# Academic Calendar

## Summer
- Official 1979-80 (June 18 - August 16, 1979)
- Tentative 1980-81 (June 24 - August 21, 1980)

<table>
<thead>
<tr>
<th>Event</th>
<th>1979-80</th>
<th>1980-81</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer quarter registration</td>
<td>June 18</td>
<td>June 23</td>
</tr>
<tr>
<td>Day and night classes begin</td>
<td>June 19</td>
<td>June 24</td>
</tr>
<tr>
<td>Last day for 100% refund</td>
<td>June 26</td>
<td>July 1</td>
</tr>
<tr>
<td>Independence Day recess</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Last day for 50% refund</td>
<td>July 18</td>
<td>July 23</td>
</tr>
<tr>
<td>First half, final exams</td>
<td>July 18</td>
<td>July 23</td>
</tr>
<tr>
<td>Second half, classes begin</td>
<td>July 19</td>
<td>July 24</td>
</tr>
<tr>
<td>Summer quarter final exams</td>
<td>August 16</td>
<td>August 21</td>
</tr>
<tr>
<td>Grades due in Records Office</td>
<td>August 20</td>
<td>August 25</td>
</tr>
</tbody>
</table>

## Fall
- (September 24 - December 14, 1979)
- (September 22 - December 12, 1980)

<table>
<thead>
<tr>
<th>Event</th>
<th>1979-80</th>
<th>1980-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day and night classes begin</td>
<td>September 24</td>
<td>September 22</td>
</tr>
<tr>
<td>Last day for 100% refund</td>
<td>September 28</td>
<td>September 26</td>
</tr>
<tr>
<td>Saturday classes begin</td>
<td>September 29</td>
<td>September 27</td>
</tr>
<tr>
<td>Last day for 50% refund</td>
<td>October 23</td>
<td>October 21</td>
</tr>
<tr>
<td>Veterans' Day recess</td>
<td>November 12</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving recess</td>
<td>November 21-23</td>
<td>November 26-28</td>
</tr>
<tr>
<td>Final exams and grading</td>
<td>December 10-14</td>
<td>December 8-12</td>
</tr>
<tr>
<td>Grades due in Records Office</td>
<td>December 17</td>
<td>December 15</td>
</tr>
</tbody>
</table>

## Winter
- (January 7 - March 21, 1980)
- (January 5 - March 20, 1981)

<table>
<thead>
<tr>
<th>Event</th>
<th>1980-80</th>
<th>1981-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day recess</td>
<td>January 1</td>
<td>January 1</td>
</tr>
<tr>
<td>Day and night classes begin</td>
<td>January 7</td>
<td>January 5</td>
</tr>
<tr>
<td>Last day for 100% refund</td>
<td>January 11</td>
<td>January 9</td>
</tr>
<tr>
<td>Saturday classes begin</td>
<td>January 12</td>
<td>January 10</td>
</tr>
<tr>
<td>Last day for 50% refund</td>
<td>February 5</td>
<td>February 3</td>
</tr>
<tr>
<td>President's Day recess</td>
<td>February 18</td>
<td>February 16</td>
</tr>
<tr>
<td>Final exams and grading</td>
<td>March 17-21</td>
<td>March 16-20</td>
</tr>
<tr>
<td>Grades due in Records Office</td>
<td>March 24</td>
<td>March 23</td>
</tr>
</tbody>
</table>

## Spring
- (March 31 - June 13, 1980)
- (March 30 - June 12, 1981)

<table>
<thead>
<tr>
<th>Event</th>
<th>1980-80</th>
<th>1981-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day and night classes begin</td>
<td>March 31</td>
<td>March 30</td>
</tr>
<tr>
<td>Last day for 100% refund</td>
<td>April 4</td>
<td>April 3</td>
</tr>
<tr>
<td>Saturday classes begin</td>
<td>April 5</td>
<td>April 4</td>
</tr>
<tr>
<td>Last day for 50% refund</td>
<td>April 29</td>
<td>April 28</td>
</tr>
<tr>
<td>Memorial Day recess</td>
<td>May 26</td>
<td>May 25</td>
</tr>
<tr>
<td>Final exams and grading</td>
<td>June 9-13</td>
<td>June 8-12</td>
</tr>
<tr>
<td>Commencement</td>
<td>June 12</td>
<td>June 11</td>
</tr>
<tr>
<td>Grades due in Records Office</td>
<td>June 16</td>
<td>June 15</td>
</tr>
</tbody>
</table>

*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.*
Contents

Tacoma Community College ........................................... 2
Admission Information .................................................. 5
Financial Aid .............................................................. 7
Registration and Advising Procedures ............................ 10
How to Earn Credits ..................................................... 13
Degrees, Honors Program and Graduation ..................... 15
Special Services and Programs ....................................... 19
Facilities ................................................................. 22
Occupational Programs ................................................ 23
Course Descriptions ..................................................... 33
Board, Faculty and Administration ................................. 66
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.
- 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 preprofessional 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.

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 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 send 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.

1. Disciplinary Warning: Notification to the student that continuation or repetition of a specific violation may result in a more serious disciplinary action and/or restriction.

2. 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.

3. 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.

4. 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 aid 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)

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away</th>
<th>Married</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$306</td>
<td>$306</td>
<td>$306</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>255</td>
<td>255</td>
<td>255</td>
</tr>
<tr>
<td>Room and Board</td>
<td>913</td>
<td>1980</td>
<td>3240</td>
</tr>
<tr>
<td>Transportation</td>
<td>540</td>
<td>540</td>
<td>540</td>
</tr>
<tr>
<td>Personal (includes Medical Dental)</td>
<td>720</td>
<td>750</td>
<td>1395</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$2736</td>
<td>$3831</td>
<td>$5736</td>
</tr>
</tbody>
</table>

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 (LEEP)—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 LASSOIE 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.
Qualifications: 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

| 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
(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/tennis ..................... $ 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 ....... $ 1.00
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.

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.

<table>
<thead>
<tr>
<th>Grade Description</th>
<th>Grade Points Per Registered Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Honor</td>
<td>4</td>
</tr>
<tr>
<td>B Good</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Minimum level of achievement for a passing grade</td>
<td>1</td>
</tr>
<tr>
<td>E Failed to complete minimum requirements from course</td>
<td>0</td>
</tr>
<tr>
<td>W Official withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>S Satisfactory (S grades count towards degrees but are not considered in computing grade point average.)</td>
<td>0</td>
</tr>
<tr>
<td>N Audit</td>
<td>0</td>
</tr>
<tr>
<td>R Repeat of course (Higher grade and corresponding grade points used in computing resultant G.P.A.)</td>
<td>0</td>
</tr>
<tr>
<td>Z Non-Credit (Community Service)</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>1st Year</th>
<th>Course</th>
<th>Credit</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Chem.</td>
<td>Chem 140, 150</td>
<td>(10)</td>
<td>F, W</td>
</tr>
<tr>
<td>Engr. Orient.</td>
<td>Engr 100</td>
<td>(1)</td>
<td>F</td>
</tr>
<tr>
<td>Comp. Prog.</td>
<td>Comp 141</td>
<td>(4)</td>
<td>W</td>
</tr>
<tr>
<td>Calculus</td>
<td>Math 124, 125, 126</td>
<td>(15)</td>
<td>F, W, S</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
<td>(15)</td>
<td>F, W, S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Year</th>
<th>Course</th>
<th>Credit</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statics</td>
<td>Engr 180</td>
<td>(4)</td>
<td>W</td>
</tr>
<tr>
<td>Dynamics</td>
<td>Engr 230</td>
<td>(4)</td>
<td>F</td>
</tr>
<tr>
<td>Diff. Equat.</td>
<td>Math 338</td>
<td>(3)</td>
<td>W</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
<td>(15)</td>
<td>F, W, S</td>
</tr>
</tbody>
</table>

*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.

