human relations and career development are offered each quarter and are supplemented by special interest short-term workshops, seminars and independent study projects. Details are available in the Counseling and Career Development Center, Building 7.

Tutoring

Tutorial services are coordinated through the office of tutorial coordinator

in Building 8. Tutors are available to assist students in many subject areas. Several funding sources, including VA benefits, are used to pay for the services. Students who need tutoring and students wishing to serve as tutors should apply with the tutorial coordinator.

Developmental Studies

Developmental studies are part of the coordinated system of learning assistance services which support the individual's educational goal. The objective of the program is to provide each student with an opportunity to overcome deficiencies and assess and develop talents and strengths.

The program offers special courses in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas. Adult competency courses and courses for personal enrichment are also offered. Many developmental studies courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student. For information visit Building 8 or call 756-5029.

Minority Affairs

The Minority Affairs Office is responsible for planning, organizing, implementing and coordinating programs, services and activities which assist in the involvement of minority students in all phases of campus life. The office develops creative approaches to meet educational and support service needs of all minority students. Call 756-5121 for information.

College Services For The Community

In an effort to serve to entire campus community, many college services are available to the general public as well as students and employees. The college library is open evenings and Saturdays, free to the public; special events, films and concerts are scheduled throughout

the school year; meeting rooms may be rented at nominal rates by community groups; college drama and musical events are performed each quarter and many visiting musical groups appear on campus throughout the year.

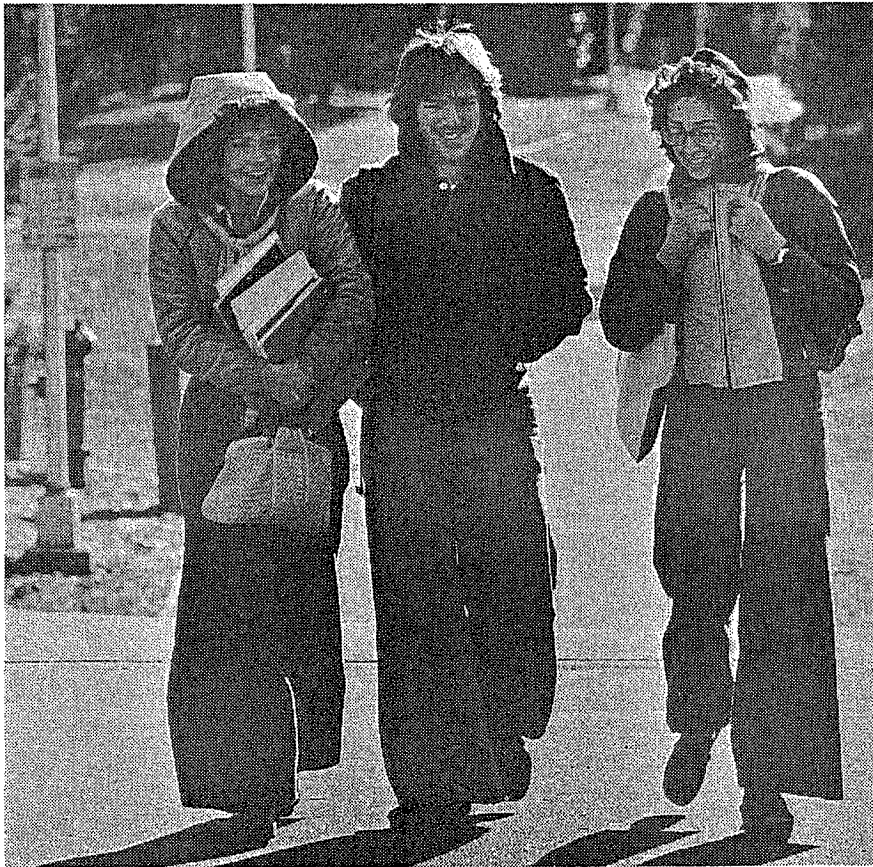
Resource and Referral Center

The Resource and Referral Center, located in Building 7, provides the following services to men and women: information about campus and community resources, support services to students with special needs, orientation for new students, assistance for students wishing to enter non-traditional occupations and a variety of activities designed to help students make a successful transition to college life. Visit the Center or call 756-5092 for information.

Child Care Center

Tacoma Community College's Child Care Center is a state-certified non-profit service provided for students, faculty and staff. The center is conveniently located at the Fircrest United Methodist Church, 1018 S. 19th St., adjacent to the campus. Hours are 8 a.m. to 4:30 p.m. daily. The center accepts children from 2½ to 6 years-of-age, and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is on a sliding fee scale, based on parents' income.

A unique feature of the center is its parent cooperative program. Participating parents pay half tuition and are required to work two hours each week in the center, attend seminars related to child development and parenting and work on an individual project of their own choosing. Three college credits are awarded for this experience. For further information visit the center or call 756-5076.



Housing Information

Although the college has no on or off-campus student housing facilities and no formal housing office, information on apartment or house rental vacancies is available from the Dean of Student Services secretary in Building 15. The information is available to all students. In addition, several independently owned apartment complexes are located near the college campus.

Health Services

Health Services at Tacoma Community College are conducted as a supplement to the family physician. Located in Building 15, the Health Services Center is open 15 hours each week and is staffed by a registered nurse. Information or guidance about any health problem may be obtained at the health center. Call 756-5132 for assistance.

Resources for the Handicapped

The resource center for handicapped students provides individual assistance to maximize student potential. The center offers the following services:

classroom enablers, such as notetakers; signers, and wheelchair assistance; aid in eliminating barriers, attitudinal and architectural; career counseling; tutorial services; a reference file on community services and referral where appropriate; and when necessary, procurement of available resources to achieve service accessibility for handicapped/disabled students.

Located in Building 18, the office is open from 8:30 a.m. to 4:30 p.m. weekdays. For information call 756-5075.

Career Information Center

The Career Information Center offers a variety of resources for student exploration of career opportunities. These resources include career information files, the "Occupational Outlook Handbook," audio cassettes, filmstrips, and the career computer. Students may learn the nature of various occupations, training required, the employment outlook earnings, and working conditions.

The Center also has catalogs from all two and four-year academic and occupational-oriented institutions and specific transfer requirements for Washington colleges.

All students are welcome to use the Center located in Building 7. Hours are 8 a.m. to 4:30 p.m. Monday through Friday, with some evening hours each quarter. Call 756-5027 for further information.

Cooperative Education

The Cooperative Education program at Tacoma Community College provides opportunities for students in all academic disciplines to earn 1 to 15 college credits for work experiences related to their course major or career interests. The program places and supervises students in jobs with Tacoma area business and industry, social service and government agencies.

The work experiences can be jobs already held or those newly established. Students currently or formerly enrolled or considering a TCC educational program in the future may participate. Students registered for cooperative education should complete a work contract through the cooperative education office. For more information, visit the cooperative education office in Building 8, rooms 18 and 19 or call 756-5058.

Cooperative Military Training Programs

Servicemen's Opportunity College

Tacoma Community College has been officially designated a "Servicemen's Opportunity College" by the United States Department of Defense and the American Association of Community and Junior Colleges. In recognition of the unique educational problems confronting many military personnel and dependents, a special Associate in Liberal Arts degree program has been established that is compatible with their military assignments.

Active duty personnel interested in joining this program may obtain additional information at local military installation education offices or by contacting the Veterans Adviser in Building 2A.

The Servicemen's opportunity College has been extended to include active national Guard and Reserve personnel. The Veterans office has complete information regarding the SOC program.

Marine Corps Platoon Leaders Program

The Marine Corps Platoon Leaders program, as well as the Marine Womens' Officers Candidate program is available to qualified Tacoma Community College students.

Male applicants may sign up during their freshman or sophomore year and attend the two six-week summer training sessions at Quantico, Virginia, or they may sign up during their junior year and attend one ten-week summer training session at Quantico.

Female sophomores can sign up for the eight-week Officer Candidate Course, but attend summer training during their junior year.

The Marine Corps office Selection Officer visits the campus during the school year. Students are invited to see him for further information or are encouraged to write to the United States Marine Corps officer, 1200 Westlake North, Suite 912, Seattle, WA 98109.

Student Programs and Activities

Student programs and activities are an integral part of each student's educational experience. Their purpose goes beyond extra-curricular activities to one which provides a setting for learning activities outside the formal classroom. To this end, the Student Programs office plans events in cultural, social, recreational and educational areas to meet the need and interests of all Tacoma Community College students.

Programs include: a child care center, a program for prisoners at McNeil Island, programs for minority students, veterans, women returning to school and other groups; intercollegiate athletics, intramurals, varied musical experiences, drama, special interest clubs, the campus newspaper, *The Collegiate Challenge* and the student literary magazine, *Trillium*. Activities sponsored by ASTCC include well-known lecturers, films, dances, panel discussions, concerts, theatrical productions, dinners, workshops and the Spring Festival.

Students interested in helping plan activities can drop by or call the student programs office in Building 15.

Clubs and Organizations

Many opportunities are available for student participation in club and organization activities. Current campus clubs center around academic interests, ethnic awareness, recreation and military affiliation. Interested students are encouraged to contact the Student Programs office, Building 15, for information on joining a club or forming a new one.

Student Government

The new Tacoma Community College student government model provides for direct student representation in establishing policies and procedures which directly affect student life. By eliminating "at large" election of senators, and admitting to the senate any interested TCC student who completes a two credit leadership training course, the governmental model encourages maximum student participation. Executive officers are selected by the associate student advisory board on the basis of their qualifications and interests. The model consists of the student senate, the executive officers and an advisory board. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office in Building 15.

Intercollegiate Athletics

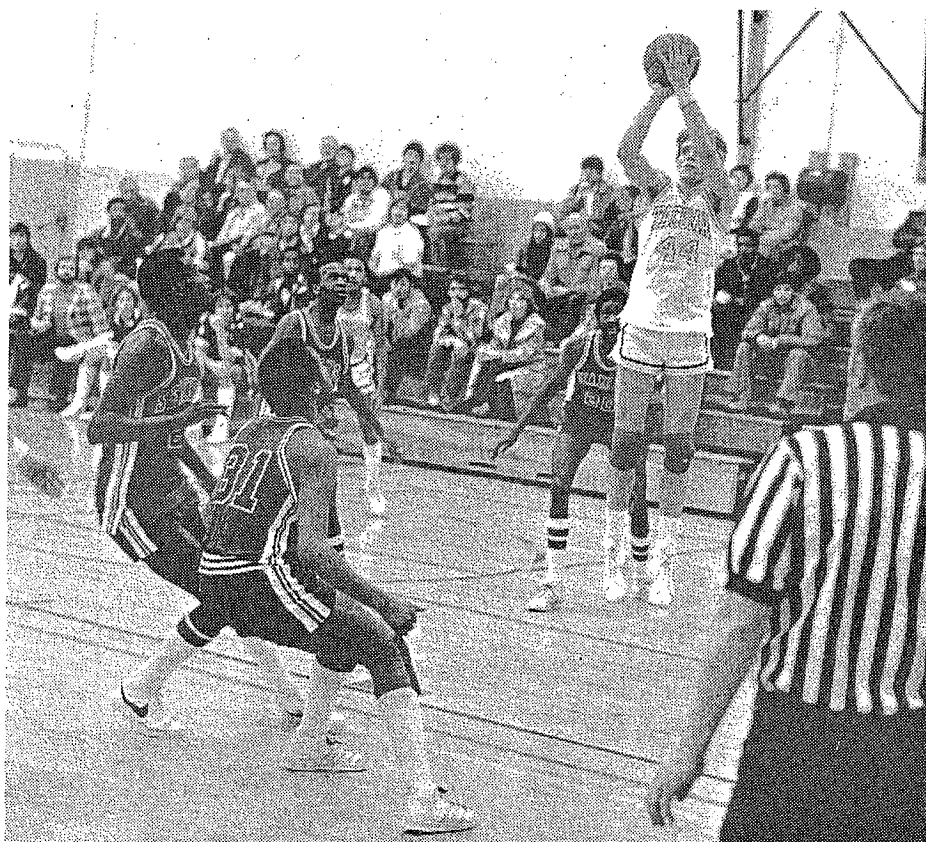
Tacoma Community College competes in a variety of men's and women's athletic programs under the supervision of the Athletic Director. Athletic teams participate in Region I of the Washington State Athletic Association of Community Colleges. (AACC).

Men's varsity sports include soccer, cross country, basketball, baseball, golf, tennis and track. Varsity sports for women include volleyball, cross country, basketball, softball, tennis and track.

Athletic facilities include the TCC gym, Minnitti Field with its baseball and softball fields; a new all weather 400 meter track and soccer field, tennis courts and use of Oakbrook Country Club as home course for the golf team.

Intramural Activities

A wide variety of intramural athletic activities are planned each year according to student interest and availability of facilities. Activities include: basketball, volleyball, badminton, tennis, softball, soccer, archery, fencing and a TCC bowling league. A coed intramural volleyball team competes with other community colleges. More information on intramurals may be obtained from the athletic director.



Facilities

Learning Resource Center

The learning resource center is located in Buildings 7 and 8 and provides services to every student at Tacoma Community College. Special learning assistance services, sponsored and cooperatively administered by the various departments and programs, are centralized in and near the resource center. All students are encouraged to use these services which include counseling, adult educational advising, tutoring, career information and student development programs explained in the previous section of this catalog.

Library and A-V Services

The library in Building 7 includes over 60,000 books and nearly 400 periodical titles and reserve materials for class assignments.

The staff personally assists students in locating and using the wide range of library materials. Ethnic and Northwest history materials are well represented and files of microfilm, pamphlets, maps and college catalogs are also available.

Other services include inter-library loans and informal reference help. A two-credit course is offered in library reference techniques. The library is open week days, evenings and Saturdays.

Community support of the library has been expressed through the activities and gifts of the 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.

The audiovisual department in the library maintains a permanent collection of audiovisual materials including a film library of about 280 titles. In addition, films are rented from other sources for classroom use.

Projection equipment and audiovisual materials are circulated to classrooms and laboratories and booked for viewing in the A-V studies area.

Facilities include two studios for videotaping and film projection and equipment for television, sound-photographic and graphic production.

A sight and sound center is also available in the library for individual use of audiovisual materials by students.

Listening and Language Lab

The listening and language lab in Building 7 is designed for listening to music, plays, poetry and lectures, as well as class and individual language practice, vocabulary drill and listening skill development. The laboratory also produces and duplicates audiotapes and provides access to selected audiovisual materials.

Mathematics Lab

The mathematics laboratory is one instructional mode of the mathematics department. Students may take developmental and college mathematics courses in the lab or receive individualized instruction and special tutorial assistance. The mathematics lab is located in Building 8.

Reading and Communications Skills Lab

The reading and communications skills labs provide credit courses for developmental reading and writing and laboratory work to improve study skills, vocabulary development and spelling. The labs are located in Building 8.

College Bookstore

New and used textbooks for all courses at Tacoma Community College may be purchased in the bookstore. Art and classroom supplies, nursing uniforms, food coupons, and postage stamps are also available. Special orders for books may be placed by anyone. Regular business hours are 7:45 a.m. to 4 p.m., Monday through Friday. Evening hours

are 6:30 p.m. to 8:30 p.m. Tuesdays and Wednesdays. The bookstore is located in Building 6, telephone 756-5060.

Food Services

The cafeteria, located in Building 11, provides daily specials during the quarter, a wide variety of short orders, desserts, refreshments, breakfasts, wholesome lunches, seasonal fresh fruits, and a salad bar. Hours are 7 a.m. to 9 p.m., Monday through Thursday and 7 a.m. to 2 p.m. on Friday.

Office of Safety and Security

The Office of Safety and Security in Building 1 is responsible for the following services: the provision of a safe and healthful education and working environment for students and employees; the initiation and maintenance of an accident prevention program; and the protection of persons and property.

The members of this campus unit maintain parking controls, monitor vehicle usage, investigate accidents, make and issue keys, and handle all emergency situations which arise. Students and staff are encouraged to report any unusual campus incidents to the security office.

Campus Parking

Each student or staff vehicle parked on campus is required to have a parking permit. Students and employees may obtain parking permits during the registration process or in Building 1, the Office of Safety and Security.

Parking fee per student for one quarter is \$2 or \$5 for the academic year. Cost for a second car is \$1 (See section on parking permits under Fees, Special and Other Costs). Permits are not transferable.

Failure to obtain a parking permit may result in a fine. Failure to adhere to all parking and traffic rules and regulations may result in fines or other penalties.

Occupational Programs

ACCOUNTING

Coordinator: Sam Heritage, 756-5070

A two year college program which prepares students to meet specific job needs in the community. Emphasis is placed on professional accounting skills as well as communicative and office skills. The program leads to an Associate of Technical Arts degree and may be pursued by day, evening and part-time students.

FIRST YEAR

First Quarter

Course Title		Credits
Introduction to Business	BUS 101	5
Fundamentals of Accounting	ACCNT 210	5
Business Machines	BUS 115	3

Second Quarter

Typing I	BUS 103	5
Business Math	BUS 110	5
Fundamentals of Accounting	ACCNT 220	5
Business English	BUS 104	5

Third Quarter

Speech	SPCH 100 or 101 or 200	5
Intermediate Accounting	ACCNT 230	5
Typing II	BUS 104	5
Business Correspondence	BUS 225	5

SECOND YEAR

First Quarter

Intermediate Accounting	ACCNT 231	5
Auditing	ACCNT 260	5
Elective		5

Second Quarter

Tax Accounting	ACCNT 245	5
Automated Programmed Accounting	ACCNT 240	5
Business Law	BUS 200	5

Third Quarter

Cost Accounting	ACCNT 245	5
Governmental Accounting	ACCNT 237	5
Practicum in Accounting	ACCNT 255	5

ADMINISTRATION OF JUSTICE

Coordinator: Keith Brightwell, 756-5076

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 criminal justice and federal agencies as well as private industry afford excellent employment opportunities for graduates of the program.

Private industry offers employment opportunities in industrial security and safety. Modifications within the program may be made by students for a career in the private sector.

FIRST YEAR

First Quarter

Course Title		Credits
Introduction to Administration of Justice	ADJ 100	5
English	ENGL 101	5
Sociology	SOC 110	5
Physical Education		1

Second Quarter

Criminal Law	ADJ 101	5
English	ENGL 102 or 104	5
Psychology	PSYCH 100	5
Physical Education		1

Third Quarter

Criminal Evidence	ADJ 102	5
Speech	SPCH 100	5
Physical Education	PE 292	5
Elective (Humanities)		5

SECOND YEAR

First Quarter

Criminal Investigation	ADJ 200	5
American National Government and Politics	POLSC 202	5
Elective (Math/Science)		5
Physical Education		1

Second Quarter

Introduction to Penology	ADJ 201	5
Management of Police Operations	ADJ 202	5
Sociology	SOC 262	5
Business	BUS 103	5
Physical Education		1

Third Quarter

Juvenile Justice Systems	ADJ 203	3
Criminal Justice Planning and Administration	ADJ 204	3
Mathematics	MATH 240	3
Weaponless Control	ADJ 206	1
Elective (Math/Science)		5
Work Experience Internship (optional)	ADJ 207	5

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

ALLIED HEALTH CORE PROGRAMS

The following programs are built around a central "CORE" course requirement. Students must have completed or be enrolled in CORE courses before application will be reviewed for acceptance into any of the programs. Two of the CORE courses must be in Biology and Medical Terminology.

Application to a program must be submitted no later than the third week of Winter Quarter. Because of limited enrollment, application alone does not guarantee acceptance and admission to a specific program, except to the Medical Secretary Program.

CORE programs are: Medical Secretary I, II, Medical Transcriptionist, Medical Records Technology, Medical Assistant and Optometric Technology.

CORE applicants must demonstrate competency in Biology and Medical Terminology by mid-quarter. Applicants will submit transcripts and/or current grades to the Allied Health office.

CORE COURSES

Course Title		Credits
Medical Terminology	HT 130 - 131	6
Medical Transcription	MRT 140	3
Anatomy and Physiology	BIO 150 - 151	10
	or 206 - 207 - 208	15
Health Care Delivery Systems	HT 110	5
Psychology	PSYCH 100	5
English	ENG 104	5
Typing (or equivalent)	BUS 103	3
Speech	SPCH 100	5
Business Correspondence	BUS 225	5
Math	MATH 90 or MATH 101	5

BANKING AND FINANCE

Coordinator: Edwin Dreger, 756-5070

This two-year program is designed for both the present financial institution employees (in-service) and the pre-service students whose purpose may be to advance their careers and/or prepare for a career in banking and finance. The program is a joint venture developed by Tacoma Community College and the financial institutions. Students who complete the banking and finance program qualify for the Associate in Technical Arts Degree.

FIRST YEAR

Course Title		Credits
Principles of Bank Operations OR	B&F 102	3
Principles of Saving Bank Operations	B&F 122	3
Bookkeeping OR	BUS 140	5
Accounting	ACCNT 210	5
Business Math	BUS 110	5
Typing	BUS 103	5
Effective English OR	B&F 160	3
Business English	ENGL 104	5
Negotiable Instr. Payments Mechanism	B&F 111	3
Money and Banking OR	B&F 120	3
Economics	B&F 114	3
Accounting	ACCNT 220	5
Speech Communication in the Business Organization OR	SPCH 200	5
Speech Communications	B&F 164	3
Law & Bank Transactions I OR	B&F 112	3
Business Law	BUS 200	5
Law & Bank Transactions II	B&F 113	3
Written Communication for Bankers OR	B&F 156	3
Business Correspondence	BUS 225	5
Bank Credit Cards	B&F 154	3
Business and Financial Management	B&F 184	3
Federal Regulations of Banking	B&F 205	3

SECOND YEAR

(Choice of concentration should be declared)

Course Title		Credits
Bank Investments	B&F 128	3
Installment Credit	B&F 136	3
International Banking	B&F 138	3
Real Estate Finance OR	REAL 165	3
Real Estate Finance	B&F 236	3
Credit Administration	B&F 132	3
Analyzing Financial Statements I	B&F 224	3
Analyzing Financial Statements II	B&F 225	3
Algebra	MATH 101	5
Elective or Work Internship	B&F 120, 121, 122	5
Bank Operations	B&F 102	3
Marketing For Bankers	B&F 130	3
Supervision and Personnel Management	B&F 152	3
Trust Functions and Services	B&F 142	3
Trust Management	B&F 242	3

Branch Management	B&F 246	3
Bank Management	B&F 146	3
Federal Reserve System	B&F 144	3
Introduction to Data Processing	BUS 235	5
Psychology	B&F 200	3
Introduction to Commercial Lending	B&F 240	3

EMERGENCY MEDICAL CARE

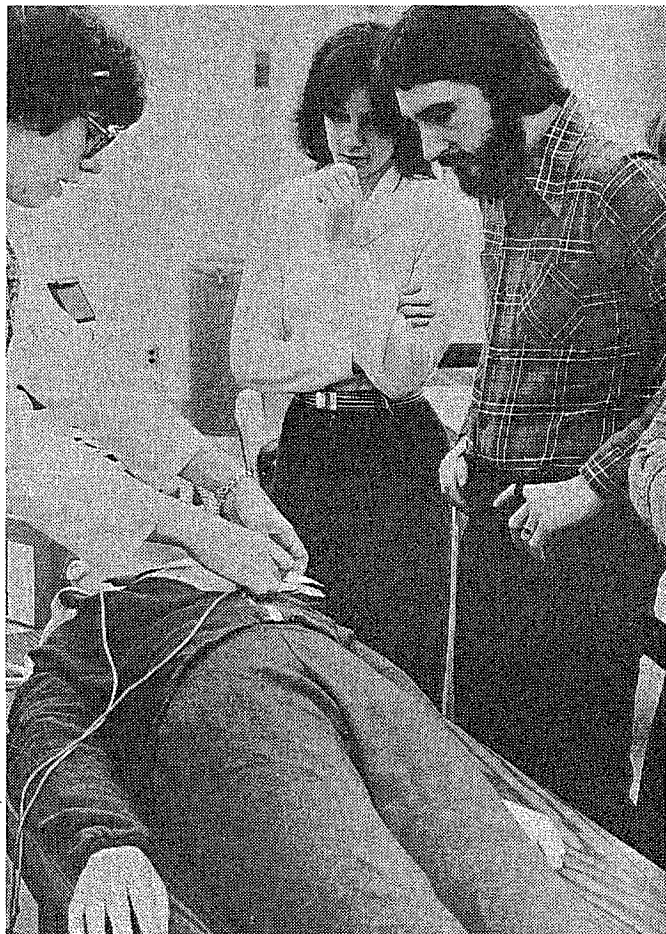
Coordinator: Karen Carlton, 756-5163

Emergency Medical Technician

The College offers two levels of training in emergency medical care. The first level is an 81-hour program designed for fire fighter, ambulance attendants, law enforcement officers, hospital personnel and others who are generally first in responding to life-threatening emergencies. An individual completing the 81-hour course (EMC 110, 6 credits) is eligible for certification in Washington State as an Emergency Medical Technician (EMT).

