

1989-91



C A T A L O G

*25 years
of excellence
1965-1990*



TACOMA COMMUNITY COLLEGE

Academic Calendar

	Official 1989-90 (June 21-August 22, 1989)	Tentative 1990-91* (June 18-August 16, 1990)
<u>SUMMER</u>		
Day/evening classes begin	June 21	June 18
Independence Day recess	July 4	July 4
First half, final exams	July 20	July 17
Second half, classes begin	July 24	July 18
Summer quarter final exams	August 22	August 16
Grades due in Records office	August 24	August 20
<u>FALL</u>	(September 25-December 15, 1989)	(September 24-December 14, 1990)
Day/evening classes begin	September 25	September 24
Saturday classes begin	September 30	September 29
Veteran's Day recess	November 10	November 12
Mid-quarter Advising Day (no classes)	November 14	November 14
Thanksgiving recess	November 22-25	November 21-24
Final exams and grading	December 11-15	December 10-14
Grades due in Records office	December 18	December 17
<u>WINTER</u>	(January 3-March 23, 1990)	(January 2-March 22, 1991)
New Year's Day recess	January 1	January 1
Day/evening classes begin	January 3	January 2
Saturday classes begin	January 6	January 5
M.L. King Jr.'s Birthday	January 15	January 21
President's Day recess	February 19	February 18
Mid-quarter Advising Day (no classes)	February 27	February 26
Final exams and grading	March 19-23	March 18-22
Grades due in Records office	March 26	March 25
<u>SPRING</u>	(April 2-June 16, 1990)	(April 1-June 15, 1991)
Day/evening classes begin	April 2	April 1
Saturday classes begin	April 7	April 6
Mid-quarter Advising Day (no classes)	May 15	May 15
Memorial Day recess	May 28	May 27
Final exams and grading	June 11-16	June 10-15
Commencement	June 12	June 13
Grades due in Records office	June 18	June 17

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

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June 1989. 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.

Tacoma Community College

Prepare for the Future

Tacoma Community College can help you prepare for the future! Today's world is constantly changing -- jobs are always adjusting to new technologies and new requirements. Many jobs of the past don't exist anymore and tomorrow's jobs have yet to be defined.

Success today comes to those who actively seek it, persistently, with a careful eye to the future. Those who prepare for the future with flexible skills, and a positive approach will experience the rewards of success.

TCC is uniquely qualified to help you prepare for a challenging future!

Plan your Future at TCC

Tacoma Community College offers you the opportunity to gain marketable skills in many areas where demand for qualified personnel is on the rise. Whether you are beginning your higher education, reentering the job market, upgrading present job skills or seeking a career change, Tacoma Community College offers programs to meet your needs.

TCC has programs as diverse as computer technology, business, health sciences, social services, and university parallel programs that prepare you to continue your education in pursuit of a career in medicine, law, engineering, the sciences, arts, public service ... any area where advanced degree work is required. All these programs present challenges, provide personal satisfaction and can offer you a positive future.

Our trained counselors and faculty advisors are available to help you plan the future.

Why Consider Tacoma Community College?

Quality Programs

Tacoma Community College offers progressive, high quality programs for jobs in demand today and in the future.

Skilled, Experienced Faculty

Faculty members at TCC are highly skilled professionals. More than 80 percent of TCC's full-time faculty members have more than 16 years of college teaching experience. And because of small class sizes, TCC faculty can provide the individual assistance you desire. The result -- some of the best teaching available anywhere.

Best Educational Value

Attending a community college is still one of the best educational values available. TCC offers top quality programs at much less cost than attending a four-year college or university. Credits earned at TCC are easily transferable to many four-year colleges and universities.

The Latest Technology

Programs at Tacoma Community College offer students the latest technology from state-of-the-art computer equipment and programming to the most up-to-date science laboratories and health equipment. TCC also has modern art and music facilities -- some of the best in the northwest.

Reasons for Attending Tacoma Community College

High Financial Aid Support

Tacoma Community College offers complete financial aid packages to help you complete a college education. During 1988-89 a total of 1,426 students received some form of financial aid. The average award package including grants and work study employment was \$4,000 for the academic year. With that kind of financial assistance you can meet all educational expenses and many living costs too.



Successful Graduates

Graduates of TCC's occupational programs are readily placed in jobs after graduation. In the health fields, more than 95 percent of graduates have jobs immediately following program completion. And TCC graduates consistently place very high in national and state certification examinations. TCC nursing program graduates received the highest average scores of the state's 22 two and four-year nursing programs represented in the 1986 national RN licensing examinations.

TCC students who complete the Associate in Arts and Sciences degree and continue their education at a four-year college or university do very well in their studies.

Diverse Student Population

TCC students come from all backgrounds, cultures and ages. About 60 percent of the College's 6,200 students are women and 40 percent are men. Students range in age from 16 to 80 with an average age of about 28. Many ethnic minorities are represented and students come from more than 15 foreign countries. This mix of younger and older students provides a rich learning experience in the classroom.

Student Life

Students at Tacoma Community College can enjoy a well-rounded life outside the classroom. Concerts, musical and drama events, varsity and intramural sports, student government, the student newspaper, and lectures by well-known speakers offer many avenues for student participation. The new student center helps greatly to enhance the student experience at TCC.

A Strong Educational Community

TCC is part of Tacoma's strong educational community which includes two community colleges,

several vocational and trade schools and high quality four-year public and private colleges and universities. Working together Tacoma's colleges and universities provide high quality education for all citizens.

Serving Tacoma and the Gig Harbor Peninsula

Tacoma Community College is a comprehensive state-supported school serving the educational needs of more than 200,000 residents of the Tacoma-Pierce County areas of western Washington.

Located in the Puget Sound region, the College offers students the cultural and educational assets of an urban setting, a large landscaped campus and quality instruction in a wide variety of programs.

Tacoma area residents enjoy easy access to the many waterways of Puget Sound, to ocean beaches and to the Olympic and Mt. Rainier National Parks. The area offers year-round recreational opportunities.

The modern campus is located on a 150-acre site in west Tacoma bordered by South 12th and 19th Streets and by Pearl and Mildred Streets. Classrooms, lecture halls, a Student Center and instructor's offices are 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.

Up-to-Date Job Training/Retraining

Tacoma Community College can provide career training or retraining in these areas:

BUSINESS

- Automated Accounting Applications
- Business Administration and Management
- Bookkeeping
- Supervision and Management

OFFICE OCCUPATIONS

- Office Operations
- Word Processing
- Secretary
- Receptionist/Clerk

HEALTH OCCUPATIONS

- Emergency Medical Technician (EMT)
- Health Records/Admitting Clerk
- Home Health Specialist
- Medical Assistant-Administrative
- Medical Records Technology
- Medical Secretary
- Medical Transcriptionist
- Nursing, Associate Degree
- Paramedic
- Radiologic Technologist
- Respiratory Therapy Technician/Therapist

PUBLIC SERVICE

- Administration of Justice
- Correctional Officer
- Human Services

COMPUTERS

- Automated Accounting Applications
- Computer Field Technology
- Computer Information Management Systems
- Word Processing

Career programs at TCC lead to two-year associate degrees or program certificates. In addition, many of the programs and courses are available for career advancement, updating skills, or retraining opportunities.

Besides admission to Tacoma Community College, each occupational program may have specific application and admission procedures. Interested students should inquire directly with an individual program coordinator or division office for details.

For outlines of programs of study in TCC occupational programs and contact information, see the occupational section of this catalog.

University-Level Preparation

If you are interested in pursuing careers where advanced degree work is required, you can complete the first two years of university-level coursework through TCC's comprehensive university parallel programs. Here are some of the careers you can begin training for today at TCC while completing requirements for a two-year associate degree:

- Accounting
- Architecture
- Administration of Justice
- Anthropology
- Art
- Biology
- Botany
- Business Administration
- Chemistry
- Chiropractic
- Communications
- Computer Science
- Education
- Engineering
- English Literature
- Geology
- History
- Journalism
- Liberal Arts
- Mathematics
- Medicine
- Microbiology
- Music
- Occupational or Physical Therapy
- Oceanography
- Pharmacology
- Philosophy
- Physical Education
- Physics
- Political Science
- Public Administration
- Pre-Dentistry
- Pre-Dental Hygiene
- Pre-Law
- Pre-Veterinary Medicine
- Psychology
- Sociology
- Social Work
- Speech
- Urban Planning
- Wildlife Biology
- Zoology

Bridge Program

Tacoma Community College and The Evergreen State College have cooperatively developed a course of study especially designed for adults interested in transferring to the upper division program at Evergreen's Tacoma campus.

This accredited program is intended for adults with limited college credits or no previous college experience. The program emphasizes sharpening reading, writing, and thinking skills while providing team-taught interdisciplinary courses in the liberal arts. Classes are taught at The Evergreen State College's Tacoma campus at 1202 South "K" Street.

The evening program is approved for veteran's education benefits. Students may also use their financial aid awards to participate. A high school diploma or GED certificate is required for admission.

For more information about the program, call The Evergreen State College Tacoma campus at 593-5915.

Transferring Credits to Four-year Colleges and Universities

The Tacoma Community College AAS degree, Option A, is directly transferable to all major baccalaureate institutions in Washington. Students who earn this degree will have satisfied all or most of the general education requirements for the baccalaureate degree at the following institutions:

- Central Washington University
- City University
- Cornish Institute
- Eastern Washington University
- Gonzaga University
- Griffin College
- Northwest College University
- Pacific Lutheran University
- Seattle Pacific University
- Seattle University
- The Evergreen State College
- University of Puget Sound
- University of Washington
- Washington State University
- Western Washington University
- Whitworth College

Students who complete the AA degree, Option A, will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions have unique course requirements which must be taken in the junior or senior year. The graduation requirements of individual university departments must also be met.

Students who enter Tacoma Community college with clear intentions to transfer to a particular baccalaureate college are urged to plan their course of study by reference to the specific degree requirements of the college or academic program in which they intend to earn the Bachelor's degree.

College level courses offered by TCC are normally accepted in transfer by the receiving institution. In addition, some courses not normally transferable will be accepted if they are taken as part of the AAS degree, Option A. Information on the transferability of courses is available in the Advising Center in Building 7 and from faculty advisors.

History of the College

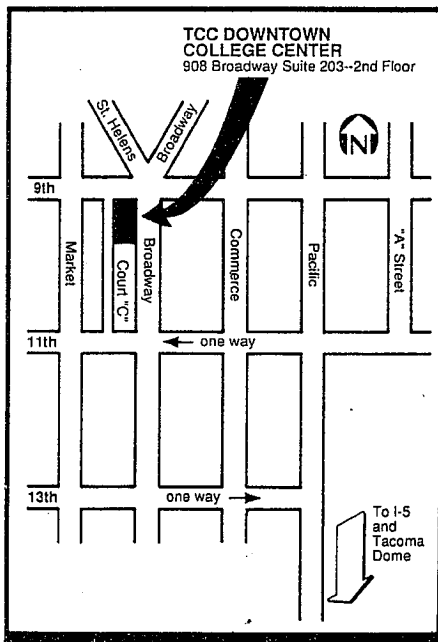
In March of 1962, residents of the Tacoma-Pierce County area elected to fund and build a local community college. The Tacoma School District No. 10 board of directors applied for authorization to build the College in 1961 and received approval in 1963 from the Washington State Board of Education.

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

Off-Campus Sites

Downtown College Center

Tacoma Community College's Downtown Center is located at 908 Broadway. The center strives to meet the training needs of business and other students requiring a flexible schedule. The facility provides a professional, productive environment, and is equipped with IBM PC compatible computers and a large inventory of popular business software. The center also accommodates the offerings of the Institute for Business and Industry and the Small Business Development Program to provide comprehensive business offerings.



The Downtown Center curriculum focuses on computer applications in business, supervision and management, and office skills training. Typical computer application courses include computer applications in accounting and instruction in the use of software for microcomputers. The center offers a wide variety of practical, career-oriented supervision and management evening courses. The self-paced lab curriculum includes accounting, typing,

business machines, data processing, and other office-related courses.

Classes are scheduled at noon, evenings, and in the self-paced format which offers maximum flexibility for the working student.

The individualized classes use self-paced textbooks along with instruction presented on slides and tapes. Students may begin these courses at any time during the quarter. Instructors are available to answer questions and provide assistance. Attendance is scheduled by the student; daily attendance is not mandatory.

More information is available at the Downtown Center or by calling 566-5110. Office hours are 9 a.m.-5 p.m. Monday-Thursday, and 9 a.m.-3 p.m. Friday.

The Gig Harbor/Peninsula College Center

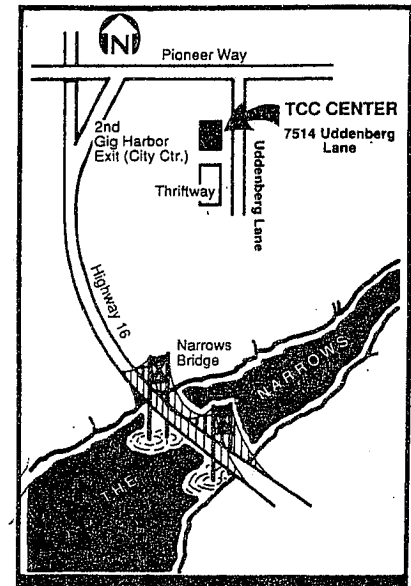
The Gig Harbor/Peninsula College Center offers high quality education in a small, personalized environment. Located at 7514 Uddenberg Lane in Gig Harbor, the center serves Gig Harbor and the Key Peninsula. Its multi-faceted program includes academic, college classes and non-credit, self-supporting classes.

The center features self-paced, individualized instruction for business and office skills. Courses include: accounting, typing, word processing, business machines, and business math. These classes are ideally suited to busy, working students who need flexible school schedules.

A modern computer lab contains IBM compatible personal computers equipped with popular software. Quarterly classes are offered in: Introduction to Computers, MS-DOS, WordPerfect and Lotus 1-2-3. Special computer classes can be arranged for local employers and other small groups.

An evening self-paced math lab is available to students. Classes range from "Review Arithmetic" (Math 106), to "Introduction to Probability" (Math 241).

Additional college classes are offered in: English, nursing assistant,



real estate, history, psychology, and other areas.

Approximately 20-30 non-credit, self-supporting courses are offered each quarter. The diverse selection of classes includes: Spanish, aerobics, swimming, photography, painting, dancing, landscaping, boating, and many more.

Classes are typically scheduled in the evenings and on Saturdays. For more information, stop by or call the center at 851-2424. Office hours are Monday and Wednesday, 4-9 p.m.; and Tuesday and Thursday, 12-9 p.m.

Accreditation

Agencies accrediting Tacoma Community College and its programs include:

- The Washington State Board for Community College Education.
- The Northwest Association of Schools and Colleges.
- State Board of Nursing.
- National League for Nursing.
- Emergency Medical and Ambulance Review Committee, State of Washington.
- American Medical Association Committee on Allied Health Education and Accreditation.
- American Medical Record Association.

- Joint Review Committee on Education in Radiologic Technology.
- Joint Review Committee for Respiratory Therapy.
- Joint Review Committee on Education Programs for EMT-Paramedic.

College Mission and Goals

The College is committed to open access and high quality instruction in meeting the diverse educational needs for the adult community in Tacoma-Pierce County. To do so we:

- maintain an open door admissions policy.
- provide educational opportunities at the lowest possible cost consistent with acceptable standards of quality.
- provide a comprehensive curriculum including academic transfer education, occupational/vocational education, lifelong continuing education and developmental education, appropriately balanced to reflect the needs of our community.
- provide individualized academic and career/vocational planning.
- provide excellent teaching and other services for students.
- provide student-sponsored activities and programs.
- provide comprehensive instruction throughout the College district.
- utilize the community college for wide-ranging community purposes.

Washington State Community College System

Two years after the College opened, the state legislature passed the Community College Act of 1967, creating a state post-secondary community college system separate from the public K-12 system which had previously included community colleges.

Tacoma is one of 23 community college districts statewide. A seven-member Board for Community College Education with one member

appointed by the governor from each of the state's congressional districts is responsible for preparation and submission of a single community college system budget to the legislature and general oversight of the system.

Each of the system's 23 college districts is governed by a local board of five trustees appointed by the governor.

Sexual Harassment

It is the policy of Tacoma Community College to provide an environment in which faculty, staff, and students can work and study free from sexual harassment, sexual intimidation, and/or sexual exploitation. All students, staff, and faculty should be aware that the College is concerned and prepared to take action to prevent and to eliminate such behavior.

Individuals engaging in such behavior will be subject to sanctions, including dismissal.

If you feel you are being sexually harassed, you have a right to help. For more information, please call one of the following offices:

Student Services--566-5115

Affirmative Action--566-5046

Counseling Center--566-5122

The College's policy statement on sexual harassment and procedures for filing sexual harassment complaints is available in all administrative offices, the ASTCC President's office, the Counseling Center, and the Library.

AIDS Policy

The College is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of such chronic, communicable diseases as Acquired Immune Deficiency Syndrome (AIDS). Specific procedures relating to chronic communicable diseases shall be developed by the College consistent with existing law and in the interest of all concerned.

Substance Abuse Policy

In accordance with the provisions of the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570) Tacoma Community College will provide substance abuse education, resources, information, and referral focusing on the prevention and treatment of substance abuse.

Affirmative Action Policy

The Board of Trustees of Tacoma Community College, District 22, has undertaken a program of Affirmative Action designed to prohibit discrimination and provide equal employment opportunities to all employees and applicants for employment in the District. Decisions regarding recruitment, hiring, promotions and other terms and conditions of employment will be made without discrimination on grounds of race, religion, ethnic origin, sex, age, marital status, handicapped status, or Vietnam Era and/or disabled veteran status, except where age or sex is a bona fide occupational qualification.