15
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:
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, mathematics, 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
Requirements for this degree differ for military personnel and dependents applying under terms of the Servicemen's Opportunity College (SOC) agreement. 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.
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 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.

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)
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

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 (undeclared) 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 Women's 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. They go 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 needs 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, Minniti 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BUS 103</td>
</tr>
<tr>
<td>Fundamentals of Accounting</td>
<td>ACCNT 210</td>
</tr>
<tr>
<td>Business Machines</td>
<td>BUS 115</td>
</tr>
<tr>
<td>Second Quarter</td>
<td></td>
</tr>
<tr>
<td>Typing I</td>
<td>BUS 103</td>
</tr>
<tr>
<td>Business Math</td>
<td>BUS 110</td>
</tr>
<tr>
<td>Fundamentals of Accounting</td>
<td>ACCNT 220</td>
</tr>
<tr>
<td>Business English</td>
<td>BUS 104</td>
</tr>
<tr>
<td>Third Quarter</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>SPCH 100 or 101 or 200</td>
</tr>
<tr>
<td>Intermediate Accounting</td>
<td>ACCNT 230</td>
</tr>
<tr>
<td>Typing II</td>
<td>BUS 104</td>
</tr>
<tr>
<td>Business Correspondence</td>
<td>BUS 225</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td></td>
</tr>
<tr>
<td>Intermediate Accounting</td>
<td>ACCNT 231</td>
</tr>
<tr>
<td>Auditing</td>
<td>ACCNT 260</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Second Quarter</td>
<td></td>
</tr>
<tr>
<td>Tax Accounting</td>
<td>ACCNT 245</td>
</tr>
<tr>
<td>Automated Programmed Accounting</td>
<td>ACCNT 240</td>
</tr>
<tr>
<td>Business Law</td>
<td>BUS 200</td>
</tr>
<tr>
<td>Third Quarter</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>ACCNT 245</td>
</tr>
<tr>
<td>Governmental Accounting</td>
<td>ACCNT 237</td>
</tr>
<tr>
<td>Practicum in Accounting</td>
<td>ACCNT 255</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td></td>
</tr>
<tr>
<td>Introduction to Administration</td>
<td>ADJ 100</td>
</tr>
<tr>
<td>of Justice</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC 110</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>Second Quarter</td>
<td></td>
</tr>
<tr>
<td>Criminal Law</td>
<td>ADJ 101</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 102 or 104</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYCH 100</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>Third Quarter</td>
<td></td>
</tr>
<tr>
<td>Criminal Evidence</td>
<td>ADJ 102</td>
</tr>
<tr>
<td>Speech</td>
<td>SPCH 100</td>
</tr>
<tr>
<td>Physical Education</td>
<td>PE 292</td>
</tr>
<tr>
<td>Elective (Humanities)</td>
<td></td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td></td>
</tr>
<tr>
<td>Criminal Investigation</td>
<td>ADJ 200</td>
</tr>
<tr>
<td>American National Government and Politics</td>
<td>POLSC 202</td>
</tr>
<tr>
<td>Elective (Math/Science)</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

23
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) ................................ ADJ 207  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 or 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology ................</td>
<td>HT 130 - 131 6</td>
</tr>
<tr>
<td>Medical Transcription .............</td>
<td>MRT 140 3</td>
</tr>
<tr>
<td>Anatomy and Physiology ............</td>
<td>BIO 150 - 151 10</td>
</tr>
<tr>
<td>Health Care Delivery Systems ....</td>
<td>HT 110 5</td>
</tr>
<tr>
<td>Psychology ...........................</td>
<td>PSYCH 100 5</td>
</tr>
<tr>
<td>English ................................</td>
<td>ENG 104 5</td>
</tr>
<tr>
<td>Typing (or equivalent) ............</td>
<td>BUS 103 3</td>
</tr>
<tr>
<td>Speech ..................................</td>
<td>SPCH 100 5</td>
</tr>
<tr>
<td>Business Correspondence ..........</td>
<td>BUS 225 5</td>
</tr>
<tr>
<td>Math ..................................</td>
<td>MATH 90 or MATH 101 5</td>
</tr>
</tbody>
</table>

50-55

BANKING AND FINANCE

Coordinator: Edwin Dregler, 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

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

SECOND YEAR

(Choice of concentration should be declared)

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>ENGL 101 5</td>
</tr>
<tr>
<td>Introduction to Biology</td>
<td>BIOL 100 5</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSYCH 100 5</td>
</tr>
<tr>
<td>P.E. Activity</td>
<td></td>
</tr>
</tbody>
</table>

Second Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology of Aging</td>
<td>BIOL 179 5</td>
</tr>
<tr>
<td>Psychology of Aging</td>
<td>PSYCH 209 5</td>
</tr>
<tr>
<td>Survey of Sociology</td>
<td>SOC 110 5</td>
</tr>
<tr>
<td>P.E. Activity</td>
<td></td>
</tr>
</tbody>
</table>

Third Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literary Expressions of Aging</td>
<td>ENGL 239 5</td>
</tr>
<tr>
<td>Interpersonal Speech</td>
<td>SPCH 100 5</td>
</tr>
<tr>
<td>Social Gerontology</td>
<td>SOC 110 5</td>
</tr>
<tr>
<td>P.E. Activity</td>
<td></td>
</tr>
</tbody>
</table>

SECOND YEAR

First Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Applied Gerontology</td>
<td>SSERV 120 5</td>
</tr>
<tr>
<td>Health Aspects of Aging</td>
<td>PE 259 5</td>
</tr>
<tr>
<td>Community Resources</td>
<td>HSW 101 3</td>
</tr>
</tbody>
</table>

Second Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerontologic Field Work</td>
<td>SSERV 250 5</td>
</tr>
<tr>
<td>Legal/Political Issues in Aging</td>
<td>POLSC 219 5</td>
</tr>
<tr>
<td>Principles of Interviewing</td>
<td>HSW 102 5</td>
</tr>
</tbody>
</table>

Third Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerontologic Field Work</td>
<td>SSERV 251 5</td>
</tr>
<tr>
<td>Cultural Variations in Aging</td>
<td>ANTH 209 5</td>
</tr>
<tr>
<td>Systems Change Skills</td>
<td>HSW 104 5</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Relations</td>
<td>HR 100  2</td>
</tr>
<tr>
<td>Introduction to the Human Services</td>
<td>HSW 100 2</td>
</tr>
<tr>
<td>Community Resources</td>
<td>HSW 101 3</td>
</tr>
<tr>
<td>Principles of Interviewing</td>
<td>HSW 102 5</td>
</tr>
<tr>
<td>Composition</td>
<td>ENGL 101 5</td>
</tr>
</tbody>
</table>

Second Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition OR</td>
<td>ENGL 102 5</td>
</tr>
<tr>
<td>Interpersonal Speech Communication</td>
<td>SPCH 100 5</td>
</tr>
<tr>
<td>Counseling Techniques</td>
<td>HSW 103 5</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSYCH 100 5</td>
</tr>
</tbody>
</table>

Third Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems Use Skills</td>
<td>HSW 104 5</td>
</tr>
<tr>
<td>Race Relations</td>
<td>SOC 262 or equivalent 5</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>SOC 110 5</td>
</tr>
</tbody>
</table>

SECOND YEAR  
First Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey of Alcoholism</td>
<td>HSW 200 5</td>
</tr>
<tr>
<td>Field Placement I</td>
<td>HSW 191 5</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

Second Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helping the Juvenile</td>
<td>HSW 203 5</td>
</tr>
<tr>
<td>Field Placement II</td>
<td>HSW 192 5</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

Third Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Counseling</td>
<td>HSW 202 5</td>
</tr>
<tr>
<td>Psychology of Adjustment</td>
<td>PSYCH 170 5</td>
</tr>
<tr>
<td>Field Placement III</td>
<td>HSW 193 5</td>
</tr>
</tbody>
</table>