Emergency Medical Technician/Paramedic

The second level of training involves over 1200 hours of classroom, clinical and field internship activities. These activities train an individual to provide, under the direction of physician, definitive medical care at the scene of an emergency. An individual completing the 1200 hour program (EMC 120, 12 credits; EMC 130, 6 credits; EMC 121, 10 credits; EMC 131, 7 credits; EMC 122, 7 credits; EMC 132, 10 credits) is eligible for state certification as a Mobile Intensive Care Paramedic.



Dave Hathaway Photo

GERONTOLOGY PARAPROFESSIONAL

Coordinator: Luther Jansen, 756-5076

Gerontology Paraprofessionals work in many different agencies or organizations which provide services for older persons in the community, often combining their knowledge of gerontology with other skills. An Associate of Technical Arts degree will normally be granted to students completing the program. Students planning to continue their studies for a baccalaureate degree may, with minor changes in the program, receive the Associate in Arts and Sciences degree.

Students currently employed in agencies serving older persons may enroll in individual courses in the program even though they may not wish to work toward a degree. Other students may register for individual courses with permission of the instructor or program coordinator. Students will be admitted to the program on the basis of an in-person interview with the Program Coordinator and a written application.

A typical program of courses would be as follows:

FIRST YEAR

First Quarter

Course Title		Credits
English Composition	ENGL 101	5
Introduction to Biology	BIOL 100	5
General Psychology	PSYCH 100	5
P.E. Activity		1

Second Quarter

Biology of Aging	*BIOL 179	5
Psychology of Aging	*PSYCH 209	5
Survey of Sociology	SOC 110	5
P.E. Activity		1

Third Quarter

Literary Expressions of Aging	*ENGL 239	5
Interpersonal Speech	SPCH 100	5
Social Gerontology	*SOC 110	5
P.E. Activity		1

SECOND YEAR

First Quarter

Introduction to Applied Gerontology	*SSERV 120	5
Health Aspects of Aging	*PE 259	5
Community Resources	HSW 101	3

Second Quarter

Gerontologic Field Work	*SSERV 250	5
Legal/Political Issues in Aging	*POLSC 219	5
Principles of Interviewing	HSW 102	5

Third Quarter

Gerontologic Field Work	*SSERV 251	5
Cultural Variations in Aging	*ANTH 209	5
Systems Change Skills	HSW 104	5

*These courses are part of the Gerontology Core Curriculum.

HUMAN SERVICE WORKER

Coordinator: Bill Packard, 756-5076

The Human Service Worker program is designed to train students to work as para-professionals in social and health service agencies. Acceptance is based on a personal interview with the coordinator. Students can select a one-year certificate course, or a two-year program leading to an Associate in Technical Arts degree. Both courses rely heavily on field placement (internship) as a means of training. Examples of the one and two-year programs are listed below.

FIRST YEAR

First Quarter

Course Title		Credits
Human Relations	HR 100	2
Introduction to the Human Services	HSW 100	2
Community Resources	HSW 101	3
Principles of Interviewing	HSW 102	5
Composition	ENGL 101	5

Second Quarter

Composition OR	ENGL 102	5
Interpersonal Speech Communication	SPCH 100	5
Counseling Techniques	HSW 103	5
General Psychology	PSYCH 100	5

Third Quarter

Systems Use Skills	HSW 104	5
Race Relations	SOC 262 or equivalent	5
Introduction to Sociology	SOC 110	5

SECOND YEAR

First Quarter

Course Title		Credits
Survey of Alcoholism	HSW 200	5
Field Placement I	HSW 191	5
Elective		5

Second Quarter

Helping the Juvenile	HSW 203	5
Field Placement II	HSW 192	5
Elective		5

Third Quarter

Family Counseling	HSW 202	5
Psychology of Adjustment	PSYCH 170	5
Field Placement III	HSW 193	5

ONE YEAR CERTIFICATE

First Quarter

Human Relations	HR 100	2
Introduction to the Human Services	HSW 100	2
Community Resources	HSW 101	3
Principles of Interviewing	HSW 102	5
General Psychology	PSYCH 100	5

Second Quarter

English	ENGL 101	5
Counseling Techniques	HSW 103	5
Field Placement I	HSW 191	5

Third Quarter

Systems Use Skills	HSW 104	5
Field Placement II	HSW 192	5
Race Relations	SOC 262 or equivalent	5

INSURANCE

Coordinator: Edwin Dreger, 756-5070

The insurance program is designed to meet the needs of students seeking general knowledge and those employed in the field. Students who complete the program with a minimum of 90 credit hours and a cumulative 2.0 grade point average qualify for the Associate in Technical Arts Degree.

The basic insurance courses (100, 121, 122) are suitable for all students; other technical courses are designed more specifically for employees in the insurance industry.

Chartered Property and Casualty Underwriters (CPCU) courses focus on the educational needs of the entire industry rather than those of specific employers or groups of employers. These courses may be taken as part of the degree program.

REQUIRED COURSES

Course Title		Credits
Principles of Risk Management and Insurance	CPCU 251	3
Legal Environment of Insurance	CPCU 256	3
Orientation to Insurance	INSUR 100	5
General Principles of Insurance	INSUR 121	3
Property Insurance	INSUR 122	3
Casualty Insurance	INSUR 123	3
Fundamentals of Accounting I	ACCNT 210	5
Fundamentals of Accounting II	ACCNT 220	5
Business Math	BUS 110	5
Principles of Economics	ECON 200	5
Business Correspondence	BUS 225	5
Comprehensive English Composition	ENGL 104	5
Typing I	BUS 103	5
Introduction to Probability	MATH 241	3
Organizational Speech Communications	SPCH 200	5

ELECTIVE COURSES

Principles of Risk Management and Insurance	CPCU 251	3
Personal Risk Management and Insurance	CPCU 252	3
Commercial Property Risk Management and Insurance	CPCU 253	3
Commercial Liability Risk Management and Insurance	CPCU 254	3
Insurance Company Operations	CPCU 255	3
Legal Environment of Insurance	CPCU 256	3

Management of Insurance	CPCU 257	3
Accounting and Finance of Insurance	CPCU 258	3
Economics of Insurance	CPCU 259	3
Insurance Issues and Professional Ethics	CPCU 260	3
Bookkeeping I	BUS 140	5
Intermediate Accounting	ACCNT 230	5
Shorthand I, II, III	BUS 130, 131, 135	5
Office Procedures	BUS 134	5
Shorthand Transcription	BUS 133	5
Typing II, III	BUS 104, 105	5
Work Internship	INSUR 120, 121, 122	5

Other: A selection of courses from the Humanities, Social Sciences, and/or Math/Science Divisions in consultation with coordinator.

MEDICAL ASSISTANT

Coordinator: 756-5076

Medical Assistants assist the physician in the office or other medical settings, performing a wide range of tasks.

Business-administrative duties may include scheduling and receiving patients; maintaining medical records; typing and medical transcription; handling telephone calls; and assuming responsibility for office care; insurance matters; and fees and collections.

Clinical duties may include preparing the patient for examination; obtaining vital signs; taking medical histories; assisting with examination; performing laboratory procedures; sterilization instruments; and patient instruction.

*In addition to completing CORE courses, Medical Assistant students must complete the following with a "C" or better grade in Medical Assistant courses.

FIRST YEAR

Course Title		Credits
Bookkeeping	BUS 140	5
Math for Nurses	MATH 97	2
Medical Terminology III	HT 132*	3
Medical Transcription II	MRT 141*	3
Medical Office Procedures	HT 120	5

SECOND YEAR

Introduction to Disease	HT 210	5
Legal Concepts	HT 225*	3
Orientation and Ethics	MA 210	5
Laboratory Techniques	MA 221*	5
Exam Room Techniques	MA 230	5
MA Externship I	MA 231*	2
MA Externship I	MA 232*	8
Elective (Optional)		5
	MA and HT credits:	58
	Non MA-HT credits:	45

MEDICAL RECORD TECHNICIAN

Coordinator: Carolyn Anderson, 756-5163

The Medical Record Technician Program is a two-year program designed to prepare the graduate for employment in a medical record department of a hospital, ambulatory health care facility, skilled nursing facility, state or federal health agency. Skills include organizing and analyzing health records, compiling and utilizing health statistics, coding and indexing diseases and operations, maintaining storage and retrieval systems, transcribing medical reports, abstraction of health data consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Graduates are able to write the national examination of the American Medical Record Association.

In addition to completing CORE courses, the graduate of the Medical Record Technician Program must successfully complete the following courses with a grade of "C" or better.

FIRST YEAR

Course Title		Credits
Medical Transcription II	MRT 141	3
Introduction to Health Record Management	MRT 180	5

SECOND YEAR

Organization of Health Records	MRT 220	5
Clinical Application I	MRT 230	2
Introduction to Disease	HT 210	5
Health Data: Standards and Presentation	MRT 221*	5
Clinical Application II	MRT 231*	5
Legal Concepts for Health Occupations	HT 225	3
Health Information Management	MRT 222*	5
Clinical Application III	MRT 232*	5
Introduction of Data Processing	BUS 235	5

*Prerequisite required.

MRT-HT credits: 57

Non MRT-HT credits: 43

Program accreditation status: AMA-AMRA approved, 1982.

Transfer information: Upon completion of the TCC Medical Records Technician program and successful writing of the national examination, students may transfer and complete baccalaureate programs at:

- Seattle University, Seattle, Wa.
- Loma Linda, Loma Linda, Ca.
- Stephens College, Columbia, Mo.
- Carroll College, Helena, Mt.

MEDICAL SECRETARY

Coordinator: Carolyn Anderson, 756-5163

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, etc.), interviewing and preparing patients prior to examination and keeping and transcribing medical records.

Two programs are available. Upon completing first year requirements, the student is eligible to receive a certificate and is prepared for employment. The completion of the two-year program qualifies students to receive the Associate in Technical Arts Degree. Second year students spend at least one quarter (15 hours per week) in a facility in order to gain practical experience.

In addition to completing CORE courses, the graduate of the Medical Secretary Program must successfully complete the following courses with a grade of "C" or better.

FIRST YEAR

Course Title	Credits
Medical Transcription IIMRT 141*	3
Medical Office ProceduresHT 120	5
Typing IIBUS 104	3
Business MachinesBUS 115	3

SECOND YEAR

Shorthand IBUS 130	5
BookkeepingBUS 140	5
SpeechSPCH 100	5
Bookkeeping IIBUS 141*	5
Shorthand, Shorthand Transcription .BUS 131*, 132*	10
Records ManagementBUS 116	3
Introduction to Data ProcessingBUS 235	5
Work Internship-Medical SecretaryHT 240*	5

*Prerequisite required.

MEDICAL TRANSCRIPTIONIST

Coordinator: Carolyn Anderson, 756-5163

A medical transcriptionist works in the medical records department and/or special professional services department (radiology, pathology, etc.) of hospitals, neighborhood health centers, medical practice clinics, nursing homes and other medical care institutions.

After completion of three quarters of study, the student will be able to understand and use medical terminology, transcribe medical reports of all types with speed and accuracy, and handle clerical and telephone duties in a medical record office.

In addition to completing CORE courses, the graduate of the Medical Transcriptionist Program must successfully complete the following courses with a grade of "C" or better.

FIRST YEAR

Course Title	Credits
Medical Transcription IIMRT 141	3
Medical Transcription IIIMRT 142	3
Medical Terminology IIIHT 132	3
Introduction to Health Record Management orMRT 180	5
Medical Office ProceduresHT 120	5

SECOND YEAR

If, upon successful completion of the three-quarter sequence, the student desires to continue in medical secretarial training, he/she should be advised to enroll in the second year of the Medical Secretary Program. The Associate in Technical Arts Degree is offered to those who successfully complete two years.

ASSOCIATE DEGREE NURSING

Coordinator: Joan Wilson Morris, 756-5163

The Associate Degree Nursing program is a two-year program which prepares students to perform nursing activities in hospitals, nursing homes, clinics and physician's offices. The program is approved by the Washington State Board of Nursing, and graduates of the program will be eligible to take the examination for licensing as a Registered Nurse.

FIRST YEAR

Course Title	Credits
Nursing INURS 101	8
Nursing IINURS 102	5
Nursing IIINURS 103	5
Mathematics for Health OccupationsMATH 97	2
Nursing IVNURS 104	5
Nursing VNURS 105	5

SECOND YEAR

Nursing VINURS 201	8
Nursing VIINURS 202	10
Nursing VIIINURS 203	11

Other courses required for completion:

The following courses, or their equivalent, are required for completion of the program. Any or all may be taken before starting the nursing courses or at the same time as the nursing courses.

*ChemistryCHEM 101 & 102 or 111	10/5
*PsychologyPSYCH 100	5
*General MicrobiologyBIOL 201	5
SociologySOC 110	5
*Human Growth and DevelopmentPSYCH 206	5
SpeechSPCH 100 or 101	5
Anatomy and PhysiologyBIOL 206, 207, 208	15
EnglishENGL 101	5

Non-Nursing Credits 52-57

Nursing Credits 57

TOTAL CREDITS 114

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

BIOL 201 (General Microbiology)	PSYCH 100
BIOL 206, 207, 208 (Anatomy and Physiology)	SOC 110
CHEM 101, 102	SPCH 100 or 101
ENGL 101, 102	Social Science Elective (5 credits)
	Humanities (5 credits)

Note: Students should check the program of the school at which they expect to complete their education or with the Associate Degree Nursing program coordinator before enrolling in these courses.

*Must be completed prior to Second Year Nursing 201.

OPTOMETRIC TECHNOLOGY PROGRAM

Coordinator: Arthur McIrvin, 756-5163

The graduate technician is prepared for widely diversified work through academic and clinical experience in secretarial and office procedures, patient handling, ophthalmic laboratory preparation, visual training, contact lens procedures and frame styling.

In addition to completing CORE courses, the graduate of the Optometric Technology Program must successfully complete the following courses with a "C" or better grade.

FIRST YEAR

Course Title	Credits
Medical Office Procedures	HT 120 5

SECOND YEAR

Introduction to Optometric Technology	OT 220 3
Visual Science	OT 221* 5
Clinical Application	OT 230 3
Mechanical Optics	OT 222* 5
Clinical Application	OT 231* 5
Legal Concepts for Health Occupations	HT 225 3
Contact Lenses	OT 223* 5
Clinical Application	OT 232* 7
Elective	5

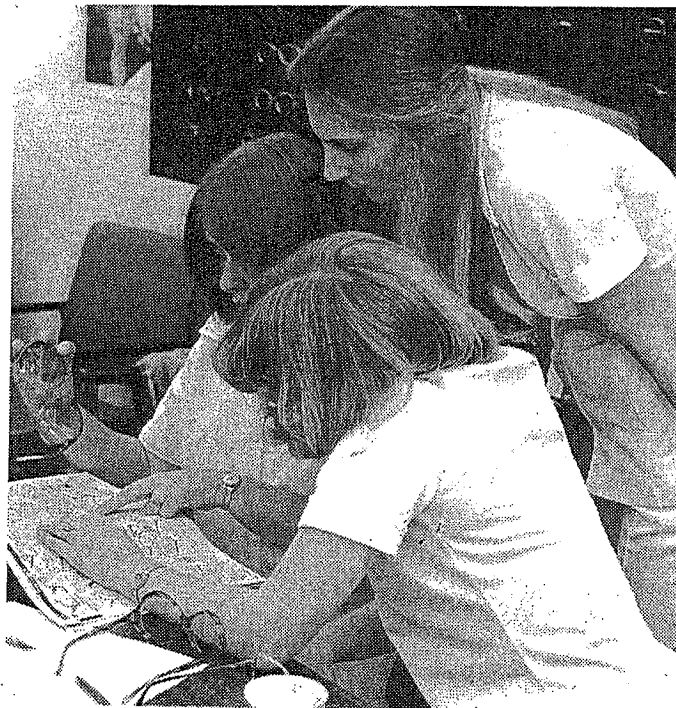
*Prerequisite required. OT and HT credits: 55
Non OT and HT credits: 43

Program Accreditation Status: Applied for.

RADIOLOGIC TECHNOLOGIST

Coordinator: Royal Domingo, 756-5163

The Radiologic Technology program leads to an associate degree and a certificate of completion. The program is twenty-seven calendar months in duration. Upon the successful completion of the courses in radiologic technology, the associate degree requirements and clinical education courses, the student is eligible to take the national certification examination administered by The American Registry of Radiologic Technologists.



First Quarter (Fall)

Course Title	Credits
Anatomy and Physiology	BIOL 150 5
Radiation Physics I	PHYS 108 5
Medical Terminology I	HT 103 3
Positioning and Techniques I	RT 140 3
Introduction to Radiologic Technology	RT 101 3

Second Quarter (Winter)

Anatomy and Physiology	BIOL 151 5
Radiation Physics II	PHYS 109 5
Positioning and Techniques II	RT 141 3
Radiographic Clinic I	RT 120 3
Fundamentals of Patient Care	HT 170 3

Third Quarter (Spring)

English	ENGL 101 5
Positioning and Techniques III	RT 142 3
Radiographic Clinic II	RT 121 3

Fourth Quarter (Summer)

Radiographic Clinic III	RT 122 5
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Fifth Quarter (Fall)

English	ENGL 104/102 5
Speech (alternate)	SPCH 100 5
Positioning and Techniques IV	RT 243 2
Radiographic Clinic IV	RT 123 5
Radiographic Anatomy	RT 215 3

Sixth Quarter (Winter)

Special Radiographic Procedures	RT 211	3
Radiation Physics III	PHYS 110	3
Radiation Pathology	RT 214	3
Positioning and Techniques V	RT 244	2
Radiographic Clinic V	RT 225	5

Seventh Quarter (Spring)

Radiation Therapy, Nuclear Medicine, Ultrasound	RT 212	3
Departmental Management	RT 213	2
Positioning and Techniques VI	RT 245	2
Radiographic Clinic VI	RT 226	5

Eighth Quarter (Summer)

Radiographic Clinic VII	RT 227	5
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Ninth Quarter (Fall)

Radiographic Clinic VIII	RT 228	5
Independent Study	RT 299	1-5

RT credits: 63/67
Non RT credits: 41

Accreditation status: Approved JRCRT - AMA.

Transfer information: upon completion of the TCC Radiologic Technologist program and successful writing of the national examination, students may transfer and complete baccalaureate programs at:

- University of Nevada, Las Vegas
- Arizona State University
- Idaho State University
- Loma Linda University, Loma Linda, California
- Northern Arizona University, Flagstaff, Arizona

REAL ESTATE

Coordinator: Alton White, 756-5070

A two-year program designed to provide both the beginning student and the working real estate professional with detailed knowledge of a wide variety of topics in real estate. Students who complete the real estate program qualify for the Associate in Technical Arts Degree.

For the novice, the program begins with a survey course and carries the student through a comprehensive course of study including opportunities for work experience and special research projects conducted in close cooperation with the program coordinator-instructor.

The program offers many courses for the real estate professional which have been approved for Washington State continuing education clock-hour requirements.

FIRST YEAR

Course Title		Credits
Principles of Real Estate	REAL 150	5
Typing I	BUS 103	5
Business Machines	BUS 115	3

Business Math	BUS 110	5
Business English	ENGL 104	5
Real Estate Appraisal I	REAL 170	5
Speech	SPCH 100 or 200	5
Real Estate Law	REAL 160	5
Bookkeeping	BUS 140	5

SECOND YEAR

Principles of Economics	ECON 200	5
Real Estate Appraisal II	REAL 175	5
Business Correspondence	BUS 225	5
Real Estate Finance	REAL 165	5
Real Estate Office Administration	REAL 180	5
Real Estate Sales Practices	REAL 195	3
Real Estate Property Management	REAL 185	5
Economic and Environmental Issues	REAL 245	5
Intern	REAL 120	5

RESPIRATORY THERAPY TECHNICIAN

Coordinator: Kate Brownson, 756-5163

(Inhalation Therapy Technician)

The Respiratory Therapy Technician 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.

First Quarter (Summer)

Course Title		Credits
Physics for Health Occupations	PHYS 105	5
Respiratory Therapy Equipment	RTT 120	2
Microbiology	RTT 133	2
Fundamentals of Patient Care	HT 170	3
Clinical Training	RTT 140	3

Second Quarter (Fall)

Anatomy and Physiology	BIOL 150	5
Respiratory and Therapy Theory	RTT 110	3
Respiratory Therapy Equipment	RTT 121	2
Medical Terminology I	HT 130	3
Clinical Training	RTT 142	5

Third Quarter (Winter)

Anatomy and Physiology	BIOL 151	5
Respiratory Therapy Theory	RTT 111	3
Respiratory Therapy Equipment	RTT 122	2
Pharmacology	RTT 130	2
Respiratory Therapy Seminar	RTT 150	1
Clinical Training	RTT 142	5

Fourth Quarter (Spring)

Pulmonary Functions	RTT 131	3
Respiratory Therapy Seminar	RTT 151	2
Psychology	PSYCH 100	5
Clinical Training	RTT 143	5

Fifth Quarter (Summer)

Clinical Training RTT 144 13
 RTT credits: 59
 Non RTT credits: 11
 Program accreditation status: approved JRCITE-AMA-1982.

SECRETARIAL OFFICE SKILLS

Coordinator: Karen Munson, 756-5070

This two year program provides the introductory level skills and advanced level skills needed for all phases of secretarial work. Program offerings serve the day, evening and part-time students. Word processing is included. Students who complete the secretarial office skills program qualify for the Associate in Technical Arts Degree.