In keeping with this policy, the Board of Trustees further reaffirms its intent to establish and implement equal employment practices consistent with those prescribed for all agencies of the State of Washington and to disseminate this policy to segments of the College and its service area.

This policy is applicable to all of the College's educational programs and activities; student services and financial aid programs; use of facilities; purchasing, contracting out and facilities construction activities; and all areas of employment.

The Affirmative Action Officer shall be responsible for the implementation of the College's Affirmative Action Plan, and all management personnel will share this responsibility and perform tasks to ensure compliance.

Admission Procedures

Admissions Eligibility

If you are a high school graduate or 18 years of age or older or transferring from other accredited colleges, you are eligible for admission to Tacoma Community College. If you are under 18 years of age and have not graduated from high school, you must obtain a written release from the principal of the high school you last attended in order to be eligible for admission.

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

Admission into a particular program depends upon a person's qualifications and the availability of space in the desired program.

Admission Procedures

If you plan to earn a degree or certificate at the College or transfer to a four-year institution, you must complete each of the steps listed below. If you are not planning to pursue a certificate or degree, or to transfer, complete only the first two steps.

1. Obtain a STATE OF WASHINGTON COMMUNITY COLLEGE ADMISSIONS FORM from the Admissions Office of Tacoma Community College or from any Washington State high school.

2. Complete and return the application form to the:
Admissions Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

3. Request that an official copy of your transcript from the last high school attended be forwarded to the Admissions Office. If you are still

attending high school, arrange to have your final transcripts sent to the Admissions Office after you complete grade 12.

4. If you have attended a college previously, request that an official copy of your transcript from each college you attended be forwarded to the Admissions Office.

Readmission Procedure

If you previously attended the College but your enrollment has lapsed for one or more quarters you may re-enroll by completing a Tacoma Community College Readmission Form. Obtain a Readmission Form from the:

Admissions Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465
(206) 566-5000

Transfer Students

Transfer students follow the same admission procedures as other students.

It is the responsibility of transferring students to have official copies of all previous college transcripts sent to the Admissions Office.

Transfer students may request the Admissions Office to have their transcripts evaluated to determine what course credits from other institutions will apply to a particular program, certificate or degree at Tacoma Community College. Upon request, students will be notified in writing of the evaluation.

If a student chooses to transfer credits from another institution(s) to TCC, ALL of the credits earned at that institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degree. The student's TCC graduation grade point average will be based on ALL

college-level credits earned at TCC as well as all credits transferred from other institutions.

Credits earned at collegiate institutions accredited by recognized regional accrediting associations normally transfer to Tacoma Community College without question. Work completed at non-accredited institutions is considered on an individual basis.

Residence Classification Information

Residency status is determined at the time the application for admission is processed. The law defines a resident student as a person who has been domiciled (i.e., physically present with the intent to remain in the State of Washington) for one year immediately prior to the beginning of the quarter for which he or she claims the right to pay resident tuition and fees. Non-residents are those persons who have not established domicile in the state.

For a student to be classified as a "resident" for tuition and fee purposes, he or she shall:

(a) Be a citizen of the United States of America; or hold permanent or temporary resident immigration status, Refugee-Parolee; or hold Conditional Entrant status; or permanently reside in the United States under color of law; and

(b) Have established a bona fide domicile in the State of Washington primarily for purposes other than educational for the period of one year immediately prior to commencement of the first day of the quarter for which he or she has registered at any institution; and be financially independent; or

(c) Be a dependent student, one or both of whose parents or legal guardians have maintained a bona fide domicile in the State of Washington

for at least one year immediately prior to the commencement of the quarter for which the student has registered at any public institution.

In determining whether domicile has been established, no single factor or specific combination of factors provides a guarantee that domicile has been established. Factors which may be considered in a determination of domicile include permanent, full-time employment in the State of Washington; voter registration; automobile registration; a Washington State driver's license; location of bank accounts; periods of time spent out of the State of Washington; maintenance of a home or continuous commitment for a rental unit in the form of a lease or other agreement; and possession of a professional license to practice in Washington;

Exemption from non-resident tuition is granted to students who provide evidence that they reside in the State of Washington and:

(1) hold a graduate service appointment (involving not less than 20 hours per week) designated as such by an institution; or

(2) are employed for an academic department (involving not less than 20 hours per week) in support of the instructional or research programs; or

(3) are faculty members, classified staff members or administratively exempt employees holding not less than a half-time appointment, or spouses or dependent children of such persons; or

(4) are active duty military personnel stationed in the State of Washington, or spouses or dependent children of such persons; or

(5) are immigrants having refugee classification from the U.S. Immigration and Naturalization Service or spouses or dependent children of such refugees; or

(6) are students who have spent at least seventy-five percent of both their junior and senior years in high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period

before the students graduate from high school, and who enroll in a public institution of higher education within six months of leaving high school, for as long as the students remain continuously enrolled for three quarters or two semesters in any calendar year.

Note: A student wishing to change his or her residency classification must petition the college by completing the residency questionnaire and by providing necessary documentation. The form may be obtained at the Admissions Office, Bldg. 18, 566-5000. This should be accomplished prior to the day of registration.

Admission of International Students (F-1 Visas)

Tacoma Community College is authorized by the United States Department of Justice Immigration and Naturalization Service to accept and enroll foreign non-immigrant students provided they are in compliance with immigration regulations.

Each international student making application must provide the College with:

- **1. Evidence of Academic Preparation** by submitting official transcripts from all schools which he or she attended.
- **2. Evidence of Language Proficiency** by submitting English proficiency test results from tests administered at various centers in the United States and abroad. Test results must reflect a score of 400 or above on the TOEFL (Test of English as a Foreign Language) or a proficiency level equal to 400 TOEFL from an English Language Center.
- **3. Evidence of Financial Responsibility** by submitting documents which verify that the applicant has sufficient financial resources for tuition, fees and living expenses for a period of least one (1) year. (F-1 students are not eligible for financial aid)
- **4. Evidence of Immigration status** (for new transfer students only) by submitting TCC form let-

ter concerning status at previous school.

- **5. All documents must be originals or certified copies.**

International students with F-1 (foreign student) visas who are issued I-20 forms by Tacoma Community College must comply with immigration regulations itemized on the College International Student Information Sheet. For further information please contact the Foreign Student Advisor in Building 18.

Veterans Admission

Veterans applying for admission to the College for the first time should follow the admission procedures described in this section. Veterans who have previously attended this college and who wish to re-enroll should follow the Readmission Procedure also described in this section.

The following Veterans Educational programs are currently available to veterans, active duty servicemembers, reserves and students pursuing certain Allied Health objectives. (See RAMP program):

Chapter 30 -- Veterans Educational Assistance Act of 1984 ("Montgomery G.I. Bill" P.L. 98-525) Persons who first entered the military at any time between July 1, 1985 and June 30, 1988; or active duty persons who have CHAP. 34 eligibility, have been on active duty continuously since December 31, 1976 and continued on active duty beyond July 1, 1985. Refunds are not allowed under this program.

Chapter 31 -- Vocational Rehabilitation

Veterans who suffered a service-connected disability and who are determined by the VA to be in need of vocational rehabilitation to overcome the handicap to employment caused by their disability.

Chapter 32 -- Veterans Education Assistance Program (VEAP)

Those who entered active duty after December 31, 1976 and deposited \$25 to \$100 up to \$2,700 into a special military training fund. For every \$1 deposited, the government will contribute \$2, up to \$5,400.

Refunds are allowed under this program.

Chapter 34 -- Veterans Readjustment Benefits Act of 1966 (GI Bill)

Those who entered active duty after January 31, 1955, before January 1, 1977 and served more than 180 days. (Vietnam-Era G.I. Bill).

Chapter 35 -- Survivors and Dependents Education

Children, spouses and survivors of veterans whose deaths or permanent and total disabilities were service-connected. This chapter is also applicable to spouses and children of servicepersons missing in action or prisoners of war.

Chapter 106 -- Selected Reserve Educational Assistance Program (Title 10, U.S.C.) ("The new G.I. Bill")

High school graduates who have completed 180 days of service in the Selected Reserves. During the period July 1, 1985 through June 30, 1988 these persons have agreed to serve six years. Eligibility begins after having served 181 or more days. These persons must enroll quarterly at least at the half-time rate and they are not eligible for VA benefits involving deficiency/remedial courses.

Section 901 -- Educational Assistance Test Program (PL 96-342)

These persons enlisted or reenlisted for active duty service on or after November 30, 1980 and before October 1, 1981 and have completed two years. This is a noncontributory program available only to certain persons who were selected upon enlistment or reenlistment by their services department. These persons are restricted from receiving benefits for courses numbered below 100. (Deficiency/Remedial courses)

Naval Reserve Medical Personnel Program (RAMP)

Currently enrolled students who meet the requirements may enlist into the Naval Reserve's New Paramedical Scholarship Program. These persons must enroll as full-time students.



Veterans Advance Pay

Veterans who are entering the College for the first time may request advance pay. Those who apply should submit their requests through the College's Office of Veterans Affairs (OVA) at least forty-five (45) days prior to the first day of classes of the quarter for which they are enrolling. Veterans may use their advance paycheck for the payment of tuition and fees during registration.

Veterans who are returning to the College from at least a 30 day absence are also eligible for advance pay. They are encouraged to make their registration appointments early so that they will be able to register during the three days allotted for late registration. This will allow staff adequate time to process the required VA certification and may avoid undue delay in receipt of benefits.

Montgomery GI Bill participants must be approved by the Department of Defense (DOD) before the Department of Veterans Affairs (DVA) becomes involved. The time frame varies on a case by case basis. Once DOD establishes eligibility, DVA begins the process for payment that could take 8-12 weeks.

Sea-Vet Discount

Veterans who are residents of the State of Washington may be eligible for the Washington State SEA-VET

tuition discount, provided they served on active duty in the Southeast Asia theater of operations between August 5, 1964 and May 7, 1975 and were awarded the Vietnam Service Medal after 1965 or the Expeditionary Medal for service in Vietnam prior to July 3, 1965.

The SEA-VET tuition discount expires on May 7, 1990. Vietnam veterans must be enrolled in state institutions of higher education on or before May 7, 1990.

Servicemembers Opportunity College - (SOC)

Tacoma Community College has been officially designated as a participant in the Servicemembers Opportunity College (SOC) by the Department of Defense, in cooperation with the American Association of Community and Junior Colleges.

The SOC, as implemented at Tacoma Community College, seeks to increase access to higher education for active and retired military personnel.

- by accepting a maximum of forty-five (45) quarter hour credits from military service schools;
- by granting fifteen (15) quarter hour military science credits to enlisted men who have completed at least one (1) year of active military service; and
- by granting thirty (30) quarter hour military science credits to commissioned officers who have completed at least one (1) year of active military service.

The College will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree.

Eligible military personnel may be awarded the AGS degree by earning the balance of the total distribution requirements. Active and retired military personnel may obtain additional information about SOC by calling the college Office of Veterans Affairs at 566-5033.

Buckley Amendment

The Family Educational Rights and Privacy Act requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment and maintenance of student educational records.

Tacoma Community College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the Act and U. S. Department of Education regulations.

Each student has the right to inspect personal educational records. Students must complete TCC form (TCC-REG-063) and identify the records to be reviewed and/or inspected. If desired, copies may be obtained from the College.

If a student believes personal education records contain inaccurate or misleading information or violate privacy or other rights, the student may submit a written appeal to the Dean of Student Services seeking to amend them.

Within 20 days after receipt of the appeal, the Dean of Student Services will issue a decision regarding the appeal. If the decision is to refuse to amend the student's educational records, the student may file a written request for a hearing. The student will be provided a full and fair opportunity to present evidence. A final written decision will be rendered based upon the evidence submitted at the hearing.

Students may file complaints concerning alleged failures by the College to comply with the Act or regulations promulgated thereunder with the United States Department of Education (FERPA), Office of the Review Board, Washington, D. C. 20202.

Copies of the College's student educational records policies and procedures may be obtained from the Dean of Student Services Office.

Students Rights and Responsibilities

The Student Rights and Responsibilities Code identifies the rights that are guaranteed individual students and the responsibilities of students according to state law and college policy. The provisions of the code apply to all students whenever they are on campus or engaged in any college sponsored activity or function. The following rights are guaranteed to each student.

- 1. academic freedom
- 2. due process
- 3. distribution and posting of approved materials
- 4. opportunity to invite speakers to campus

A student who commits any of the following offenses is subject to disciplinary action:

- 1. personal offenses (such as assault; disorderly or abusive conduct; false complaint or alarm; illegal assembly; trespass; and sexual harassment),
- 2. property offenses (such as theft; intentional or grossly negligent damage or destruction of college property; and unauthorized use of college equipment),
- 3. status offenses (such as cheating; forgery; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages; possessing or consuming alcoholic beverages except wherein official approval has been given; possession of weapons; failure to comply with directions of authorized college official; smoking in "no smoking" areas; and unauthorized occupancy of college facility.)

Requests by students or college employees to initiate disciplinary proceedings must be submitted in writing to the Dean of Student Services within 10 instructional days of the date the petitioner became aware or could have become aware of the alleged violation of the code.

A student is subject to disciplinary warning, probation, suspension, or

expulsion for violating any of the above listed offenses. The Code of Student Rights and Responsibilities identifies the due process guaranteed to any student who is charged with violating provisions of the Code. The Code of Student Rights and Responsibilities also identifies the grievance procedures guaranteed to students who believe their rights have been violated.

The College's Code of Student Rights and Responsibilities is available in the Office of the President of the Associated Students, and the Library.

Pregnancy Policy -- Radiologic Technology Program

A student in the Radiologic Technology Program who has reason to believe she may be pregnant shall report this belief immediately to the head of the Radiologic Technology Program. The head of the Radiologic Technology Program shall, if there is reason to believe a student is pregnant, require that the student submit a physician's statement confirming or denying the fact of pregnancy. Verification of pregnancy shall include the anticipated date of delivery. Upon verification of pregnancy, the student will not be permitted to continue to participate in the clinical education and didactic courses utilizing ionizing radiation of the Radiologic Technology Program. Arrangements will be made by the head of the program for the student to re-enter and complete the program requirements after the pregnancy is over.

Failure to comply with the regulation will result in dismissal from the Radiological Technology Program.

A student who disputes the terms or conditions of re-entry into the Radiologic Technology Program or dismissal from the program may appeal the decision to the Chairman of the Allied Health Division.

Registration, Assessment & Advising

New Student Registration

The registration process at Tacoma Community College assures that new students receive the best possible assistance in selecting and enrolling in classes that match their abilities and educational goals.

• STEP 1. BASIC SKILLS ASSESSMENT PROGRAM.

In an effort to provide more effective educational services for students and faculty, Tacoma Community College assessment evaluation helps identify the student's academic strengths and weaknesses in reading, writing, arithmetic and algebra skills. This information is used for program placement, advising and for course placement to improve academic skills.

All students entering Tacoma Community College for the first time are encouraged to take the basic skills assessment as assessment scores are necessary for advising and registration.

ASSESSMENT IS REQUIRED FOR THE FOLLOWING STUDENTS:

1. All "first-time" college students with degree, certificate, or transfer intent.

2. All students who register for any English or Mathematics class.

3. All students who register for 7 or more credits.

4. All high school completion students.

5. All students who took a placement evaluation more than three years ago and have not used the scores for class placement in college classes.

6. Students who are transferring to TCC from another college with less than a 2.00 GPA or who do not have college transcripts for evaluation.

7. TCC students who have been placed on academic probation or deficiency may be required to re-take the assessment before registering for the next quarter.

EXEMPTIONS:

1. Students who have earned an associate degree or higher from an accredited institution and have a copy of their transcript or degree.

2. Students with transcripts showing successful completion (a C or higher grade) of college level English, reading, and math classes at another college.

• STEP 2. ADVISING

Students are required to meet with advisors prior to registration. Advisors discuss with students their objectives, course requirements of educational programs offered by the College, faculty expectations of students enrolled in courses, and other topics which help students identify their educational goals and select appropriate classes. Advisors also assist students in planning and completing quarterly class schedules.

• STEP 3. REGISTRATION

Students are enrolled in classes by presenting their registration forms to staff in the Registration Center in Bldg. 18 and by paying the appropriate tuition and fees.

Prior to the beginning of each quarter, special days are set aside for new students to be assessed, advised and registered in classes.

Students who submit applications to the College are mailed appointments for assessment, advising, and registration.

Student Status Definitions

Full-Time Student: Any student registered for 10 or more credits. A veteran student, an international student, and a student on a financial aid program are considered full-time when registered for 12 or more credits.

Part-Time Student: Any student who is registered for fewer than 10 credits.

First Year Student: Any student who has earned fewer than 45 credits.

Second Year Student: Any student who has earned 45 or more credits.

Auditing Student: Any student who chooses to register for a class for no credit and to pay the standard tuition and fees for the class.

Concurrent Enrollment Program

Tacoma Community College cooperates with Edmonds, Pierce, Green River, Highline, and the Seattle Community Colleges in offering a concurrent enrollment program. The program is one which allows a student to take courses at two or more of the cooperating community colleges simultaneously.

If a student registers and pays the maximum tuition and fees in one college, a second college may allow the student to register for additional courses without payment of additional fees:

- provided the number of credits for all courses enrolled does not exceed the maximum number of credits allowable at standard rates; and,
- provided the courses are not offered by the first college in a manner that will enable the student to complete his or her program in a timely manner.

If a student requesting concurrent enrollment has paid less than the maximum tuition and fees required, he or she shall be assessed tuition and fees at the standard rate of course registration up to the maximum.

Withdrawal from all courses or reduction in course load at the college of initial registration shall invalidate any cost-free registration at the second college unless the appropriate additional tuition and fees are paid.

Special Fees

The College charges special fees at registration to students enrolling in science and art courses, physical activity courses, allied health courses, and most laboratory courses. Additionally, students are charged for individual instruction and other incidentals.