ONE YEAR CERTIFICATE  
First Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Relations</td>
<td>HR 100 2</td>
</tr>
<tr>
<td>Introduction to the Human Services</td>
<td>HSW 100 2</td>
</tr>
<tr>
<td>Community Resources</td>
<td>HSW 101 3</td>
</tr>
<tr>
<td>Principles of Interviewing</td>
<td>HSW 102 5</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSYCH 100 5</td>
</tr>
</tbody>
</table>

Second Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENGL 101 5</td>
</tr>
<tr>
<td>Counseling Techniques</td>
<td>HSW 103 5</td>
</tr>
<tr>
<td>Field Placement I</td>
<td>HSW 191 5</td>
</tr>
</tbody>
</table>

Third Quarter

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems Use Skills</td>
<td>HSW 104 5</td>
</tr>
<tr>
<td>Field Placement II</td>
<td>HSW 192 5</td>
</tr>
<tr>
<td>Race Relations</td>
<td>SOC 262 or equivalent 5</td>
</tr>
</tbody>
</table>

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

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

ELECTIVE COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Risk Management and Insurance</td>
<td>CPCU 251 3</td>
</tr>
<tr>
<td>Personal Risk Management and Insurance</td>
<td>CPCU 252 3</td>
</tr>
<tr>
<td>Commercial Property Risk Management and Insurance</td>
<td>CPCU 253 3</td>
</tr>
<tr>
<td>Commercial Liability Risk Management and Insurance</td>
<td>CPCU 254 3</td>
</tr>
<tr>
<td>Insurance Company Operations</td>
<td>CPCU 255 3</td>
</tr>
<tr>
<td>Legal Environment of Insurance</td>
<td>CPCU 256 3</td>
</tr>
</tbody>
</table>
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 .................. ACNT 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping</td>
<td>BUS 140 5</td>
</tr>
<tr>
<td>Math for Nurses</td>
<td>MATH 97 2</td>
</tr>
<tr>
<td>Medical Terminology III</td>
<td>HT 132* 3</td>
</tr>
<tr>
<td>Medical Transcription II</td>
<td>MRT 141* 3</td>
</tr>
<tr>
<td>Medical Office Procedures</td>
<td>HT 120 5</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Disease</td>
<td>HT 210 5</td>
</tr>
<tr>
<td>Legal Concepts</td>
<td>HT 225* 3</td>
</tr>
<tr>
<td>Orientation and Ethics</td>
<td>MA 210 5</td>
</tr>
<tr>
<td>Laboratory Techniques</td>
<td>MA 221* 5</td>
</tr>
<tr>
<td>Exam Room Techniques</td>
<td>MA 230 5</td>
</tr>
<tr>
<td>MA Externship I</td>
<td>MA 231* 2</td>
</tr>
<tr>
<td>MA Externship II</td>
<td>MA 232* 8</td>
</tr>
<tr>
<td>Elective (Optional)</td>
<td>5</td>
</tr>
</tbody>
</table>

Total: 58 credits

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 II | MRT 141* 3
Medical Office Procedures | HT 120 5
Typing II | BUS 104 3
Business Machines | BUS 115 3

SECOND YEAR

Bus | 130 5
Bookkeeping | BUS 140 5
Speech | SPCH 100 5
Bookkeeping II | BUS 141* 5
Shorthand, Shorthand Transcription | BUS 131*, 132* 10
Records Management | BUS 116 3
Introduction to Data Processing | BUS 235 5
Work Internship-Medical Secretary | HT 240* 5

*Prerequisite required.

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 I | NURS 101 8
Nursing II | NURS 102 5
Nursing III | NURS 103 5
Mathematics for Health Occupations | MATH 97 2
Nursing IV | NURS 104 5
Nursing V | NURS 105 5

SECOND YEAR

Nursing VI | NURS 201 8
Nursing VII | NURS 202 10
Nursing VIII | NURS 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.

*Chemistry | CHEM 101 & 102 or 111 10/5
*Psychology | PSYCH 100 5
*General Microbiology | BIOL 201 5
Sociology | SOC 110 5
*Human Growth and Development | PSYCH 206 5
Speech | SPCH 100 or 101 5
Anatomy and Physiology | BIOL 206, 207, 208 15
English | ENGL 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)
BIOL 206, 207, 208
(Anatomy and Physiology)
CHEM 101, 102
ENGL 101, 102

PSYCH 100
SOC 110
SPCH 100 or 101
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.
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

Ninth Quarter (Fall)
Radiographic Clinic VIII .................... RT 228 5
Independent Study ......................... RT 299 1-5
RT credits: 63/67
Non RT credits: 41

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 3
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
**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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>Typing I</td>
<td>BUS 103</td>
</tr>
<tr>
<td>Shorthand I</td>
<td>BUS 130</td>
</tr>
<tr>
<td>Business English</td>
<td>ENGL 104</td>
</tr>
<tr>
<td>Speech</td>
<td>SPCH 100 or 101 or 200</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>Shorthand II</td>
<td>BUS 131</td>
</tr>
<tr>
<td>Shorthand Transcription (taken with BUS 131)</td>
<td>BUS 133</td>
</tr>
<tr>
<td>Typing II</td>
<td>BUS 104</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>BUS 140</td>
</tr>
<tr>
<td><strong>Third Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>Office Procedures</td>
<td>BUS 134</td>
</tr>
<tr>
<td>Shorthand III (taken with BUS 134)</td>
<td>BUS 135</td>
</tr>
<tr>
<td>Business Machines</td>
<td>BUS 115</td>
</tr>
<tr>
<td>Typing III</td>
<td>BUS 105</td>
</tr>
<tr>
<td>Records Management</td>
<td>BUS 116</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Quarter</strong></td>
</tr>
<tr>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Machine Transcription</td>
</tr>
<tr>
<td>Business Math</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
</tr>
<tr>
<td>Business Correspondence</td>
</tr>
<tr>
<td>Business Law</td>
</tr>
<tr>
<td>Work Internship</td>
</tr>
<tr>
<td><strong>Third Quarter</strong></td>
</tr>
<tr>
<td>Personal Finance</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typing I</td>
<td>BUS 103</td>
</tr>
<tr>
<td>Business Math</td>
<td>BUS 110</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BUS 101</td>
</tr>
<tr>
<td>Business English</td>
<td>ENGL 104</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>BUS 140</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST OR SECOND YEAR</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech</td>
<td>SPCH 100 or 101 or 200</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>BUS 102</td>
</tr>
<tr>
<td>Business Machines</td>
<td>BUS 115</td>
</tr>
<tr>
<td>Business Law</td>
<td>BUS 200</td>
</tr>
<tr>
<td>Any Math/Sciences</td>
<td></td>
</tr>
<tr>
<td>Any Humanities</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Correspondence</td>
</tr>
<tr>
<td>Introduction to Data Processing</td>
</tr>
<tr>
<td>Work Internship</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Management</td>
<td>BUS 163</td>
</tr>
<tr>
<td>Fundamentals of Supervision</td>
<td>SMG 101</td>
</tr>
<tr>
<td>Supervision and Group Behavior</td>
<td>SMG 131</td>
</tr>
<tr>
<td>Supervision of the Marginal Worker</td>
<td>*SMG</td>
</tr>
<tr>
<td>Meetings, Presentations and Conferences</td>
<td>SPCH 210</td>
</tr>
<tr>
<td>Management by Objectives</td>
<td>*SMG</td>
</tr>
</tbody>
</table>