FIRST YEAR

Course Title Credits

First Quarter

Typing I BUS 103 5
 Shorthand I BUS 130 5
 Business English ENGL 104 5
 Speech SPCH 100 or 101 or 200 4

Second Quarter

Shorthand II BUS 131 5
 Shorthand Transcription
 (taken with BUS 131) BUS 133 5
 Typing II BUS 104 5
 Bookkeeping BUS 140 5

Third Quarter

Office Procedures BUS 134 5
 Shorthand III (taken with BUS 134) BUS 135 5
 Business Machines BUS 115 3
 Typing III BUS 105 5
 Records Management BUS 116 3

SECOND YEAR

First Quarter

Introduction to Business BUS 101 5
 Machine Transcription BUS 117 3
 Business Math BUS 110 5

Second Quarter

Business Correspondence BUS 225 5
 Business Law BUS 200 5
 Work Internship BUS 120 5

Third Quarter

Personal Finance BUS 120 5
 Model Office BUS 234 1-5

SERVICE REPRESENTATIVE

Coordinator: Michiko Freeman, 756-5070

This two year career-oriented program prepares individuals for service positions in industries such as telephone companies, insurance offices, department stores, utilities, airlines and banks. Students who complete the service representative program qualify for the Associate in Technical Arts Degree.

FIRST YEAR

Course Title Credits
 Typing I BUS 103 5
 Business Math BUS 110 5
 Introduction to Business BUS 101 5
 Business English ENGL 104 5
 Bookkeeping BUS 140 5

FIRST OR SECOND YEAR

Speech SPCH 100 or 101 or 200 5
 Personal Finance BUS 102 5
 Business Machines BUS 115 5
 Business Law BUS 200 5
 Any Math/Sciences 10
 Any Humanities 5
 Electives 20

SECOND YEAR

Business Correspondence BUS 225 5
 Introduction to Data Processing BUS 235 5
 Work Internship BUS 120 5

SUPERVISION AND MANAGEMENT

Coordinator: Edwin Dreger, 756-5070

The Supervision and Management program offers employed persons in business, industry or government service, opportunities to improve and acquire additional skills in those areas necessary for advancement and success in leadership positions. The program is also available to persons recommended for employment by an appropriate official or group or by the program coordinator.

Certification and Degree

Three programs are available. A certificate of achievement is awarded after successful completion of 30 approved credit hours. An advanced certificate is awarded after completion of 60 approved credit hours. The Associate in Technical Arts Degree is awarded after successful completion of 90 credit hours in a combined occupational and academic program.

Part-time and Evening classes

The class schedule is designed for people holding a full-time job. Classes are held evenings, on weekends in places convenient to the participants. In some cases classes meet at the work site during the lunch hour.

Credits for Work Experience

Individuals officially enrolled in the Associate Degree program may earn up to 24 quarter hours of college credit for previous supervisory and/or managerial work experience, based on evaluation of that experience. A maximum of 12 credit hours work experience may be applied to the first certificate and a maximum of 18 credits to the advanced certificate.

Community Based

The program was developed and is reviewed regularly by an advisory committee of representatives from local business, industry, government, and professional organizations.

CURRICULUM

Candidates for the Associate of Technical Arts Degree must have completed 90 credit hours as specified by the following course requirements:

TECHNICAL SPECIALTY COURSES:

(18 credit hours required of all applicants as follows)

Course Title	Credits
Principles of Management BUS 163	5
Fundamentals of Supervision SMG 101	3
Supervision and Group Behavior SMG 131	3
Supervision of the Marginal Worker *SMG	3
Meetings, Presentations and Conference Leadership SPCH 210	3
Management by Objectives *SMG	3

(And 22 credit hours selected from courses listed below)

The Changing Work Force *SMG	5
Human Rights and Federal Legislation *SMG	3
Let's Serve the Public *SMG	3
Operations Management Series *SMG	2
Community Relations of the Organization *SMG	3
Management-Labor Relations SMG 222	5
Personnel Selection and Administration *SMG	3
Organization and Management Theory *SMG	5
Budget Preparation *SMG	3

ALLIED SUPPORTING COURSES

(A minimum of 25 credit hours selected from courses listed below)

Fundamentals of Accounting ACCNT 210	5
Fundamentals of Accounting ACCNT 220	5
Governmental Accounting ACCNT 237	5
Cost Accounting ACCNT 245	5
Business: An Introductory Analysis BUS 101	5

Personal Finance BUS 102	5
Business Mathematics BUS 110	5
Small Business Management BUS 143	3
Business Law BUS 200	5
Introduction to Data Processing BUS 235	5
Statistical Analysis BUS 256	5
Principles of Economics ECON 200	5
Principles of Economics ECON 201	5
Intermediate Algebra MATH 101	5
Introduction to Statistics MATH 240	5
Externship of Supervision and Management *SMG	1-24
CPS Exam Review *SMG	3
Developmental Reading READ 110	2
Accelerated Reading READ 111	2
Work Internship SMG 120, 121, 122	5

COMMUNICATIONS COURSES

(10 credit hours selected from courses listed below)

Business Correspondence BUS 225	5
Comprehensive English Composition ENGL 104	5
Organizational Speech Communication SPCH 200	5

LIBERAL STUDIES

(A minimum of 15 credit hours selected from the courses listed below)

Human Relations HR 100	2
Individual Study in Human Relations HR 299	1-5
Principles of Interviewing HSW 102	5
Counseling Techniques HSW 103	5
Systems Change Skills HSW 104	5
Introduction to the Humanities HUM 90	5
Introduction to Political Science POLSC 90	5
Psychology PSYCH 100	5
Introduction to Social Work SSERV 101	5
Contemporary Sociological Problems SOC 90	5
Survey of Sociology SOC 110	5
Deviant Behavior SOC 271	5
Career Planning CDP 200	1-5

*These courses were still under development at time of publication.

Course Descriptions

ACCOUNTING

ACCNT 210

Fundamentals of Accounting (5)

Introduction to structure, development and interpretation of accounting data and financial statements derived from the operations of a business.

ACCNT 220

Fundamentals of Accounting (5)

Continuation of ACCNT 210. Emphasis is on the distinguishing elements of manufacturing, partnership and corporate accounting; decision making.

Prerequisite: ACCNT 210.

ACCNT 230

Intermediate Accounting (5)

Application of accounting principles to problems involving receivables; inventories; investments; depreciation methods; intangible assets and deferred charges.

Prerequisite: ACCNT 220.

ACCNT 231

Intermediate Accounting (5)

Application of accounting principles to problems involving capital stock and surplus; compilation of statements; statement analysis and preparation of the statement of funds.

Prerequisite: ACCNT 220. ACCNT 230 is recommended.

ACCNT 237

Governmental Accounting (5)

Accounting practices employed in governmental and not-for-profit organizations such as hospitals, educational entities and nursing homes.

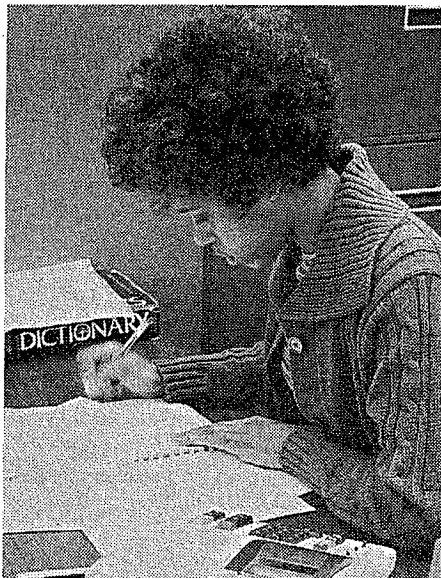
Prerequisite: ACCNT 220.

ACCNT 240

Automated Programming Accounting (5)

Transfer of manual processing methods to automated procedures. Problems to be programmed will consist of accounting concepts learned in ACCNT 210. Fortran language.

Prerequisite: ACCNT 210 or BUS 140 and 141.



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ACCNT 245

Cost Accounting (5)

Application of accounting principles to manufacturing costs, including job orders, process and standard cost systems with applications of cost data for management use.

Prerequisite: ACCNT 220.

ACCNT 250

Tax Accounting (5)

Individual income tax, including determination of taxable income and deductions, preparation of individual tax return. 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: ACCNT 210.

ACCNT 255

Practicum in Accounting (5)

Cooperative work experience in acceptable positions in accounting or related office work.

Prerequisite: Permission of instructor-coordinator

ACCNT 260

Auditing (5)

Course in the auditing procedures relating to 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: ACCNT 220. ACCNT 230 and 231 are recommended.

ACCNT 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.

ADMINISTRATION OF JUSTICE

ADJ 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.

ADJ 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.

ADJ 102

Criminal Evidence (5)

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.

Prerequisite: ADJ 101 or permission of instructor.

ADJ 110

Introduction to Security Systems (5)

Survey of the role of private security within the criminal justice system. Security services in the areas of: retail security, hospital security, intrusion alarms, fixed post versus patrol, and internal and external theft.

Prerequisite: ADJ 100 or permission of instructor.

ADJ 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; narcotic and drug abuse.

Prerequisite: ADJ 102 or permission of instructor.

ADJ 201

Introduction to Penology (5)

An overview of corrections in the United States today with special emphasis on prison, jails, case law, changing philosophy of punishment and future developments in penology.

ADJ 202

Management of Police Operations (5)

Problems of police organization and management; the allocation of police resources for police services; new aspects of team policing vs. tradition; public and community relations; relationships with other criminal justice agencies.

Prerequisite: ADJ 100, 101, 102.

ADJ 203

Juvenile Justice System (3)

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.

Prerequisite: ADJ 202 or permission of instructor.

ADJ 204

Criminal Justice Planning and Administration (3)

An in-depth view of the correctional and law enforcement planning process through the use of management by objectives.

Prerequisite: ADJ 100, 101, 102.

ADJ 206

Weaponless Control (1)

Preparation of administration of justice students for defensive control methods necessary to effect an arrest.

Prerequisite: ADJ 204 or permission of instructor.

ADJ 207

Internship in Criminal Justice (5)

Supervised agency work to provide practical experience in operations and methods in the criminal justice system and security services provided to private industry.

Prerequisite: Permission of instructor.

ADJ 211

Loss Prevention (3)

A course designed to give the student the basic skill in preventing losses to private industry, due to: external and internal theft, burglary, robbery, extortion and con-games.

Prerequisite: ADJ 100 or permission of instructor.

ADJ 212

Security Services to Private Industry (2)

An in-depth view of the security services offered to private industry; conduct and ethics, alarm systems, environmental security, correlation of security and law enforcement.

Prerequisite: ADJ 100 or permission of instructor.

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.

AS 110, 115

U.S. Military Forces in the Contemporary World (2½ credits per term)

Introductory course on the mission, organization and weaponry of Air Force units.

AS 210, 215

U.S. Military Forces in the Contemporary World (2½ credits per term)

Introduction to aspects of U.S. defense policy.

ARMY ROTC

Through an agreement with Seattle University, TCC students may take Army ROTC courses. Both two and four-year programs are offered for transfer credit. Classes meet at Fort Steilacoom Community College. For further information call Major Parker collect at 626-5775.

AMERICAN STUDIES

These Honors Program courses investigate the historical, literary, intellectual, ethnic, and artistic backgrounds of the United States. The major idea-complexes which have given the American people their distinctive character will be analyzed from an integrative perspective. Students will have a unique opportunity to develop a sense of language, historical reasoning, and cultural relationships in an interdisciplinary study that offers an education. Credits are earned in humanities and social science. Students are not required to take courses in sequence.

AMERS 201

The Colonial Period: 17th, 18th Centuries (10)

Study of Renaissance humanism, English and American Puritanism, frontier and mercantile values, race theories, the Enlightenment, and political liberalism as these idea-complexes have influenced the evolution of the American mind in the colonial period.

Prerequisite: Honors Scholar status, or permission of instructor.

AMERS 202

The National Period: 19th Century (10)

Study of American nationalism and sectionalism; race theories; Transcendentalism, Romanticism, Darwinism and Social Darwinism, Literary Realism and Naturalism, and Pragmatism as these idea-complexes have influenced the evolution of the American mind in the National period. Prerequisite: Honors Scholar status, or permission of instructor.

AMERS 203

The Global Period: 20th Century (10)

Study of Populism, Progressivism, Socialism, Feminism, Freudian values and Existentialism in the modern industrial, urban and international setting as these idea-complexes have influenced the evolution of the American mind in the Global period. Prerequisite: Honors Scholar status, or permission of instructor.

ANTHROPOLOGY

ANTHR 100

Introduction to Anthropology (5)

Introduction to the study of man as a cultural and biological being. A relevant examination of what man is, where he came from and his future potentials.

ANTHR 107

Indians of North America (5)

Investigation of the diversity of cultures among the Indians of North America.

ANTHR 109

The American Character and Culture (5)

An investigation of the American culture. Primarily for the foreign born, this course studies the American value, kinship, and economic systems and structures from an anthropological perspective.

ANTHR 201

Principles of Physical Anthropology (5)

Study of human and primate evolution through two approaches: an examination of the fossil record and an examination of the biological and behavioral differences in living populations.

ANTHR 202

Principles of Social Anthropology (5)

Introduction to and analysis of the social and cultural variation of mankind.

ANTHR 205

Principles of Archaeology (5)

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.

ANTHR 209

Cultural Variations in Aging (5)

An examination of cultural variation in the aged. A survey of the roles and status of aging with emphasis on the cultural values and beliefs and on societies whose cultural heritage is reflected in contemporary ethnic minorities.

ANTHR 299

Independent Study (1-5)

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

Prerequisite: Permission of instructor.

ART

The following courses have no prerequisite requirements:

- ART 100 Appreciation of the Visual Arts
- ART 105 Beginning Drawing
- ART 109 Beginning Design
- ART 115 Three Dimensional Design
- ART 131 Pottery
- ART 150 Printmaking
- ART 156 Oil Painting
- ART 158 Water Color
- ART 172 Sculpture
- ART 212 Art History (Ancient through Medieval)
- ART 213 Art History (Renaissance through Modern)
- ART 220 Photography
- ART 240 Lettering

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

- ART 231-232-233 Pottery
- ART 250-251 Printmaking
- ART 256-257 Oil Painting
- ART 258-259 Water Color
- ART 272-273-274 Sculpture

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 during the following quarter.

Most four-year colleges require art majors to complete additional quarters of both drawing and design. A student planning to transfer should check the requirements of the college or university of his/her choice.

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

ART 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.

ART 105

Beginning Drawing (5)

General exploration of various techniques and media through the study of composition, perspective and form.

ART 106

Drawing (5)

Further development of basic skills in rendering with emphasis on compositional concepts.

Prerequisite: ART 105.

ART 107

Figure Drawing (5)

Drawing from the posed model (clothed and nude) including an introduction to surface anatomy, development of form consciousness and exploration of figure composition. Prerequisite: ART 105 and 106 or 105 and permission of instructor.

ART 109

Beginning Design (5)

Fundamentals of art structure as the basis for creative work; organization of line, shape and color in space; studio.

ART 110

Design (5)

Emphasis on materials in the approach to design. Two-dimensional design.

Prerequisite: ART 109.

ART 115

Three-Dimensional Design (5)

Emphasis on materials, techniques and compositional problems encountered on sculptural form and 3-D crafts—wood, metals, glass, plastics, clay, fabrics, etc.

ART 131

Beginning Pottery (5)

For non-art majors. Introduction to building and decorating pottery.

ART 150**Printmaking (5)**

For non-art majors. Techniques in wood-cut, lino-cut, silkscreen, and etching; introduction to layout and design; care in handling and framing of works of art on paper. Note: Silkscreen and Relief Printing during fall quarter. Silkscreen and Intaglio during winter quarter.

ART 156, 157**Painting (5, 5)**

For non-art major. Beginning oil painting with emphasis on developing personal skills and techniques of the media; landscape and still life.

Prerequisite: ART 156—none; ART 156 for 157.



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ART 158**Water Color (5)**

For non-art majors. Study of basic techniques of water color, including projects in still life, landscape and experimental composition.

ART 172**Beginning Sculpture (5)**

For non-art majors. Basic introduction to sculpture design, techniques and materials.

ART 201, 202**History of Western Art (5, 5)**

Introduction to the major achievements in the principal media from pre-historic times to the present. Illustrated lectures. 201: Ancient through Medieval. 202: Renaissance through Modern.

ART 215**Design and Materials: Wood (5)**

Sculptural forms and crafts through various carving, and fabrication techniques, use of hand and power tools, emphasis on good design and craftsmanship.

Prerequisite: ART 115.

ART 216**Design and Materials: Metal (5)**

Sculptural forms and crafts. Basic techniques in manipulation and construction of metals. Emphasis on good design and craftsmanship.

Prerequisite: ART 115.

ART 220**Photography (5)**

Basic black and white still photography. Includes operating still cameras, developing film, and making prints. Attention is also given to the aesthetics of photographic imagery; composition, lighting, etc. The student must have an adjustable camera, and must provide film, printing paper, and some incidental supplies.

ART 221**Photography (5)**

Second quarter of black and white still photography. Emphasis on photographic seeing and composition, as well as advanced techniques. Includes refinements of camera and light meter operation, development and printing techniques, introduction to the Zone System, darkroom, manipulations, toning and coloring. Opportunity to work in color. Students must have an adjustable camera, and must provide film, printing paper, and some incidental supplies.

ART 231, 232, 233**Pottery (5, 5, 5)**

Hand-building processes, wheelthrowing, decoration techniques, glazing and firing.

Prerequisites: ART 105 and 109 (or 131) for 231; 231 for 232; 232 for 233.

ART 240**Lettering (5)**

Introduction to calligraphy, designing lettering styles, layout application for both commercial and individual needs.

ART 241**Lettering (5)**

Advanced problems in calligraphy with emphasis on layout and design. Introduction to posters, booklets, manuscripts, and three dimensional letters.

Prerequisite: ART 240.

ART 250**Printmaking (5)**

Techniques in wood-cut, lino-cut, hand-drawn and photo silkscreen; in etching, aquatint, engraving tech. Introduction to layout and design of poster, card, textile, and fine art printing; care and preservation of art works on paper; multiple color printing and registration techniques; structure and manufacture of handmade paper. Historical references. Note: Silkscreen and relief painting during fall quarter. Silkscreen and intaglio during winter quarter.

Prerequisite: ART 105 and 109, or ART 150.

ART 251**Printmaking (5)**

Advanced problems in handprinting, photo-reproduction, color manipulation, and paper-making. Attention is given to the creative manipulation of print materials and tools; historical and contemporary references of graphic design are maintained.

Prerequisite: ART 250.

ART 256**Beginning Oil Painting (5)**

Individual expression through the study of historical styles and methods; landscape and still life.

Prerequisite: ART 105 and 109.

ART 257**Oil Painting (5)**

Exploration of contemporary painting styles and techniques; landscape, still life and figure.

Prerequisite: ART 256.

ART 258**Beginning Water Color (5)**

Study of basic techniques of water color, including projects in still life, landscape and experimental composition.

Prerequisite: ART 105 and 109 (or ART 158).

ART 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 water colors.

Prerequisite: ART 258.

ART 272, 273, 274**Sculpture (5, 5, 5)**

Fundamentals of sculpture composition in the round or in relief; exploration of media, tools, techniques and approaches.

Prerequisite: ART 105 and 109 (or ART 115) for 272; 272 for 273; 273 for 274.

ART 299

Advanced Problems in Art (5)

These courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require permission of the instructor.

Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium; Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART 105, 106, and 107.

- 299A Pottery
- 299B Design
- 299C Drawing
- 299D Lettering
- 299E Oil Painting
- 299F Photography
- 299G Printmaking
- 299H Sculpture
- 299I Water Color

ASTRONOMY

ASTRON 101 Astronomy (5)

A study of the stars, planets, galaxies and cosmology. A cosmic perspective of man's changing view of the Universe; from the cave to space colonies. Special topics included are hyperspace, blackholes, UFO's, and extraterrestrial life. Lab includes planetarium field trip and telescope observation of planets, stars, galaxies and nebulae.

BANKING AND FINANCE

The Banking and Finance program is designed to provide students with maximum flexibility in achieving educational objectives consistent with their particular aspirations and career goals. (Please refer to the two-year program outline for Banking and Finance in this catalog.) There are a minimum number of required courses in the curriculum. Through constant revising and updating, elective offerings as determined by the American Institute of Banking give students considerable latitude in selective courses within subject areas which satisfy specific needs and objectives.

Information concerning course descriptions may be obtained from the program coordinator, 756-5070.

BIOLOGY

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 111, 112, 113, 120, 240.

Students wishing to major in the life sciences should consider BIOL 101, 102, 103. The special programs section and the appropriate academic advisor should be consulted before registration.

BIOL 70 Natural Science (5)

An introduction to selected basic topics which have controlled and shaped the Natural History of the Pacific Northwest. Such topics could include the water cycle, weather, plant and animal life, marine and alpine environments, earthquakes, volcanos, soils, environmental problems, and others.

BIOL 90 Introduction to Biological Science (5)

A basic coverage of biological principles as well as a survey of plant and animal life. This course is designed for the student whose knowledge of biological sciences is limited.

BIOL 100 Introduction to Biology (5)

Principles of biology for non-majors. Major concepts of biology as they relate to structural and functional analysis of biological organization. Intended as introduction to all other life sciences.

BIOL 101 General Biology (5)

(For science majors.) Principles of the structure and function of animals, plants and plant-like organisms. Includes survey of cell physiology, reproduction, genetics, evolution, and ecology.

Prerequisite: High School biology and High School chemistry or equivalent.

BIOL 102 General Biology (5)

(For science majors.) Basic problems common to all living systems (plant and animal) and solutions to problems in representative organisms. Laboratory is a survey of the plant and animal kingdoms with comparative dissection and study of representative organisms.

Prerequisite: BIOL 101

BIOL 103 General Biology (5)

(For science majors.) A molecular approach to the study of biology. The function and structure of the cell is studied from a chemical and sub-microscopic approach. Tissue culture, microdissection, microphototechniques, biostatistics, and growth-development experiments are utilized in the laboratory.

Prerequisite: CHEM 100 or equivalent and BIOL 101 or equivalent.

BIOL 105 Basic Ecology (5)

(For non-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. Laboratory and field trips included. No Biology prerequisite required.

BIOL 106 Contemporary Biological Problems (5)

(For non-majors.) Survey of current biological problems including pollution, population, drugs, and genetic abnormalities. Includes laboratory experience and field trips. No Biology prerequisite required.

BIOL 108 Natural History of the Pacific Northwest (5)

(For non-majors.) Lecture, 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. No Biology prerequisite required.

BIOL 111 Elementary Botany (5)

Introduction to structure, physiology, and reproduction of plants with emphasis on seed-producing groups. Laboratory experiments and plant propagation using greenhouse included. No Biology prerequisite required.

BIOL 112 Botany: Plant Kingdom (5)

Introduction to the major groups of the plant kingdom, structure, reproduction, and theories of evolutionary relationship. Laboratory experiments and plant propagation using greenhouse included. Emphasis on life cycles of major types of plants. No Biology prerequisite required.

BIOL 113

Taxonomy of Flowering Plants (5)

Introduction to plant classification; field study and laboratory identification of common plant families and the conspicuous flora of Western Washington. No Biology prerequisite required.