A complete listing of the special fees is published in the quarterly class schedule.

Students may purchase their books and supplies at the Tacoma Community College Bookstore.

Parking Permits

On-campus parking is available after purchase of a permit. Parking facilities must be self-supporting and the fees are determined accordingly. Permits are available in the Parking Office, Building 18.

Senior Citizen Tuition & Fee Waiver

A resident of Washington who is 60 years of age or older is eligible for a Senior Citizen Tuition Waiver at Tacoma Community College under the following conditions:

1. A senior citizen can register and be granted a tuition waiver for any college-credit class in which space is available on the first day of instruction of the class.

2. Waivers will not be applied to more than two (2) courses per individual per quarter.

TUITION AND FEES

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS

	FALL 1989 (Fall 1989- Summer 1990)	FALL 1990*** (Estimates) (Fall 1990- Summer 1991)	Special Student Center Building Fee (\$5.00 per credit)
Full-Time Student (10 or more credits)			
General Tuition and Operating Fees	\$240.50	\$253.50	\$5.00
Service and Activities Fees*	\$33.50	\$35.50	
TOTAL	\$274.00	\$289.00	
Part-time Fee			
1-2 credits	\$54.80	\$57.80	\$5.00
3-9 credits-per credit hour	\$27.40	\$28.90	per credit
10-18 credits-per credit hour	\$27.40	\$28.90	to 10 credits
Over 18 credits-per credit hour	\$24.05	\$25.35	

QUARTERLY TUITION AND FEES FOR NON-RESIDENT STUDENTS**

Full-time Student (10 or more credits)			
General Tuition and Operating Fees	\$1044.50	\$1098.50	\$5.00
Service and Activities Fees*	\$33.50	\$35.50	
TOTAL	\$1078.00	\$1134.00	
Part-time fee			
1-2 credits	\$215.60	\$226.80	\$5.00
3-9 credits-per credit hour	\$107.80	\$113.40	per credit
10-18 credits-per credit hour	\$107.80	\$113.40	to 10 credits
Over 18 credits-per credit hour	\$104.45	\$109.85	

QUARTERLY TUITION AND FEES FOR VIETNAM VETERANS

Full-time Student (10 or more credits)			
General Tuition and Operating Fees	\$67.00	\$67.00	\$5.00
Service and Activities Fee*	\$17.00	\$17.00	
TOTAL	\$84.00	\$84.00	

Part-time Fee

1-9 credits-per credit hour	\$8.40	\$8.40	\$5.00 per credit to 10 credits
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* This fee is subject to change by the TCC Board of Trustees.

** Non-resident students are those not continuously domiciled in Washington State for at least 12 months prior to the First day of the quarter in which they register. Under the law, active duty military personnel stationed in Washington and refugees and the spouses and dependents of same are allowed to pay resident tuition.

*** Fall 1990-Summer 1991 tuition rates are estimates. At publication, the rates had not yet been set by the Washington Legislature. A special tuition rate of \$24.05 per credit hour is charged for ungraded courses in Industrial First Aid, Small Business Management, and Parent Education. A special rate of \$5.00 is charged for ungraded Emergency Medical Technician courses and \$2.50 for senior citizen classes.

3. An administrative charge of \$2.50 per course, but not more than \$5.00 total, will be charged to cover the cost of registration and record processing.

4. Senior citizens may take classes for credit or on an audit (no grade) basis.

5. Senior citizens are responsible for purchasing their own books, supplies, laboratory fees, parking, and for paying other incidental costs of participating.

If a senior citizen chooses to enroll for a class prior to the first day of instruction of the class, he or she must pay the standard tuition and fees.

Waivers cannot be granted to senior citizens who plan to use credits to improve their status for credentials or salary schedule purposes.

Quarterly Class Schedule

A schedule listing classes which the College will offer is published each quarter. The schedule displays:

- the courses to be offered;
- the related special fees, if any;
- a listing of the class sections;
- the time and place of each section; and
- the name of the instructor.

Quarterly class schedules are available to students in the Registration and Admissions Centers and the Counseling Center approximately one month before the beginning of each quarter.

Tuition and Fee Refunds

Credit Classes

College procedures for the refund of tuition and fees to students are consistent with state statutes. Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the College..... 100%
- Withdrawal during the first five (5) calendar days of the quarter 100%

- Withdrawal from the 6th through the 30th calendar day of the quarter50%
- Withdrawal after the first 30 calendar days of the quarter -0-
- For those courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed a 100% refund for five (5) calendar days after he or she registers for the course and a 50% refund for five (5) additional calendar days.

A student who withdraws from all classes after the 30th calendar day following the beginning of instruction shall receive no refund of tuition and fees with the following exceptions:

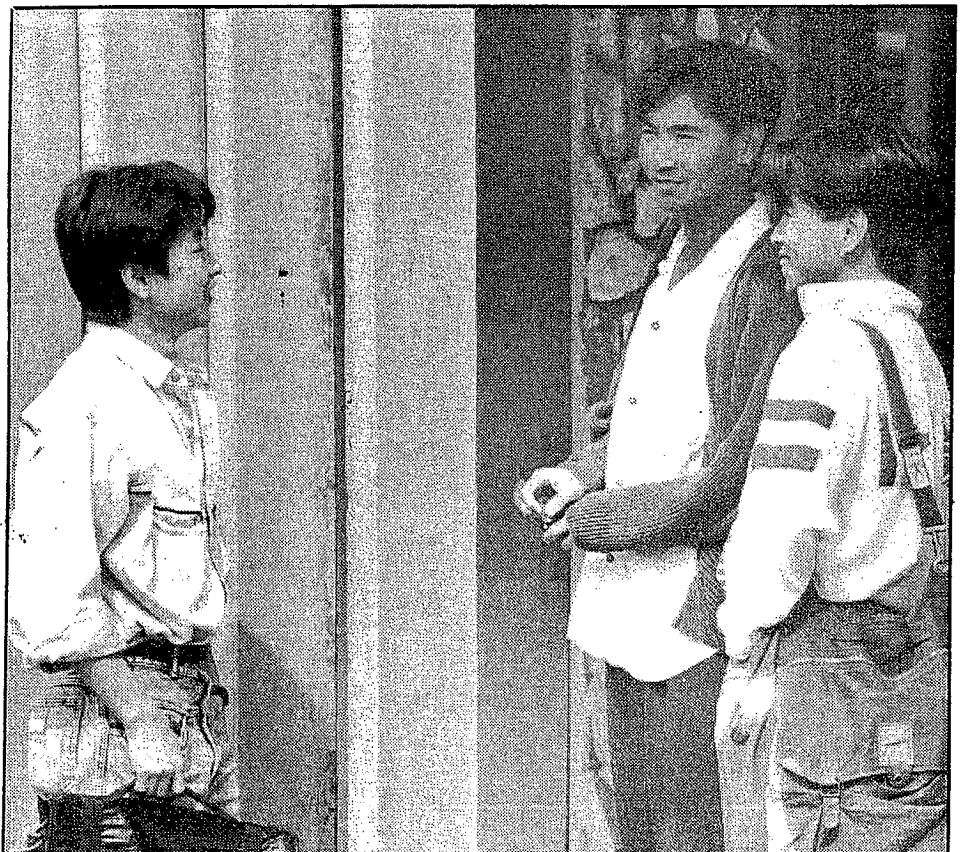
- A student may complete a Request for Exception to Refund Policy form at the Registration Center.
- No refund will be given to a student who is dismissed from the College for disciplinary reasons or to one who fails to follow official withdrawal procedures.

- For courses beginning after the 5th instructional day of the quarter, a 100% refund will be allowed for 5 calendar days after the beginning of the course and a 50% refund will be allowed for five additional calendar days.

Community Service/Personal Interest - Non Credit classes

Refunds will be made according to the following schedule:

- Withdrawal prior to first class session or event..... 100%
- Classes meeting for a total of five (5) sessions or more: Withdrawal after first, but before second class session 100%
- Classes meeting for a total of three (3) or four (4) sessions: Withdrawal after first, but before second class session50%
- Classes meeting for a total of one (1) or two (2) sessions: Withdrawal any time after first class session -0-



How to Earn Credits

What is a Quarter?

The academic year at Tacoma Community College is divided into units called quarters. The quarter system at Tacoma Community College consists of the following:

Quarter	Number of Months	Weeks
Fall	Sept. - Dec.	11
Winter	Jan. - March	11
Spring	March - June	11
Summer	June - August	9

What is a Credit?

The unit by which Tacoma Community College measures its course work is called a credit hour. The College assigns one quarter credit hour to a class which meets the equivalent of one class-hour per week during a quarter or a predetermined time frame within a quarter.

Courses offered during a quarter are assigned a credit value related to the number of class-hours per week involved in the course, typically from one to five credits. Some courses require time for laboratory work in addition to the time required for lecture work.

Credit Hours Per Quarter

The normal number of credit hours for a full-time student is 15 per quarter. Taking 15 credit hours per quarter in the correct distribution will enable a student to graduate with an Associate Degree in two years (six quarters.) A student who wishes to enroll for 20 or more credit hours must have the permission of the supervising Dean or his or her designee.

Full-Time Student

For the purpose of paying tuition and fees, a full-time student is one

who is registered for 10 or more credit hours. Each full-time student is expected to successfully earn 15 or more credit hours per quarter toward his or her degree or program objective.

Some external agencies, such as the Veterans Administration, Department of Education (financial aid programs), and the Department of Immigration and Naturalization Service, consider a full-time student as one who is registered for 12 or more credits.

Course Audits

Students may audit courses provided the auditor does not displace a student who wants to take the same course for credit. By paying the regular tuition and fees, students will be allowed to participate in all course activities as long as attendance requirements for the course are met. If attendance requirements for the course are met, an "N" grade will be recorded; if not, a "W" will be recorded. Neither grade is computed in the student's grade point average. Students auditing a course will not receive credits for the course.

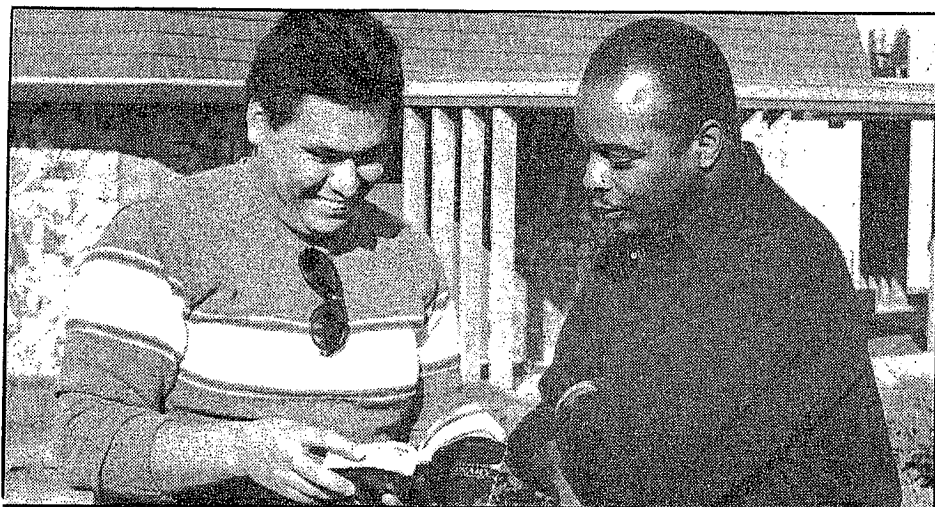
Students may not convert from audit to credit or from credit to audit after the fourth week of the quarter. To convert from audit to credit during the first four weeks of the quarter, students must complete a CHANGE OF PROGRAM form, obtain the instructor's permission/signature, and return the form to the Registration Center for processing.

Grading

The following system of grading and grade point values is to be used for reporting and determining academic achievement. A faculty member may or may not choose to use the plus-minus grading option in a given class.

Grade	Description	Grade Points Per Registered Credit
A	Honor	4.0
A-	3.7
B+	3.3
B	Good.....	3.0
B-	2.7
C+	2.3
C	Average.....	2.0
C-	1.7
D+	1.3
D	Minimum.....	1.0
D-	0.7
E	Failure to complete minimum requirements.....	0.0
W	Official withdrawal from course.....	0.0
V	Unofficial withdrawal. Student attended briefly or not at all.	0.0
I	Incomplete.....	0.0
S	Satisfactory (S grades count toward a degree but are not considered in computing grade point average. A student must be performing at a grade of C- or better to earn an "S" grade or a grade of "U" will be recorded.).....	0.0
U	Unsatisfactory (U grades are not considered in computing grade point average).....	0.0
N	Audit.....	0.0
R	Repeat of course (higher grade) and corresponding grade points used in computing resultant GPA.....	0.0

(Note: student must submit a "Repeated Course Form" to the Registration Office.)



Educational Planning and Advising

Tacoma Community College has a responsibility to help each student achieve an appropriate educational objective. To accomplish this, the College offers a comprehensive educational planning and advising program which continues throughout the student's career at TCC. Faculty advisors are assigned to all full-time students (those enrolled for 7 or more credit hours), and to part-time students upon request. Advisor assignments and reassignments are coordinated by the Advising Center, Building 7. All full-time students should see advisors for assistance with educational planning and scheduling on a designated advising day prior to registration each quarter. Additional or more intensive educational planning and career counseling may be arranged by contacting the Counseling Center, Building 7, 566-5122.

Transcripts

A transcript is a reproduction of the complete, unabridged academic record of a student. Any official transcript issued by the College is one which has been authenticated with:

- the signature and title of the certifying official;
- the College seal; and
- the date of issue

Any unofficial transcript issued by the College is not authenticated.

A student may request a copy of his or her official or unofficial transcript by completing a **REQUEST FOR TRANSCRIPT** form, by paying the appropriate fees, and by submitting the form and receipt to Registration Center staff for processing. The College will send official transcripts to other educational institutions and prospective employers. The College will issue only unofficial transcripts directly to a student. Transcript requests are usually processed within four days after receipt.

REQUEST FOR TRANSCRIPT forms are available in the Registration Center.

Incomplete Grade

The grade of "I", designating incomplete, must be initiated by the student or the instructor. The grade is given at the discretion of the instructor when the student has completed a sufficient amount of course work but cannot complete course requirements during the quarter due to circumstances beyond his or her control. The student and instructor must fill out a contract form which contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract will be retained by the instructor, one given to the student, and one given to

the department or division chairman.

An incomplete grade remains permanently on a student's transcript if the course work is not made up within one year.

Failure of students receiving federal financial aid to make up an incomplete grade within a designated time may result in partial loss or termination of benefits. These students should contact the Financial Aid Office.

Veterans are not entitled to benefits for "I", "W", "U" and/or "V" grades, unless mitigating circumstances are involved.

Change of Grade

A student requesting a grade change for a course must contact the instructor. If the request is approved, the instructor will complete a **GRADE CHANGE** form and forward it to the Records Office.

Satisfactory/Unsatisfactory Grade

Some classes, due to their nature and content, are offered on an "S/U" grading basis. In other classes, students have the option for an "S/U" grade. Courses shall be designated "S/U" based on a departmental decision. To receive an "S" grade the student must be performing at a grade of "C-" or better or a grade of "U" will be recorded. Neither the "S" or "U" grade is computed in the grade point average. In order to exercise the "S/U" option, students:

1. Must choose the "S/U" grade option in writing at the Registrar's Office by the 15th day of the quarter.
2. Should understand that once the choice for the "S/U" grade has been made, it will not be changed to a regular letter grade.

Students should be aware that courses with an "S" grade may not satisfy transfer requirements or TCC program, certificate or degree requirements. At some universities, the "S" grade may not be accepted in courses needed to satisfy distribution. Students are urged to check with their advisor and to consult the catalog of their transfer institution.

Change of Program

Students may change their quarterly class schedule by completing a Change of Program form and processing the form through the Registration Center. The Change of Program form must be used in making all changes to original registrations; i.e., dropping and/or adding classes; substituting one class for another; changing the number of credits; changing from credit to audit status; and officially withdrawing from the College.

A student may process one program change per quarter at no fee. A student processing more than one program change in a given quarter will be charged \$3.00 for each additional change. A student who officially withdraws from the College will not be assessed a Change of Program fee.

Official Withdrawal from the College

Withdrawal from class(es) requires the student to complete a CHANGE OF PROGRAM form and return it to the Registration Center. If a student withdraws from one or more classes during the first ten (10) days of the quarter, the classes do not appear on his or her transcript. A student who withdraws after the tenth (10) day of instruction shall receive a "W". This grade is not computed in the grade point average.

The following conditions apply to withdrawals:

1. Courses from which students withdraw during the first ten (10) days of the quarter will not appear on the student's transcript.

2. A student receives an automatic "W" when the above procedure is followed from the 11th to the 20th day of the quarter. The "W" will appear on the grade roster sent to the instructor before the end of the quarter.

3. Withdrawal policy after the fourth week of the quarter is established by each instructor. Any student who officially withdraws after the fourth week of the quarter must obtain the instructor's signature.



4. A student who is physically unable to come to campus to process a CHANGE OF PROGRAM form may notify the registrar in writing, of his or her intent to officially withdraw.

5. A student whose name appears on the class roster but has never attended the class will have a "V" recorded on the grade roster.

Time Limit for Grade Changes

Grade changes for any reason must be submitted on the "Grade Change" form by the instructor directly to the Registrar. Grade changes must be made within two quarters (excluding summer) after the quarter in which the student registered for the course. No grade changes after two quarters will be allowed, unless it can be documented by the instructor and approved with the division chair's signature that the grade was originally an error. The grade for a specific course may be changed only once.

College Level Examination Program (CLEP)

Tacoma Community College participates in the College Level Examination Program (CLEP) and grants credit to students for scoring on the 45th percentile or above on the CLEP General Examination.

Credit may be granted for CLEP Subject Examination if approved by the division or department chairperson.