(And 22 credit hours selected from courses listed below)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Changing Work Force</td>
<td>*SMG</td>
</tr>
<tr>
<td>Human Rights and Federal Legislation</td>
<td>*SMG</td>
</tr>
<tr>
<td>Let's Serve the Public</td>
<td>*SMG</td>
</tr>
<tr>
<td>Operations Management Series</td>
<td>*SMG</td>
</tr>
<tr>
<td>Community Relations of the Organization</td>
<td>*SMG</td>
</tr>
<tr>
<td>Management-Labor Relations</td>
<td>SMG 222</td>
</tr>
<tr>
<td>Personnel Selection and Administration</td>
<td>*SMG</td>
</tr>
<tr>
<td>Organization and Management Theory</td>
<td>*SMG</td>
</tr>
<tr>
<td>Budget Preparation</td>
<td>*SMG</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Accounting</td>
<td>ACCNT 210</td>
</tr>
<tr>
<td>Fundamentals of Accounting</td>
<td>ACCNT 220</td>
</tr>
<tr>
<td>Governmental Accounting</td>
<td>ACCNT 237</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>ACCNT 245</td>
</tr>
<tr>
<td>Business: An Introductory Analysis</td>
<td>BUS 101</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>BUS 102</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>BUS 110</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>BUS 143</td>
</tr>
<tr>
<td>Business Law</td>
<td>BUS 200</td>
</tr>
<tr>
<td>Introduction to Data Processing</td>
<td>BUS 235</td>
</tr>
<tr>
<td>Statistical Analysis</td>
<td>BUS 256</td>
</tr>
<tr>
<td>Principles of Economics</td>
<td>ECON 200</td>
</tr>
<tr>
<td>Principles of Economics</td>
<td>ECON 201</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>MATH 101</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>MATH 240</td>
</tr>
<tr>
<td>Externship of Supervision and Management</td>
<td>*SMG</td>
</tr>
<tr>
<td>CPS Exam Review</td>
<td>*SMG</td>
</tr>
<tr>
<td>Developmental Reading</td>
<td>READ 110</td>
</tr>
<tr>
<td>Accelerated Reading</td>
<td>READ 111</td>
</tr>
<tr>
<td>Work Internship</td>
<td>SMG 120, 121, 122</td>
</tr>
</tbody>
</table>

COMMUNICATIONS COURSES
(10 credit hours selected from courses listed below)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Correspondence</td>
<td>BUS 225</td>
</tr>
<tr>
<td>Comprehensive English Composition</td>
<td>ENGL 104</td>
</tr>
<tr>
<td>Organizational Speech Communication</td>
<td>SPCH 200</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Relations</td>
<td>HR 100</td>
</tr>
<tr>
<td>Individual Study in Human Relations</td>
<td>HR 299</td>
</tr>
<tr>
<td>Principles of Interview</td>
<td>HSW 102</td>
</tr>
<tr>
<td>Counseling Techniques</td>
<td>HSW 103</td>
</tr>
<tr>
<td>Systems Change Skills</td>
<td>HSW 104</td>
</tr>
<tr>
<td>Introduction to the Humanities</td>
<td>HUM 90</td>
</tr>
<tr>
<td>Introduction to Political Science</td>
<td>POLSC 90</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYCH 100</td>
</tr>
<tr>
<td>Introduction to Social Work</td>
<td>SSERV 101</td>
</tr>
<tr>
<td>Contemporary Sociological Problems</td>
<td>SOC 90</td>
</tr>
<tr>
<td>Survey of Sociology</td>
<td>SOC 110</td>
</tr>
<tr>
<td>Deviant Behavior</td>
<td>SOC 271</td>
</tr>
<tr>
<td>Career Planning</td>
<td>CDP 200</td>
</tr>
</tbody>
</table>

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

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; assault; auto theft; burglary; homicide; robbery; sex crimes; stakeouts; theft; 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, jail, 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 processes 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.
AMERS 202
The National Period: 19th Century (10)
Study of American nationalism and sectionalism; race theories; Transcendentalism, Romanticism 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, plastic, 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 woodcut, 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.
Prerequisite: ART 156—none; ART 156 for 157.

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.

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 printing 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, photoreproduction, 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.

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 consult 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 microorganisms 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 phystograph, 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)**  

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, electrochemistry, 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 biochemical. 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 755-5058.

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.
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 (3)
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 (3)
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 (3)
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)
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.
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 ENGL 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.

ENGL 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 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)
Examine works 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, Petrach 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'Conor, 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

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

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

FORE 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 they 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 volcanoes, 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 fossil; laboratory and field trips. Prerequisite: GEOL 101 or OCEAN 101.
GEOL 112
Glaciers and Volcanoes of the Northwest (5)
Study of the character and origin of Northwest volcanoes, 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 epoynms, 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 psycho-geriatrics, 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.
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/curriculum 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/curriculum 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, workmen's 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: Course to be taken last or concurrently with any remaining CPCU course work. This course treats significant industry problems and issues and assumes 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 outlines; 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.

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 Mathematics 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
Percentage (1) (Lab Only)
Basic review in operating with percentages. Includes percent, equations and percent, discount and interest.
Prerequisite: MATH 81 and 82 or equivalent.

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.
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 to 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.

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 government 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 105 or instructor permission for 201, 201 for 202; 202 for 203.

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 psychopathological 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 five 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 laboratory 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 is on patient assessment to keep current with the current trends of nursing practice. Provides additional information to the database of the plan of care.
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 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.
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, seas, water, 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; vision screening; ocular hygiene; visual fields; lens 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 Chi, and other meditations. Guest lecturers, 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 to 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
106m 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
129 Beginning Tennis
228 Intermediate Tennis
229 Intermediate Tennis
130w Handball
131w Racquetball
132w Racquetball

TEAM SPORTS: 1 CREDIT EACH

133m Beginning Basketball
133w Beginning Basketball
233m Advanced Basketball
233w Advanced Basketball
134w 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 1 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 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

PHYS 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 para-medical 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 Chebyshev; solutions to systems involving simultaneous equations, root finding algorithms; numerical 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 practice. (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 the 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 skills technique. 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
READ 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 transactions 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, salesperson, and client. Covers ethics, agency law, advertising regulations, earnest money agreements and other agency responsibilities and acts of the broker and salesperson. 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)

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, Leasehold Interest, Mortgagor'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 return 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 the 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.

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.

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 250, 251, 252
Gerontologic Field Work (3-5)
Supervised experience for students working in an agency or organization within the community which serves older adults 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 effectsing 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 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.
Board, Faculty and Administration

Board of Trustees
Community College District 22

Mrs. Mildred Jeynes  Alan P. Vandevort  Mrs. Ellen Pinto (chairman)  Dr. Barbara Wesley  Mrs. Sally Starke (vice-chairman)

President ......................... Dr. Larry P. Stevens
Dean of Instruction ..................
Dean of Student Services . . . . Dr. Richard L. Batdorf
Dean of Planning, Development and
  Program Evaluation .......... Donald R. Gangnes
Dean of Administrative Services .... Carl R. Brown

College Administrative Officers

Dean of Planning, Development and Program
  Evaluation .......................... Donald R. Gangnes
Dean of Administrative Services .......... Carl R. Brown
Dean of Instruction ............................
  Associate Dean for General Education . . Dr. Jack Hyde
  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
Chairman, Division of Allied Health . Carolyn Anderson
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
Chairman, Division of Health, Physical Education and
  Recreation; College Athletic Director; Director of
  Intramurals ............................ Phyllis Templin
Chairman, Division of Mathematics and
  Science ............................... Ivanna McCabe
Chairman, Division of Social and Behavioral
  Science .............................. William S. Packard
Dean of Student Services .................. Dr. Richard L. Batdorf
Associate Dean for Student Support Services ...........
Assistant Dean for Student Development . Philip Griffin
Coordinator of Student Programs and
  Activities ............................ Priscilla Bell
Coordinator of Veterans Affairs ............. Steven Howard
Financial Aid Officer ...................... Noel Helegda
College Business Manager .............
Agency Accounts Officer ............. James Call
College Information Officer ........ Daniel E. Small
Department Chairmen