BIOL 120

Human Heredity (5)

(For non-majors.) A survey course of human heredity to acquaint the student with basic understanding of genetic concepts and techniques. Emphasis is on understanding of recent developments in genetics and medicine discussed frequently in the news media. Lecture and discussion only. No Biology prerequisite required.

BIOL 133

Microbiology (2)

Basic principles of microbiology, identification and physiology of microorganisms; treatment of the problems of infections and immunization; cleaning and sterilization of equipment relating to respiratory care.

Prerequisite: Student must register through Respiratory Therapy Technician Program.

BIOL 150, 151

Anatomy and Physiology (5, 5)

Lecture and extensive laboratory. Structure and function of the human body, designed for students in health programs. Includes histology, osteology, blood cytology and primate dissection (used for myology and organology orientation.)

Prerequisite: None.

BIOL 179

The Biology of Aging (5)

A study of the aging process, from the cellular level to the tissue and organ level, and through the whole body level of humans including the effects of environmental and genetic factors in the pathobiology of aging. Prerequisite: BIOL 100 or equivalent.

BIOL 201

General Microbiology (5)

Biological characteristics and chemical activities of bacteria, molds, yeasts, viruses, rickettsia protozoa and algae. Includes relationship of micro-organisms to disease and grouping of disease-spreading agents according to their methods of transmission and portal of entry. Requirement for registered nurses.

Prerequisites: BIOL 101; CHEM 101; or equivalent.



BIOL 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, other human materials, and dissection of various animals. Pharmacological materials included.

Prerequisites: BIOL 206 for 207; 207 for 208.

BIOL 209

Human Physiology (3)

Study of the important physiological phenomena associated with the systems that are of particular significance in the nursing profession.

BIOL 220

Medical Laboratory Techniques (5)

Study of the major laboratory tests performed routinely in the physician's office, as well as an introduction to laboratory and other diagnostic procedures initiated or requested by the physician.

Prerequisites: MRT 130 and 131; BIOL 150 and 151. May be taken concurrently with BIOL 151. Students must register through the Medical Assistant Program.

BIOL 240

Marine Biology (5)

Field, laboratory and lecture. Occurrence, distribution and identification of marine plants and animals of Puget Sound. Emphasis on the shore-dwelling forms and their ecological relationships and life histories. Field trips to varied environments available in the area.

BIOL 294

Field Studies (1-5)

Study of selected topics in Biology primarily through field study, with supplemental discussions, lectures, and readings. Laboratory and field trips included.

BUSINESS

BUS 101

Business: An introductory Analysis (5)

An analysis of: the role and significance of business in our society, types and formations of business enterprises, operation and management of business and the problems faced by modern business.

BUS 102

Personal Finance (5)

Consumer education including personal finance, budgeting, buying goods and services, insurance, investment principles and real estate transactions.

BUS 103

Typing I (5)

Typing fundamentals including mastery of the keyboard, centering, tabulations, memos, letters and manuscripts.

BUS 104

Typing II (5)

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

BUS 105

Typing III (5)

Advanced typing problems including complex tables, tabulations, reports. Statistical typing.

Prerequisite: BUS 104.

BUS 110

Business Mathematics (5)

A review in arithmetic: problems in billing, profits, trade discounts, cost taxes, installment buying, payroll, insurance, depreciation, business expenses, interest and fund accumulation.

BUS 115

Business Machines (3)

Instruction and practice in operating 10-key adding machines and electronic calculators to solve common business problems.

BUS 116

Records Management (3)

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

BUS 117

Machine Transcription (3)

Transcribing mailable business related correspondence from prepared materials.
Prerequisite: BUS 103, ENGL 104.

BUS 118

Key Punch (2)

Introductory course covering machine parts and operations, program cards and data cards.
Prerequisite: BUS 103 or equivalent.

BUS 120, 121, 122

Work Experience Internship (5, 5, 5)

Supervised employment for those students in the following vocational programs: secretarial office skills, service representative, real estate, banking and finance, supervision and management, and insurance. Normally taken in the second year of the program.
Prerequisite: Permission of the instructor/coordinator.

BUS 130

Shorthand I (5)

Beginning course in fundamental principles and theory of Gregg Shorthand.
Prerequisite: BUS 103 or equivalent.

BUS 131

Shorthand II (5)

Gregg Shorthand dictation and transcription, emphasizing speed building. Laboratory course utilizing multiple channel dictation equipment in addition to classroom instruction.
Prerequisite: BUS 130.

BUS 133

Shorthand Transcription (5)

Taken concurrently with BUS 131. To develop good shorthand transcription practices. Includes production of mailable transcripts of letters, memos, reports and tables. Review of correct grammar, punctuation and sentence structure is emphasized.
Prerequisite: BUS 130, BUS 103 and ENGL 104.

BUS 134

Office Procedures (5)

Third quarter shorthand and finalizing course in typing. Also includes itinerary planning, library reference work, duplicating processes, telephone techniques, banking procedures, human relations.
Prerequisite: BUS 131.

BUS 135

Shorthand III (5)

Taken concurrently with BUS 134. Further speed development and transcription practice.
Prerequisite: BUS 131, 133.

BUS 140

Bookkeeping I (5)

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

BUS 141

Bookkeeping II (5)

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

BUS 143

Small Business Management (3)

Broad overview of the needs of small business managers. Includes starting a business, "being successful in business," "getting out of business." for themselves. Co-sponsored by the Small Business Administration.

BUS 163

Principles of Management (5)

Basic theory and common terms of management. Includes functions of management and the skills that lead to managerial success in business firms, planning, organizing, directing and controlling.

BUS 200

Business Law (5)

Preliminary analysis of business law through the study of simple contracts, their performance and remedies for breach; application of the uniform commercial code to general business practices; analysis of the common business associations in the business community and the resultant effect of each association.

BUS 225

Business Correspondence (5)

Fundamentals of writing business correspondence; emphasis on written communications — letters, reports, memoranda.
Prerequisites: BUS 103, ENGL 104 or permission of instructor.

BUS 234

Model Office (1-5)

For advanced students in the secretarial field and/or the accounting field. Students work in a simulated office environment with "hands-on" usage of word processing equipment, duplicating equipment, multi-line phone equipment and transcription equipment.
Prerequisite: Permission of instructor.

BUS 235

Introduction to Data Processing (5)

Processing by automated equipment, emphasis on unit record and electronic computer systems; writing of programs to solve simple problems. (BASIC language.)

BUS 256

Statistical Analysis (5)

Statistical techniques useful in guiding business decisions. Introduction to descriptive techniques, probability, estimation, hypothesis testing, chi-square, correlation and related concepts.
Prerequisite: MATH 101.

BUS 299

Individual Study in Business (1-5)

Study on an individual basis.
Prerequisite: Permission of instructor.

CAREER DEVELOPMENT

For course details, see Human Development.

CHEMISTRY

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: CHEM 100, 101, 102, 103.

Students wishing to major in the sciences, engineering fields, or other special programs would normally take CHEM 140, 150, 160; however the special programs section and the appropriate academic advisor should be consulted before registration.

CHEM 100

Principles of Chemistry and Physics (5)

(For students with no previous training in chemistry.) Study of atoms, molecules and chemical and physical changes; survey of the fundamental principles.

CHEM 101

Survey of Inorganic Chemistry (5)

(For non-science and non-engineering majors.) Examination of molecular theory, quantitative relationships, solutions, acids, bases, salts and nuclear chemistry.

Prerequisites: High school chemistry or CHEM 100, and high algebra or MATH 101. MATH 101 may be taken concurrently.

CHEM 102

Survey of Organic and Biochemistry (5)

(For non-science majors.) Organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins and carbohydrates. Students planning to take CHEM 231 should not take CHEM 102.

Prerequisite: CHEM 101.

CHEM 103

Survey of Chemistry (5)

(For non-science majors.) A survey of the compounds and reaction of the major families of chemical elements; nuclear reactions.

Prerequisite: CHEM 101.

CHEM 111

Chemistry for the Nursing Profession (5)

Comprehensive survey of the basic principles of inorganic and organic chemistry for the health related programs.

Prerequisite: High school chemistry or CHEM 100.

CHEM 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 CHEM 100, and MATH 101 or two years of high school algebra.

CHEM 150

General Chemistry (5)

Liquids, solids, aqueous solutions, kinetics, acid and base equilibria.

Prerequisite: CHEM 140.

CHEM 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: CHEM 150.

CHEM 231

Organic Chemistry (5)

Structure, nomenclature, reactions mechanisms and synthesis of the main types of organic compounds.

Prerequisite: CHEM 160.

CHEM 232

Organic Chemistry (5)

Continuation of CHEM 231.

Prerequisite: CHEM 231.

CHEM 233

Organic Chemistry (5)

Continuation of CHEM 232 with emphasis on the study of polyfunctional compounds, natural products and an introduction to biochemistry. Laboratory work includes-qualitative organic analysis and instrumental analysis of organic compounds.

Prerequisite: CHEM 232.

COMPUTER SCIENCE

The college offers several courses involving computer applications which are not listed under this heading. These are: Business 233, Introduction to Data Processing; Engineering 141, Computer Applications to Engineering Problems; and Accounting 240, Automated Programmed Accounting.

COMSC 140

Introduction to Computer Programming: Basic Language (4)

A course which presents essential concepts of computer programming using the BASIC language as the means of communications. Topics covered include: history of computers and programming languages, elements of the BASIC language, programming techniques, flowcharts and data structures.

Prerequisite: MATH 101 or instructor's permission.

COOPERATIVE EDUCATION

(Credit for work experience)

Cooperative Education is an academic course covering all major disciplines. Course offerings enable students to relate classroom theory to practice. One to 15 credits can be earned for faculty supervised work experience related to the student's academic major, career explorations or goals.

A cooperative education contract is established at the outset along with registration; therefore interested students should confer with their advisors, counselors, faculty, or the Cooperative Education Office before registering. The course is open to all students interested in pursuing the Associate of Liberal Arts or the Associate of Arts and Sciences degrees. For more information, visit the Cooperative Education Office, Building 9, room 18 and 19, or call 756-5058.

DRAMA

DRAMA 100

Rehearsal and Performance (2) (Maximum: 6 Credits)

Participating in play production. Registration after tryouts and cast and crew assignments. Class of actors and technicians in the college-produced play. Permission of instructor is required.

DRAMA 101

Introduction to the Theater (5)

Survey of the nature of theater arts: its historical elements and its present state, appreciation with emphasis on modern American theater production practices.

DRAMA 151, 152, 153

Acting (5, 5, 5)

Class and laboratory study of basic principles and techniques of acting; movement and vocal training; improvisation in pantomime and dialogue; scenes from plays are prepared and performed. 152 and 153 include performance of dramatic scenes as well as techniques for film, television and TV commercials.

DRAMA 160

Cinema History (5)

Historic introduction to the motion picture. Includes silent and sound eras and individuals responsible for major advances in theory and technique.

DRAMA 210

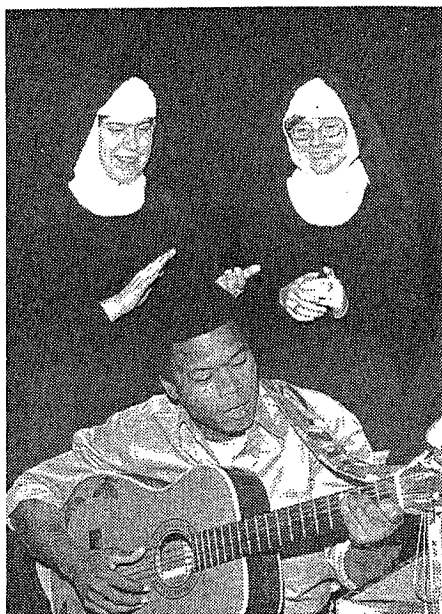
Technical Production (5)

Lecture, laboratory course in basic theories, construction, techniques and equipment of stage scenery, lighting and scene painting; design, lighting and construction techniques; crew work on college shows required in addition to scheduled class hours.

DRAMA 299

Independent Study (1-5)

Individual study, project oriented. Permission of the instructor required and the successful completion of the drama curriculum.



ECONOMICS

ECON 200

Principles of Economics (5)

History and development of the United States' economy including: effects of government taxing and spending, control of the money supply, and effects of international trade. Also included are discussions of current topics such as oil and the balance of payments problem, tax reforms, air and water pollution, the economics of politics and others.

ECON 201

Principles of Economics (5)

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.

EDUCATION

ED 200

Sociology of Education (5)

Functions of education in society, the social foundations of education and related social problems. (Cross reference: Sociology 253.)

EMERGENCY MEDICAL CARE

EMC 110

Emergency Medical Technician (6)

81-hour course for emergency medical technicians, including instruction in basic anatomy and physiology, life-threatening emergencies, injuries, common medical emergencies, childbirth and problems of child patients, lifting and moving patients, environmental emergencies, extrication from automobiles, and the role of an EMT.

Prerequisite: Permission of the instructor.

EMC 120

Emergency Medical Technician II (Paramedic)

First of three courses for the training of mobile intensive care paramedics. Lecture and laboratory course to develop concepts and skills involved in pre-hospital emergency medical care, including such topics as medical terminology, anatomy and physiology, medical emergencies, trauma, electrocardiology, resuscitation, patient assessment and pharmacology. Enrollment in Clinical EMC 130 concurrent. (12 hours lecture, 6 hours lab.)

Prerequisites: EMC 110, on year experience as an EMT, sponsorship and permission of the instructor.

EMC 121

Emergency Medical Technician III (Paramedic)

Second in a series of three courses for the training of mobile intensive care paramedics. Involves lecture and laboratory sessions. Enrollment in Clinical EMC 131 concurrent. (10 hours lecture, 7 hours per week.)

Prerequisite: EMC 120.

EMC 122

Emergency Medical Technician IV (Paramedic)

Third in series of three courses for the training of mobile intensive care paramedics. Enrollment in Clinical EMC 132 concurrent. (7 hours lecture, 10 hours lab per week.)

Prerequisite: EMC 121.

EMC 130, 131, 132

Clinical Applications For Emergency Medical Care (23)

Involves work in actual field operation as a mobile intensive care paramedic.

Prerequisite: Enrollment in program.

ENERGY MANAGEMENT

ENM 120

Energy: Past Present and Future (3)

Historical perspective of energy use development; an in-depth investigation of present and future energy options including fossil fuels, hydro-electric, nuclear, solar and other energy sources. Same course as ENGR 120. Dual credit will not be given for ENM 120 and ENGR 120.

ENGINEERING

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: ENGR 100, 120, 131, 270, 271.

Students wishing to major in engineering fields need a firm foundation in mathematics. Classes are available for those students needing a review or those who have not had the necessary courses. An engineering advisor should be consulted before registration in engineering or necessary mathematics courses.

ENGR 100

Engineering Orientation (1)

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.

ENGR 101, 102

Engineering Graphics (3, 3)

Drawing. Acquaints the student with the use of instruments, scales, lettering and line work, work on orthographic projections, reading and interpretation of engineering drawings, diagrams, notes and other forms of graphic representation.

Prerequisite: ENGR 101 for 102.

ENGR 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.

Prerequisite: ENGR 102.

ENGR 120

Energy: Past, Present and Future (3)

Historical perspective of energy use development; an in-depth investigation of present and future energy options including fossil fuels, hydro-electric, nuclear, solar and other energy sources. Same course as ENM 120. Dual credit will not be given for ENM 120 and ENGR 120.

ENGR 131

Technical and Report Writing (Composition) (3)

Practical course in various kinds of business letters, reports and technical writing. Particular attention is given to clarity, conciseness and effectiveness of tone. Same course as ENGL 105.

Prerequisite: ENGL 101 or ENGL 104, or placement test or instructor's permission.

ENGR 140

Engineering Problems (3)

Fundamentals of measurement, probability, statistics, error propagation, dimensional analysis and vector algebra.

Prerequisites: MATH 105. MATH 105 may be taken concurrently.

ENGR 141

Computer Applications to Engineering Problems (4)

The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization and basic computer statements. Prerequisite: MATH 105 or permission of instructor.

ENGR 161

Plane Surveying (3)

Plane surveying methods, use of the engineer's level, transit, and tape; computations of bearings, plane coordinate systems, areas, stadia surveying, public land systems. Prerequisite: Trigonometry.

ENGR 170

Fundamentals of Material Science (4)

Elementary principles underlying the structure and properties of materials utilized in the practice of engineering. The properties of inorganic and organic materials are related to atomic, molecular and crystalline structure. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties.

Prerequisite: CHEM 150 or permission of instructor.

ENGR 180

Engineering Mechanics: Statics (4)

Fundamental course in engineering statics using the vector notation treatment.

Prerequisite: MATH 124 or MATH 124 concurrently.

ENGR 190

Basic Switching Theory (4)

The algebra of sets: Boolean Algebra; symbolic logic and the algebra of propositions; switching algebra; relay circuits and control problems; circuits for arithmetic computation; introduction to probability in finite sample spaces.

Prerequisite: MATH 124, which may be taken concurrently.

ENGR 220

Introduction to Mechanics of Materials (4)

Introduction to the concepts of stress, deformation and strain in solid materials. Development of elastic behavior of structural and machine elements in tension, bending or torsion.

Prerequisite: ENGR 180.

ENGR 230

Engineering Mechanics: Dynamics (4)

Dynamics of particles and rigid bodies, using the vector notation; kinematics, kinetics, energy and momentum principles applied to particles and rigid bodies.

Prerequisite: ENGR 180 or PHYS 121.

ENGR 251

Fundamentals of Electronic Circuits (4)

Methods of analysis of electronic circuits: Natural and forced response: vacuum tube and semi-conductor diode and amplifier circuits: Integrated circuit: non-linear devices: pulse, switching and logic circuits.

Prerequisite: PHYS 122.

ENGR 260

Thermodynamics (4)

Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic law of thermodynamics together with their illustration by application to energy transformation and state changes in engineering problems.

Prerequisite: PHYS 121 and CHEM 150 or permission of instructor.

ENGR 270

Environmental Impact and the Law (2)

Laws, procedures and current developments concerning the environment with emphasis on the State Environmental Policy Act, (SEPA). Elements considered include geology, soils, water, the biological realm, land use, energy, transportation, socio-economic aspects and air and noise modeling techniques.

ENGR 299

Independent Study (1-5)

Prerequisite: Permission of instructor.

ENGLISH COMPOSITION

ENGL 70, 71, 72

English (5, 5, 5)

Courses deal with students' basic skill deficiencies through lab work and through individualized and small group instruction.

ENGL 80

Grammar Review (1)

A laboratory course designed to assist the student lacking understanding in basic grammar. Emphasis is on parts of speech and common grammatical errors.

ENGL 81

Sentence Structure Review (1)

A review of basic sentence patterns and sentence construction. The course provides practice in developing various sentence patterns, including the use of subordinate clauses and phrases.

ENGL 82

Punctuation Review (1)

A review of punctuation and mechanics. Exercises will provide application.

ENGL 83

Vocabulary Development (1)

Expansion of vocabulary with emphasis on word analysis and on getting meaning from context. Mechanical devices will be used to develop word perception.

ENGL 84

Spelling Review (1)

Individual work in a laboratory situation. After individual diagnosis of spelling weaknesses, each student is assigned a specific program of review.

All English courses numbered in the 80's are workshops. Each course carries with it one hour in a laboratory as well as one hour in class. Students may take up to three of these workshops, not necessarily in sequence, and may enroll as late as the end of the fourth week of the quarter.

ENGL 90

Beginning Writing (5)

An introduction to writing based on improving basic skills and sharpening students' abilities to observe closely.

ENGL 91

Composition (5)

Development of basic skills necessary to writing effective sentences, paragraphs, and short essays. Concentration on writing sound paragraphs.

ENGL 101

College Freshman Composition (5)

Application of the basic rules of composition through exercises in expository, descriptive and argumentative writing. Emphasis on developing ideas fully, organizing them effectively, and expressing them clearly.

ENGL 102

College Freshman Composition (5)

Application and further development of writing principles covered in English 101. The writing—primarily analytical—is based on the reading and discussion of literature. Prerequisite: ENGL 101.

ENGL 104

Business English (5)

An introduction to current business writing practices, including careful attention to mechanics, punctuation, and grammar.

ENGL 105

Technical and Report Writing (3)

Gives practice in technical writing and in writing various kinds of business letters and reports. Attention given to clarity, conciseness and effectiveness of tone. Same course as Engineering 131.

Prerequisite: ENGL 101 or 104 or placement test or permission of instructor.

ENGL 125

College Freshman Composition—Honors (5)

An accelerated course in freshman composition with emphasis on style—particularly tone, figurative language and sentence structure.

Prerequisite: Honors scholar status or permission of instructor.

ENGL 201

Advanced Expository Writing (5)

Advanced course in expository writing. Attention given to acquiring a personal style and finding an effective tone and voice.

Prerequisite: ENGL 101 and 102 or permission of the instructor.

ENGLISH AS A SECOND LANGUAGE

ESL 91, 92, 93

Basic Grammar and Oral Practice (5, 5, 5)

English taught as a foreign language to non-native English-speaking students, and designed to increase skill in listening to, speaking, reading and writing elementary English grammar and vocabulary. A primary emphasis on understanding and originating oral conversation related to commonplace personal and social activities.

Prerequisite: Placement by approved English placement test scores or permission of instructor.

ESL 97, 98, 99

Composition (5, 5, 5)

Intensive study of English, enabling the foreign student to become more proficient in the reading and writing of English.

ESL 150, 151, 152

Intermediate Grammar and Oral Practice (5, 5, 5)

English taught as a foreign language to non-native English-speaking students, and designed to increase skill in listening to, speaking, reading and writing English grammar and vocabulary at an intermediate level. The student will learn to converse, read, and write about a wide range of personal, social and economic aspects of American life.

Prerequisite: Placement by approved English placement test scores or permission of the instructor.

ENGLISH LITERATURE

Courses in American Studies 201, 202, and 203, investigate historical, literary, intellectual, ethnic and artistic backgrounds of America. See American Studies section pages 34-35.

ENGL 92

Literature (5)

Introduction to literature through a survey of 20th Century fiction poetry and drama.

Prerequisite for all English Literature courses numbering 230 and above: None. However, ENGL 101 or permission of instructor advisable.

ENGL 230

Studies in Children's Literature (5)

Re-examination of children's classic fairy tales, contemporary fantasy and fiction, emphasizing their significance in both history and literature.

ENGL 231

Major Women Writers (5)

Examines work of women writers, primarily English and American, including such figures as Sexton, Plath, McCullers, O'Connor and Oates.

ENGL 234

Introduction to Mythology (5)

A survey of the mythic basis of much literature (Greek, Roman, Norse, American Indian, Polynesian and modern) with emphasis on the psychology of myth and the relationship between myth and religion.

ENGL 239

Literary Expressions of Aging (5)

Through the study of poetry, fiction and drama, the course explores the lives and experiences of the elderly—their anxieties, their insults, their triumphs and their losses.

ENGL 240

World Literature: From Ancient Greece to Medieval Europe (5)

A survey of the classics of ancient Greece and Rome through the early Renaissance in Europe with attention to Homer, Virgil, Dante, Petrarch and Chaucer.