For further details, students should contact the Credentials Evaluator in the Records Office, Building 18.

Advanced Placement Credit

The College will grant credits to entering first year students who have earned scores of three (3) or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. A processing fee of TEN (\$10.00) DOLLARS shall be charged for each course for which college credit is granted through advanced placement.

A student who wishes to receive advanced placement credits must send his or her ETS test score to the chairperson of the department which grants advanced placements. After receiving the student's test score, the department chairperson will notify the Records Office, in writing, of the number of credits granted.

The College will award a grade of "S" for all courses where credit is granted, and the number of credits will be noted on the student's transcript.

Three departments of the College currently grant advanced placement credits:

English -- A student scoring a 3 on the composition and literature examination will receive credit for English 101. A student scoring 4 will receive credit for English 101 and English 102. A student scoring 5 will receive credit for English 101, 102 and 258.

Mathematics -- A student scoring 3 on the calculus AB or BC examination will receive 5 credits for Math

124. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.

History -- A student scoring 3 or higher on either the American or European History examination will receive 10 credits in the area of specialization.

Advanced placement credits will fulfill either distributive or elective requirements for an associate degree.

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads.

Challenging a Course

A student enrolled for five (5) or more credit hours may earn additional credits in some courses by a challenge examination, provided the department has developed an examination for the course to be challenged.

An examination fee of SEVEN AND 50/100 (\$7.50) DOLLARS per credit hour will be charged for each course challenged. All arrangements, including the payment of fees, must be completed within the first ten (10) days of a quarter.

Students who successfully challenge a course will receive an S grade.

Course Challenge Application forms are available in the Registration Center.

Course Repeats

A student, except one who is enrolled in an Allied Health Program with specific course repeat limitations, may repeat a course in which he or she has received a grade of C or lower no more than two (2) times. In computing the student's cumulative grade point average, the higher grade earned for repeated courses will be used if the student submits a "Repeated Course Form" to the Registration Office.

Contact the Registration Center for further information.

College Policy on Cheating

The College will not tolerate cheating or plagiarism.

Students should understand that the consequences of cheating or plagiarism may vary according to circumstances, but that being found guilty of either is grounds for failing a course or, in extreme cases, grounds for dismissal from the College.

Academic Review Policy

Academic review is designed to help an unsuccessful student become a successful student. The purpose of the following policies is to quickly identify any student whose grade point average falls below 2.00 and provide that student with a means to improve his or her academic standing.

Academic Deficiency

A student is academically deficient after earning a grade point average below 2.00 in any quarter.

By the second week of the subsequent quarter the Dean of Student Services will notify a student by mail that he or she is academically deficient. The student will be encouraged to take advantage of available campus resources to improve his or her academic standing.

Academic Probation

A student is placed on institutional academic probation when that student earns a grade point average below 2.00 for the last two quarters he or she was enrolled at the College.

By the end of the second week of the subsequent quarter the Dean of Student Services will notify a student by mail that he or she has been placed on institutional academic probation. The student will be required to meet with his or her advisor and to participate in a program designed to improve the student's academic standing.

Removal of Academic Probation

A student is removed from probationary status when he or she earns a grade point average of 2.00 or above.

Academic Suspension

A student who earns a grade point average below 2.00 for the last three quarters for which he or she was enrolled will be suspended for the following quarter. AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER SHALL COUNT AS PART OF FALL QUARTER.

The Dean of Student Services will notify a student by mail by the first day of classes of the subsequent quarter that he or she has been suspended.

Following a one-quarter suspension, a student may re-enroll subject to meeting the College's ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION. Should a student then earn a grade point average below 2.00, thereby having been academically deficient in each of his or her last four quarters at the College, the student will be suspended for three consecutive quarters.

Appeal Procedures

Academic suspension may be appealed to the Academic Review Committee. A student will not be suspended during the course of the appeal process.

Any appeal by a student notified of academic suspension must meet the following conditions: the appeal shall be in writing and clearly state factual errors or other matters which justify the appeal. Further, the appeal shall include reasons which contributed to the student's academic deficiency, proposed plans to improve academic standing, and evidence of any error in the College records.

The appeal shall be filed through the Office of the Dean of Student Services. For winter and spring quarters, the appeal must be filed no later than the 5th instructional day of the quarter for which the student is suspended. For fall quarter, the appeal must be filed no later than one week before the start of classes. Failure to appeal will result in suspension.

After reviewing the student's academic records and all information pertinent to the appeal, the committee will take one of the following actions: remove academic suspension, confirm academic suspension, impose conditions in lieu of suspension, or request the student meet with the committee before a final decision on the appeal is made.

The student shall be given notice of the time, date, and place of this meeting, which shall take place no later than the 6th instructional day of the academic quarter for which the student has been suspended. The student's failure to attend the meeting will not preclude the committee from making a final decision regarding the appeal.

The committee shall notify the student of its decision no later than the 7th instructional day of the quarter. The decision of the committee shall be final, subject to appeal to the President of the College.

Withdrawal or Termination of Appeal

The student may officially withdraw the appeal, in writing, at any time.

Failure of the student to appear for any scheduled committee meeting without prior notification and without evidence of extenuating circumstances shall terminate the appeal.

Re-enrollment Procedures Following Academic Suspension

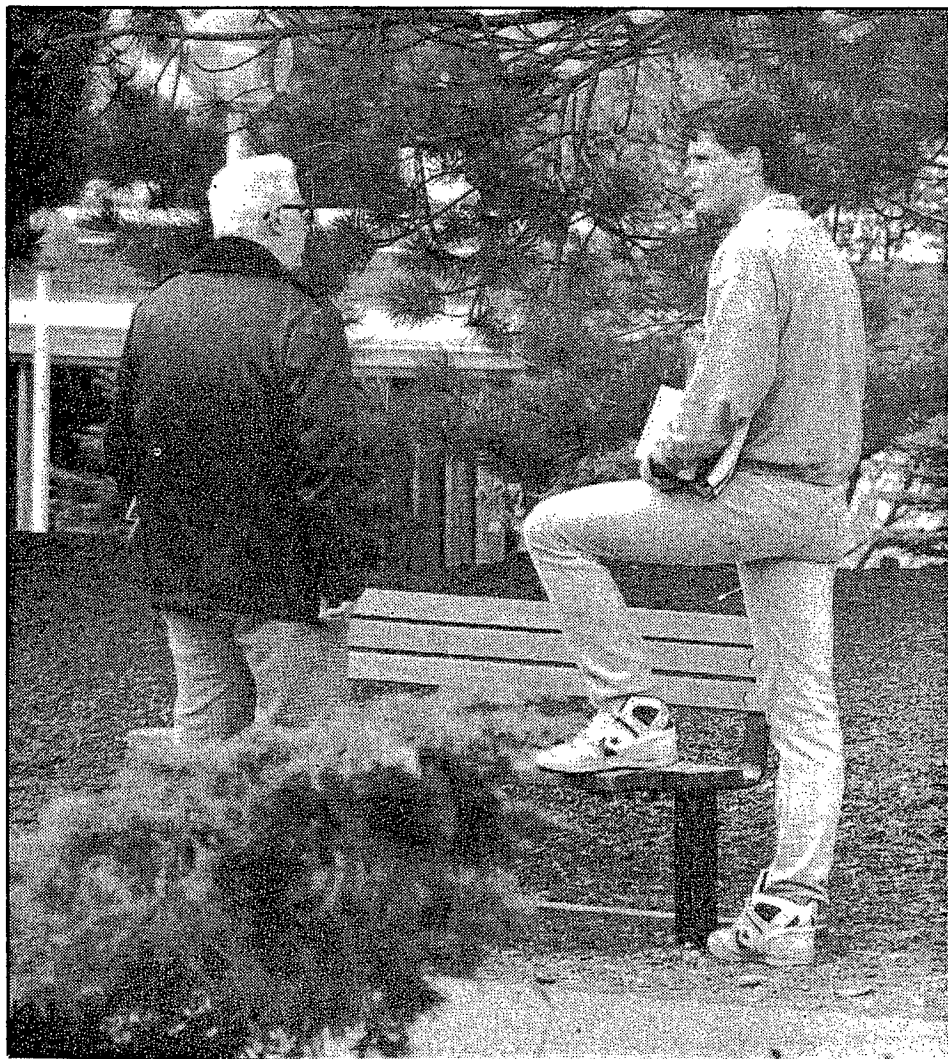
After having been suspended, a student shall present to the Academic Review Committee a petition for re-enrollment. The petition shall include, but not be limited to, the following: a class schedule for the coming quarter, signed by the student's assigned advisor; a proposed program of studies, signed by the student's assigned advisor and which encompasses at least two quarters and identifies short-range and long-range educational goals; evidence that the factors that contributed to academic deficiency have been eliminated.

The petition shall be filed with the Dean of Student Services no later than one week before the start of classes for the quarter in which the student is seeking admission to the College.

After reviewing the student's academic record and petition, as well as other pertinent information, the committee shall decide by majority vote to take one or more of the following actions: permit the student to register according to his or her proposed program of studies and class schedule, impose conditions on the student's enrollment, require that the student undergo further academic assessment prior to registration, and/or refer the student for learning assistance and/or counseling during the subsequent quarter.

The academic work of a student who enrolls at Tacoma Community College following a quarter or more of suspension will be closely monitored through means determined by the College's Academic Review Committee.

Should a student earn a grade point average of below 2.00 for the first quarter he or she re-enrolls following academic suspension or for the quarter following successful appeal of academic suspension, the student will be suspended for three consecutive quarters. **AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER WILL COUNT AS PART OF FALL QUARTER.**



Financial Aid

What Financial Aid is Available

Students may apply for different kinds of financial aid, grants, employment, scholarships, and loans through the College's Financial Aid Office. Most financial aid available to students includes a package built from two or more of the following programs:

Grants

Pell Grant

This grant will provide eligible students with between \$115 and \$2,300 per year based on residency status and the number of credits registered for each quarter.

Supplemental Educational Opportunity Grant (SEOG)

This grant ranges from \$150 to \$600 per year and is awarded only to those students who have extreme financial need.

State Need Grant (SNG)

This grant can only be awarded to students who are residents of the State of Washington. The actual amount of the award varies from year to year.

Bureau of Indian Affairs Grant (BIA)

Each year the Bureau of Indian Affairs provides grants to help eligible Native American students meet their costs for education. The grant amounts vary according to the financial need of the student and the funds available from the student's area BIA agency. To be eligible for a BIA Grant, the student must be at least one-fourth American Indian, Eskimo or Aleut.

Tuition Waivers

Tacoma Community College is authorized by state law to exempt a



percentage of needy students from the payment of tuition provided these students are residents of the state.

The College also provides from 20 to 30 tuition waivers to graduating high school seniors who possess outstanding scholarship, leadership skills or talent in the performing arts.

Employment

Work-study programs provide part-time jobs to assist students who need help to pay their educational expenses.

College/State Work-Study

The College and State Work-Study programs provide part-time employment opportunities for students in jobs both on and off campus. Salaries range from \$4 to \$7 per hour.

State Work-Study Tutorial

This program provides opportunities for students to work as tutors/teaching assistants in a public school setting, at salaries ranging between \$5.00 and \$6.00 per hour.

Scholarships

Private citizens and groups have set up scholarships at the College to

help students who possess specific skills to meet their educational needs. A student may obtain information about each scholarship from the College Financial Aid Office.

Loans

Students and/or their parents may process applications through the College Financial Aid Office for loans from local banks, credit unions or savings and loan associations. The three loan programs for which they may apply are:

Guaranteed Student Loan (GSL)

This program provides loans up to \$2,625 per year to eligible students. The interest rate is 8% per year while the student is in school and through the first 4 years of repayment. The interest rate will be 10% per year beginning with the 5th year of repayment.

Repayments begin six months after graduation or after withdrawal from college and may extend up to 10 years.

Supplemental Loan

Through this program, independent students may borrow up to \$4,000 per year. The interest rate is 12% or 14% per year, based on 91-day treasury bill rates. Interest accrues while the student is in school. Repayment begins 60 days after graduation or after withdrawal from college and may extend up to 10 years.

Plus Loan

Parents of dependent students may borrow up to \$4,000 per year. The interest rate is 12% or 14% per year, based on 91-day treasury bill rate. Interest accrues while the student is in school. Repayment begins 60 days after graduation or after withdrawal from college and may extend up to 10 years.

How to Find out What Aid is Available

An applicant or student may find out about the availability of financial aid and the features of different financial aid programs by contacting the College Financial Aid Office, Bldg. 18, 566-5080. Financial aid advisors are ready to work with individuals to explore ways to finance their education. Tacoma Community College financial aid advisors provide individuals with the following services:

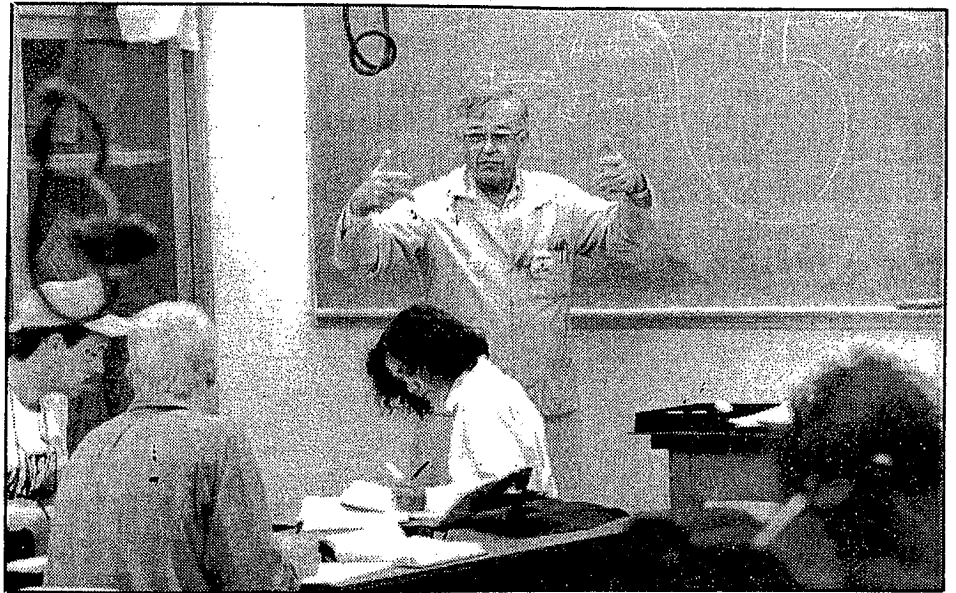
- information on application procedures for each financial aid program and help in completing the application process;
- assistance in resolving problems which may arise during the application process;
- referrals to lenders for parents or students applying for federal loans;
- analysis of individual student needs and determination of eligibility for financial aid;
- individual award packaging; and
- weekly workshops to acquaint students with current program information.

Students are encouraged to visit the College Financial Aid Office to discuss their needs with advisors.

How to Become Eligible for Financial Aid

To become eligible for financial aid at Tacoma Community College, a student must:

- be admitted to the College;
- be enrolled for six or more credit courses in a degree, certificate or transfer program;
- be a citizen or permanent resident of the United States or its Trust Territories;
- apply for financial aid through the College Financial Aid Office;
- be determined needy based on accepted federal and state guidelines or meet the criteria for non-need scholarship or loan programs;



- maintain the academic progress standards required by the College Financial Aid Office; and have no outstanding debts with Tacoma Community College or other institutions for previously awarded grants or loans.

How to Apply for Financial Aid

Follow these steps to complete the Financial Aid Application Process:

- be admitted to the college;
- obtain a copy of the leaflet titled "The Financial Aid Application Process" from the College Financial Aid Office. It explains in detail each step students must complete to become eligible for financial aid; obtain a Financial Aid Form (FAF) and Financial Aid Data Sheet (FADS), the two basic application forms;
- mail the Financial Aid Form (FAF) to the College Scholarship Service in Berkeley, California, and return the Financial Aid Data Sheet (FADS) to the College Financial Aid Office by March 1 for maximum consideration;
- complete the other steps outlined in the "Financial Aid Application Process" leaflet prior to the

quarterly deadlines outlined in this catalog;

- contact the Financial Aid Office if any questions arise.
- Application forms are usually sent to high school guidance offices and college financial aid offices in November. Students may obtain forms from these institutions after the Christmas break.

When to Apply

For best results, students should apply for financial aid early. The College makes financial aid awards to students on a first-come, first-served basis and gives priority to returning students. Hence, the earlier a student applies, the more likely he or she will receive financial aid.

Because it takes a minimum of six weeks for the agencies which process applications to determine eligibility, you should submit applications for aid before these quarterly deadlines.

Quarter	Deadline
Summer Quarter	May 1
Fall Quarter	August 1
Winter Quarter	November 1
Spring Quarter	February 1

How Students are Notified of Awards

After a financial aid advisor determines that you are eligible for financial aid, these steps are followed:

- an award letter is prepared for the student's signature;
- a post card is mailed notifying the student of the award;
- a conference is scheduled with the student to discuss the programs included in the award;
- the student is asked to sign an award letter;
- the student is informed of the date the award will be disbursed.

Use of Award for Registration

Any student who has been awarded a Pell Grant, a tuition waiver or a scholarship, may authorize the deduction of quarterly tuition from the financial aid award. The student should contact his or her financial aid advisor for further information.

Academic Progress Requirements

Satisfactory Progress

To remain eligible for financial aid, a student must meet these academic standards. Full time students must register for and complete a minimum of 12 credits each quarter. Some programs allow aid for less than full time, however, you must make special arrangements with the Financial Aid Office to receive aid for less than full time enrollment.