Art ........................................... Paul S. Michaels
Behavioral Sciences ........................ Richard W. Giroux
Business/Economics .................... George Huffman
Library/Media ............................... Janet Grimes
Life Sciences ............................... Richard A. Perkins
Mathematics ................................. Lloyd R. Percy
Music ........................................ David R. Whisner
Physical Sciences ....................... Edgar L. McNeel
Social Sciences ......................... Murray Morgan

Faculty and Administrators

ADAMS, ROBERT C.
Sociology-Anthropology
B.A., M.A., Western Washington State College
AILEN, RICHARD S.
Librarian
B.Ed., University of Nebraska (Omaha); M.L.S., University of Puget Sound
ANDERSON, CAROLYN E., R.R.A.
Chairman, Division of Allied Health
B.A., Augustana College; M.Ed., University of Washington.
ANDERSON, WILLIAM G.
Psychology
B.S., M.Ed., University of Idaho
BATDORF, RICHARD L.
Dean of Student Services
BECKER, KAREN
Career Development
BELL, PRISCILLA
Coordinator of Student Programs
B.A., Texas Tech; M.S., California State University at Los Angeles.
BERNSTON, LLOYD S.
Chairman, Division of English and Communications
B.S.Ed., North Dakota State Teachers' College; M.A., Washington State University.
BETZ, JOSEPH A.
Mathematics
BRIGHTWELL, KEITH
Administration of Justice Program
Los Angeles Police Academy — qualified as an expert in the field of accident investigation and narcotics, 20 years experience with the Los Angeles Police Department.
BROWN, CARL R.
Dean of Administrative Services
B.S., Paul Quinn College; M.A., Prairie View A & M College.

BRUNKE, TANYA
Associate Dean for Continuing Education and Community Services
B.A., M.A., University of Puget Sound.
BUTSCHUN, SUZANNE M.
Mathematics
B.S., University of Puget Sound; M.S., Oregon State University.
CALL, JAMES A.
Associate Dean for Business Services
B.A., University of Puget Sound.
CARLTON, KAREN L.
Emergency Medical Services Program
R.N., St. Joseph Hospital, School of Nursing.
CLARK, RUSSELL E.
Physics
B.A., Western Washington State College; M.S., Oregon State University.
CLEE, PAUL B.
English
CLINE, CHARLES FRANKLIN
Drama
COX, CLARA M.
Coordinator of Minority Affairs
A.B., Huston-Tillotson College.
CRAWFORD, W. JAMES
Chemistry-Geology-Oceanography
B.A.Sc., University of British Columbia; M.S., Ph.D., University of Washington.
DANISZEWSKI, EDWARD F.
Business
DEYOE, RICHARD J.
Counselor
B.S., Miami University of Ohio; M.S., California State College — Los Angeles.

DIPPOLITO, FRANK DAVID
Art
DOMINGO, ROYAL W., R.T.
Radiologic Technology
Providence Hospital — Seattle University; University of Washington; California State University — Long Beach.
EDRINGTON, DEVON E.
Philosophy
B.A., University of New Mexico; M.A., University of Puget Sound.
FALK, RICHARD C.
Sociology
FAYE, MARIO A.
Spanish
B.A., Columbia Union College; M.A., Andrews University.
FISHER, EDWARD S.
Physical Education
B.A., Pacific Lutheran University; M.S., University of Washington.
FREEMAN, MICHIKO
Business
GALLAWAY, DOROTHY
Instructor and Coordinator Medical Assistant Program
B.S.N., University of Washington
GANGNES, DONALD R.
Dean of Business Services and Planning
B.A., Western Washington State College; M.S., University of Pennsylvania.
GARRATT, FRANK E.
Acting Chairman, Division of English and Communications
GENTILI, KENNETH L.  
Coordinator of Engineering Program, Physics  
B.S., University of Puget Sound; M.S., University of Idaho; B.S.M.E., University of Washington.

GIROUX, RICHARD W.  
Psychology  
B.A., Pacific Lutheran University; M.S., Central Washington State College.

GRIFFIN, PHILIP L.  
Assistant Dean of Student Development  
B.A., University of Montana; M.S., California State University at Los Angeles.

GRIMES, JANET  
Librarian  
B.A., University of Puget Sound; M.A., Ohio University; M.L.S., University of Washington.

HAINES, JANET  
Counselor  
B.A., Point Park College; M.S., California State University at Los Angeles.

HEINRICK, JOHN R.  
Physical Education  

HENDRICKSON, DAVID C.  
Accounting/Business  

HERITAGE, SAM L.  
Accounting  

HESS, VERNON L.  
English  
B.A., Friends University; M.A. Stanford University.

HIATT, DONALD A.  
Speech  
B.A., University of Puget Sound; M.A., Stanford University.

HO, YUN-YI  
History  
B.A., National Taiwan University; M.A., Ph.D., University of Minnesota.

HOWARD, STEVEN J.  
Admission and Veterans Adviser  
B.A., University of Washington; M.S., University of Southern California; M.B.A., University of Puget Sound.

HUFFMAN, GEORGE E.  
Business-History  
B.A., University of Washington; M.A., Western Washington State College.

HYDE, JACK H.  
Associate Dean for General Education  
A.A., Everett Junior College; B.S., M.S., Ph.D., University of Washington.

JACOBSON, PAUL E.  
Chemistry  
B.S., University of Illinois; Ph.D., Northwestern University.

JAECH, WARREN KARL  
Mathematics  

JANSEN, LUTHER T.  
Gerontology Paraprofessional Program, Sociology  
B.A., M.A., University of Washington; M.Div., Union Theological Seminary.

JOHNSON, SHIRLEY  
Associate Degree Nursing Program  
B.S.N., M.N., University of Washington.

JONES, MONTY B.  
English  

KEELY, TIMOTHY R.  
Economics, Business  
B.A., St. Martin's College; M.B.A., University of Washington.

KOSAI, JOSEPH H.  
Counselor  
B.S., Eastern Oregon College; M.Ed., University of Puget Sound; Ph.C. University of Washington.

LATHROP, ROBERT C.  
Counselor  

LEWIS, RICHARD G.  
English  
B.A., B.Ed., University of Puget Sound; M.A., University of Puget Sound; Ph.D., University of Oregon.

LIEBERGESSEL, VIRGINIA  
English/Developmental Communications Specialist  
B.A., Mills College; M.Ed., Harvard.

LUKIN, LEONARD  
English  
B.A., M.A. University of Puget Sound.

MAGDEN, RONALD E.  
Assistant Dean for Institutional Advancement Project  
B.A., M.A., University of Idaho; Ph.D., University of Washington.

MAYLYN, HARLAND F.  
History  
B.A., Pacific Lutheran University; M.A., University of Washington.

MARSHALL, NORMAN W.  
Coordinator of Small Business Management Education  
16 years corporate business experience, 6 years as a business consultant, 2 years owner-operator of business, 7 years conducting Management Seminars for small business owners.

MCCABE, IVONNA L.  
Biology  
B.S., M.S., University of Puget Sound.

MCCARTHY, JOANNE H.  
English  
B.A., University of Montana; M.A., University of Puget Sound.

McCOURT, JEROME M.  
English  
A.B., Georgetown University; M.A., University of Washington.

McDADE, GEORGIA L.  
English  
B.A., Southern University; M.A., Atlanta University; Ph.C., University of Washington.

MCLAUGHLIN, TOM L.  
History-Political Science  
A.A., Sacramento Junior College; B.A., Pacific Lutheran University; M.A., University of Washington; Ph.D., Washington State University.

McNEAL, EDGAR L.  
Chemistry  
B.A., Washington State University; M.S., University of Pennsylvania.