ENGL 241

World Literature: Masterpieces of Western European Literature (5)

A survey of representative western European works from the Middle Ages to the present, concentrating on such writers, as Goethe, Cervantes, Voltaire, Camus and Dostoevsky.

ENGL 242

Contemporary World Literature (5)

Survey of contemporary world literature; equal emphasis on European, African and Asian.

ENGL 250

Introduction to Shakespeare (5)

Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets.

ENGL 257

Introduction to Poetry (5)

(For non-majors.) Study of poetry primarily based on readings from British and American sources.

ENGL 258

Introduction to Fiction (5)

(For non-majors.) Study of fiction based on readings of short stories and novels.

ENGL 259

Introduction to Modern Drama (5)

(For non-majors.) Study of modern drama based on readings of twentieth century plays.

ENGL 264

**English Literature:
From Beowulf through Donne (5)**

Survey of English literature from the beginnings to 1600, with emphasis on major figures and types; includes Beowulf, Chaucer, Spenser, and Shakespeare.

ENGL 265

**English Literature:
From Milton through Fielding (5)**

Survey of English literature from John Bunyan to William Blake, with emphasis on Milton, Pope, Swift, Fielding, and Johnson.

ENGL 266

**English Literature:
From Blake through Hardy (5)**

Survey of English literature from William Blake to Thomas Hardy, with emphasis on the Romantics and Victorians.

ENGL 267

**American Literature:
From the Beginnings to 1860 (5)**

Survey of American literature from the beginning through the Civil War, with emphasis on Edwards, Franklin, Cooper, Hawthorne, Thoreau, Emerson, and Melville.

ENGL 268

**American Literature:
From 1860 to 1910 (5)**

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.

ENGL 269

**American Literature:
From 1910 to 1950 (5)**

Survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Warren and Wright; and on selected poets, including Frost, Eliot, Stevens, Ginsberg, Ciardi, and Jarrell.

ENGL 270

Afro-American Writers (5)

Survey of Afro-American literature from 1750 to the present.

ENGL 271

Contemporary American Fiction (5)

Study of contemporary American fiction; includes works of authors such as Baldwin, Gardner, Heller, Kesey, Malamud, O'Connor, and Roth.

ENGL 276

Creative Writing – Fiction (3)

Writing of fiction. Includes experimental writing in fiction. Observation and study of works of fiction.

Prerequisite: None. However, ENGL 101 and 102 are desirable.

ENGL 277

Creative Writing – Fiction (3)

Continuation of fiction writing.

Prerequisite: None. However, ENGL 101 and 102 are desirable, or ENGL 276.

ENGL 278

Creative Writing – Poetry (2)

Writing of poetry. The student will have the opportunity to develop his or her own creative abilities through the writing of poetry and through the study of poetry.

Prerequisite: None. However, ENGL 101 and 102 desirable.

ENGL 279

Creative Writing – Poetry (2)

Continuation of poetry writing.

Prerequisite: None. However, ENGL 101 and 102 are desirable, or ENGL 278.

FORESTRY

FORES 101

Introduction to Forestry (2)

Basic concepts of forestry, including subject matter common to the areas of management, engineering and products.

FORES 102

Development of Forestry (2)

Exploration of the fields of forest engineering and forest products.

FORES 103

Development of Forestry (2)

Exploration of the field of forestry management. Examination of private and public policies and their effect upon all areas of forestry.

GEOGRAPHY

GEOG 100

Introductory to Geography (5)

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

GEOG 200

World Regional Geography (5)

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

GEOG 205

Physical Geography (5)

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

GEOLOGY

All geology courses are suitable for general exploratory and degree distribution requirement purposes. Students considering a major in the geological sciences would normally take GEOL 101, and other appropriate courses. The geology instructors should be consulted for advising as early as possible.

GEOL 90

Introduction to Geology (5)

Survey of basic topics in geology including volcanos, oceans, rocks and minerals, and the history of life; laboratory and field trips.

GEOL 101

Physical Geology (5)

Survey of basic principles of physical geology including the origin of rocks, 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.

GEOL 103

Earth History (5)

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: GEOL 101 or OCEAN 101.

GEOL 112

Glaciers and Volcanos of the Northwest (5)

Study of the character and origin of Northwest volcanos, their eruptive history and potential hazards; distribution and nature of present and former glaciers and their effect on the environment of the Northwest. Laboratory and field trips.

GEOL 113

Geology of National Parks and Monuments (5)

Study of geological principles, processes and history which have influenced national parks and monuments. Laboratory and field trips.

GEOL 208

Geology of the Northwest (5)

Study of the geological history of Washington, Oregon, Idaho and adjacent areas as interpreted from rocks and landscape; laboratory and field trips.

Prerequisite: GEOL 101 or OCEAN 101, or permission of instructor.

GEOL 294

Field Studies (1-5)

Study of selected topics in Geology primarily through field study, with supplemental discussions, lectures and readings. Laboratory and field trips included.

GEOL 299

Independent Study (1-5)

Independent observation, analysis, and reporting of a selected topic in Geology. Prerequisite: Permission of instructor.

GENERAL GEOLOGY FIELD EXCURSION

Study of geological principles, processes, and history by examination of the geological setting of selected areas in the Western United States.

Prerequisite: Permission of instructor; offered summer only.

GERMAN

Placement of students with previous foreign language training at the secondary level will be made by the course instructor. Intermediate credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with your course instructor.

GERM 101, 102, 103

Elementary German (5, 5, 5)

Introduction to the German language. Language Laboratory used for practice. Prerequisite: GERM 101 for 102; 102 for 103.

GERM 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. Prerequisite: GERM 103 or advanced placement for GERM 201; 201 for 202; 202 for 203.

GERM 299

German Seminar (1-5)

Individual programs. Permission of instructor required.

HEALTH TECHNOLOGY

HT 110

Health Care Delivery Systems (5)

An interdisciplinary core course designed to give students in the health field a broad concept of how health care is organized, financed and delivered in the United States; to include the interrelationship between facilities, agencies and health organizations; interrelationship between health personnel and the medical staff in the delivery of health care; professional ethics; accreditation, licensing and certification standards.

HT 120

Medical Office Procedures (5)

Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments and handling of insurance claims, including Medicare and Medicaid. (4 hours lecture, 2 hours lab per week.) Offered Spring quarter.

HT 130-131

Medical Terminology I & II (3,3)

A sequential course including the study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Independent study or classroom. Offered Fall, Winter, and Spring Quarter.

HT 132

Medical Terminology III (3)

Continued instruction and practice in identifying, defining and spelling terms related to systemic disorders, geriatrics and psychogeriatrics, oncology, anesthesiology, pharmacology, physical therapy, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. (Recommended for MRT and MS. Required for Medical Transcriptionists) Offered Spring Quarter. Prerequisite: HT 130-131.

HT 170

Introduction to Fundamentals of Patient Care (3)

This course assists the student to function effectively in the hospital. Emphasis will be placed on observation, communication, and the recognition that the patient and his health problems are the foci of activities of all members of the health team. Basic nursing technical skills will be emphasized.

HT 210

Introduction to Disease (5)

Lecture course covering selected general medical conditions and diseases of specific organ systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Prerequisite: BIOL 150-151 or 206, 206, 208; HT 130-131.

HT 225

Legal Concepts for the Health Field (3)

Principles of law as applied to the health fields, with particular reference to all phases of medical record practice, including release of medical information, courses and legal proceedings, hospital records in court, authorizations and consents. Prerequisite: Permission of instructor.

HT 240

Work Internship - Medical Secretary (5)

Supervised employment to provide practical experience in the duties of a medical secretary. Prerequisite: Permission of instructor.

HISTORY

Courses in American Studies 201, 202, and 203 investigate historical, literary, intellectual, ethnic and artistic backgrounds of America. See American Studies section pages 34-35.

HIST 90

The Modern World (5)

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

HIST 91

United States Civilization (5)

A developmental course that surveys the history of the United States from the Colonial era through the Civil War (1865). Special emphasis is placed on methods of learning in the study of history.

HIST 92

United States Civilization (5)

A developmental course that surveys history of the United States from the Reconstruction period (1865) to the present. Special emphasis is placed on methods of learning in the study of history.

HIST 94

Washington State History (5)

Topical approach to the study of current social, political and economic aspects of Washington State. Areas to be studied are: urban-rural problems, minority concerns, environmental-industrial relations, and state-Federal relations.

HIST 110

The Far East in the Modern World (5)

The emergence of the Far East from areas of exploitation to importance in economics, political and cultural affairs of the modern world. A recognition of the value systems of the respective cultures. Contemporary problems. Emphasis on 20th Century with necessary background.

HIST 111

History of Civilization (5)

Development of man from prehistoric days to the 14th Century; social, political, cultural and economic aspects.

HIST 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.

HIST 113

History of Civilization (5)

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

HIST 150

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

Study of Afro-Americans and the part they placed in the development of the United States; emphasis on the historical evolution of American racism and the response of Afro-Americans.

HIST 151

Afro-American History: 1915 to the Present (5)

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

HIST 211

Chinese Civilization (5)

Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) through the present.

HIST 230

Japanese Civilization (5)

Historical study of Japan, emphasis on social, religious and philosophical influences in the formation of Japanese civilization.

HIST 241

United States History: 17th, 18th, Centuries (5)

Evolution of American social patterns in the 17th and 18th centuries; emphasis on European and English influences in politics and economics, the American Revolution, and problems of the new nation.

HIST 242

United States History: 19th Century (5)

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

HIST 243

United States History: 20th Century (5)

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

HIST 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.

HIST 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.

HIST 267

History of Tacoma and the Pacific Northwest (5)

Industrialization and urban growth in the Puget Sound area; special consideration of the impact of development on social conditions and politics.

HIST 284

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

Evolution of philosophical, religious, economic and social ideas with emphasis on how they influence development of American culture and institutions.

HIST 289

Evolution of the Idea of Race in Western Thought (5)

Western man's formulations of race theories with emphasis on the influence ideas of racial supremacy have had on Western man's contacts with non-Westerners since 1400's; includes an analysis of the role of superstition, religion and science.

HIST 299

Independent Study (1-5)

Independent observation, analysis and reporting of selected problems. Prerequisite: Permission of instructor.

HOME AND FAMILY LIFE

For course details, see Human Development

HONORS PROGRAM

A special two-year academic program is designed individually for each honors scholar who meets entrance requirements. Honors scholars are expected to probe into the humanities and sciences in greater depth than normally expected of college students. Because of this, special courses have been developed and each honors scholar will meet regularly with a mentor to discuss progress, analyze difficulties and receive encouragement.

For complete honors program information consult the degree section of this catalog.

HONORS 200

Honors Colloquium (1)

Honors students, faculty and community speakers interact on common concerns and issues. Bi-monthly meetings are informal and encourage students to express divergent viewpoints, confront ideas and values and develop high quality discussion.

Prerequisite: Honors Scholar Status.

HUMAN DEVELOPMENT

Career Development

CDP 90

Career and Life Planning (5)

Decision making related to jobs and training. Includes learning more about aptitudes, interests, skills, personal values and goals and the demand and opportunities of jobs and occupational training programs.

Prerequisite: Permission of instructor.

CDP 100

Career and Life Planning (2)

Provides students with help selecting a career. Opportunities for students to explore their individual goals as related to their interests, abilities and life-styles.

CDP 299

Independent Study (Variable Credit 1-5)

Independent observation, analysis and reporting of a selected problem in career and life planning.

Prerequisite: Permission of instructor.

Home and Family Life Education

HFL 90

Introduction to Human Life Studies (5)

Introduction to child development, family relationships, nutrition, consumer issues and human environments. Assessment of personal needs in these areas.

HFL 91

Nutrition for the Family (3)

Nutritional needs of adults and children, the effects of good nutrition. Planning meals to meet needs of all ages and stages of development.

HFL 95

The Consumer and the Market Place (5)

Selecting goods and services, comparing costs, availability and quality of goods, using credit, consumer agencies and consumer information.

HFL 96

Parenting Skills (5)

Methods of communicating with children and managing behavior. Relationship of child development principles to parenting practices.

HFL 107

Living Spaces (3)

The influence of personal and public space on human environment, assessments of housing needs.

HFL 110

Nutrition (5)

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

HFL 112

Meal Management (2)

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

HFL 115

Consumer Education (3)

Planning and budgeting of money, time and energy; purchasing goods and services; savings; credit and installment buying; insurance; taxes.

HFL 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.

HFL 132

Parent Cooperative Child Care (3)

A program for parents whose children are enrolled in the TCC Child Care Center. Parents learn principles of child development, behavior management and communication skills by participating in the classroom, attending seminars and doing an individual project.

HFL 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.

HFL 136

Parent-Child Interactions (5)

Leading theories on interacting with children; emphasis on building skills in communication and positive ways to manage behavior.

Human Relations

HR 100

Human Relations (2)

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.

HR 101

Assertiveness Training (3)

This course is designed for students who wish to increase their assertiveness in everyday actions, express themselves honestly without undue anxiety, and exercise their own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem.

HR 102

Values Clarification (3)

Identification of individual values and how these affect goals, decisions, and interaction with others. Communications skills and value relationships are explored.

HR 103

Drug Education (3)

Awareness of why drugs are used; overview of the physiological and psychological effects of widely abused drugs; available treatment in the Tacoma area; development of basic communication skills for increased personal and community effectiveness in dealing with drug-abusing individuals.

HR 104

Being Single (3)

For anyone who is divorced, widowed, living single, with or without a family. Helps the individual evaluate, understand and cope with the problems of being single. Emphasis on the changing roles of women and men in today's society.

HR 105

Stress Management (3)

Includes the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which manifests itself in various ways, such as chronic tension, illness and alcohol abuse.

HR 106

Exploring Human Potential (3)

Provides opportunities for participants to become familiar with unrecognized personal potential which can be brought into focus and utilized for self-fulfillment.

HR 107

Readjustment to Civilian Life (2)

Orientation to the adjustments service personnel face when re-entering civilian life. Emphasis is placed on educational and job changes.

HR 108

Value Conflict and Self-Awareness: Native American (2)

A group experience designed to help American Indian and Alaskan Native individuals examine their position in an alien culture. This experience will help participants learn the skills needed to cope with the complex nature of cultural conflict and how that conflict prevents individual growth. Participants will become acquainted with their own positive and negative feelings, roles, values and communication processes.

HR 109

Sharing International Cultures (2)

This course will help students acquire knowledge and skills for identifying cultural traits, similarities and differences and their effects upon behavior. Participants will become aware of their ways of stereotyping others and its effect upon their day to day communication and relationships.

HR 299

Individual Study in Human Relations (1-5)

Independent observation, analysis and reporting of a selected problem in human relations. Permission of instructor required.

HUMANITIES

HUM 90

Introduction to the Humanities (5)

Introduction to the humanities illustrated through great themes. Acquaints the student with the art, music and drama resources in the community.

HUMAN RELATIONS

For course details, see Human Development.

HUMAN SERVICE WORKER

HSW 100

Introduction to the Human Services (2)

Overview of the history, philosophy and present status of the major human service delivery systems. Also examines the roles of Associate degree para-professionals and occupational and educational alternatives for graduates.

HSW 101

Community Resources (3)

Orientation to the programs and services of social, health, welfare and other human service workers in the Tacoma-Pierce County area. Field trips and invited speakers. Prerequisite: Permission of instructor.

HSW 102

Principles of Interviewing (5)

Principles of interviewing including purpose, structure, techniques of observation and recording; ethical and legal responsibilities of the interviewer. Interviewing skills and style developed. Prerequisite: Permission of instructor.

HSW 103

Counseling Techniques (5)

Principles, concepts and processes related to counseling. Role and function of the helping person. Includes need assessment, interventive strategies, referral methods and follow-up. Case study approach.

Prerequisite: HSW 102 and permission of instructor.

HSW 104

Systems Change Skills (5)

Introduction to basic community organization skills emphasizing the understanding of factors which lead to dysfunction of community need-meeting systems. Roles of the change agent in relation to those systems.

Prerequisite: Permission of instructor.

HSW 191, 192, 193

Field Placement I, II, III (5, 5, 5)

On-job training; supervised experience in human service agencies. Students will work 150 hours per quarter in an agency. One-year students will take two quarters of field placement, and two-year students will take all three quarters. Students will meet weekly on campus to share their experiences and further develop skills.

Prerequisite: Permission of instructor.

HSW 200

Alcoholism (5)

Introduction to the physiological, psychological and socio-cultural aspects of alcoholism. Includes techniques for assessing the degree of involvement with alcoholism. This course and HSW 201 have been offered in response to proposed certification requirements for all workers' in alcoholism agencies.

HSW 201

Treatment of Alcoholism (5)

Treatment approaches in present use and counseling techniques. Includes emergency disease theory and treatment, conditioned aversion techniques and the psychological-educational approach. Referral methods and the role of AA included.

HSW 202

Family Counseling (5)

How family groups differ from other groups and how this affects the counseling and helping processes. Includes different approaches to family counseling and their applicability.

HSW 203

Helping the Juvenile (5)

Tasks of childhood and adolescence and the effects of meeting or failing to meet these tasks. Special attention on the problems of development, i.e., withdrawal, rebellion, school performance, suicide, drug abuse, alcoholism, life and career choices.

HSW 204

Boarding Home Management (5)

General elements of boarding or sheltered home management. Includes philosophy, screening applicants, establishing a suitable population, health care, first aid, nutrition, budgeting, behavior problems, motivation, self-help skills and legal problems. Individual projects may include setting up a new home, interviewing various managers, developing a feeling for differing philosophies or assisting in the transfer of a patient.

HSW 205

Therapeutic Approaches (5)

Review of major therapeutic approaches including Rogers, Ellis, Glasser, Perls. One theory examined in depth.

INSURANCE

The basic insurance courses (100, 121, 122) are suitable for all students; other technical courses are designed more specifically for employees in the insurance industry. Insurance Institute of America (IIA) and Chartered Property and Casualty Underwriters (CPCU) courses focus on the educational needs of the entire industry. These courses may be taken as part of the degree program. See program requirements in this catalog.

INSUR 100

Orientation to Insurance (5)

Designed as a survey course suitable for all students. Basics of personal lines insurance (auto, fire, liability); role of state insurance commission, rating and examining bureaus. Agents and company research and development, claims handling.

Prerequisite: None.

INSUR 121

General Principles of Insurance (3)

Emphasizes the basic principles of insurance; covers the area of indemnity, insurance interest, coinsurance, subrogation, proximate cause, valued policies and probabilities. Functional areas of rating, underwriting, marketing and adjusting. Topics include insurance techniques, regulations and the socio-economic applications.

Prerequisite: INSUR 100, experience in the industry, or consent of instructor.

INSUR 122

Property Insurance (3)

Emphasis is on understanding coverages, policy provisions and concepts. Study of contracts and forms for the standard fire policy, extended coverage endorsement, crime policies, dwelling and contents, business interruption, personal articles floater, bailees customer policy and multi-line contracts.

Prerequisite: INSUR 100, insurance experience, or permission of instructor.

INSUR 123

Casualty Insurance (3)

A study of coverages, policy provisions and concepts peculiar to the common casualty, surety, and multi-line contracts. Workmen's compensation and employers' liability insurance; fidelity and surety bonding; individual and group coverage; group insurance; collective merchandising.

Prerequisite: INSUR 100, experience in the insurance industry, or consent of instructor.

CPCU 251

Principles of Risk Management and Insurance (3)

Describes risk management framework; discusses the insurance environment, basic legal concepts, and fundamentals of insurance contents.

Prerequisite: Statistics, or INSUR 121, 122, 123 or instructor/coordinator consent.

CPCU 252

Personal Risk Management and Insurance (3)

Applies the risk management process and concepts to individual and family exposures. Readings and case studies will illustrate the role of property, liability, life, health and social insurance, employee benefits, and coordinated insurance buying in personal risk management.

Prerequisite: IIA certificate or instructor/coordinator consent.

CPCU 253

Commercial Property Risk Management and Insurance (3)

Begins with commercial property risk analysis and measurement. Examines the major commercial property policies and forms—fire and allied lines, business interruption, ocean and inland marine, crime and combination policies. Non-insurance techniques such as loss control and risk transfer are covered.

Prerequisite: CPCU 252 or INSUR 121, 122, 123, or consent of instructor/coordinator.

CPCU 254

Commercial Liability Risk Management (3)

Analysis of major sources of liability loss exposures and examination of insurance coverages designed to meet loss exposures. Discusses premises and operations, products and completed operations, contractual and protective liability, employers liability, workmens compensation, motor vehicles, and professional liability.

Prerequisite: CPCU 253 or consent of instructor/coordinator.

CPCU 255

Insurance Company Operations (3)

Examination of insurance marketing, underwriting, re-insurance, rate making, claims adjusting, loss control activities and other insurer functions and activities.

Prerequisite: 2 years insurance experience INSUR 121, 122, 123 or instructor/coordinator approval.

CPCU 256

The Legal Environment of Insurance (3)

This course is based on general business law, particularly the areas of contract and agency law. Emphasis will be application of business law to insurance situations.

Prerequisite: 2 years insurance experience of INSUR 121, 122, 123 or consent of instructor/coordinator.

CPCU 257

Management (3)

Includes general management principles and an introduction to management information systems.

Prerequisite: 2 years insurance experience or INSUR 121, 122, 123 or consent of instructor/coordinator.

CPCU 258

Accounting and Finance (3)

The first nine topics provide a generalized college-level treatment of basic accounting and finance principles. Other topics specifically relate to property and liability insurance company accounting and finance.

Prerequisite: 2 years insurance experience or INSUR 121, 122, 123 or instructor/coordinator consent.

CPCU 259

Economics (3)

General economic principles at both the macro and micro levels.

Prerequisite: 2 years insurance experience or INSUR 121, 122, 123 or instructor/coordinator consent.

CPCU 260

Insurance Issues and Professional Ethics (3)

The first twelve assignments analyze significant problems and issues affecting the insurance industry. Other assignments focus on professional ethics in general and the American institute code of professional ethics in particular.

Prerequisite: This course to be taken last or concurrently with any remaining CPCU course work. This course treats significant industry problems and issues and presumes a knowledge of material covered in all CPCU courses.

JOURNALISM

JOUR 100

Newspaper Workshop (2 – 12 maximum)

(6 credits applicable to humanities distribution requirement.) Practical experience in problems of newspaper production; students work in various capacities on the staff of the Collegiate Challenge. Course includes one hour per week of classroom critique and instruction. Typing is recommended.

JOUR 201

Reporting (5)

Orientation of the reporter to his or her responsibilities; techniques of news gathering; news handling; newspaper and wire-service organization; basic news writing practice; structure of the story; style, grammar, syntax. Four hours of lecture per week with two hours of lab (work on the Collegiate Challenge). Course includes one hour per week of classroom critique and instruction.

JOUR 202

News and Feature Writing (5)

Intensive practice in news writing; reporting on current community affairs; techniques of feature writing; book and movie reviews; interviews, special subject reporting; editorial page and editorial writing. Four hours of lecture per week with two hours of lab (work on the Collegiate Challenge).

Prerequisite: JOUR 201 or permission of instructor.

JOUR 203

Copy Editing and Makeup (5)

The importance of style; proofing; editing copy; writing headlines cutlines; planning page layouts; typography. Four hours of lecture per week with two hours of lab (work on the Collegiate Challenge).