If you receive this aid:	And you enroll	Student Must Successfully Complete	With a Grade Point Average of
State Need Grant Bureau of Indian Affairs Scholarship	Full time Attendance Required	12 credits/quarter	A cumulative grade average of 2.00 (C) or above
All other Financial Aid	Full-time 3/4 time 1/2 time	12 credits/quarter 9 credits/quarter 6 credits/quarter	A cumulative grade average of 2.00 (C) or above

In addition, a minimum of 85 percent of the credits which a student completes each year must apply toward his or her degree, certificate or transfer program.

Questions regarding satisfactory academic progress can be answered by the financial aid advisor.

Probation/Suspension

Any financial aid recipient who fails to earn a 2.00 cumulative grade point average at the end of a quarter or who fails to complete a minimum number of credits during a quarter will be placed on financial aid probation during the succeeding quarter.

Failure to meet the academic progress standards for two quarters will result in suspension of the student's aid.

Annually, 85 percent or more of the credits completed by an aid recipient must apply toward his or her degree, certificate or transfer program. A student failing to meet

this requirement* would be suspended from financial aid.

A financial aid advisor will evaluate the past academic performance of a student who has attended the College without receiving financial aid to determine whether he or she is able to meet the satisfactory progress criteria required by the financial aid office. Consult a financial aid advisor for more information.

Liability for Repayment of Award

A student receiving financial aid who earns no credits during a quarter and who does not officially

withdraw from the College will be billed for all of the aid disbursed for that quarter.

A student receiving financial aid who officially withdraws from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

All financial aid recipients should consult their advisors for further information pertaining to students' liabilities for repayments and/or refund of awards.

Degrees and Graduation

Degrees

Tacoma Community College grants three degrees: The Associate in Arts and Sciences for completion of a transfer curriculum paralleling the first two years of university study; the Associate in Technical Arts for completion of a combined academic and approved occupational or technical training program; and the Associate in General Studies for completion of a two-year program designed to attain a particular individual educational goal.

In the event that degree requirements change after a student enrolls in the College, the College will adhere to the following policy:

If they complete their degree within five years, students who initially enroll at Tacoma Community College, or who transfer to the College with a minimum of 55 applicable credits, may graduate under the provisions of the TCC degree in effect when they originally enrolled in any college accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College. The College, however, encourages all students to fulfill the degree requirements in effect at the time of their graduation.

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.

The College provides assistance in determining completion of the re-

quired curricula for graduation through its system of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with the individual student.

Consumer Information

Tacoma Community College recognizes academic credits which are essentially equivalent in academic level and nature to work offered at TCC and which are earned at other colleges accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College.

The College subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community College Education and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the TCC Office of Admissions or the Dean of Student Services.

Transferring Credits to Four-year Colleges and Universities

The Tacoma Community College AAS degree, Option A, is directly transferable to all major baccalaureate institutions in Washington. Students who earn this degree will normally satisfy the general education requirements for the baccalaureate degree at the following institutions:

Central Washington University
City University
Cornish Institute
Eastern Washington University
Gonzaga University
Griffin College
Northwest College
Pacific Lutheran University
Seattle Pacific University
Seattle University
The Evergreen State College
University of Puget Sound
University of Washington
Washington State University
Western Washington University
Whitworth College

Students who complete the AA degree, Option A, will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions have unique course requirements which must be taken for graduation. The requirements of individual university departments must also be met.

Students who enter Tacoma Community College with clear intentions to transfer to a particular baccalaureate college are urged to plan their course of study by reference to the specific degree requirements of the college or academic program in which they intend to earn the Bachelor's Degree.

College-level courses offered by TCC are normally accepted in transfer by the receiving institution. In addition, some courses not normally transferable will be accepted if they are taken as part of the AAS degree, Option A. Information on the transferability of courses is available in the Advising Center in Building 7 and from faculty advisors.

Associate in Arts and Sciences

This degree is awarded on completion of course work paralleling the first two years of university study.

Washington baccalaureate colleges and universities normally credit TCC students who complete the AAS degree with having satisfied all or most of their general education requirements. Students who earn this degree will typically be granted junior standing and 90 quarter credits upon admission to a baccalaureate institution.

Please note: If they complete their degree within five years, students who initially enroll at Tacoma Community College, or who transfer to the College with a minimum of 55 applicable credits, may graduate under the provisions of the TCC degree in effect when they originally enrolled in any college accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College. The College, however, encourages all students to fulfill the degree requirements in effect at the time of their graduation.

AAS Degree Requirements

1. 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading **Option A**. A maximum of three physical education activity credits will apply toward the degree.

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 Sciences degree must be met by completing a program as outlined in either Option A or Option B.

Option A

Distribution Requirements:

	Credit Hours
1. Written Communication Skills	
English 101, 102	10
2. Quantitative Skills	5
Choose from one of the options listed below. Each of these courses carries a prerequisite of Math 101.	
Philosophy 120: Symbolic Logic	
Math 105, 106, 107, 124, 125, 126, 156, 157, 220, 224	
Business 256, or Computer Science 220 (5 credits each)	
OR a combination of two of the following: Math 238 (3 credits),	

Math 240 (3 credits), Math 241 (3 credits), Engineering 141 (4 credits) If a student's major does not require a math course beyond Math 101, he or she should consider registering for Philosophy 120 or Math 107, or Math 240 and 241.

3. **Humanities** 20

(Select from at least three disciplines. No more than 10 credits from any one discipline. No more than 5 credits of studio/performance/skills courses.)

4. **Social Sciences** 20

(Select from at least three disciplines. No more than 10 credits from any one discipline.)

5. **Natural Sciences** 15

(Select from at least three disciplines. Shall include at least one laboratory course.)

6. **Physical Education** 3

Any three activity credits. A maximum of 3 P.E. activity credits can apply toward the degree and be eligible for transfer to a baccalaureate institution.

7. **Electives (Other)**..... 12-17

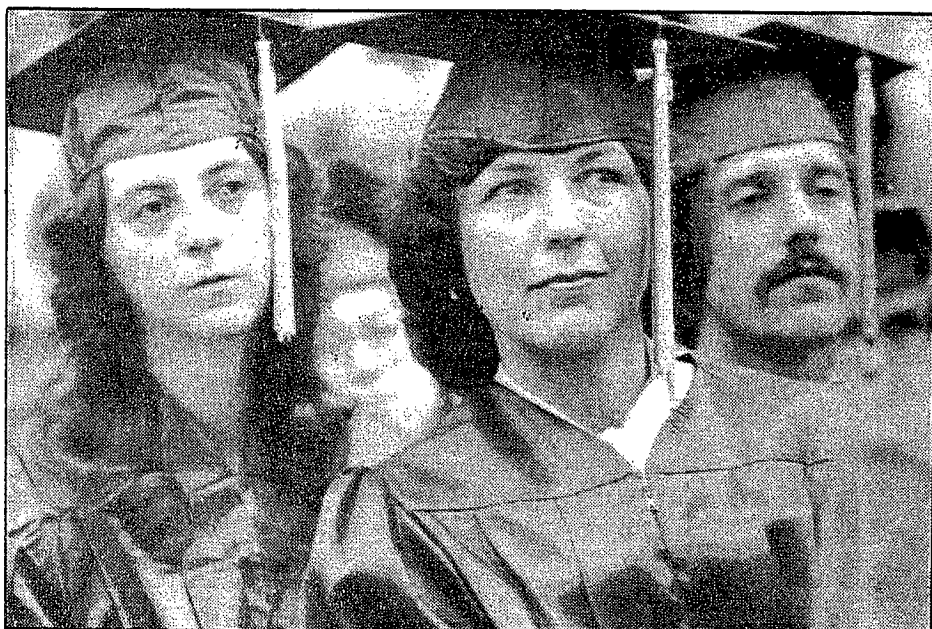
One elective course must be selected from distribution courses listed under humanities, social sciences, or natural sciences. Students are also encouraged to select their remaining elective credits from the distribution list. All elective credits must be in courses numbered 100 or above.

TOTAL CREDITS 90

Courses Applicable to AAS Distribution Requirements

Students pursuing an Associate in Arts and Sciences degree must select courses to meet distribution requirements from the following list.

Any 100-level and above course not in the following list will be classified as an elective. These courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used to meet distribution requirements. A course may be



counted in only one distribution area.

WRITTEN COMMUNICATION SKILLS

English 101, 102

QUANTITATIVE SKILLS

Choose from one of the options listed below. Each of these courses carries a prerequisite of Math 101.

- Philosophy 120: Symbolic Logic
- Math 105, 106, 107, 124, 125, 126, 156, 157, 220, 224
- Business 256 or Computer Science 220 (5 credits each)

OR a combination of two of the following: Math 238 (3 credits), Math 240 (3 credits), Math 241 (3 credits), Engineering 141 (4 credits)

If a student's major does not require a math course beyond Math 101, he or she should consider registering for Philosophy 120 or Math 107, or Math 240 and 241.

HUMANITIES 20 credits

Select from at least three disciplines. No more than 10 credits from any one discipline. No more than 5 credits in performance/skills courses.*

- Art 100, 201, 202, 203
- Drama 101
- English 232, 234, 250, 257, 258, 259, 267, 268, 269, 271, 290
- French 101, 102, 103
- Humanities 100, 285, 286
- Japanese 101, 102, 103
- Music 107, 108, 109, 110
- Philosophy 100, 119, 120, 215, 230, 267, 270
- Spanish 101, 102, 103, 201, 202, 203
- Speech 100, 101

***Performance/Skill Courses**

- Art 101, 102, 103, 105, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172
- Drama 100, 151, 152, 153, 210
- Music 100, 121, 123, 124, 125, 126, 130, 160, 170, 199, 200, 221, 260, 270
- Music 101, 102, 103, 201, 202, 203

SOCIAL SCIENCES..... 20 credits

Select from at least three disciplines. No more than 10 credits from any one discipline.

- History 110, 111, 112, 113, 211, 230, 241, 242, 243, 260, 284, 289, 290
- Political Science 201, 202, 203, 204, 205
- Anthropology 100, 201, 202, 205, 210
- Economics 200, 201
- Psychology 100, 201, 205, 206
- Sociology 110, 240, 262, 270, 271

NATURAL SCIENCES .. 15 credits

Select from at least three disciplines. Shall include at least one laboratory course.

- Biology 100, 105, 106, 108, 118, 140, 150, 201, 206, 210, 211, 212
- Botany 101
- Chemistry 100, 101, 102, 140
- Geology 101, 103, 208
- Oceanography 101, 103
- Physics 114, 115, 116, 121
- Philosophy 120*
- Anthropology 201*
- Math 101, 105, 106, 107, 124, 125, 126, 156, 157, 240, 241
- Geography 205

*Not a laboratory course.

PHYSICAL EDUCATION..... 3 credits

Any three activity courses. A maximum of 3 activity credits can apply toward the degree.

Option B

This degree option is awarded by Tacoma Community College in certain fields of study where the transfer requirements of the four-year college or university differ from TCC's requirements for Option A.

This degree option is designed for students who know which program and institution they want to transfer into as a junior. The student then works with the four-year school to design a specific program at TCC. Programs designed for transfer

under this option include the following: engineering, medicine, education, veterinary medicine, architecture and many others.

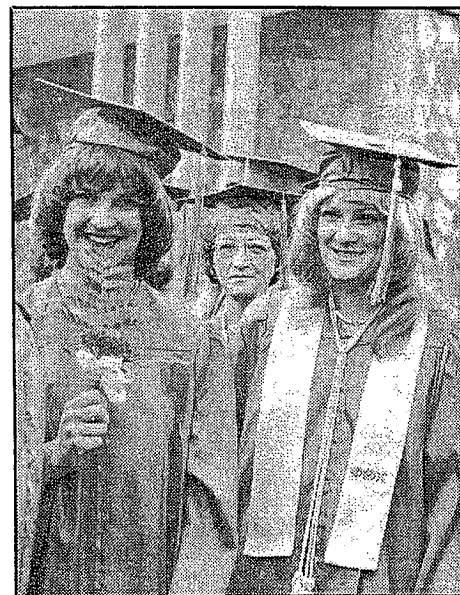
The student should consult with an advisor at the intended transfer institution prior to registration at TCC in order to design the correct program at TCC.

Steps to Follow

The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the Transcript Evaluator, Registration and Records Office, Building 18.

The student must also supply the TCC Registration and Records Office with a copy of the requirements or recommendations published by the four-year institutions or a written recommendation by an undergraduate departmental advisor of the four-year institution.

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



Associate in General Studies

This degree is awarded upon completion of a 90 quarter credit-hour program of courses at the 100 level and above.

General Requirements:

1. 90 quarter hours in courses numbered 100 or above, including the following requirements.

2. A maximum of three physical education activity credits will apply toward the degree.

3. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

Distribution Requirements:

Credit Hours

1. **Communications** 10
ENGLISH 101 and one of the following: ENGL 102, ENGL 104, SPCH 100, SPCH 101

2. **Humanities** 10
To include 5 credits in each of the following:

- a) Performing and Fine Arts (Music, Art, Drama)
- b) Literary Arts (Literature, Foreign Language, Humanities, Philosophy)

3. **Social Science** 10
To include 5 credits in two of the following:

- a) Social Science (Economics, Geography, Political Science)
- b) Behavioral Science (Anthropology, Psychology, Sociology)
- c) History

4. **Math/Science** 10
To include 5 credits in two of the following:

- a) Natural Science (Biology, Botany, Horticulture)

- b) Physical Science (Chemistry, Geology, Oceanography, Physics)
- c) Mathematics, Anthropology 201, Philosophy 120, Geography 205

5. **Physical Education** 3

Any three activity credits

6. **Electives** 47

Courses Applicable to AGS Distribution Requirements

Students pursuing an Associate in General Studies degree must select courses to meet distribution requirements from the following list.

With the exception of English composition and physical education activity courses, those courses not listed as Humanities, Math/Science or Social Sciences will be classified as electives. These courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used to meet distribution requirements. A course may be counted in only one distribution area. All courses must be numbered 100 and above.

HUMANITIES

- Art--Most courses numbered 100 and above. Consult Humanities distribution list, page 23.
- Drama--Most courses numbered 100 and above. Consult Humanities distribution list, page 23.
- English--201 through 290
- Humanities--100, 285, 286
- Languages--French, Spanish, Japanese
- Music--Most courses numbered 100 and above. Consult Humanities distribution list, page 23.
- Philosophy--Most courses numbered 100 and above. Consult Humanities distribution list, page 23.

NATURAL SCIENCES

- Anthropology 201*
- Biology--Most courses numbered 100 and above. Consult Natural Sciences distribution list, page 23.
- Botany 101
- Chemistry--Most courses num-

bered 100 and above. Consult Natural Sciences distribution list, page 23.

- Geography 205
- Geology--Most courses numbered 100 and above. Consult Natural Sciences distribution list, page 23.
- Horticulture 101
- Mathematics*--Most courses numbered 100 and above. Consult Natural Sciences distribution list, page 23.
- Oceanography--Most courses numbered 100 and above. Consult Natural Sciences distribution list, page 23.
- Philosophy 120*
- Physics--Most courses numbered 100 and above. Consult Natural Sciences distribution list, page 23.

*These courses do not qualify as laboratory sciences.

SOCIAL SCIENCES

- Anthropology--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.
- Economics--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.
- Geography--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.
- History--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.
- Political Science--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.
- Psychology--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.
- Sociology--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 23.

Certificate of General Studies

This certificate is awarded upon completion of the following 90 credit program.

Requirements:

1. Minimum of 60 quarter hours of 100 level courses including the following distribution.

2. 30 hours or fewer may be courses numbered 99 and below.

3. No more than three physical education activity credits.

4. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

Distribution Requirements:

- | | Credit
Hours |
|--|-----------------|
| 1. Communications..... | 10 |
| (English Composition and/or Speech) | |
| 5 credits must be in written communications | |
| 2. Humanities..... | 10 |
| To include 5 credits in two of the following: | |
| a) Performing and Fine Arts
(Music, Art, Drama) | |
| b) Literary Arts
(Literature, Foreign Language, Philosophy) | |
| c) Humanities | |
| 3. Social Sciences | 10 |
| To include 5 credits in two of the following: | |
| a) Social Science
(Economics, Geography, Political Science) | |
| b) Behavioral Science
(Anthropology, Psychology, Sociology) | |
| c) History | |
| 4. Natural Science..... | 10 |
| To include 5 credits in two of the following: | |
| a) Natural Science
(Biology, Horticulture, Botany) | |
| b) Physical Science
(Chemistry, Geology, Oceanography, Physics) | |

c) Mathematics,
Anthropology 201, Philosophy
120, Geography 205.

5. Physical Education..... 3

Any three activity credits

6. Electives 47

Associate in Technical Arts: Occupational Specific

The Associate in Technical Arts Degree is designed for those students who complete an approved course of studies in a career occupational or technical area. TCC offers programs leading to an ATA Degree in the following occupations.

Automated Accounting Applications
Administration of Justice
Business Administration & Management
Computer Information Management Systems
Computer Field Technology
Correctional Officer Training
Emergency Medical Services
Fire Command Administration
Human Services
Medical Records Technology
Medical Secretary
Office Operations
Nursing
Radiological Technology
Respiratory Therapist
Secretarial Office Skills
Supervision & Management
Word Processing

At least 30 of the last 45 applicable credits must be earned at Tacoma Community College. Individual programs may have additional requirements (See pages 35-53 for a complete list of program requirements).

The college strives to provide the best possible technical instruction to prepare students for entry-level positions in their chosen field. In addition, the college recognizes the importance of general education and related studies as an integral part of an occupational education. The goal of general education and related studies is to introduce the student to

areas of knowledge beyond the scope of his or her occupational program. The purpose is not only to encourage the student to explore a variety of courses or topics that will broaden his or her general knowledge, but also to develop the student's abilities to think and reason, to provide insight into the role of being a responsible citizen, to help the student adapt to change, and to promote lifelong learning.