MEUWL, KATHREYN F.  
Associate Degree Nursing Program  
Diploma, Sacred Heart School of Nursing; B.S., M.Ed., Gonzaga University.

MICHAELS, PAUL S.  
Art  

MILLER, MARION  
Medical Records Technology  
B.A., Carroll College.

MORGAN, MURRAY  
History  
B.A., University of Washington; M.S., Columbia University; Ph.D., (honorary), University of Puget Sound.

MORRIS, JOAN WILSON  
Associate Degree Nursing Program Director  
Diploma, Jersey City Medical Center; B.S.N., M.S.N., Ohio State University.

MOSEID, DONALD O.  
General Educational-Political Science  
B.A., University of Puget Sound; M.Ed., Oregon State University.

MUNSON, KAREN  
Receptionist-Clerk Program  
B.S., M.S., Montana State University.

MUSE, WILLIAM M.  
Biology  
B.A., Pacific Lutheran University; B.Ed., University of Puget Sound; M.S., Oregon State University.

NELSON, GENE B.  
Music  
B.M., St. Olaf College; M.A., University of Iowa.

PACKARD, WILLIAM S.  
Chairman, Division of Social and Behavioral Sciences  
B.A., M.A., University of Washington.

PALO, MARY C.  
Counselor  
B.A., Central Washington State College.

PATTERSON, EDWIN R.  
Counselor  
B.S., Montana State University; M.Ed., Washington State University.
PERCY, LOYD R.  
Mathematics  
B.A., University of Puget Sound; M.Ed., University of Minnesota.

PERKINS, RICHARD A.  
Biology  
B.S., M.S., University of Puget Sound.

POTTER, DALE E.  
Chemistry  
B.S., Florida Southern College; Ph.D., University of Arizona.

REILLY, JOAN  
Associate Degree Nursing Program  
B.S.N., Washington State University; M.S.N., St. Louis University.

RHEA, RICHARD C.  
Art  
B.A., Pacific Lutheran University; M.F.A., University of Washington.

SCHAFER, HENRY J.  
Mathematics  

SHULENBARGER, GERALD R.  
Psychology  

SHULL, B. HOWARD  
B.A., M.A., Pacific Lutheran University

SHUMAN, PAT  
Home and Family Life/Child Care Center  
B.A., University of New Hampshire.

SIGMEN, GARY EDWARD  
Chairman, Division of Business and Office Education  
B.A., University of Washington; M.A., Washington State University.

SIMMONS, CAROLYN A.  
English  
B.A., Grinnell College; M.A., Northwestern University.

SKAGEN, MORRIS W.  
Librarian  

SMALL, DANIEL E.  
College Information Officer  
B.A., Washington State University; M.A., University of Nevada-Reno.

SPAGLIER, RICHARD  
Mathematics  
B.A.Ed., Seattle Pacific University; M.A.T., Reed College.

STEADMAN, CAROLE J.  
Reading and Study Skills  

STEPHAN, LORRAINE M.  
Associate Dean for Occupational Education  
B.A., M.B.A., Western Michigan University.

STEVENS, LARRY P.  
President of the College  
B.S., M.Ed., Oregon State University; Ed.D., Arizona State University.

SUMMERS, CHARLES B.  
Speech  
A.A., Skagit Valley Community College; B.A., Western Washington State College; M.A., University of Illinois.

SUNDGREN, ANN SHEA  
Sociology  
B.A., M.A., Ph.D., University of Washington

TEMPLIN, PHYLLIS  
Physical Education, Health and Recreation Division Chairman, Athletic Director  
B.A., Pacific Lutheran University; M.Ed., Oregon State University.

THADEN, ROBERT F.  
English-Business  
B.Ed., Gonzaga University; M.Ed., University of Puget Sound.

THORNBURG, ROBERT F.  
History/Political Science  
B.A., University of Puget Sound.

TRACEY, DONALD E.  
Art  
B.A., Central Washington State College; M.F.A., University of Washington; New member, AKA.

TUTTLE, JOHN H.  
French/English as a Second Language  
B.A., Reed College; M.A., Ph.D., Columbia University.

URSCHEL, F.M., JR.  
Biology  
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  
Real Estate Program  
B.A., University of Washington

WITT, FRANK E.  
Biology-Botany  
B.A., Pacific Lutheran University; M.A.T., Washington State University.

WITTENFELD, WILLIAM P.  
Mathematics  

ZELENAK, RUTH M.  
Associate Degree Nursing Program  
Diploma, St. Elizabeth Hospital School of Nursing; B.S.N.E., Seattle University; M.A., Pacific Lutheran University.

ZIMMERMAN, EDWARD A.  
Mathematics  
A.A., Clark College; B.S., University of Washington; M.S., University of Idaho.

Tacoma Community College Representatives on State Commissions

Trustees Association of Community Colleges

Mrs. Sally Starke  
Washington Association of Community College Presidents & President elect

Dr. Larry Stevens  
Faculty Association of Community Colleges

Dr. Richard Lewis  
Washington State Student Services Commission

Dr. Richard Batdorf  
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

Philip Griffin  
Washington Association of Community College Student Activities Personnel

Priscilla Bell  
Washington Community College Counselors Association

Dr. Robert C. Lathrop  
Mary Palo
Edwin R. Patterson
Karen Becker
Richard I. Deyoe
Janet Haines
Joseph H. Kosai