JOUR 209

The Messengers – Mass Media and Society (3)

Independent study course concerning the impact of television, radio and newspapers on the public. Course content presented through audiotapes.

Prerequisite: Permission of instructor.

JOUR 299

Independent Study (1-5)

Independent observation, analysis and reporting on selected topics or problems.



Mary Jo Gilbert Photo

LIBRARY SCIENCE

LS 100

Reference Methods (2)

Individualized introduction to basic library information resources; identification and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic reference.

Prerequisite: ENGL 101 required.

MARINE STUDIES

This program is currently being developed. For further information contact the math science division at 756-5059.

MATHEMATICS

TCC offers several skills building courses in arithmetic and algebra. Many of these courses are available in two modes: classroom lecture and independent tutorial. In choosing these courses, students should first contact a mathematics instructor for placement and for consideration of the mode of instruction best suited for them. In the course listings which follow, indication is provided noting whether the course is available through the independent tutorial math lab or classroom lecture.

Students desiring a course for general exploratory and degree distribution requirements should consider MATH 103. Students considering a major in mathematics, engineering, or a science will normally need MATH 105, 106, 124, 125, 126. However, the special programs section and the appropriate academic advisor should be consulted before registration.

MATH 70, 71, 72

Basic Arithmetic Skill (1-3) (Lab Only)

After a qualifying test, students proceed at their own learning rate from one level of arithmetic to another. Students continue in those courses each quarter upon recommendation of the math lab supervisor.

MATH 80

Whole Numbers (2) (Lab Only)

Basic review in operating with whole numbers using the four fundamental operations.

MATH 81

Fractions (1) (Lab Only)

Basic review in operations with fractions. Includes topics on least common denominators and additions, subtractions, multiplication and division of fractions.

MATH 82

Decimals (1) (Lab Only)

Basic review in operating with decimals. Includes decimal fractions, adding, subtracting, multiplying and dividing decimals and rounding decimals.

MATH 83

Percentages (1) (Lab Only)

Basic review in operating with percentages. Includes percent, equations and percent, discount and interest.

Prerequisite: MATH 81 and 82 or equivalent.

MATH 84**Measurement (1) (Lab Only)**

Basic review in measurement. Includes the study of ruler, distance, area, volumes, weight and fluids.

MATH 85**Metric System (1) (Lab Only)**

Basic introduction the metric system. Includes unit measurements in the metric system, area, volume, weight and conversion tables.

MATH 86**Review Arithmetic (5) (Lab Only)**

Review of basic mathematics, including the arithmetic of whole numbers, fractions, decimals and percentages.

MATH 87**Math Shortcuts (1) (Lab Only)**

Arithmetic shortcuts to increase speed and accuracy in using numbers. Includes estimating answers to avoid serious errors in calculations.

MATH 88**Introduction to Elementary Algebra (3) (Lecture or Lab)**

Beginning elementary algebra specifically designed for students with no algebra background and for those needing more than a review. This course with MATH 90 is equivalent to the first year of high school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations and formulas.

MATH 90**Algebra Review (5) (Lecture or Lab)**

Review of the first year of high school algebra.

MATH 91**Introduction to Word Problems (1) (Lab Only)**

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.
Prerequisite: MATH 90

MATH 92**Plane Geometry (5) (Lab Course)**

Basic review of geometric concepts needed for college algebra, trigonometry, calculus and other related math courses.

MATH 93**Minicalculator (1) (Lab Only)**

Using the minicalculator for addition, subtraction, multiplication, division, square roots, determining interest and making conversions to the metric system.

MATH 94**Basic Voc-Tech Math I (1-3) (Lab Only)**

An introductory course in basic mathematics for voc-tech students. It contains a review of arithmetic, measurements and conversions, an introduction to algebra, equations and formulas, ratio and proportion, an introduction to geometry, graphs, right triangle trigonometry and vectors with emphasis toward voc-tech applications.
Prerequisite: MATH 86.

MATH 95**Basic Voc-Tech Math II (1-2) (Lab Only)**

A course designed as a follow-up to MATH 94. Students will study mathematics that is applicable to a select vocation. The occupations include electronics, electricity, drafting, machine shop, automotive technology, diesel mechanics, forestry, aviation, welding, real estate, agriculture, waste-water technology, construction, police-fire science, wood products, industrial mechanics, nursing, machine tools, clerical, forest products, food processing and marketing.
Prerequisite: MATH 94.

MATH 96**Trigonometry of Right Triangles (1) (Lab only)**

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.

MATH 97**Mathematics for Health Occupations (2) (Lab only)**

For the student in health occupations who needs to be able to calculate dosages. This course must be taken by nursing students and is recommended for other health occupations students. It should be taken before or concurrently with the first clinical course.
Prerequisite: MATH 88 or equivalent.

MATH 101**Intermediate Algebra (5) (Lecture or Lab)**

Fundamental algebraic operations and concepts; similar to the third term of high school algebra.

Prerequisite: One year of high school algebra or MATH 90, and one year of geometry. Permission of math instructor required.



MATH 103**Fundamentals of Mathematics (5) (Lecture Only)**

(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.

MATH 105**College Algebra (5) (Lecture or Lab)**

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.

MATH 106**Plane Trigonometry (5) (Lab Only)**

Trigonometric functions, identities, equations, inverse functions, graphs, logarithms and solution of triangles.

Prerequisite: One and one-half years of high school algebra or MATH 101 and one year of high school geometry.

MATH 107**Analytical Geometry (2) (Lab Only)**

Designed to prepare students for a beginning course in calculus. May be used for review.

Prerequisite: MATH 105 and 106 or equivalent.

MATH 108**Vectors (1) (Lab Only)**

For students of the physical sciences, engineering and technical fields. Includes 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.

MATH 109**Logic and Set Theory (2) (Lab Only)**

Introduction to the mathematics of logical thinking. Includes such topics as logic statements, truth tables, tautologies, arguments, formal proofs, set theory and applications.

Prerequisite: MATH 101 or equivalent.

MATH 110**Business Mathematics (5) (Lab Only)**

Review in arithmetic; problems in billing, profits, trade discounts, cost taxes, installment buying, payroll, insurance, depreciation, business expenses, interest and fund accumulation.

MATH 124, 125, 126**Analytic Geometry and Calculus (5, 5, 5) (Lecture Only)**

124 — Includes topics from analytic geometry, limits, and introduction to differentiation, applications of the derivative and an introduction to integration; 125 — Includes topics from applications of integration, differentiation and integration of the transcendental functions and methods of integration; 126 — Includes topics from vectors (both two and three dimensional), improper integrals, polar coordinates, analytic geometry and infinite series.

Prerequisite: MATH 105 and 106 or equivalent for 124; 124 for 125; 125 for 126.

MATH 157**Elements of Calculus (5) (Lecture Only)**

(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.

MATH 205**Elementary Linear Algebra (5) (Lecture Only)**

For students in the natural, physical and social sciences. Topics include systems of equations, vectors, matrices, determinants, linear transformations and linear operators.

Prerequisite: MATH 124 or instructor permission.

MATH 238**Elements of Differential Equations (5) (Lecture Only)**

Elementary methods of solution and linear differential equations of second and higher order.

Prerequisite: MATH 126.

MATH 240**Introduction to Statistics (3) (Lab Only)**

General course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions and organization of data.

Prerequisite: MATH 90 or one year of high school algebra.

MATH 241**Introduction to Probability (3) (Lab Only)**

(For students in biology, government, physics, sociology, economics, psychology, engineering, astronomy and business administration.) Includes frequency and relative frequency, sample spaces and events, complementary events, combinations, of events and probability, binomial distribution, permutations and combinations.

Prerequisite: MATH 101 or equivalent.

MEDICAL ASSISTANT**MA 210****Orientation and Ethics (5)**

This course is designed to introduce students to the Medical Assistant profession, differentiating between administrative and clinical responsibilities, educational qualifications, and employment opportunities. Emphasis will be placed on professional attitudes and the fundamentals of meeting the special needs of patients. General knowledge and understanding of the various principles of medical ethics, history of medicine and the identification of medical specialties will be developed.

Prerequisite: Permission of instructor.

MA 221**Laboratory Techniques (5)**

This course is designed for the student to gain basic knowledge and understanding of the purpose, techniques, and recording of laboratory procedures, including X-ray, physiology, electrocardiography and collection of specimens.

Prerequisite: Enrollment in the MA program.

MA 230**Exam Room Techniques (5)**

This course is designed to introduce the MA student to selected aspects of exam room techniques and clinical procedures associated with medical practice in the physician's office. Emphasis is placed on those concepts that are the responsibility of the Medical Assistant who comes in contact with the patient. These include, but are not limited to exam room techniques, medication and pharmacology, assisting with emergencies, sterilization procedures, and care and use of equipment.

Prerequisite: Enrollment in MA program.

MA 231

Medical Assistant Externship I (3)

An introduction which provides an opportunity for students to obtain an exposure to the working environment and to practice basic administrative and clinical medical office skills in a physician's office setting.

Prerequisite: Enrollment in MA program.

MA 232

Medical Assistant Externship II (7)

An experience in one or more clinical settings, which provides the student an opportunity to perform an equal balance of clinical and administrative medical office procedures, related to prior didactic portion of the program, with increasing independence and confidence.

Prerequisite: Enrollment in MA program.

MEDICAL RECORDS TECHNOLOGY

MRT 140-141

Medical Transcription I & II (3,3)

A sequential course involving skills in electric typewriting and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references. (6 hours lab per week.)

Prerequisite: HT 130-131 or concurrently, typing speed of 45 wpm.

MRT 142

Medical Transcription III (3)

Specialty course in medical transcription, including instruction and practice in transcribing from actual dictation belts. Students will spend 40 hours in clinical experience at one of the hospitals participating in the program.

Prerequisite: MRT 140-141.

MRT 180

Introduction to Health Record Management (5)

An introduction to health records and health record procedures, including a study of the development, content and format of the record, both conventional and problem oriented, quantitative and qualitative analysis of records according to standards, numbering, filing and preservation of records, preparation and use of health record statistics, form design and professional ethics. Offered Spring Quarter. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or permission.

MRT 220

Organization of Health Records (5)

Survey of hospital history and the origin and development of medical records; study of the history, objectives and codes of ethics of the professional organization for medical record technicians; functions of medical record department, including in-depth study of quantitative analysis, securing and preserving medical records, methods of record storage and retrieval procedure; medical record practices including coding and indexing procedures. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT Enrollment or permission of instructor.

MRT 221

Standards for & Preservation of Health Data (5)

In-depth study of hospital statistics, including sources, definitions, collection and reporting; preservation and analyses of health data, including sources and use of health data in United States Vital and Public Health statistics; orientation to medical staff organization and responsibilities; standards for hospital accreditation and role of governmental agencies in approval, certification and licensure. (4 hours lecture, 2 hours lab per week)

Prerequisite: MRT Enrollment.

MRT 222

Health Information Management (5)

Development of management skills, including planning, organizing, directing and controlling with emphasis on situations encountered in the management of health record services within the hospital. Also continuous development and improvement of modern health record delivery systems, including the specialized areas of ambulatory care, psychiatric, long-term care and tumor registry record keeping. (4 hours lecture, 2 hours lab per week)

Prerequisite: MRT Enrollment.

MRT 230-231-232

Clinical Application (12)

Practical experience performing medical record duties in the campus laboratory and in local health facilities to give the student the opportunity to actively participate in the performance of technical duties. 230 — introduction to clinical training (6 hrs/week); 231 — 15 hours/week on site; 232 — 15 hours/week on site. Requirements for directed practice may vary with the background of the student.

Prerequisite: MRT Enrollment:

MRT 299

Individual Study in MRT (1-5)

Individual study of an aspect of medical record technology in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken.

Prerequisite: Permission of the instructor.

MUSIC

MUS 100

Concert Choir (2)

Preparation and performance of classical, romantic, contemporary and "pop" choral music. Student enjoyment and enrichment are major goals.

MUS 101

Fundamentals of Music (5)

(Required for all music majors and recommended for all education majors. It is suggested that students who enroll for MUS 101 should also enroll for MUS 122.) Fundamentals of music and basic musicianship, scales, triads and elementary harmony; pitch intervals, rhythm, melody recognition and vocal orientation to music symbols and notations.

MUS 102, 103

Music Theory (5, 5)

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.

Prerequisite: MUS 101 for 102; 102 for 103.

MUS 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.

MUS 117

Jazz History (3)

A course exploring the history and future possibilities of the American musical phenomenon commonly called Jazz.

MUS 118

Survey of Electronic Music (3)

Study of the evolution of electronic music through history. Exploration of the techniques of the magnetic tape recorder and the electronic music synthesizer.

MUS 119

Survey of 20th Century Music (3)

A study of the primary directions of music in the 20th Century.

MUS 121

Class Applied Music: Voice (1)

Class instruction in performance.
Prerequisite: Permission of instructor.

MUS 122

Class Applied Music: Piano (1)

Class instruction in performance.

MUS 123

Class Applied Music: Guitar (1)

Class instruction in performance.

MUS 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; X—Synthesizer. Arranged through the Music Department Chairman.

MUS 140

Concert Band (1)

Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.

MUS 160

Symphony Orchestra (1)

Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.

MUS 170

Swing Choir (3)

Basic preparation and performance of popular choral styles; Singing ballads, blues, rock, swing, jazz and other current music; professionally oriented with emphasis on choreography and showmanship. By auditions only. High degree of demand on students' time.



MUS 171

Jazz Ensemble (3)

Preparation and performance of contemporary music, including rehearsal and performance.
Prerequisite: Permission of instructor.

MUS 199

Ensembles (1)

Preparation and performance of chamber music in all mediums, including rehearsal and performance.
Prerequisite: Permission of instructor.

MUS 200

Concert Choir (2)

Preparation and performance of classical, romantic, contemporary and "pop" choral music. Student enjoyment and enrichment are major goals.

MUS 201, 202, 203

Second-Year Theory (5, 5, 5)

Study of contrapuntal practices from the Baroque period until today; musical analysis and harmony as used in the 18th, 19th, and 20th centuries; presentation and development of a practical, functional understanding of music literature and styles after 1750.
Prerequisite: MUS 103 or instructor permission for 201; 201 for 202; 202 for 203.

MUS 240

Concert Band (1)

Continuation of MUS 140. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.

MUS 260

Symphony Orchestra (1)

Preparation and performance of orchestra literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: MUS 160.

MUS 270

Swing Choir (3)

Basic preparation and performance of popular choral styles; singing ballads, blues, rock, swing and jazz and other current music; professionally oriented with emphasis on choreography and showmanship. By auditions only. High degree of demand on students time.

MUS 271

Jazz Ensemble (3)

Preparation and performance of contemporary music, including rehearsal and performance.
Prerequisite: MUS 171.

MUS 298

Professional Performance in Music (3)

A course designed to orient and assist vocal and instrumental music students toward developing the music techniques and showmanship needed for professional music and entertainment employment opportunities.
Prerequisite: By audition and permission of instructor.

NURSING, ASSOCIATED DEGREE

NURS 101

Nursing I (8)

Learning experiences designed to develop basic skills in patient care, based on the physiologic needs of the patient and the utilization of problem solving techniques. Skills in the physical care of the patient are taught using a variety of techniques, and principles of observation, recording and reporting are included. Identification of the role of the nurse and the educational patterns of nursing today. (3 hours lecture, 10 hours lab per week.)

NURS 102

Nursing II (5)

Learning experiences designed to further develop skills in providing care based on psychological needs of the patient. Emphasis on self-awareness of emotion and attitude as they influence relationships with others and respect for the dignity of the individual regardless of his psychopathological manifestations. (5 hours lecture, 10 hours lab per week for 5 weeks.)

NURS 103
Nursing III (5)

Learning experiences designed to provide an opportunity to acquire basic nursing skills utilized in medical-surgical nursing. Included is care of the patient experiencing surgery; preoperative preparation, observation of surgery, postoperative nursing care. Principles of basic nutrition and drug therapy. (5 hours lecture, 10 hours laboratory per week for five weeks.)

NURS 104
Nursing V (5)

Learning experiences designed to provide an opportunity to acquire basic nursing skills utilized in medical-surgical nursing, including the administration of medications. Concepts related to pharmacology, asepsis and legal responsibilities are applied in the administration of medications. (5 hours lecture, 10 hours laboratory per week for 5 weeks.)
Prerequisites: NURS 102, 103; MATH 97 or concurrently.

NURS 105
Nursing V (5)

Learning experiences designed to provide an opportunity to acquire basic nursing skills utilized in caring for the mother and newborn infant during the maternity cycle. Concepts of patient teaching, diet therapy, pharmacology and asepsis are applied to the emotional and physical needs of the mother and newborn. (5 hours lecture, 10 hours lab per week for five weeks.)

NURS 201, 202, 203
Nursing VI, VII, VIII (9-12)

Learning experiences designed to develop skills in patient assessment and the planning and implementation of patient care. In three courses concerned with illnesses and injuries which affect man throughout his life cycle, this sequence emphasizes pathophysiology as well as individual growth and development from birth through old age. Medical-surgical patient care continues to be emphasized in laboratory experience; operating room experience is provided and exposure to rehabilitation nursing is arranged as well as experience in some of the other specialty areas of medical-surgical nursing. (201 — 4 hours lecture, 8 hours laboratory each week; 202 — 4 hours lecture, 10 hours laboratory each week; 203 — 4 hours lecture, 16 hours laboratory each week.)

Prerequisites: Nursing first year, PSYCH 206; BIOL 201, 206, 207, 208; NURS 201 for 202; NURS 202 for 203.

NURS 299
Individualized Studies
in Nursing (1-5)

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

NURSING,
CONTINUING
EDUCATION

NURS 210
Patient Care Management (2)

For licensed nurses (R.N. or L.P.N.) to increase their understanding and skill in the management aspects of patient care. Includes assessing, planning and evaluating for the care of groups of patients in a variety of settings.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 211
Patient Assessment (2)

Provides additional knowledge for the currently employed nurse. Emphasis on patient assessment is in keeping with the current trends of nursing practice. Provides another item in the data base of the plan of care for the patient.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 212
The Problem-Oriented
Medical Record (2)

To acquaint the practicing nurse with the basic components of the problem-oriented medical record and to develop skill in utilization of this type of record.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 213
Advanced Concepts
of Maternity Nursing (2)

Opportunity for the licensed practitioner to increase her understanding of the concepts and techniques of maternity nursing as it is practiced today.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 214
Nursing of the Cancer Patient (2)

Designed to increase the knowledge and skill of nurses relative to the care of the patient who has cancer.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 216
Geriatric Nursing (2)

Designed to increase the knowledge of the aging process and associated problems and to consider approaches to the solution of such problems.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 217
Coronary Care Nursing (2)

Designed to increase the knowledge and skill of the practitioner's relation to the patient who is in a coronary care unit.

Prerequisite: Licensure, either R.N. or L.P.N.

NURS 218
Advanced Coronary Care (2)

Designed to further increase the knowledge and skill of the practitioner employed in the coronary care unit.

Prerequisite: Licensure, either R.N. or L.P.N., and completion of a basic coronary care course.

NURS 221,222
Intensive Care Nursing (2, 2)

Designed to increase the knowledge and skill of practitioners relative to the patient who is in the intensive care unit.

Prerequisite: Licensure, either R.N. or L.P.N.

Note: Courses numbered NURS 106, 107, 204, 205, and 206 are each designed for nurses who have had psychiatric nursing in a basic nursing program and do not need further clinical experience, specifically nurses who have been licensed in foreign countries and who need to learn the language, nurses who have not practiced for a number of years, and nurses needing continuing education credits. See descriptions which follow.

NURS 106
Psychiatric Nursing Review (2)

A study of the major psychiatric disorders and the therapeutic approaches commonly used, including communication techniques and drug therapy.

Prerequisite: Permission of Program Coordinator

NURS 107
Maternity Nursing Review (2)

A study of the mother and newborn infant during the normal antepartum, delivery and post partum maternity cycle.

Prerequisite: Permission of Program Coordinator.

NURS 204, 205, 206

**Adult and Child
Care Review (4, 4, 4)**

A series of three courses concerned with the common illnesses affecting people from birth to old age. Pharmacology and diet therapy are integrated into the course content, along with the medical and surgical treatment of the diseases.

Prerequisite: Permission of Program Coordinator.

OCEANOGRAPHY

All oceanography courses are suitable for general exploratory and degree distribution requirement purposes. Students considering a major in the oceanographic sciences would normally take OCEAN 101, and other appropriate courses. The oceanography instructors should be consulted for advising as early as possible

OCEAN 101

Survey of Oceanography (5)

Marine environment and processes such as nature and origin of ocean basins, seawater, sediment, waves, tides, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized. Laboratory and field trips included.

OCEAN 102

The Ocean World (5)

Study of the benefits and problems created by human beings in utilization of the earth's environments, with emphasis on Puget Sound region. Laboratory and field trips included.

OCEAN 103

**Life in the Ocean (5)
(BIOL 240 - Marine Biology)**

Life in the marine environment. The occurrence, distribution, and identification of marine plants and animals. Special emphasis on the Puget Sound shore-dwelling forms, their ecological relationships, and life histories. Field trips to varied environments in the area, laboratory included.

OCEAN 294

Field Studies (1-5)

Study of selected topics in oceanography primarily through field study, with supplemental discussions, lectures, and readings. Laboratory and field trips included.

OCEAN 299

Independent Study (1-5)

Independent observation, analysis, and reporting of a selected topic in oceanography.

Prerequisite: Permission of instructor.

OPTOMETRIC TECHNOLOGY

OPTEC 220

Optometric Technology (3)

The introductory course in the science of optometric technology dealing with anatomy and physiology of the eye, pathology and basic ophthalmic pharmacology. (3 hours lecture per week)

OPTEC 221

Optometric Technology (3)

The course deals with the history of optics, geometrical optics, anomalies of vision and visual science or physiological optics. (3 hours lecture per week)

OPTEC 222

Mechanical Optics (5)

Includes the principles involved in the use of optic materials, as well as practice using such materials. It also includes the use of ophthalmic materials: frame styling and adjusting; frame dispensing and repair; lens production (lay out, cut, edge, etc.); multi focal, tinted and plastic lenses and lens prescription. (3 hours lecture, 4 hours lab each week.)

OPTEC 223

Contact Lenses (5)

Deals with the history and the principles of contact lenses, their fabrication and modifications, the uses of the ophthalmometer, keratometer, and radioscope. It also includes principles of patient education and aspects of patient rehabilitation and the use of public and private agencies involved in the care of the visually handicapped. (3 hours lecture, 4 hours lab each week.)

OPTEC 230

Clinical Application (3)

Introductory course in the clinical aspects of optometric technology. Includes field trips and selected experiences in the campus lab: preliminary testing techniques and procedures in visual activities; visions screening; ocular hygiene; visual fields; lense handling; frame handling; prescription development and refraction and patient assessment. (1 hour lecture, 4 hours lab each week)

OPTEC 231

Clinical Application II (5)

Offers an opportunity to apply those principles and procedures previously learned, to the optometric office setting including: visual acuities; visual screening; ocular hygiene; visual fields; tonometry and preparation for, and assisting with eye examinations.