Occupational programs at Tacoma Community College will include, at a minimum, courses or components designed to enhance each student's ability to lead, communicate, compute, problem solve, and interact with peers and supervisors. Additional general education requirements in the humanities, social sciences, and natural sciences may be required.

Associate in Technical Arts: General

A general (non-specific) ATA degree is awarded to students transferring to TCC after completing an approved occupational or technical program at another postsecondary institution.

Please note: If they complete their degree within five years, students who initially enroll at Tacoma Community College, or who transfer to the College with a minimum of 55 applicable credits, may graduate under the provisions of the TCC degree in effect when they originally enrolled in any college accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College. The College, however, encourages all students to fulfill the degree requirements in effect at the time of their graduation.

(Associate in Technical Arts: General-- continued page 26.)

Associate in Technical Arts: General (cont.)

Requirements for the ATA degree are as follows:

1. Certification of completion of an approved occupational or vocational program.

2. Ninety (90) quarter hours, including a minimum of 45 quarter hours or the equivalent (usually 900 hours of training) in the approved program. State approved apprenticeship programs may be accepted for credit with less than 900 hours of classroom instruction.

3. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

4. A minimum of 28 credit hours must be earned in the following categories:

a. **Communications**8-10 credits
ENGL 101, and 5 credits from the following: ENGL 102, 104 or SPCH 100, 101, 150

b. **Quantitative Skills**5 credits
Any Math course numbered 100 or above, Philosophy 120

c. Five credits from each of the following three areas.....15 credits

Humanities: Humanities 100, Art 100, or Music 107

Social sciences: Economics 200, History 113 or History 243, Political Science 205, Psychology 100, Sociology 110

Natural Sciences: Biology 100, Chemistry 100; Geology 101, Oceanography 101, Biology 118, Botany 101

5. **Electives** may be needed to meet the balance of the 90 credits required for the General Associate in Technical Arts degree. These electives must be 100-level courses or above.

6. Courses taken at TCC should not repeat or duplicate course work completed in the approved occupational/vocational program.

Occupational Certificate Programs

Certificates of completion are granted to students meeting the requirements for programs of less than 90 credits.

Certificates are available in the following areas:

Bookkeeping Systems
Certified Nursing Assistant
Computer Field Technology
Computerized Accounting Systems
Health Records/Admitting Clerk
Home Health Specialist
Human Services
Medical Assistant/Administrative
Medical Secretary
Medical Transcriptionist
Paramedic
Public Administration
& Management (Public Sector)
Receptionist Clerk
Respiratory Therapy Technician
Supervision and Management
(Private Sector)
Word Processor

See pages 35-53 for complete descriptions of the above programs.

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 baccalaureate 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 College provides assistance in determining completion of the required curricula for graduation through its system of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with the individual student.

Completion of More Than One Degree

A student may earn more than one degree from TCC. In addition to

meeting the specific requirements for each degree (including a minimum of 90 credits) a candidate for more than one degree must have earned an additional 30 credits for each additional degree. (Example: 120 credits for a second degree and 150 credits for a third degree.) Fifty (50) credits must be earned in residence at Tacoma Community College to be eligible for two degrees.

Application for Associate Degrees

A candidate for an Associate Degree must file a formal Application for Graduation in the Office of Registration and Records. The application must be filed no later than the second week of the quarter in which the student intends to graduate. The application is initiated by the student, and must be endorsed and approved by the academic advisor and the Faculty Committee on Associate Degrees.

Graduating students should contact their academic advisors to begin the application procedure and to check their course work with the requirements listed in the Tacoma Community College catalog for the degree they are seeking.

Transfer students must have all transcripts from other colleges on file in the Office of Admissions, Building 18.

Quarterly Scholastic Honors and Service Awards

Honors List Selection

A student who earns 12 or more TCC graded college-level credits numbered 100 and above (excluding "S" and "U" grades) in a quarter with a grade point average of 3.33 to 3.65 will be placed on the quarterly Honors List.

Method of Recognition

Students who are selected for the TCC quarterly Honors List will be notified by a personal letter from the Vice President for Academic and Student Affairs. A notation of their selection to the quarterly Honors List will be placed on their permanent transcript when official transcripts are requested.

High Honors List

Selection

A student who earns 12 or more TCC graded college-level credits numbered 100 and above (excluding "S" and "U" grades) in a quarter with a grade point average of 3.66 to 4.00 will be placed on the quarterly High Honors List.

Method of Recognition

Students who are selected for the TCC quarterly High Honors List will be notified by a personal letter from the Vice President for Academic and Student Affairs. A notation of their selection to the quarterly High Honors List will be placed on their permanent transcript when official transcripts are requested.

Commencement

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

Basis for Awards at Graduation

Grade point average computations for degrees and awards at graduation are based on ALL college-level credits earned at Tacoma Community College as well as credits transferred from other institutions.

If a student chooses to transfer credits from another institution(s) to TCC, ALL of the credits earned at that institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degree.

For commencement, scholastic honors are computed using grades earned through the Winter quarter

preceding commencement. Changes in a student's honors status will be made to the student's records if the last quarter of college work or if grades earned from transfer credits affect a student's qualifications.

Awards to Graduating Students

President's Medal Award

The three Associate in Technical Arts Degree candidates and the three Associate in Arts and Sciences Degree candidates who have completed at least 60 graded college-level credits at Tacoma Community College and who have earned the highest cumulative grade point averages above 3.84 will automatically be nominated for the President's Medal.

The Instructional Council shall select the President's Medal winner for each degree by a majority vote. In selecting the President's Medal winner in each degree category, the Council will give first consideration to a student's grade point average. Where distinctions among students' grade point averages are not significant in the Council's view, the following additional criteria will be considered: the number of credits earned by examination, the number of courses in which the student has received an I, W (consideration will be given to students who completely withdraw from classes for substantiated medical reasons.), and/or repeat grade; the breadth of the student's courses in humanities social sciences, math and science; the rigor of the student's program of studies, and the number of credits completed at Tacoma Community College.

In cases where only breadth of course work separates an Option A AAS Degree candidate and an Option B candidate, each student shall be awarded a President's Medal.

If no clear distinction exists among the above criteria, more than one President's Medal may be awarded in each degree category.

Graduation with Honors

The graduation grade point average computation for this award is based on ALL college-level credits earned at Tacoma Community College as well as all credits transferred from other institutions.

If a student chooses to transfer credits from another institution(s) to TCC, ALL of the credits earned at that institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degree.

Students with a graduation grade point average of 3.33 to 3.65 who have completed at least 30 graded college-level credits at Tacoma Community College will be graduated with "Honors."

Graduation with High Honors

The graduation grade point average computation for this award is based on ALL college-level credits which are earned at Tacoma Community College as well as all credits transferred from other institutions.

If a student chooses to transfer credits from another institution(s) to TCC, ALL of the credits earned at that institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degree.

Students with a graduation grade point average of 3.66 or higher who have completed at least 30 graded college-level credits at Tacoma Community College will be graduated with "High Honors."

Method of Recognition

Students who graduate with scholastic honors will have the award designated by a seal on their diploma. The award will be noted on their transcript when official transcripts are requested.

Service Awards

Individuals who have contributed to the College's goals and missions may be recognized with Service Awards at the time of their graduation.

Special Services, Programs and Facilities

Following is an alphabetical listing of services, activities, programs and facilities which serve students at Tacoma Community College.

Adult Basic Education

Tacoma Community College offers an Adult Basic Education program designed to bring the student's skill level up to Grade 7 or above so that he or she may enter a high school completion or occupational training program. Adult Basic Education offers a full day and evening program of free classes in reading, writing, arithmetic and everyday living skills. For more information call 566-5144.

Adult High School Completion Program

The Adult High School Completion Program is designed for students who want to earn an adult high school diploma. The program will accept students whose class has already graduated or who are at least 18 years of age. All others must have a release from their respective high school recommending their acceptance into the program.

Students who are classified as a resident of the State of Washington (see Admissions section of the catalog) and who are 19 years of age or older will have their tuition waived. Other students must pay tuition. All students are responsible to pay for fees and books.

In determining previous achievements, high school, college and other transcripts will be required for evaluation. Elective credits may be granted for work experience, civic, and family responsibilities. Courses offered include those required by the state as well as a wide variety of elective subjects.



For further information, contact the office of High School Completion in Building 7, Room 17 or call 566-5093.

Advising Center

The Advising Center in Building 7 coordinates new student advising, advisor assignments, and mid-quarter advising of continuing students.

Career Information

The Career Center, located in Building 7, offers extensive resources to assist students in making wise career and educational decisions. Resources available include the Washington Occupational Information Services (WOIS) computer terminal, which provides access to accurate, up-to-date occupational and educational information that is specific to Washington State; other computer programs designed to assist with career decisions; career information files on hundreds of

occupations; a career-job search library; labor market information; college catalogs and transfer guides for all Washington colleges; and audiovisual materials on occupations and job search techniques.

Child Care Center

Tacoma Community College's Child Care Center is a state-certified non-profit center, which is housed in a specially-designed building on campus (Bldg. 23). Children of TCC students are given priority for enrollment in the center, with the children of faculty and staff being served on a space-available basis.

The center accepts children from 2 1/2 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. Center hours are 7:45 a.m. to 4 p.m. Monday through Friday.

A unique feature of the center is its parent cooperative program.

Participating parents pay less than the sliding fee scale and are required to work five hours each week (generally one hour per day) in the center. For further information visit the center or call 566-5180.

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, postage stamps and monthly bus passes are also available. Special orders for books may be placed by anyone. Regular business hours are 8 a.m. to 4 p.m., Monday through Friday. The Bookstore is located in Building 6, 566-5040.

College Services for the Community

In an effort to serve the entire campus community, many college services are available to the general public as well as students and employees. The College library is open evenings, 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.

Continuing Professional Education

The Office of Continuing Education offers a variety of courses geared toward meeting the on-going educational needs of professionals and persons in many occupations and businesses, including real estate, mortgage banking, insurance, legal and Certified Public Accounting.

The courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills or obtain college credits, clock hours, or continuing education units

(C.E.U.) necessary for specific certification or licensing. Special courses are offered in workshops, seminars, short classes, or during regular quarter-length scheduling. The Office of Continuing Education is located in Building 2A or can be contacted by calling 566-5020.

Cooperative Education

Cooperative Education is a program through which students can earn elective college credit for work-related learning that complements their academic and career goals. The student meets the requirements of a three-way learning contract between student, faculty supervisor and employer, and attends seminars on job-related topics. The program fosters student development of professional, social and emotional competence, self-confidence and self-esteem; application of theory, knowledge, and skills introduced in the classroom; testing of career goals through exploration of potential careers; and introduction of the concept of work-related learning.

Interested students should visit the Cooperative Education Office in Building 9, Room 19 or call 566-5002.

Counseling Center

The Counseling Center staff offers a wide variety of services to students in an atmosphere of mutual trust and confidentiality. Counselors are available to students who would like help in dealing with personal difficulties, career decision making, and educational planning.

Services available to students include personal, career, and educational counseling; career aptitude and interest testing, computer-assisted career exploration; current information on career and educational opportunities; classes in human relations and career and life planning; and special interest workshops. Counselors also provide substance abuse counseling, conduct workshops on substance abuse

education, and provide information on prevention of substance abuse.

Counseling Center services are free (with the exception of test fees) to all enrolled and prospective students. To see a counselor or for more information, stop by the Counseling Center in Building 7 or call 566-5122.

Customer Services

In conjunction with the Admissions Office, the Customer Service Office, located in Building 18, is available to give information, via telephone or mail, regarding programs, procedures, services, classes, special events on and off campus, activities and facilities. This office also provides the telephone answering services for the College. Call 566-5000 for information.

Developmental Education

Developmental Education is part of the coordinated system of learning assistance services which supports 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 education courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student. The Adult Basic Education, High School Completion, and Learning Assistance programs are part of Developmental Education. For information visit Building 7 or call 566-5029.

Drop in Assistance Learning (DIAL) Center

The DIAL (Drop in Assistance for Learning) Center helps students in such skills as mathematics, writing, spelling and reading through the Individual Education program or Adult Basic Education. GED preparation and adult high school completion courses are offered through individualized programs. For more information visit Building 8 or call 566-5144.

Educational Opportunities Program (EOP)

The Educational Opportunities Program (EOP) is a program which provides short-term tuition and/or book loans to minority or low income students who can verify their employment in the public or private sector; or who are employed in the College/State work-study program; or who have been determined eligible for financial aid by a financial aid advisor; or who are eligible for veterans' benefits, as determined by a veteran's advisor. Students may apply for loans in the Office of the Multicultural Services Coordinator, Building 7 or call 566-5025.

Food Services

The cafeteria, located in the Student Center, provides daily specials during the quarter, a wide variety of short orders, deli sandwiches (during lunch), desserts, refreshments, breakfasts, lunches, seasonal fresh fruits and salads. Hours are 7 a.m. to 7 p.m., Monday through Thursday and 7 a.m. to 2 p.m. Friday. For more information call 566-5085.

Other services such as catering and facilities use for receptions, dinners, luncheons, etc. can be provided on request. Call 566-5118 for information.

General Education Development Test (GED)

The General Education Development (GED) test is given at Tacoma Community College. Anyone whose high school class has already graduated or is at least 18 years of age may take the GED test. All others must have a release from their respective high schools recommending that the test be taken. There is a testing fee for taking the GED test.

Upon successful completion of the test which covers Writing Skills (English), Social Studies, Science, Reading Skills, and Mathematics, a certificate of educational competence will be issued by the State of Washington. The GED certificate could open doors to jobs, to promotions, to college or to many other opportunities. For further information, contact the GED testing office in Building 7, Room 17 or call 566-5093.

Handicapped/Disadvantaged Students

(see Special Needs Office)

Health Professional Continuing Education

Tacoma Community College's Health Professional Continuing Education (HPCE) program provides high quality, reasonably priced educational programs for the area's health professionals.

The program offers classes, workshops, seminars and conferences, as well as custom-designed educational packages for groups.

Our goal at TCC is to help health professionals anticipate the changes in today's medical fields and become better skilled to meet future requirements.



High School Completion and General Education Development (GED) Programs

(see Adult High School Completion)

Honors Fraternity Phi Theta Kappa

Membership in Chi Gamma, the Tacoma Community College chapter of the Phi Theta Kappa National Honors Fraternity, provides the college honor student with a forum for the intellectual exchange of ideas and an opportunity for the development of leadership and organizational skills through the various campus and community services projects that the fraternity sponsors.

Chapter meetings, held regularly, are intended to stimulate continued academic excellence and fellowship among members. In addition, membership in PTK recognizes the students' outstanding scholastic achievement.

There are two types of membership: Active, for currently enrolled college honor students; and Associate for high school honor students just starting school at Tacoma Community College. For more information on membership and its requirements, contact the Student Activities Office at 566-5118.

Human Relations and Career Development Instruction

Human relations and career development instruction serves to enhance and expand the opportunities provided through the traditional instructional programs.

In human relations courses students have the opportunity to develop their individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships.

Career development classes provide students with help in selecting a career, setting goals, making career and educational decisions, and exploring college resources.

These courses are offered each quarter and are supplemented by special interest short-term workshops, seminars and independent study projects. Details are available in the course description section of the catalog and in the Counseling Center, Building 7.

Institute for Business and Industry

Tacoma Community College's Institute for Business and Industry works to meet local training and retraining needs. From our seminars and workshops to our on-site training programs--customized to fit your special requirements for time and content--we can meet the training needs of employees and managers.

Our seminar and training leaders are top professionals in their fields, specializing in upbeat, practical instruction. Our workshops and seminars are held off campus and offer a relaxed atmosphere and a chance to get completely away from the work setting--an important element in successful training.

The rapid changes in today's world demand that we constantly update our professional skills and remain adaptable. Our goal at TCC is to provide training that gives local business and industry an edge in changing, competitive times, creating a continuing training partnership.

International Student Services

Tacoma Community College welcomes international students to our campus and offers many services through the International Student Services Office, located in Bldg. 18. Students receive orientation to the campus and community, admissions assistance, academic advising, assistance in registration, information regarding Immigration and Naturalization Service regulations, and housing referrals (no housing on campus). With the presence of international students we promote international awareness and

understanding through the sharing of ideas and cultures.

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 which are explained elsewhere in this catalog.

Library Services

The Library, located in Building 7, is open weekdays, evenings, and Saturdays.

It includes nearly 70,000 books, nearly 400 periodical titles, and reserve materials for class assignments. Ethnic and Northwest History materials are well represented, and files of microform, pamphlets, clippings, maps and college catalogs are also available. Interlibrary loan services are provided, and there is a special book collection of high-interest, low reading level material for developmental students. A paperback collection of non-fiction and fiction is also available for borrowing. The staff provides instruction for classes, geared toward specific disciplines and assignments, and personally assists students in locating and using the wide range of library materials. A two-credit course in library reference techniques is offered, as well as a one-credit, college-level course.

Community support of the library has been given through activities and gifts of the Friends of the Tacoma Community College Library, a non-profit organization with open membership and the Richard Bangs Collier Pleneurethic Society. Individuals and other organizations in

the community have also provided a number of significant gifts.

Mathematics Lab

The mathematics laboratory provides developmental and some college mathematics courses.

Students will receive individualized instruction and special tutorial assistance. The mathematics lab is located in Building 8.

Media Services

The audiovisual department, in Building 7, has a permanent collection of materials, including a growing number of videotapes and a film library of about 400 titles. In addition, films and videos are rented from other sources for instructional use. Facilities include equipment for video and slide-tape presentations. There is a sight and sound center for individual student use of audiovisual materials. Here, for example, videotapes used in conjunction with television courses can be viewed on monitors.

The listening language laboratory, also in Building 7, is used for class and individual language practice, vocabulary drill, and listening skill development. Audiotapes for courses are available and the laboratory also duplicates audiotapes for instruction.