Puget Sound Regional Minority Affairs Consortium

Dr. Larry Stevens  
Clara Cox

Washington Financial Aid Association

Noel Helegda

Western Association of Student Association

Noel Helegda  
Council of Representatives and Presidents

Ray Stilwell
<table>
<thead>
<tr>
<th>Index</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>14</td>
</tr>
<tr>
<td>Academic Deficiency and Standards of Progress</td>
<td>20</td>
</tr>
<tr>
<td>Accounting</td>
<td>40</td>
</tr>
<tr>
<td>Accounting Courses</td>
<td>20</td>
</tr>
<tr>
<td>Accreditation</td>
<td>19</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>13</td>
</tr>
<tr>
<td>Administration of Justice Courses</td>
<td>13</td>
</tr>
<tr>
<td>Administrative Officers</td>
<td>13</td>
</tr>
<tr>
<td>Admission Eligibility</td>
<td>14</td>
</tr>
<tr>
<td>Admission of International Students</td>
<td>15</td>
</tr>
<tr>
<td>Advanced Placement Examinations</td>
<td>18</td>
</tr>
<tr>
<td>Advising</td>
<td>19</td>
</tr>
<tr>
<td>Aerospace Studies Courses</td>
<td>15</td>
</tr>
<tr>
<td>Affirmative Action Policy</td>
<td>15</td>
</tr>
<tr>
<td>Allied Health Care Programs</td>
<td>40</td>
</tr>
<tr>
<td>American Studies Courses</td>
<td>41</td>
</tr>
<tr>
<td>Anthropology Courses</td>
<td>12</td>
</tr>
<tr>
<td>Application Procedures</td>
<td>41</td>
</tr>
<tr>
<td>Army ROTC Courses</td>
<td>41</td>
</tr>
<tr>
<td>Art Courses</td>
<td>41</td>
</tr>
<tr>
<td>Associate Degree Distribution Requirements</td>
<td>41</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>41</td>
</tr>
<tr>
<td>Associate in Arts and Science Degree</td>
<td>43</td>
</tr>
<tr>
<td>Associate in Liberal Arts Degree</td>
<td>42</td>
</tr>
<tr>
<td>Associate in Technical Arts Degree</td>
<td>42</td>
</tr>
<tr>
<td>Astronomy Courses</td>
<td>22</td>
</tr>
<tr>
<td>Awards, Scholastic and Service</td>
<td>67</td>
</tr>
<tr>
<td>Banking and Finance</td>
<td>10</td>
</tr>
<tr>
<td>Banking and Finance Courses</td>
<td>7</td>
</tr>
<tr>
<td>Biology Courses</td>
<td>7</td>
</tr>
<tr>
<td>Business Courses</td>
<td>7</td>
</tr>
<tr>
<td>Campus Parking</td>
<td>7</td>
</tr>
<tr>
<td>Career Development Courses</td>
<td>8</td>
</tr>
<tr>
<td>Career Information Center</td>
<td>8</td>
</tr>
<tr>
<td>Challenging a Course</td>
<td>8</td>
</tr>
<tr>
<td>Change of Student Programs</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry Courses</td>
<td>8</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>22</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>44</td>
</tr>
<tr>
<td>College Bookstore</td>
<td>44</td>
</tr>
<tr>
<td>College Level Examination Program</td>
<td>13</td>
</tr>
<tr>
<td>College Purposes and Goals</td>
<td>13</td>
</tr>
<tr>
<td>Commencement</td>
<td>13</td>
</tr>
<tr>
<td>Computer Science Courses</td>
<td>13</td>
</tr>
<tr>
<td>Concurrent Registration with Other Institutions</td>
<td>13</td>
</tr>
<tr>
<td>Confidential Records</td>
<td>13</td>
</tr>
<tr>
<td>Contents</td>
<td>13</td>
</tr>
<tr>
<td>Cooperative Education, defined</td>
<td>30</td>
</tr>
<tr>
<td>Cooperative Education program</td>
<td>30</td>
</tr>
<tr>
<td>Cooperative Military Training Programs</td>
<td>30</td>
</tr>
<tr>
<td>Counseling and Career Development</td>
<td>30</td>
</tr>
<tr>
<td>Course Audits</td>
<td>30</td>
</tr>
<tr>
<td>Credits and Credit Load</td>
<td>30</td>
</tr>
<tr>
<td>Credits, How to earn</td>
<td>30</td>
</tr>
<tr>
<td>Deficiency, Academic</td>
<td>30</td>
</tr>
<tr>
<td>Degrees and Requirements</td>
<td>30</td>
</tr>
<tr>
<td>Degrees, Application for Associate</td>
<td>30</td>
</tr>
<tr>
<td>Developmental Studies</td>
<td>30</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>30</td>
</tr>
<tr>
<td>Drama Courses</td>
<td>30</td>
</tr>
<tr>
<td>Economics Courses</td>
<td>30</td>
</tr>
<tr>
<td>Educational Planning and Advising</td>
<td>30</td>
</tr>
<tr>
<td>Education Courses</td>
<td>30</td>
</tr>
<tr>
<td>Emergency Medical Care</td>
<td>30</td>
</tr>
<tr>
<td>Emergency Medical Care Courses</td>
<td>30</td>
</tr>
<tr>
<td>Engineering Courses</td>
<td>30</td>
</tr>
<tr>
<td>English as a Second Language Courses</td>
<td>30</td>
</tr>
<tr>
<td>English Courses</td>
<td>30</td>
</tr>
<tr>
<td>Facilities</td>
<td>30</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>30</td>
</tr>
<tr>
<td>Fees, Special and Other Costs</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid, Application Procedures and Information</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid, Budget Allowances</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid, Determining Need</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid, Notification of Awards</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid Programs, Special</td>
<td>30</td>
</tr>
<tr>
<td>Food Services</td>
<td>30</td>
</tr>
<tr>
<td>Forestry Courses</td>
<td>30</td>
</tr>
<tr>
<td>Full-Time Student, definition of</td>
<td>30</td>
</tr>
<tr>
<td>Geography Courses</td>
<td>30</td>
</tr>
<tr>
<td>Geology Courses</td>
<td>30</td>
</tr>
<tr>
<td>German Courses</td>
<td>30</td>
</tr>
<tr>
<td>Gerontology Paraprofessional</td>
<td>30</td>
</tr>
<tr>
<td>Grades and Grade Point</td>
<td>30</td>
</tr>
<tr>
<td>Grants</td>
<td>30</td>
</tr>
<tr>
<td>Health Services</td>
<td>30</td>
</tr>
<tr>
<td>Health Technology Courses</td>
<td>30</td>
</tr>
<tr>
<td>High School Completion</td>
<td>30</td>
</tr>
<tr>
<td>History Courses</td>
<td>30</td>
</tr>
<tr>
<td>Home and Family Life Education Courses</td>
<td>30</td>
</tr>
<tr>
<td>Inside Front Cover</td>
<td>20</td>
</tr>
<tr>
<td>143   701  177  227  257  297  337  377  417  457  497  537  577  617  657  697  737  777  817  857  897  937  977  1017</td>
<td></td>
</tr>
<tr>
<td>Course Type</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Honors Program, description</td>
<td>3</td>
</tr>
<tr>
<td>Honors Program, requirements</td>
<td>16</td>
</tr>
<tr>
<td>Housing Information</td>
<td>20</td>
</tr>
<tr>
<td>Human Development Instruction</td>
<td>19</td>
</tr>
<tr>
<td>Human Development Courses</td>
<td>47</td>
</tr>
<tr>
<td>Humanities Courses</td>
<td>48</td>
</tr>
<tr>
<td>Human Relations Courses</td>
<td>48</td>
</tr>
<tr>
<td>Human Service Worker</td>
<td>26</td>
</tr>
<tr>
<td>Human Service Worker Courses</td>
<td>48</td>
</tr>
<tr>
<td>Information Directory</td>
<td>72</td>
</tr>
<tr>
<td>Insurance</td>
<td>26</td>
</tr>
<tr>
<td>Insurance Courses</td>
<td>49</td>
</tr>
<tr>
<td>Journalism Courses</td>
<td>50</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>22</td>
</tr>
<tr>
<td>Library-A.V. Services</td>
<td>22</td>
</tr>
<tr>
<td>Library Science Courses</td>
<td>50</td>
</tr>
<tr>
<td>Listening and Language Lab</td>
<td>22</td>
</tr>
<tr>
<td>Loans</td>
<td>8</td>
</tr>
<tr>
<td>Math Lab</td>
<td>22</td>
</tr>
<tr>
<td>Map (Campus)</td>
<td></td>
</tr>
<tr>
<td>Marine Corps Platoon Leaders Program</td>
<td>21</td>
</tr>
<tr>
<td>Marine Studies Program</td>
<td>50</td>
</tr>
<tr>
<td>Mathematics Courses</td>
<td>50</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>27</td>
</tr>
<tr>
<td>Medical Assistant Courses</td>
<td>52</td>
</tr>
<tr>
<td>Medical Records Technology Courses</td>
<td>53</td>
</tr>
<tr>
<td>Medical Records Technician</td>
<td>27</td>
</tr>
<tr>
<td>Medical Secretary</td>
<td>28</td>
</tr>
<tr>
<td>Medical Transcriptionist</td>
<td>28</td>
</tr>
<tr>
<td>Minority Affairs</td>
<td>19</td>
</tr>
<tr>
<td>Music Courses</td>
<td>53</td>
</tr>
<tr>
<td>Nursing Courses</td>
<td>54</td>
</tr>
<tr>
<td>Occupational Programs, Curricula</td>
<td>23</td>
</tr>
<tr>
<td>Occupational Programs, List</td>
<td>3</td>
</tr>
<tr>
<td>Oceanography Courses</td>
<td>56</td>
</tr>
<tr>
<td>Off-Campus Class Sites</td>
<td>4</td>
</tr>
<tr>
<td>Option A Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Option B Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Optometric Technology</td>
<td>29</td>
</tr>
<tr>
<td>Optometric Technology Courses</td>
<td>56</td>
</tr>
<tr>
<td>Personal Interest and Continuing Education Courses</td>
<td>4</td>
</tr>
<tr>
<td>Philosophy Courses</td>
<td>56</td>
</tr>
<tr>
<td>Physical Education Courses</td>
<td>57</td>
</tr>
<tr>
<td>Physical Science Courses</td>
<td>58</td>
</tr>
<tr>
<td>Physics Courses</td>
<td>58</td>
</tr>
<tr>
<td>Political Science Courses</td>
<td>58</td>
</tr>
<tr>
<td>Psychology Courses</td>
<td>59</td>
</tr>
<tr>
<td>Radiologic Technologist</td>
<td>30</td>
</tr>
<tr>
<td>Radiologic Technology Courses</td>
<td>59</td>
</tr>
<tr>
<td>Reading and Communication Skills Lab</td>
<td>22</td>
</tr>
<tr>
<td>Reading Courses</td>
<td>60</td>
</tr>
<tr>
<td>Readmission</td>
<td>5</td>
</tr>
<tr>
<td>Real Estate</td>
<td>30</td>
</tr>
<tr>
<td>Real Estate Courses</td>
<td>60</td>
</tr>
<tr>
<td>Refunds</td>
<td>11</td>
</tr>
<tr>
<td>Registration Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>14</td>
</tr>
<tr>
<td>Residency</td>
<td>5</td>
</tr>
<tr>
<td>Resident Certification</td>
<td>5</td>
</tr>
<tr>
<td>Resource and Referral Center</td>
<td>19</td>
</tr>
<tr>
<td>Resources for the Handicapped</td>
<td>20</td>
</tr>
<tr>
<td>Respiratory Therapy Technician</td>
<td>30</td>
</tr>
<tr>
<td>Respiratory Therapy Technology Courses</td>
<td>62</td>
</tr>
<tr>
<td>Safety and Security, Office of</td>
<td>22</td>
</tr>
<tr>
<td>Scholarships</td>
<td>9</td>
</tr>
<tr>
<td>Scholarships, Application Procedure</td>
<td>9</td>
</tr>
<tr>
<td>Scholarships, List of Available</td>
<td>9</td>
</tr>
<tr>
<td>Secretary Office Skills</td>
<td>31</td>
</tr>
<tr>
<td>Senior Citizen Tuition and Fee Waiver</td>
<td>11</td>
</tr>
<tr>
<td>Servicemen's Opportunity College</td>
<td>20</td>
</tr>
<tr>
<td>Service Representative</td>
<td>31</td>
</tr>
<tr>
<td>Services for the Community</td>
<td>19</td>
</tr>
<tr>
<td>Social Service Courses</td>
<td>62</td>
</tr>
<tr>
<td>Sociology Courses</td>
<td>63</td>
</tr>
<tr>
<td>Spanish Courses</td>
<td>63</td>
</tr>
<tr>
<td>Speech Courses</td>
<td>64</td>
</tr>
<tr>
<td>Student Employment Opportunities</td>
<td>8</td>
</tr>
<tr>
<td>Student Government</td>
<td>21</td>
</tr>
<tr>
<td>Student Programs and Activities</td>
<td>21</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>Student Status, Defined</td>
<td>10</td>
</tr>
<tr>
<td>Study Skills Courses</td>
<td>65</td>
</tr>
<tr>
<td>Supervision and Management</td>
<td>31</td>
</tr>
<tr>
<td>Supervision and Management</td>
<td>65</td>
</tr>
<tr>
<td>Tacoma Community College Board of Trustees</td>
<td>6</td>
</tr>
<tr>
<td>TCC Goals</td>
<td>2</td>
</tr>
<tr>
<td>Transcripts, Official</td>
<td>13</td>
</tr>
<tr>
<td>Transfer Information</td>
<td>15</td>
</tr>
<tr>
<td>Transfer Programs</td>
<td>16</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>10</td>
</tr>
<tr>
<td>Tutoring</td>
<td>19</td>
</tr>
<tr>
<td>Typing Courses</td>
<td>65</td>
</tr>
<tr>
<td>University Parallel, description</td>
<td>3</td>
</tr>
<tr>
<td>Veterans Admission</td>
<td>6</td>
</tr>
<tr>
<td>Veterans Note: Independent Study and Cooperative Education</td>
<td>14</td>
</tr>
<tr>
<td>Washington State Community College System</td>
<td>2</td>
</tr>
<tr>
<td>Withdrawal from College</td>
<td>12</td>
</tr>
<tr>
<td>Withdrawal from a Course</td>
<td>12</td>
</tr>
<tr>
<td>Women's Studies Courses</td>
<td>65</td>
</tr>
</tbody>
</table>
# Information Directory