OPTEC 232

Clinical Application III (7)

Continues the opportunity of applying theory to practice, and allows for experience relative to office practice. It includes such activities as: verification of lenses; instruction of patient relative to contact lenses, insertion, removal and care of contacts; other selected activities under the direction of the various doctors of optometry. Continued experience related to outer office activities is also included.

OPTEC 299

**Individual Study in
Optometric Technology (1-5)**

An independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Permission of instructor.

PHILOSOPHY

PHIL 100

Introduction to Philosophy (5)

The impact of ideas on society and individuals. Discussions of the role of language in intellectual endeavors, types of knowledge, religion, science, conceptions of reality and conceptions of morality

PHIL 101

**Introduction to Philosophy
Through Islam (5)**

An introductory course in philosophy designed primarily to allow students from the Muslim tradition to understand and appreciate philosophical concepts of knowledge, religion, science, reality, and morality through the study of analogies drawn from Islam and Sufism.

PHIL 118

Indo-European Philology (5)

The intimate connection between language and thought dictates detailed study of the structure and development pattern of languages for students desiring to enter the intellectual area. Development of an awareness of the extent to which reality-structures are language-dependent through the study of etymology and syntax.

Prerequisite: Honors scholar status or permission of instructor.

PHIL 119

Critical Thinking (5)

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 to intellectual treatment.

PHIL 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: PHIL 119 or permission of instructor.

PHIL 200

Oriental Philosophy (5)

Examination of major philosophies and philosophers that have shaped the mind of the Oriental. Special attention is given to Confucianism, Legalism, Taoism, Buddhism, particularly Zen Buddhism.

PHIL 210

Comparative Religious Lifestyles (5)

A study of the life styles of the major world religions and a survey of their religious disciplines, such as yoga, zen, Tai Ch'i, and other meditations. Guest leaders, documentary films, and experimental analysis of divergent modes of religious awareness.

PHIL 215

Introduction to Ethics (5)

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 or moral problems; reading and discussions of Plato, Hume, Kant, Bentham, Mill, Moore, Hare and others.

Prerequisite: PHIL 100 or permission of instructor.

PHIL 260

Philosophy of Science (5)

An historical introduction to the evolution of scientific ideas. Primary emphasis will be upon critical periods in the development of science. The course will focus on developing a critical awareness of philosophical issues in science. Some topics covered are hypothesis formation; theory construction; space and time.

PHIL 267

Problems in Philosophy of Religion (5)

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. Inquiry into and experience of alternate states of consciousness.

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. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

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

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 physical education department chairman. Students may request waivers for the following reasons: medical, age limitations, or previous military service. Should any changes in the physical education waiver occur, they will be on file in the office of the HPER Division Chairman.

FITNESS ACTIVITIES: 1 CREDIT EACH

- 102 Slimnastics
- 202w Advanced Slimnastics
- 103w Self Defense for Women
- 106m Body Conditioning
- 108m Weight Training
- 208m Advanced Weight Training

AQUATICS: 1 CREDIT EACH

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Saving (2 credits)

DANCE: 1 CREDIT EACH

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

INDIVIDUAL SPORTS: 1 CREDIT EACH

- 120 Archery
- 121 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 racket)
- 228 Intermediate Tennis (student furnishes racket)
- 130m Handball (student furnishes gloves)
- 131 Racquetball (student furnishes racquet)

TEAM SPORTS: 1 CREDIT EACH

- 133m Beginning Basketball
- 133w Beginning Basketball
- 233m Advanced Basketball
- 233w Advanced Basketball
- 134m Softball
- 134w Softball
- 135m Soccer
- 135w Soccer
- 136 Volleyball
- 236 Intermediate Volleyball

VARSITY SPORTS: 1 CREDIT EACH

- 140m Varsity Basketball
- 140w Varsity Basketball
- 141m Varsity Baseball
- 142 Varsity Track
- 143 Varsity Cross Country
- 145 Varsity Golf
- 146m Varsity Tennis
- 146w Varsity Tennis
- 150m Varsity Soccer
- 151w Varsity Volleyball
- 152w Varsity Softball

(Tacoma Community College varsity teams compete in Region I of the Athletic Association of Community Colleges (AACC). To be eligible for athletic competition, a student must be enrolled in at least 10 credit hours during the quarter of participation. Returning students must also have completed 10 credit hours their previous quarter of attendance.)

PHYSICAL EDUCATION PROFESSIONAL COURSES

PE 90

Healthful Living (5)

Considers the major concerns of present day health education: mental health, personal health, family living, health hazards, environmental health.

PE 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.

PE 250

Contemporary Health Concepts (3)

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

PE 259

Health Aspects and Aging (5)

A study of the aging processes as they affect the health and vitality of older person; includes a consideration of nutrition, physical activity, environmental and emotional factors which affect health and specific ways of dealing with them.

PE 290

Officiating (3)

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

PE 292

First Aid and Safety (5)

The student may meet requirements for Advanced American Red Cross First Aid and CPR (Cardiopulmonary Resuscitation) Certification.

PE 295

Functional Swimming and Water Safety (3)

Designed to prepare students for employment as teachers in the aquatic programs of camps, schools, beaches, recreational departments, the armed forces and service organizations.

Prerequisite: PE 114 and American Red Cross Life Saving Card. Students successfully completing this course will qualify for their Water Safety Instructional Card.

PHYSICAL SCIENCE

PHYSC 100

Survey of Physical Science (5)

Nature and philosophy of astronomy, geology, chemistry and physics.

PHYSICS

Students wishing to major in physics fields need a firm foundation in mathematics. Classes are available for those students needing a review or those who have not had the necessary courses. A physics advisor should be consulted before registration in physics or necessary mathematics courses.

PHYS 105

Physics for Health Occupations (5)

Basic concepts of physics; measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. Background for courses in paramedical science.

Prerequisite: MATH 101 or equivalent.

PHYS 108, 109, 110

Radiation Physics I, II and III (5, 5, 5)

This course emphasizes the application of physical principles of Medical Radiography: It includes the structure and physical properties of matter, direct and alternating current magnetism, mechanics, energy, wave motion, thermodynamics, optics, quantum concepts, protection of X-ray tubes, image quality, application of X-ray equipment, radiation protection and other ionizing modalities.

Prerequisite: MATH 90 or equivalent. PHYS 105 is recommended.

PHYS 114, 115, 116

General Physics (5, 5, 5)

(For Liberal Arts students and certain professions.) Development of basic mechanics, sound, light, electricity and magnetism, electronics and modern physics.

Prerequisite: MATH 101 or equivalent for 114 (MATH 101 may be taken concurrently; trigonometry of right triangles is also recommended); 114 for 115, 115 for 116

PHYS 121, 122, 123

Engineering Physics (5, 5, 5)

(For students planning to transfer in engineering of those majoring in science.) 121 — Study of mechanics: motions and causes of motion, emphasis on theories and applications for problem solving; 122 — Emphasis on electricity and magnetism; 123 — Emphasis on waves, sound, light and thermodynamics.

Prerequisite: MATH 124 or MATH 124 concurrently for 121, 121 for 122; 121 for 123

PHYS 290

Computer Applications in Physics (1-3)

Topics to be chosen from: solutions to physics problems by curve fitting through least squares and Chebeschev; solutions to systems involving simultaneous equations, root finding algorithms; numeral solutions to differential equations; and numerical integrations and differentiations.

Prerequisite: PHYS 122 or taken concurrently, ENG 141.

PHYS 299

Independent Study (1-5)

Prerequisite: Permission of instructor.

POLITICAL SCIENCE

POLSC 91

Introduction to American Government (5)

The three branches of government and their operations with particular emphasis on contemporary problems and their relationship to government.

POLSC 201

Introduction to Government and Politics (5)

Ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior and processes.

POLSC 202

American National Government and Politics (5)

Survey of the Constitution, three branches of government, and processes through which public policy is formulated, enacted into law and executed.

POLSC 203

International Politics (5)

Role of the nation, state and the system and forces that influence the behavior of the state.

POLSC 219

Legal and Political Issues in Aging (5)

A study of civil and criminal laws, ordinances, regulations, etc. of special significance to older persons; sources of legal assistance available to them; and of the means of achieving legislative action benefiting older persons.

PSYCHOLOGY

PSYCH 90

Psychology (5)

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

PSYCH 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.

PSYCH 170

Psychology of Adjustment (5)

(For non-majors.) Study of patterns of adjustment and maladjustment used by humans in coping with personal and interpersonal environments.

PSYCH 201

Introduction to Experimental Psychology (5)

Introduction to basic experimental and research design. Emphasis is placed on student involvement in the use of the scientific method to study behavioral sciences. Individual and group projects involving humans and animals.

Prerequisite: PSYCH 100.

PSYCH 205

Introduction to Personality (5)

Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality.

Prerequisite: PSYCH 100.

PSYCH 206

Human Growth and Development (5)

Analysis of physical and psychological development of the human organism. Theoretical and practical aspects of parent-child relationships investigated.

Prerequisite: PSYCH 100

PSYCH 209

Psychology of Aging (5)

Study of the continuing developmental processes through life sequences with emphasis on intellectual, emotional, behavioral, and social theories of the adjustment process.

PSYCH 299

Individual Study in Psychology (1-5)

Independent observation, analysis and reporting of a selected problem.

Prerequisite: PSYCH 100 and permission of instructor.

RADIOLOGIC TECHNOLOGY

RT 101

Introduction to Radiologic Technology (3)

Introduction to the health team and the profession of radiologic technology. Includes medical ethics and medical-legal considerations, radiation, protection of patients and personnel, film processing and chemistry to enable student to enter into clinical practicum. (4 hours lecture per week)

RT 120

Radiographic Clinic I (3)

To learn and demonstrate the basic positioning techniques for radiography of the upper and lower extremities to include pelvis and shoulder girdle. (16 hours per week at hospital.)

Prerequisite: RT 101, 140, and permission of the instructor.

RT 121

Radiographic Clinic II (3)

Students will learn and demonstrate basic positioning techniques in radiography of the complete spine, skull, facial bones and paranasal sinuses. (16 hours per week at hospital.)

Prerequisite: RT 120, 141, and permission of the instructor.

RT 122

Radiographic Clinic III (7)

Clinical practicum: 35 hours per week at hospital.

Prerequisite: RT 121 and permission of the instructor.

RT 123

Radiographic Clinic IV (5)

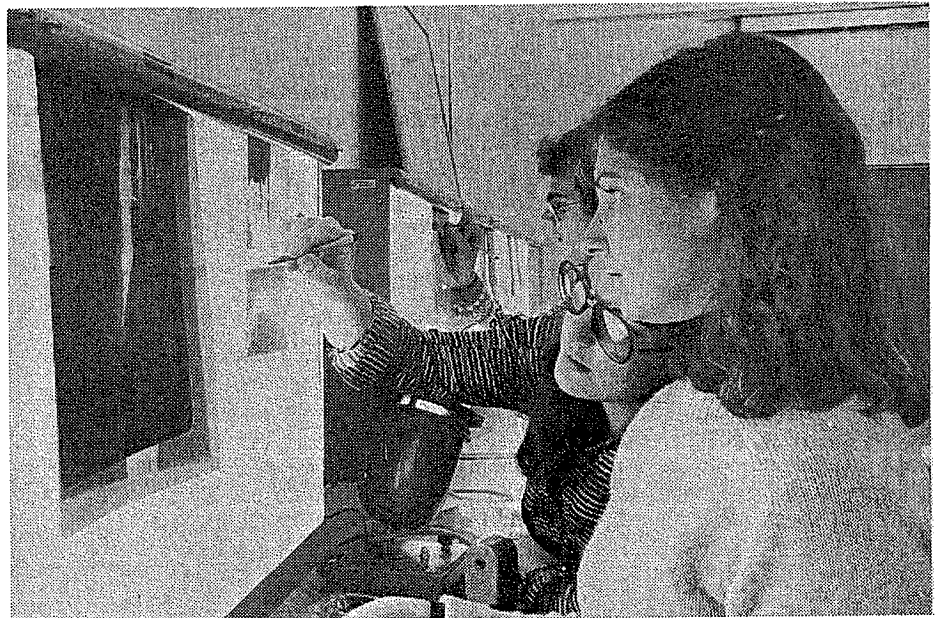
To learn and demonstrate basic positioning techniques for radiography of the respiratory system, digestive system, biliary system and urinary system. (24 hours per week at hospital.)

Prerequisite: RT 122, 142, and permission of the instructor.

RT 140

Positioning and Techniques I (3)

The student will learn and demonstrate basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle and thoracic cage. (4 hours lecture, 4 hours lab per week)



RT 141

Positioning and Techniques II (3)

The student will learn and demonstrate basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses. (4 hours lecture, 4 hours lab per week)

Prerequisite: RT 120, 140; BIOL 150

RT 142

Positioning and Techniques III (3)

The student will learn and demonstrate positioning techniques in radiography of the respiratory system, G.I. and biliary system and the urinary system. (4 hours lecture, 4 hours lab per week)

Prerequisite: RT 121, 141; BIOL 151.

RT 211

Special Radiographic Procedures (3)

Contrast media and common examinations utilizing contrast agents. Introduction cardiovascular and neurosurgical procedures. (3 hours lecture per week)

Prerequisite: RT 123, 225 and permission of instructor.

RT 212

Radiation Therapy and Nuclear Medicine (3)

Introduction 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 also given.) (3 hours lecture per week)

Prerequisite: RT 225, 243; Radiation Physics I and II; and permission of the instructor.

RT 213

Departmental Management (2)

To aid the advanced student in exploring career opportunities. Course also covers job descriptions in radiologic technology, personnel management, purchasing practices and teaching techniques. (2 hours lecture per week)

Prerequisite: RT 101, 225, 243, and permission of the instructor.

RT 214

Radiologic Anatomy (3)

A survey and review of systemic anatomy pertinent to radiologic procedures with emphasis on cross-sectional anatomy as used with radiographic imaging devices and other ionizing imaging modalities. (3 hours lecture per week.)

Prerequisite: BIOL 150, 151; RT 141; permission of the instructor.

RT 215

Radiologic Pathology (3)

Causes of common diseases, includes conditions of illness, and the radiologic diagnostic procedure used to detect pathology, the effect of pathology on radiographic film quality, diagnosis and treatment. (3 hours per week)

Prerequisite: BIOL 150, 151; RT 214; permission of instructor.

RT 225

Radiographic Clinic V (5)

Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, spinal column. (4 hours lecture per week)

Prerequisite: RT 123, 140 and permission of the instructor.

RT 226

Radiographic Clinic VI (5)

Advanced positioning of the skull, mastoids, middle ear, special views. Surgical and pediatric procedures. (24 hours per week at hospital.)

RT 227

Radiographic Clinic VII (9)

Clinical practicum: 40 hours per week at hospital.

Prerequisite: RT 226 and permission of the instructor.

RT 228

Radiographic Clinic VIII (5)

Special procedures: arteriograms, pneumoencephalograms, selective arteriograms. (24 hours per week at hospital.)

Prerequisite: RT 211, 227, and permission of instructor.

RT 243

Positioning and Techniques IV (2)

Student will demonstrate advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column. (1½ hours lecture, 2 hours lab each week)

Prerequisite: RT 140

RT 244

Positioning and Techniques V (2)

Student will demonstrate advanced positioning of the skull, inner ear, mastoids. (1½ hours lecture, 2 hours lab per week)

RT 245

Positioning and Techniques VI (2)

Student will learn use of radiographic apparatus used for special procedures such as arteriograms, pneumoencephalograms, selective arteriograms. Types of machines, film used, processing methods, etc. (1½ hours lectures, 2 hours lab)

RT 299

Individual Study in Radiographic Technology (1-5)

Independent learning activity, designed jointly by the student and instructor, to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Permission of instructor.

READING

READ 70, 71, 72

Basic Reading Skills (3, 3, 3)

For the student lacking reading skills necessary for developmental education courses. Includes diagnostic testing and individualized instruction.

READ 80

Reading Skills (1)

A course designed to aid the student in developing reading skill techniques. After individual diagnosis, each student is assigned a specific course of study to develop reading skill.

READ 110

Developmental Reading (2)

Course is diagnostic in nature to allow the student insight regarding his or her strengths and weaknesses in reading. Individualized instruction.

READ 111

Accelerated Reading (2)

Continuation of READ 110 with added emphasis on speed, skimming and scanning; designed to increase total reading effectiveness by developing secondary skills.

Prerequisite: READ 110 or reading score above 50th percentile.

REAL ESTATE

REAL 120, 121, 122

Work Experience (5, 5, 5)

Supervised employment in real estate related fields.

Prerequisite: Permission of instructor.

REAL 125

Principles and Procedures of Escrow (5)

Covers the facets of closing real estate transaction through escrow. Will develop an understanding of the complexities involved. Covers history through current laws and methods via workshop and lecture for the novice and the experienced.

REAL 130

Real Estate Professional Practices (3)

Designed specifically to provide knowledge and attitude to improve relationships between the broker, salesman and clients. Covers ethics, agency law, advertising regulations, earnest money agreements and other agency responsibilities and acts of the broker and salesman. Course designed for newly licensed salespeople.

REAL 150

Principles of Real Estate (5)

Factors affecting real estate, urban land economics, legal descriptions, regulations of land use; principles of value and real estate evaluation; ownership, nature and classification of land management of property, law and market analysis.

REAL 160

Real Estate Law I (5)

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 150 or permission of instructor.

REAL 162

Real Estate Law II (5)

A practical study of Washington Real Estate Law emphasizing the complex of ownership, use, and transfer. Course covers Washington Real Estate Agency Law, Lending Law, Land Lord Tenant Act, Shoreline Management Act, Land Development and Registration Act, Real Estate License Law, and Escrow Agency Law. Includes case study of significant Washington cases and court interpretations: Contracts, Titles, Deed, Leases, Liens, Covenants, Conditions, Restrictions, Easement, Estates, and Transfers.

REAL 165

Real Estate Finance (5)

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. Historical analysis of lending.

REAL 170

Real Estate Appraisal I (5)

Principles and techniques used in determining the value of real property. Application of cost, income and market data approaches to value. Emphasis on residential appraising. Prerequisite: REAL 150 or permission of instructor.

REAL 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, correlation and final value estimate and the appraisal report. Emphasis on commercial appraising.

Prerequisite: REAL 150 or permission of instructor.

REAL 177

Advanced Real Estate Appraisal III (5)

A broad extension of the appraisal processes developed in Appraisal I & II; to include study of specific appraisal problems: Right-of-way, Easements, Air Rights, Encumbrances, Residual Interests, Lease-hold Interest, Mortgagee's Interest, Casualty Insurance. Application pending for acceptance toward real estate license renewal.

REAL 180

Real Estate Office Administration (5)

Practical administration of real estate brokerage, including all managerial functions with emphasis on brokerage, budgets, sales management, sales training and market analysis. Prerequisite: REAL 150 or permission of instructor.

REAL 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 150 or permission of instructor.

REAL 195

Real Estate Sales Practices (3)

Essentials and procedures in the skills of selling, ethics and legal responsibilities as they specifically pertain to real estate salespeople. Includes methods to help real estate practitioners organize their time, develop referral business and evaluate their own progress. Prerequisite: REAL 150, REAL 130, or permission of instructor.

REAL 200

Salesman/Broker Pre-License (5)

An in-depth study of the main areas of concern in the principles of real estate as they relate to the practicalities of Washington State. Designed to prepare the student to pass the Salesman/Broker licensing examination.

REAL 225

Real Estate Advanced Sales Practices (5)

Covers the phases of day-to-day operations in real estate sales, locating listings, obtaining the listing, servicing the listing, locating prospects, qualifying the buyer, showing real property, negotiating the sale and servicing the sale. Includes study of human motivation and how it relates to success in sales. Prerequisite: REAL 150, REAL 130 or permission of instructor.

REAL 245

Economics and Environmental Issues of Real Estate (5)

Economics of land development, economic significance of real estate, principles of human ecology, land use regulations, rights or private property ownership, SEPA, the "taking issue." Application pending for acceptance toward real estate license renewal.

Prerequisite: REAL 150, licensed real estate person, or permission of instructor.

REAL 250

Real Estate Investment Strategy (5)

The nature and scope of investments, discounted cash flow analysis, measuring investment returns, and cash flow analysis. Financial and business decisions on the pocket calculator.

REAL 299

Individual Study in Real Estate (1-5)

Independent observation, analysis and reporting of a selected problem.

Prerequisite: Permission of instructor.

RESPIRATORY THERAPY TECHNOLOGY

RTT 110, 111

Respiratory Therapy Theory (3, 3)

Basic theory and principles of respiratory care science.

Prerequisite: Permission of instructor.

RTT 120, 121, 122

Respiratory Therapy Equipment (2, 2, 2)

Rationale, indications and procedures of the equipment used in respiratory therapy.

Prerequisite: Permission of instructor; RTT 120 for 121, RTT 121 or 122.

RTT 130

Pharmacology (2)

Basic principles of pharmacology: dosage, weights and measures, proper administration. Rationale, indications and contraindications of medications peculiar to diagnosis and treatment in respiratory therapy.

RTT 131

Pulmonary Functions (2)

Basic concepts in pulmonary diagnostic techniques.

Prerequisite: RTT 110 or permission of instructor.

RTT 133

Microbiology (2)

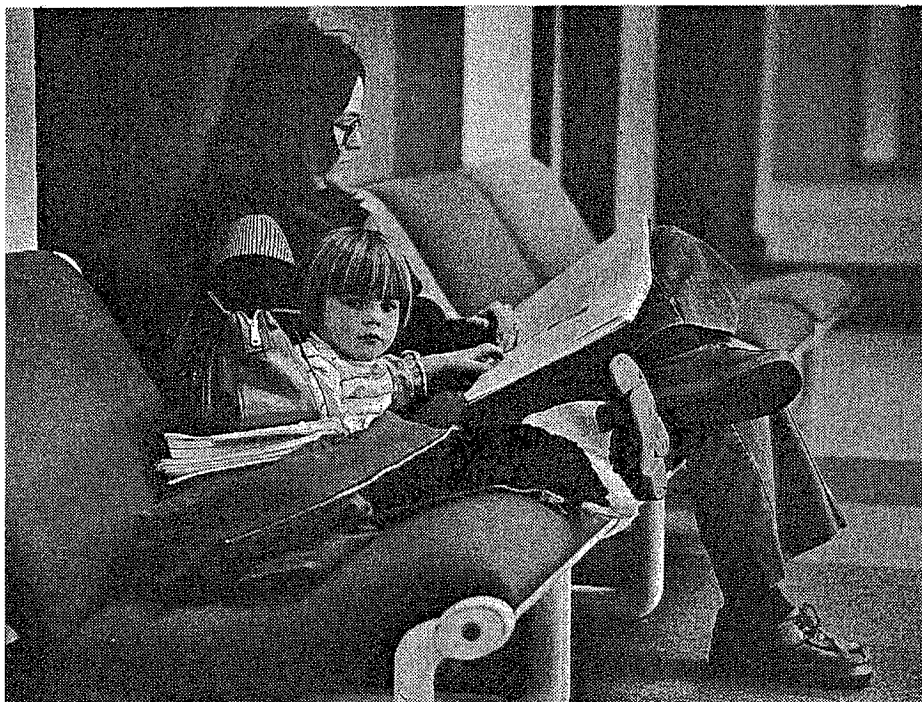
Basic principles of microbiology: a brief treatment of the classification, morphology, identification and physiology of microorganisms and an in-depth treatment of the problems of infections and immunizations, and the cleaning and sterilization of equipment relating to respiratory therapy.