Multi-Cultural Student Services Program

Located in Building 7, the Multi-Cultural Student Services Program has been established to make Tacoma Community College a culturally diverse campus and to assist students of color to succeed in achieving their educational goals. Personal counseling and academic counseling are available on a drop-in basis. In an effort to help students perform better academically, the coordinator will help students develop study groups.

For students who are interested in exploring and expanding their cultural awareness, the Multi-Cultural Student Services Program sponsors ethnic activities such as festivals,

dances, lectures, plays and workshops. Minority students are urged to come to the office in Building 7 to get further information or to call 566-5025.

Non-Credit Classes-- Lifelong Education, Small Business Development Center, Institute for Business and Industry

A wide variety of classes are offered on and off campus each quarter in the non-credit, lifelong education programs. The courses are flexible and ever-changing to accommodate the cultural, civic, economic and career related educational needs of the community. Courses are offered day, evening and Saturday.

Typical programs include: fine and performing arts, adult reentry, business and personal skills, language and cultural studies, marine studies, international studies, photography, physical fitness, sign language, personal skills and enrichment, and public policy. All non-credit classes are financially self-supporting, financed completely by fees paid by students participating in the courses. The courses are not supported by state tax funds.

The Office of Continuing Education maintains a cooperative relationship with community organizations and develops and facilitates seminars, workshops, symposiums and forums as a co-sponsor with community groups.

Parking on Campus

Each vehicle parked on campus on a regular basis is required to have a parking permit which authorizes its owner/driver to park in designated spaces. Students and employees who park on campus may obtain parking permits in Building 18. Failure to obtain a parking permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

A schedule of parking fees is given to each student during registration and to each employee at the time of his or her employment.

Reading and Writing Skills Labs

The reading and writing 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.

Safety and Security Office

The Office of Safety and Security is responsible for providing a safe and healthful educational and working environment for students and employees; the initiation and maintenance of an accident prevention program; and the protection of persons and property. Members of this campus unit maintain parking controls, monitor vehicle usage, investigate accidents, make and issue keys, and handle emergency situations. Students and staff are encouraged to report any unusual campus incidents to this office, 566-5111.

Small Business Development Program

In conjunction with the Chamber of Commerce Small Business Profit Center, a complete series of seminars and workshops targeted specifically to the needs of small business are offered every year at various off-campus sites. Instructors are selected from the business community so that practical application of business principles are applied to the small business environment.

Special Needs Office

(Handicapped/Disadvantaged Students)

Resources to help handicapped and disadvantaged students achieve their educational and career/vocational goals are available in Bldg. 7. A special needs counselor/coordinator provides academic counseling and educational planning services. Career/vocational and personal counseling are also offered. It is the students' responsibility to identify themselves and their needs

by contacting the Special Needs counselor. Services that are available include: assistance in securing classroom enablers such as notetakers, signers, and wheelchair access; aid in eliminating attitudinal and architectural barriers; referral to tutoring and community agencies when appropriate; and vocational testing and academic skills assessment. Permits to use handicapped parking are issued through the Security Office.

The Special Needs Office is located in Bldg. 7. For more information call 566-5094.

The SPRUCE Program

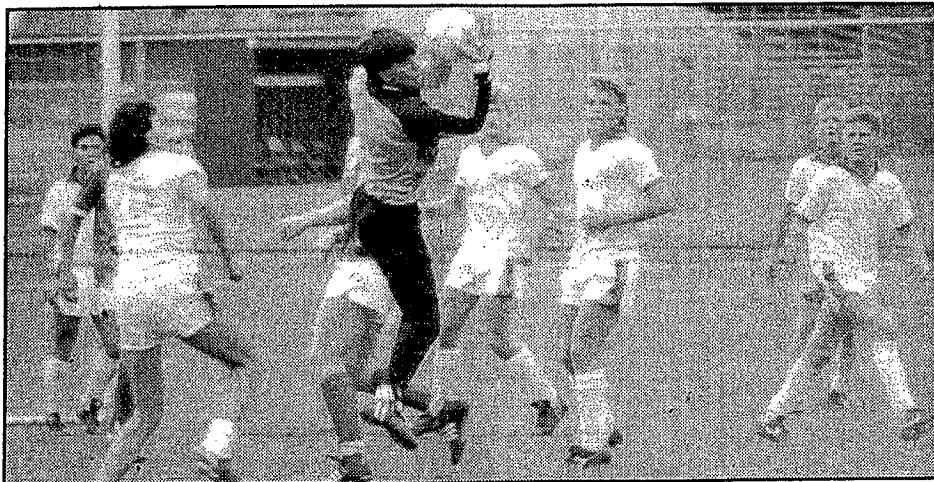
"SPRUCE" stands for "SPace available to Respond to the Unemployed through College Education." The SPRUCE program, located in Building 7, allows tuition and fee waivers for long-term unemployed individuals to enroll in classes at Tacoma Community College on a space available basis. The intent of the program is to provide an incentive to discouraged workers to reestablish themselves as contributing members of the community.

Student Development and Career Development Instruction

(See Human Relations and Career Development Instruction)

Student Employment Office

To find part-time work on or off campus, students should contact the Student Employment Office in Building 18. There are a variety of opportunities: short term jobs, part-time jobs, full-time jobs, and one-time jobs. The Student Employment Office offers detailed information covering interviewing techniques and job search skills. In addition, members of the staff can help students learn how to receive college credit for their work. For more information call 566-5194.



Student Handbook

The Student Handbook provides important information to TCC students. Published by the Associated Students, the handbook includes information about campus events, student programs, student rights and responsibilities, and other information students may need to know throughout the school year. The Handbook is available at the TCC student center, the Office of Student Programs and many other campus locations.

TCC Foundation

The Tacoma Community College Foundation, a tax-exempt organization, was developed by civic and business leaders to support the college in achieving its educational and cultural goals. Twenty-five dedicated volunteers serve on the Foundation Board. Their contributions of time, effort, and money enable the Foundation to help the college maintain and strengthen its educational programs and provide educational and cultural opportunities otherwise unattainable because of financial constraints.

Foundation projects enable individuals and businesses in the community to provide scholarships for deserving students, purchase books for the library and equipment for science, health, and computer programs, and fund special arts and humanities projects.

Tutoring

Tutorial services are provided through the Office of Tutorial Coordination 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. Call 566-5026 for more information.

Writing Lab

The Writing Lab is a tutorial center designed to provide individual assistance with writing problems. Students may bring in copies of their assignments, notes, drafts--anything with which they need help. The lab is staffed by competent tutors who are trained to help students without writing their papers for them. The tutors are equipped to deal with many kinds of writing problems--not just grammar and mechanics, but organization, development and coherence as well.

It is best for students to make an appointment first to assure that a tutor will be ready to work with them immediately. Appointments can be made by calling the lab at 566-5184 or stopping in. Students may just drop in, but should expect a short wait.

For more information call the Writing Lab (566-5184) or Paul Clee (566-5065).

Student Programs and Activities

Student Programs and Activities

Student learning and development occurs not only in the classroom, but in other areas on campus as well. The Student Programs Office offers social, cultural, recreational, and educational programs and activities to provide new learning opportunities for students.

Programs include the Student Government (ASTCC), intercollegiate athletics, the campus newspaper, *The Collegiate Challenge*, and music and drama programs. Services offered include the Child Care Center, tutorial services, emergency loan funds, student identification cards, the Student Handbook and the Info Center in Building 11.

Activities sponsored by the ASTCC include well-known lecturers, films, dances, concerts, and field trips. In addition, outdoor activities, panel discussions, issue weeks, and wellness events are offered.

Students interested in student programs and activities should call or stop in at the Student Programs Office in Building 6, 566-5118.

Clubs and Organizations

Many opportunities are available for participation in student clubs and organizations. Current campus clubs center around academic interests, ethnic awareness, and recreational interests. The International Student Organization, Black Student Union, Ski Club, Christian Club and Health Professionals Club are just a few of the active clubs. Interested students are encouraged to contact the Student Programs and Activities Office, Building 6, for information on joining a club or forming a new one.



Student Government

The Tacoma Community College student government model provides for direct representation of students in establishing the policies and procedures which affect student life. By eliminating "at-large" election of senators and admitting to the senate any interested TCC student, the government model encourages maximum student participation. Executive officers, rather than standing for election, are selected by the ASTCC Senate on the basis of their qualifications and interests. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office in Building 6.

Student Access to Growth and Earning (STAGE)

STAGE, or Student Access to Growth and Earning, is a comprehensive student management program. That involves placing students into management positions on campus. Some of the positions in STAGE include Intramural Coordinator, Outdoor Recreation Coordinator, Entertainment Programmer, Performing Arts Coordinator, Publicity Coordinator and Club Coordinator.

In addition to the paid-manager positions, STAGE students attend a two-credit management course throughout the year, and are members of the ASTCC Student Government. STAGE students, by their involvement in manager positions, student government, and management training, have a tremendous impact on student programs at Tacoma Community College.

If you are interested in STAGE, please call or drop by the Student Programs Office in Building 6, 566-5118.

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 leagues set by the Northwest Athletic Association of Community Colleges (NWAACC).

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

Athletic facilities include the TCC gym, Minnitti Field with its baseball and softball fields, an all-weather 400 meter track, soccer field, six tennis courts and the 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. More information on intramurals may be obtained from the Student Programs Office, Building 6.

Occupational Programs

Tacoma Community College welcomes inquiries regarding its many occupational degree and certificate programs. In the following pages the course requirements for the programs are listed. Before enrolling, the student should contact the coordinator (listed with each program). The coordinator may require a student to alter his or her individual plan of study to include courses which prepare the student for a course required by the program. Example: A student could be required to take MATH 90 in preparation for MATH 101 or CHEM 101.

ACCOUNTING

(see Automated Accounting Applications)

AUTOMATED ACCOUNTING APPLICATIONS

Coordinator: George Huffman 566-5070

The Automated Accounting Applications curriculum prepares the student for employment in a variety of accounting and related occupations. Program graduates are especially well prepared to work with on-line computerized accounting systems.

The beginning classes focus on the study of bookkeeping and accounting principles, along with necessary related office and communications skills. The advanced classes develop skills in the application of computers to bookkeeping and accounting systems.

The second year computer applications classes are also intended to be of interest to accounting professionals and

business managers seeking information on new developments in this field.

This program is not intended for transfer to a four-year school. Students who plan to transfer should meet with the Program Coordinator before enrolling in this program.

Associate in Technical Arts Degree

Awarded to students completing the full six-quarter program.

Certificate in Bookkeeping Systems

May be earned by students completing the first three quarters of the program.

Certificate in Computerized Accounting Systems

This certificate is available to accounting professionals who complete the following computer related courses: ACCNT 240, 241, DPSYS 236, 244, 247, and 248 (24 credits).

Admissions Requirement

Admission to the Automated Accounting Applications program is open to all students with Grade 12 reading and math skills.

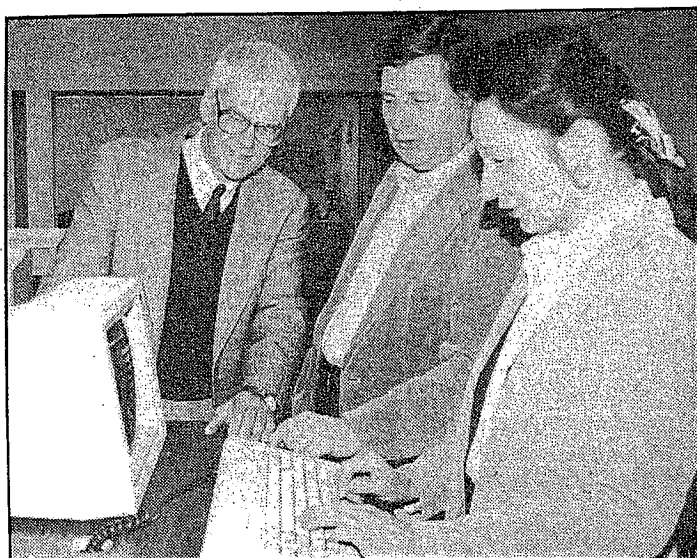
Students who, by their record or test results, cannot demonstrate competency at the above levels, will be advised to enroll in, and successfully complete, the appropriate math and English courses prior to attempting the Accounting and Data Processing Systems curriculum.

AUTOMATED ACCOUNTING APPLICATIONS - DEGREE PROGRAM

(Associate in Technical Arts Degree)

FIRST YEAR

Course Title	Credits
Practical Accounting I ACCNT 140	5
Practical Accounting II ACCNT 141*	5
Practical Managerial Accounting . ACCNT 142*	5
Business Mathematics	
or equivalent MATH 101 or BUS 110	5
Business English . . . ENGL 101 or ENGL 104	5
Introduction to Data Processing .. DPSYS 235	5
Keyboard Skills BUSPC 90	4-5
or Typing I OFFCE 103	



Business Systems W/Spreadsheets & MS-DOS	DPSYS 236*	3
Introduction to Business	BUS 101	5
Using Computers I	DPSYS 100	3
Business Communications ...	BUS 225* or ENGL 102	5

Students may substitute, with coordinator's approval, ACCNT 210, 220, 230 or ACCNT 201, 202, 203 for the Practical Accounting.

SECOND YEAR

Automated Accounting I	ACCNT 240*	5
Principles of Management	BUS 163	5
Database Systems	DPSYS 244*	3
Speech	SPCH 100, 101, or 105	5
Automated Accounting II	ACCNT 241*	5
Work Performance and Motivation ..	BUS 164	5
Business Machines	OFFCE 115	5
Payroll and Business Taxes	ACCNT 145*	5
Computer Systems Selection	DPSYS 247*	3
Business Information Systems Design	DPSYS 248*	5
Electives	need advisor approval	5

Total Credits for the
Two-year Program 101-102

* Prerequisite required

BOOKKEEPING SYSTEMS

(Certificate Program)

Course Title		Credits
Practical Accounting I	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Practical Managerial Accounting ..	ACCNT 142*	5
Business Mathematics or equivalent ..	BUS 110	5
Business English	ENGL 104	5
or College Freshman Composition	ENGL 101	
Introduction to Data Processing ..	DPSYS 235	5
Keyboard Skills	BUSPC 90	4
or Typing I	OFFCE 103	5
Business Systems w/Spreadsheets and MS-DOS	DPSYS 236*	3
Introduction to Business	BUS 101	5
Business Communications	BUS 225*	5
Using Computers I	DPSYS 100	3

* Prerequisite required

Students may substitute ACCNT 210, 220, 230 or ACCNT 201, 202, 203 for ACCNT 140/141/142.

COMPUTERIZED ACCOUNTING SYSTEMS

(Certificate Program)

Business Systems w/Spreadsheets and MS-DOS	DPSYS 236*	3
Automated Accounting I	ACCNT 240*	5
Automated Accounting II	ACCNT 241*	5
Database Systems	DPSYS 244*	3
Computer Systems Selection	DPSYS 247*	3
Business Information Systems Design	DPSYS 248*	5

* Prerequisite required

Most of the classes in this certificate program require proficiency in bookkeeping and a general background in data processing. Typical prerequisites are ACCNT 140 (Accounting I) and DPSYS 235 (Introduction to Data Processing) or the equivalent.

ADMINISTRATION OF JUSTICE

Coordinator: Jacob Parker, 566-5076

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.



ADMINISTRATION OF JUSTICE

(Associate in Technical Arts Degree)

TYPICAL TWO-YEAR PROGRAM**

FIRST YEAR

First Quarter		
Course Title		Credits
Intro. to Administration of Justice ... ADJ 100		5
College Freshman Composition ... ENGL 101		5
Survey of Sociology SOC 110		5
Physical Education		2
Second Quarter		
Criminal Law ADJ 101		5
College Freshman Composition or Business English ENGL 102* or 104		5
General Psychology PSYCH 100		5
Using Computers DPSYS 100		3
Third Quarter		
Criminal Evidence ADJ 102*		5
Speech Communication SPCH 100		5
Weaponless Control ADJ 206		1
Elective (Humanities)		5

SECOND YEAR

First Quarter		
Course Title		Credits
Criminal Investigation ADJ 200*		5
Juvenile Justice Systems ADJ 203		3
Introduction to Government and Politics or American National Government and Politics ... POLSC 201/202		5
Elective (Math/Science)		5
Second Quarter		
Introduction to Penology ADJ 201		5
Management of Police Operations ... ADJ 202*		5
Crime and Justice ADJ 205		3
Elective (Math/Science)		5
Third Quarter		
Criminal Justice Planning and Administration ADJ 204*		3
Stress Management PSYCH 207		5
Elective (Humanities)		5
Work Experience Internship (Optional) ADJ 207*		5
Total Credits		105

* Prerequisite required (see course descriptions)

** Students design programs with their advisor. Modifications may be made depending on the student's experience and educational goals.

CORRECTIONAL OFFICER TRAINING

(Associate in Technical Arts Degree)

**Coordinator: Bill Packard or Jake Parker,
566-5076**

The Associate Degree in Correctional Officer Training offers supplemental vocational training in the corrections field. The program is intended for individuals who are currently employed in a corrections facility. Correctional Officer Training is a combination of Criminal Justice Training Commission (CJTC) specialty courses offered by the CJTC and general education and related instructional courses offered by TCC. The program will assist corrections personnel to upgrade professional skills and increase opportunities for promotion. Interested corrections personnel should call 566-5076 for more information.

ALLIED HEALTH

CORE PROGRAMS

(See HEALTH TECHNOLOGY COURSES)

**BUSINESS ADMINISTRATION
AND MANAGEMENT**

Coodinator: John Geubtner, 566-5070

The non-transfer Business Administration and Management program offers courses that help individuals prepare for a career in the business world. It provides a broad base of business instruction coupled with a strong foundation of courses on modern management techniques and principles. The curriculum is designed to help students develop business knowledge and managerial skills beneficial to them and meaningful to employers.