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office-Building</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic regulations</td>
<td>Dean of Instruction, Building 4</td>
<td>756-5022</td>
</tr>
<tr>
<td>Admission to TCC</td>
<td>Office of Admissions/Records, Building 2</td>
<td>756-5035</td>
</tr>
<tr>
<td>Advising and Counseling</td>
<td>Counseling Center, Assistant Dean for Student Development, Building 7</td>
<td>756-5094</td>
</tr>
<tr>
<td>Adding/Dropping a course</td>
<td>Office of Admissions/Records, Building 2</td>
<td>756-5035</td>
</tr>
<tr>
<td>Associate Degree Information</td>
<td>Office of Admissions/Records, Building 2</td>
<td>756-5140</td>
</tr>
<tr>
<td>Athletics/Intramurals</td>
<td>Athletic Director, Building 9</td>
<td>756-5097</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>Bookstore, Building 6</td>
<td>756-5040</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>First United Methodist Church, 1018 Columbia</td>
<td>756-5180</td>
</tr>
<tr>
<td>Cooperative Education Coordinator</td>
<td>Building 9</td>
<td>756-5058</td>
</tr>
<tr>
<td>Developmental Studies</td>
<td>Coordinator of Developmental Instruction, Building 8</td>
<td>756-5029</td>
</tr>
<tr>
<td>Financial aids, scholarships</td>
<td>Office of Financial Aids, Building 2A</td>
<td>756-5080</td>
</tr>
<tr>
<td>Foreign student information</td>
<td>Foreign Student Adviser, Building 7</td>
<td>756-5122</td>
</tr>
<tr>
<td>Handicapped students</td>
<td>Resources for the Handicapped, Building 18</td>
<td>756-5075</td>
</tr>
<tr>
<td>Health Service</td>
<td>Health Adviser, Building 15</td>
<td>756-5132</td>
</tr>
<tr>
<td>High school completion for Adults</td>
<td>Counseling Center, Building 7</td>
<td>756-5125</td>
</tr>
<tr>
<td>Library Services</td>
<td>Learning Assistance Center (Circulation Desk), Building 7</td>
<td>756-5087</td>
</tr>
<tr>
<td>Minority Affairs</td>
<td>Coordinator of Minority Affairs</td>
<td>756-5121</td>
</tr>
<tr>
<td>Occupational Programs</td>
<td>Office of Occupational Education, Building 19</td>
<td>756-5024</td>
</tr>
<tr>
<td>Off-campus programs and courses Registration</td>
<td>Office of Continuing Education, Building 18</td>
<td>756-5018</td>
</tr>
<tr>
<td>Student newspaper</td>
<td>The Collegiate Challenge, Building 7</td>
<td>756-5042</td>
</tr>
<tr>
<td>Transfer to other colleges</td>
<td>Career Information Center, Building 7</td>
<td>756-5027</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Tutorial Services, Building 8</td>
<td>756-5124</td>
</tr>
<tr>
<td>Veterans Information</td>
<td>Office of Veterans' Affairs, Building 2A</td>
<td>756-5033</td>
</tr>
<tr>
<td>Withdrawal from college</td>
<td>Office of Admissions/Records, Building 2</td>
<td>756-5035</td>
</tr>
<tr>
<td>Work study positions</td>
<td>Office of Financial Aid, Building 2A</td>
<td>756-5080</td>
</tr>
</tbody>
</table>
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 Giaudrone 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.