RTT 140, 141, 142, 143

Clinical Training (3, 3, 5, 5)

Practical experience in the application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes rotation through respiratory therapy centers and involves the following number of hours: 140 — 9 hours per week; 141 — 9 hours per week; 142 — 15 hours per week; 143 — 15 hours per week; 144 — 40 hours per week.

Prerequisite: Permission of instructor; RTT 140 for 141; RTT 141 for 142; RTT 142 for 143.



RTT 144

Respiratory Therapy Practicum (5)

Challenge for this course is based upon previous developmental experiences and an equivalency examination.

RTT 150, 151

Respiratory Therapy Seminar (1, 2)

Weekly discussions on specific topics of respiratory therapy.

Prerequisite: RTT 111 and RTT 141, or permission of instructor.

RTT 299

Individual Study in Respiratory Therapy Technology (1-5)

An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the learner.

Prerequisite: Permission of instructor.

SOCIAL SERVICES

SSERV 101

Introduction to Social Work (5)

Survey of the concepts and philosophy of social work with special emphasis on recent developments in the social work field. Various kinds of social work as helping aides will be examined and observed through community agencies. Prerequisite to working in social services under credit arrangements.

SSERV 120

Introduction to Applied Gerontology (5)

A study of the demographic characteristics and social needs of older persons in our society as related to resources for meeting those needs through legislation and private and public agencies; the identification and understanding of skills and knowledge useful in communicating and working with older persons.

Prerequisite: Permission of instructor.

SSERV 220

Internship in Social Services (5)

Intensive internship in a social service agency under direction of competent agency personnel. Discussion of the positive and negative aspects of this experience will be submitted to the instructor in a written report. Readings relevant to agency experience may be assigned and discussed.

Prerequisite: SSERV 101.

SSERV 221

Advanced Internship in Social Services (5)

Continuation of student involvement in a social service agency with generally increasing duties and responsibilities in the chosen agency.

Prerequisite: SSERV 101 and SSERV 220.

SSERV 250, 251, 252

Gerontologic Field Work (3-5)

Supervised experience for students working in an agency or organization within the community which serves older adult persons. This will include on-the-job supervision and regular reporting to the consultation with the instructor. The second and third quarters of this course will involve a degree of responsibility or type of service different from that experienced in previous quarters.

Prerequisite: SSERV 120 (may be taken concurrently with the first quarter of field work.)

SOCIOLOGY

SOC 90

Contemporary Sociological Problems (5)

Practical study of selected social issues and social problems.

SOC 110

Survey of Sociology (5)

Introduction to sociological concepts, theories and methods; application of the sociological perspective.

SOC 141

Human Sexuality (5)

Physiological, psychological and sociological determinants of human sexual behavior and problems related to the sexual functioning of persons within society including sex role differentiation and identification.

SOC 152

Marriage and the Family (5)

Study of intimacy, love, procreation, sex roles, marital and family roles, sexuality, marital conflict, marital counseling, marital patterns, and emerging alternatives to marriage.

SOC 230

Population Studies – Human Ecology (5)

Determinants and consequences of population change, composition and distribution as related to problems and processes of urban, regional and world growth and development.

Prerequisite: SOC 110.

SOC 240

Social Psychology (5)

Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.

Prerequisites: SOC 110 and PSYCH 100.

SOC 253

Sociology of Education (5)

Functions of education in society, the social foundations of education and related social problems. (Cross reference: ED 200).

SOC 262

Race Relations (5)

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.

Prerequisite: SOC 110.

SOC 269

Social Gerontology (5)

A study of the various sociological theories of aging and related research studies and of the changes in social roles, status, etc. which accompany aging in industrial and post-industrial societies.

Prerequisite: SOC 110 or permission of instructor.

SOC 270

Social Problems (5)

Analysis of selected social problems from various sociological perspectives. Examines societal problems related to health, drugs, crime, violence, poverty, prejudice, sexism, family, sexuality, social institutions, population, and related problems.

Prerequisite: SOC 110.

SOC 271

Deviant Behavior (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: SOC 110.

SOC 299

Individual Study (1-5)

Independent observation, analysis and reporting of a selected problem in sociology. Prerequisites: Completed 15 credit hours of course work in sociology and permission of instructor.

SPANISH

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

Intermediate credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with your course instructor.

SPAN 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. Other will be placed by instructor.

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

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

SPAN 210, 220, 230

Spanish Conversation (3, 3, 3)

Advanced conversation. Students who receive credit for SPAN 201, 202, 203 will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.

Prerequisite: 2 years of high school Spanish or its equivalent and permission of the instructor.

SPAN 211, 221, 231

Reading and Writing Spanish (2, 2, 2)

Designed to give students the essentials of effective writing in Spanish and an interest and appreciation of Spanish and Latin American literature. Students who received credit for SPAN 201, 202, 203 will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.

Prerequisite: 2 years of high school Spanish or its equivalent and permission of the instructor.

SPAN 299

Spanish Seminar (1-5)

Individual programs.

Prerequisite: Permission of instructor.

SPAN 299A

Contemporary Latin American Writers (3)

Survey of the most significant writings of Argentina's Jorge Luis Borges and Chile's Nobel Prize winners Gabriela Mistral and Pablo Neruda.

SPAN 299B

Writers of the Generation of 1898 (3)

Selected readings from Miguel de Unamuno, Pio Baroja and Roman del Valle-Inclan, three of Spain's foremost writers, attempting to create a new national consciousness after the country's defeat in the Spanish-American War.

SPAN 299C

Latin American Literature, Colonial Period (2)

The conquest of Mexico through the eye witness accounts of Bernal Diaz del Castillo and Hernando Cortez.

SPEECH

SPCH 100

Interpersonal Speech Communication (5)

Introductory transfer course designed to increase a student's understanding of the interpersonal process in one-to-one, small group and speaker-to-audience communication. Students will increase their skill in developing effective communication relationships, expressing themselves and listening to others.

SPCH 101

Public Speech Communication (5)

Introductory course designed to increase student's ability to prepare and deliver oral presentations to an audience. Skills are developed in subject analysis, audience analysis and adaptation, organization, formulation of sound arguments, and various practical methods of oral presentation.

NOTE: Either SPCH 100 or SPCH 101 may be transferred as the basic speech course.

SPCH 140

Oral Interpretation (5)

Oral interpretation is reading aloud an author's printed work to a listening audience. Emphasis is placed on vocal techniques needed to communicate effectively the images and ideas in poetry and other forms of literature.

SPCH 200

Organization Speech Communication (5)

Deals with the speech communication problems unique to business, professional and governmental organizations. Increases student's understanding of organizational structures, channels of communication and the importance of interpersonal communication skills in employee motivation and supervision. Develops practical skills in relating to others on the job, listening, small group problem solving and interviewing.

SPCH 201

Conference Leadership (3)

A course for managers and supervisors with leadership responsibility for business meetings and small group conferences. The student will learn how to organize and lead meetings in business, industrial, and governmental context, as well as how to prepare and deliver oral presentations.

Prerequisite: SPCH 100, 200, or management experience.

SPCH 230

Essentials of Argument (5)

Critical thinking and logical reasoning is emphasized through study of arguments found in today's social and public issues. The student will evaluate evidence, analyze logical conclusions and identify false arguments to develop an ability to use argument and evidence more effectively.

SPCH 235

Parliamentary Procedure (2)

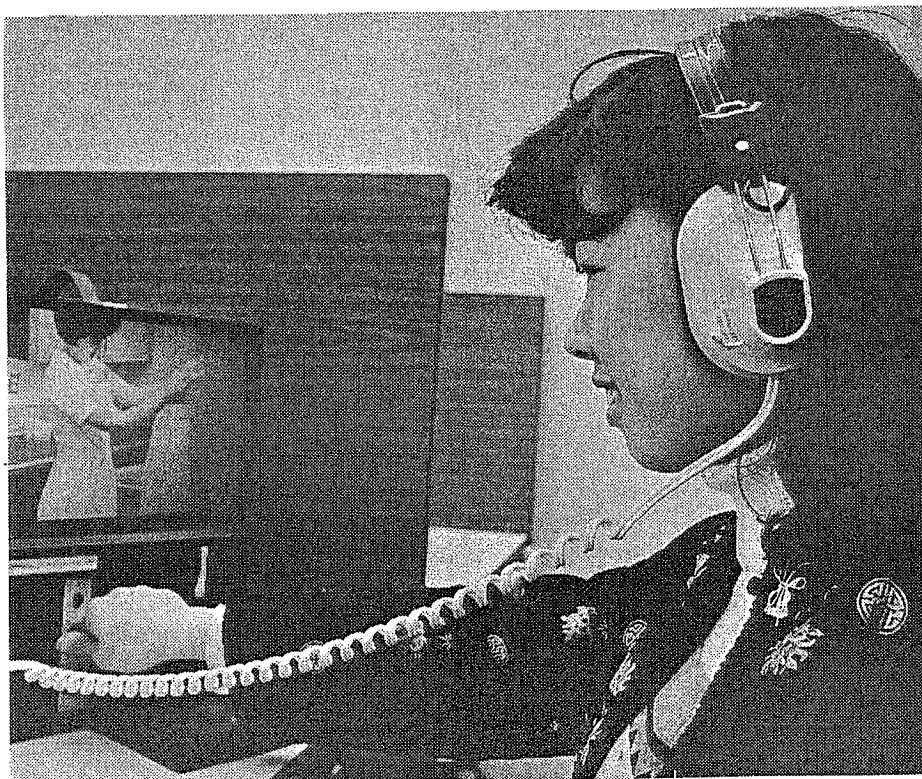
Training in how to effectively conduct meetings. Includes a study of parliamentary procedure based on contemporary authorities and common sense.

SPCH 299

Individual Study in Speech (1-5)

Independent observation, analysis and reporting of a selected problem for advanced students in speech.

Prerequisite: Permission of instructor.



STUDY SKILLS

STDSK 70

Study Techniques (2)

Introduces and develops basic study techniques and develops positive attitudes toward good study habits, self-confidence and realistic educational goals.

STDSK 80

Library Orientation Workshop (1)

Instruction in how to locate and use information in the library. Laboratory assignments to be completed by the student.

STDSK 90

College Skills (5)

Practical application of study skills and developmental reading techniques to assist students in improving quality of studies; emphasis on reading improvement, study skills and group guidance.

SUPERVISION and MANAGEMENT

SMG 101

Fundamentals of Supervision (3)

An introductory course which provides information on transitions from employee to a supervisory level. Participants have opportunities to develop improvements in their own work assignments; application of developed concepts and ideas to personal day to day activities by completing a work distribution study; involvement with total strategy of certain supervision principles and practices and opportunity to develop and use techniques for work analysis.

Prerequisite: None.

SMG 131

Supervision and Group Behavior (3)

Surveys group behavior as it relates to the supervisor and the work environment. Individual motivation and its relation to the group, resistance to change, and interaction in the group are explored.

Prerequisite: None.

SMG 222

Labor Management Relations (5)

Union-Management relations including functions, growth of organized labor, processes by which union agreement, grievances, formal procedures and arbitration, employee discipline and disciplinary discharges.

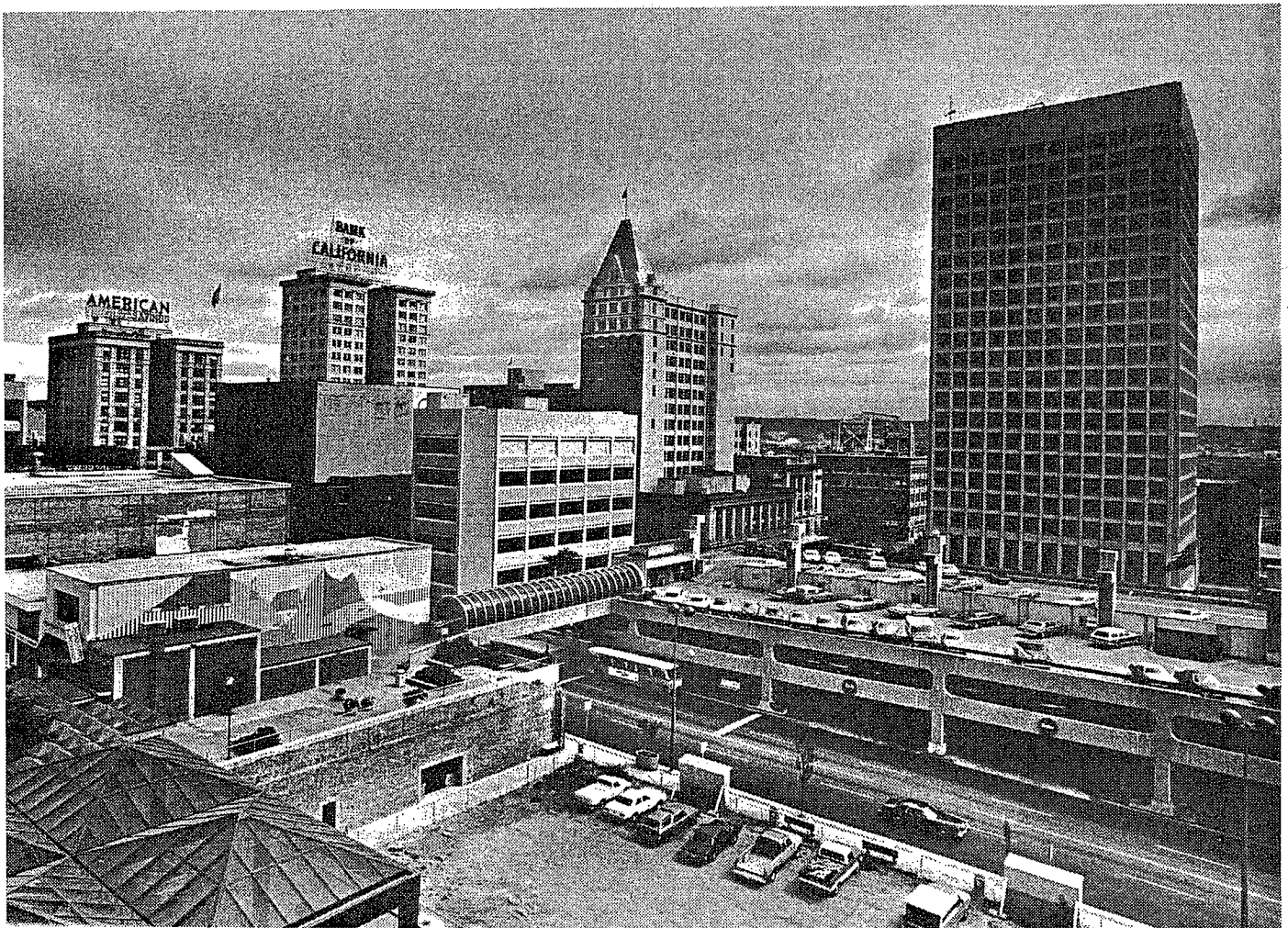
Prerequisite: None.

TYPING

See Business 103, 104, 105.

WOMEN'S STUDIES

While the college recognizes its responsibility to meet the special needs of women students, it is equally important to address issues that are of concern to men. In an attempt to offer a curriculum that provides opportunities for all students to experience growth and self-awareness, classes from Women's Studies, Career Development, Home and Family Life and Human Relations have been grouped under the general heading of Human Development, listed on pages 47-48 of this catalog.



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Associate Dean for Occupational and Career
Education Lorraine Stephan
Associate Dean for Continuing Education and
Community Services Tanya Brunke
Assistant to the Dean for Institutional Advancement
Projects Dr. Ronald Magden
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Chairman, Division of Arts and Humanities

Chairman, Division of Business and Office
Education Gary Sigmen
Chairman, Division of English and
Communications Lloyd Bernston
(Acting Chairman) Frank Garratt

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College Information Officer Daniel E. Small

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Business/Economics	George Huffman
Library/Media	Janet Grimes
Life Sciences	Richard A. Perkins
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B.A., M.B.A., Western Michigan University.

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B.A., Reed College; M.A., Ph.D., Columbia University.

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B.S., M.S., Colorado State University.

WARNICK, LILLIAN

Cooperative Education Coordinator

B.A., M.A., University of Puget Sound.

WEIHS, FRANK A.

English

B.A., Portland State University; M.A., University of Washington.

WHISNER, DAVID R.

Music

B.M., M.M., Louisiana State University.

WHITE, ALTON

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WITT, FRANK E.

Biology-Botany

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WITTENFELD, WILLIAM P.

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B.A., M.A., Western Washington State College.

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Diploma, St. Elizabeth Hospital School of Nursing; B.S.N.E., Seattle University;

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Faculty Association of Community Colleges

Dr. Richard Lewis

Washington State Student Services Commission

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Washington Community College Computing Consortium

Donald R. Gangnes

Washington State Advisory Council on Vocational Education

Lorraine Stephan

Counseling and Guidance Directors Association of Washington Community Colleges

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Dr. Larry Stevens

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Washington Financial aid Association

Noel Helegda

Western Association of Student Association

Noel Helegda

Council of Representatives and Presidents

Ray Stilwell

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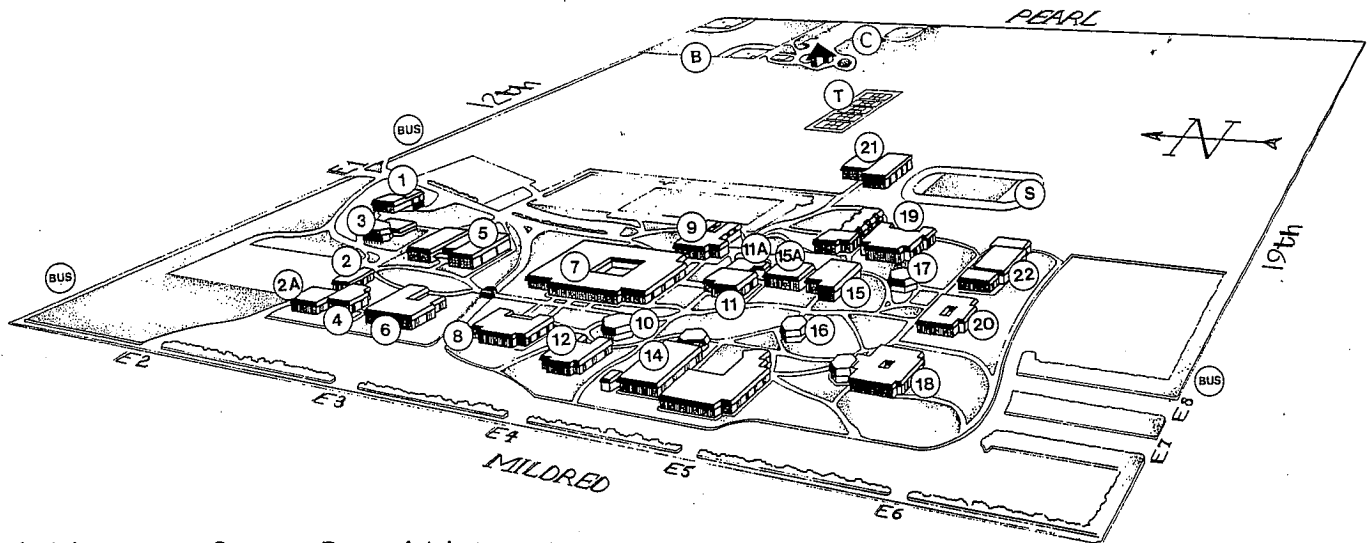
Information Directory

Subject	Office-Building	Telephone Number
Academic regulations	Dean of Instruction Building 4	756-5022
Admission to TCC	Office of Admissions/Records Building 2	756-5035
Advising and Counseling	Counseling Center, Assistant Dean for Student Development Building 7	756-5094
Adding/Dropping a course	Office of Admissions/Records Building 2	756-5035
Associate Degree Information	Office of Admissions/Records Building 2	756-5140
Athletics/Intramurals	Athletic Director Building 9	756-5097
Books and Supplies	Bookstore Building 6	756-5040
Child Care Center	Fircrest United Methodist Church 1018 Columbia	756-5180
Cooperative Education Coordinator	Building 9	756-5058
Developmental Studies	Coordinator of Developmental Instruction Building 8	756-5029
Financial aids, scholarships	Office of Financial Aids Building 2A	756-5080
Foreign student information	Foreign Student Adviser Building 7	756-5122
Handicapped students	Resources for the Handicapped Building 18	756-5075
Health Service	Health Adviser Building 15	756-5132
High school completion for Adults	Counseling Center Building 7	756-5125
Library Services	Learning Assistance Center (Circulation Desk) Building 7	756-5087
Minority Affairs	Coordinator of Minority Affairs	756-5121
Occupational Programs	Office of Occupational Education Building 19	756-5024
Off-campus programs and courses	Office of Continuing Education Building 18	756-5018
Registration	Office of Admissions/Records Building 2	756-5035
Student newspaper	The Collegiate Challenge Building 7	756-5042
Transfer to other colleges	Career Information Center Building 7	756-5027
Tutoring	Tutorial Services Building 8	756-5124
Veterans Information	Office of Veterans' Affairs Building 2A	756-5033
Withdrawal from college	Office of Admissions/Records Building 2	756-5035
Work study positions	Office of Financial Aid Building 2A	756-5080

Campus Guide

Tacoma Community College

5900 South 12th St.
Tacoma, WA 98465
(206) 756-5000



- 1** Administrative Services: Dean of Administrative Services; Personnel Office; Office of Safety and Security; Buildings and Grounds; Records/Forms/Inventory Management; Mail Services.
- 2** Admissions and Records Office
- 2A** Financial Aid and Veterans Affairs Offices
- 3** Little Theater
- 4** Administration: President and Dean of Instruction
- 5** Gaudrone Fine Arts Building
- 6** Bookstore; Business Office; Dean of Business Services and Planning
- 7** Counseling; Library and Instructional Resource Center
- 8** Classroom Building; Developmental Education: Math Lab, English and Communications Lab, Reading Lab and Drop-In Assistance Lab; General Education Supervisor and Evening Supervisor.
- 9** Faculty Offices
- 10** Lecture Hall
- 11** Cafeteria
- 12** Faculty Offices
- 14** Sciences Building
- 15** College Information Office; Dean of Student Services; Student Programs and Activities Coordinator; Health Services Adviser; Minority Affairs; Student Government
- 15A** Activities Lounge
- 16** Lecture Hall
- 17** Lecture Hall
- 18** Classroom Building; Continuing Education and Community Services; Resources for the Handicapped.
- 19** Classroom Building; Faculty Offices; Allied Health Program Occupations Wing, Model Office, Independent Study Lab for Business Programs
- 20** Faculty Offices
- 21** Physical Education Building
- 22** Classroom Building
- E 1-**
- E 8** Entrances to Parking lots.
- S** Soccer field and all-weather track.
- T** Tennis courts.
- B** Baseball and softball playing fields.
- C** Community playground and softball field.
- Bus** Tacoma City Bus stops.



5900 South 12th Street
Tacoma, Washington 98465

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