An Associate of Technical Arts Degree will be awarded to students that successfully complete the 90-credit curriculum listed below. While some of the required coursework is transferable, the Business Administration and Management program is not intended for transfer to a four-year college or university. Student intending to pursue a Bachelor's degree in Business should follow a TCC Business program leading to an Associate of Arts and Sciences Degree.

**BUSINESS ADMINISTRATION AND
MANAGEMENT**

(Associate in Technical Arts Degree)

CORE REQUIREMENTS (50 credits)

Course Title	Credits
Practical Accounting I or Accounting Principles-Financial ... ACCNT 140 or 210	5
Introduction to Business	5
Principles of Management	5
Motivation and Work Performance ..	5

Personnel Management	BUS 165	5
Behavior in Organizations	BUS 167	5
Business Law	BUS 200	5
Introduction to Marketing	BUS 240	5
Introduction to Data Processing ..	DPSYS 235	5
(DPSYS 100 and DPSYS 101 may be substituted)		
Principles of Economics ..	ECON 200* or 201*	5
Core Credits		50

GENERAL EDUCATION REQUIREMENTS (15 Credits)

Course Title		Credits
College Freshman Composition or		
Business English	ENGL 101 or 104	5
Speech Communication	SPCH 100 or 101	5
Business Math or Intermediate		
Algebra	BUS 110 or MATH 101*	5
General Educ. Credits		15

ELECTIVES (Select 25 Credits**)

Course Title		Credits
Practical Accounting II	ACCNT 141*	5
Practical Managerial Accounting ..	ACCNT 142*	5
Payroll and Business Taxes	ACCNT 145*	5
Accounting Principles-Financial ..	ACCNT 220*	5
Accounting Principles-		
Managerial	ACCNT 230*	5
Automated Accounting I	ACCNT 240*	5
Business Correspondence	BUS 225*	5
Statistical Analysis	BUS 256*	5
Work Internship	BUS 290*	5
Introduction to Critical Thinking ..	COMSK 100	5
Keyboard Skills	BUSPC 90	4
Business Systems with Spreadsheets		
and MS-DOS	DPSYS 236*	3
Database Systems	DPSYS 244*	3
Data Communications	DPSYS 253*	5
College Freshman Composition ...	ENGL 102*	5
Typing I	OFFCE 103	5
Office Systems	OFFCE 134	5
Introduction to Philosophy	PHIL 100	5
(or PHIL 119, 120)		
Intro to Government and Politics ..	POLSC 201	5
(or POLSC 205)		
General Psychology	PSYCH 100	5
(or PSYCH 205, 206, 207)		
Survey of Sociology ...	SOC 110 (or SOC 240)	5
Problem Employees	SMG 120	5
(or SMG 210, 255)		
Total Credits		90

* Prerequisite required (see course description)

** Other ACCNT, BUS, DPSYS, and OFFCE course offerings of TCC can be selected as electives.

CERTIFICATES IN MANAGEMENT

Program Coordinator: John Geubtner, 566-5070

This certificate program offers private and public sector employees the opportunity to develop or improve management skills. The program helps prepare individuals for supervisory roles; it also provides an opportunity for experienced supervisors to enhance their techniques. There are two certificates: Certificate in Supervision and Management (private sector) and Certificate in Public Administration and Management (public sector). To be eligible for a certificate, an individual is required to satisfactorily complete a minimum of 24 credit hours of management instruction (see below) offered by TCC.

Certificate in Supervision and Management (Private Sector) 24 credits

REQUIRED COURSES

Course Title		Credits
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee ..	SMG 120	3
Supervision and Group Behavior ...	SMG 131	3
Management Communications	SMG 201	3
Managerial Excellence	SMG 260	3
Motivation and Productivity	SMG 264	3
Required Credits		18

ELECTIVES (Choose 2 of the following)

Course Title		Credits
The New Supervisor	SMG 100	3
Supervising Employee Training ...	SMG 125	3
Public Relations	SMG 210	3
Management and Labor Relations ..	SMG 222	3
Human Resource Management	SMG 250	3
Supervisor and the Law	SMG 255	3
Leadership Dynamics	SMG 261	3
Organizational Behavior	SMG 265	3
Managing for High Performance ...	SMG 270	3
Elective Credits		6
Total Credits		24

Substitutions may be made only with approval of program coordinator.

Certificate in Public Administration and Management (Public Sector): 24 credits

REQUIRED COURSES

Course Title		Credits
The New Supervisor	SMG 100	3
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee	SMG 120	3
Behavior in Organizations	SMG 131	3
Management Communications	SMG 201	3
Managerial Excellence	SMG 260	3
Leadership Dynamics	SMG 261	3
Motivation and Productivity	SMG 264	3
Total Credits		24

Substitutions may be made only with approval of program coordinator.

COMPUTER INFORMATION MANAGEMENT SYSTEMS

Coordinator: Dean Van Woerkom,
566-5070

The Computer Information Management Systems curriculum is designed to prepare students to work in small to medium-sized businesses as management information specialists, act as computer consultants to small or medium-sized businesses, work as salespersons for vendors or retailers of microcomputer hardware and software, and function as technical support personnel in information centers within larger organizations. The beginning classes provide the student with basic processing concepts and skills, along with necessary related accounting, office and communications skills. The advanced classes develop skills in microcomputer applications to business systems and interfacing microcomputers with mainframe computer systems. Topics include programming, system software concepts, using applications packages, database concepts, telecommunications and system interfacing systems design and development and support of end users. The Associate of Technical Arts degree is awarded to students who successfully complete this program.

COMPUTER INFORMATION MANAGEMENT SYSTEMS

(Associate in Technical Arts Degree)

FIRST YEAR

Course Title		Credits
Practical Accounting I	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Business Communications	BUS 225*	5
or College Freshman Comp.	ENGL 102	
Introduction to Data Processing	DPSYS 235	5

Business Systems and Procedures	DPSYS 236*	3
BASIC Programming	DPSYS 238	5
Business English	ENGL 104	5
or College Freshman Composition	ENGL 101	
Intermediate Algebra	MATH 101	5
General Psychology	PSYCH 100	5
or Survey of Sociology	SOC 110	

* Prerequisite required (see course descriptions).

Students may substitute ACCNT 210, 220 or ACCNT 201, 202, 203 for the Practical Accounting.

SECOND YEAR

Operating Systems	DPSYS 250*	5
Microcomputer Applications	DPSYS 251*	5
Expert Systems	DPSYS 252*	5
Data Communications and		
Distributed Processing	DPSYS 253*	5
Database Systems	DPSYS 244*	3
Advanced Database System	DPSYS 254*	5
COBOL Programming	DPSYS 245*	5
Business Information Systems		
Design	DPSYS 248*	5
Speech Communications	SPCH 100	5
(or Public Speech Communication, SPCH 101;		
or Business and Professional Communications,		
SPCH 105)		
Electives (need advisor approval)**		5
Total Credits		91

* Prerequisite required.

** Suggested electives: ACCNT 240, BUS 200, BUS 256, BUS 290, CD 150, DPSYS 90, DPSYS 239, DPSYS 246, DPSYS 247, ENGL 105, PHIL 120, PHIL 215.

Additional electives may be selected on approval of program coordinator.



COMPUTER TRAINING

Students at Tacoma Community College receive training in computer technology and its application to many careers. TCC offers complete courses of study in several computer-related fields including: Computer Information Management Systems, Automated Accounting Applications, Office Occupations Programs (Secretarial, Word Processing, Office Operations), Engineering, Business Administration and Management, and Medical Records Technology. In addition, students in the Arts and Sciences or other non-technical programs may study computers in "Using Computers" (DPSYS 100 and 101); a rewarding hands-on learning experience for beginning and non-technical students.

For more information on computer training at TCC call 566-5131.

COMPUTER FIELD TECHNOLOGY

Coordinator: Raymond Kendall, 566-5060

The Computer Field Technology program trains students as computer repair technicians to work in a variety of electronics-based fields, including sales, installation, repair and testing of computers and digital equipment. A Certificate in Computer Field Technology is awarded to students who successfully complete the first four quarters of the program. An Associate in Technical Arts in Computer Field Technology is awarded at the completion of the sixth quarter. A minimum of one year of high school algebra and good English language skills are required. Computer Field Technology is an early starting, accelerated course of study. Persons interested should apply prior to August 15 of the year they plan to begin the program.



COMPUTER FIELD TECHNOLOGY

(Associate in Technical Arts Degree)

Course Title		Credits
First Quarter		
Algebra Review	MATH 90	5
or Intermediate Algebra	MATH 101*	5
Using the Computer I	DPSYS 100	3
Fundamentals of Electricity	ELEC 101*	5
Electro Mechanical Devices	ELEC 221*	5
Second Quarter		
Business English	ENGL 104	5
Intermediate Algebra	MATH 101*	5
or College Algebra for Business and Economics**	MATH 156*	5
Fundamentals of Electronics	ELEC 102*	5
Electronic Devices and Systems ...	ELEC 222*	4
Third Quarter		
Job Communication Skills	SPCH 150	3
BASIC Language	COMSC 201*	5
Digital Techniques	COMSC 205*	5
Schematics	ELEC 245*	5
Fourth Quarter		
Microprocessors	COMSC 207*	6
Peripherals and Communications	COMSC 209*	6
Trouble Shooting Techniques ...	COMSC 210*	6
Fifth Quarter		
Computer Language (eg PASCAL, FORTRAN, COBOL)		4-5
Business: An Introductory Analysis .	BUS 101	5
Electives		5
Sixth Quarter		
Operating Systems	DPSYS 250*	5
Elements of Calculus	MATH 157*	5
Electives		5
Total Credits		102-103

Electives: BUS 143, Small Business Management; BUS 163, Principles of Management; BUS 225, Business Communications; ECON 200, Principles of Economics; ECON 201, Principles of Economics. Additional Electives may be chosen on approval of advisor.

*Prerequisite required (see course description).

A certificate can be awarded after completion of the fourth quarter.

**Required for the ATA degree.

CORRECTIONAL OFFICER TRAINING

(See Administration of Justice)

EMERGENCY MEDICAL CARE

Coordinator: Michael Smith, 566-5162

Tacoma Community College offers training programs at various levels in emergency medical care. The programs range from Basic-EMT to Paramedic programs and provide continuing education opportunities in the emergency medical care field.

Basic Emergency Medical Technicians provide the first certification level for students pursuing careers in the EMS field. After the 110-hour course, students may become nationally registered and/or State of Washington certified EMT's.

The Paramedic training program is designed for those students who have completed Basic EMT training and wish to continue their education in the field. Paramedics serve as the eyes, ears and hands of an emergency physician while in the field and are typically employed by fire service, hospitals, and ambulance companies.

* All EMC courses require that an application process be completed prior to admission. See the descriptions of courses in which you are interested for details or call for more information.

PARAMEDIC TRAINING PROGRAM

(Certificate Program)

First Quarter (Summer)		
Course Title		Credits
Human Anatomy & Physiology	BIOL 118	5
Medical Terminology	HT 130	3
Crisis Intervention	HSW 179	2
Second Quarter (Fall)		
Stress Management	HSW 179	2
EMT-Paramedic (didactic)	EMC 120*	14
EMT-Paramedic (practical)	EMC 130*	3
Third Quarter (Winter)		
EMT-Paramedic (didactic)	EMC 121*	11
EMT-paramedic (practical)	EMC 131*	7
Fourth Quarter (Spring)		
EMT-Paramedic (didactic)	EMC 122*	5
EMT-Paramedic (practical)	EMC 132*	10
Total Credits		62

EMERGENCY MEDICAL SERVICES

(Associate in Technical Arts Degree)

SECOND YEAR

Required Courses (23 credits):

EMS Systems	EMC 200*	3
General Psychology	PSYCH 100	5
College Freshman Composition . . .	ENGL 101	5
Business Math	BUS 110	5

(**Select one from the following three**)

Survey of Sociology	SOC 110	5
Marriage & The Family	SOC 152	5
Social Psychology	SOC 240	5

Elective Courses

** (Select 20 credit hours):

Principles of Social Anthropology	ANTHR 202	5
Business: An Introductory Analysis .	BUS 101	5
Principles of Management	BUS 163	5
Personnel Management	BUS 165*	5
Critical Thinking	COMSK 100	5
Using Computers	DPSYS 100	3
Health Care Delivery Systems	HT 110	5
Legal Concepts for the Health Field . .	HT 225	3
Psychology of Adjustment	PSYCH 170	5
Psychology of Aging	PSYCH 209	3
Death & Dying	PSYCH 220	3
Fundamentals of Speech		
Communication	SPCH 100	5
Public Speech Communications . . .	SPCH 101	5
Business & Professional Speech		
Communication	SPCH 105	5
Job Communications Skills	SPCH 150	3
Total Associate Degree Credits		105

*Prerequisite required.

**Additional or alternative courses subject to approval of program coordinator.

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA).

FIRE COMMAND ADMINISTRATION

(Associate in Technical Arts Degree)

Program Coordinator: Janne Hutchins, 566-5162

The Associate Degree in Fire Command Administration offers supplemental vocational training in the fire service area. The program is intended for individuals who are currently members of a fire protection agency. Fire Command Administration is a combination of fire service training occupational specialty courses offered by the Fire Service Training Division and general education courses offered by TCC. The program will assist firefighters in current assignments or prepare students for promotion in the fire service field. In addition, a one-year (45 credit) certificate is available. Interested fire service personnel should call 566-5162 for more information.

HEALTH RECORDS/ADMITTING CLERK

Coordinator: Ingrid Bentzen, 566-5162

This two-quarter certificate program prepares students to work as health records clerks or admitting clerks in a variety of health care settings, including hospitals, nursing homes, clinics and physician's offices. The program provides training in a variety of health-related subjects, such as medical terminology and transcription, legal aspects, computers in health care, organization and analysis of health records, and medical office and clinical applications.

Program Prerequisites: College level English, spelling, and writing skills. Typing speed 35-40 wpm or BUS 103 English 104 (Business English), (or equivalent)

In order to obtain a completion certificate, students must successfully complete the following courses with a grade of "C" or better:

HEALTH RECORDS/ADMITTING CLERK (Certificate Program)

Course Title	Credits
First Quarter	
Business English (or English 101) . ENGL 104	5
Medical Terminology I HT 130	3
Computers in Health Care HT 212	2
Intro to Medical Office Procedures HT 120	5
Using Computers DPSYS 100	3
Total Credits	18
Second Quarter	
Introduction to Health Records Management MRT 180	5
Independent Study--Long-term Care Records MRT 299*	1
Medical Terminology II HT 131*	3
Medical Transcription I MRT 140*	3
Clinical Practice (Assignment to health care facility for 90 clock hours) HT 240	3
Total Credits	15

* Prerequisites required (see course descriptions).

Recommended electives and/or for continuing education:

Patient Care Techniques HT 170	3
ICD-9-CM Coding HT214	2
Medical Terminology III HT 132*	3
Word Processing/WordPerfect OFFCE228	3
Medical Claims Processing HT218	2

HEALTH TECHNOLOGY COURSES

Health Technology courses are basic requirements for several of the Allied Health occupational programs. However, students interested in the health care field, but undecided as to a specific program, may enroll for these courses. Enrollment in any of the following courses is recommended for a student wishing to gain knowledge related to health care. Admission to a specific program is not a requirement.

Course Title	Credit
Health Care Delivery Systems HT 110	5
Medical Office Procedures HT 120	5
Medical Terminology HT 130, 131*, 132*	3,3,3
Physics for Health Occupations HT 140	5
Introduction to Fundamentals of Patient Care HT 170	4
Principles of Disease HT 210	5
Legal Concepts for Health Field HT 225	3
Medical Claims Processing HT 218	2
Computers in Health Care HT 212	2
Basic ICD-9-CM Coding HT 214	2

HOME HEALTH SPECIALIST

Coordinator: Kay Coulter, 566-5162

In two quarters students will be prepared to serve as qualified Home Health Specialists and to perform bedside and ambulatory care under the supervision of a licensed agency or medical professional. The training will include overseeing medical routines, observing patients' medical progress, assisting families in nutrition, dealing with family needs/concerns, making appropriate community referrals, and handling special needs clients.

Successful completion of the Home Health Specialist Program entitles graduates to receive a Home Health Specialist Certificate, and to become state certified nurse aides (CNA's). Students have clinical experience in both nursing homes and home health agencies.

HOME HEALTH SPECIALIST

(Certificate Program)

Course Title	Credits
Introduction to Home Health Specialists HHS 101*	5
Patient Care for Home Health Specialist Lab HHS 104*	7
Home Health Practicum I--Nursing Home HHS 105	1
Second Quarter	
Patient Care as a Member of Home Health Team HHS 110*	3
Home Health Practicum II HHS 115	3
Special Needs Population HSW 185	3
Assertiveness Training HR 101	3
Total Credits	25

*Permission of coordinator required for registration. No student will be allowed to register without the signature of Kay Coulter.

HUMAN SERVICES PROGRAM

Acting Coordinator: Jim Carroll, 566-5076

The Human Services Program is designed to train students to work as practitioners in social and health services agencies. The program is basically a two-year technical arts degree program, although a one-year certificate is available for students who have already earned a B.A. degree. Students in the Human Services degree program are required to take 41 credits of core courses, 30 credits of more general education credits and 20 credits in courses specializing in their area of interest, e.g., alcoholism and substance abuse, aging, youth, families, developmentally disabled, severely disturbed adults. All students must successfully complete supervised clinical practicums in community agencies of their choice in order to qualify for either the certificate or the degree. Acceptance to the program is based on a personal interview with the coordinator and completion of other admission requirements. The two-year degree requirements and an example of a one-year program are listed below.

HUMAN SERVICES PROGRAM

(Associate in Technical Arts Degree)

REQUIRED COURSES (41 credits)

Course Title		Credits
Introduction to Human Services . . .	HSW 100	2
Community Resources	HSW 101	3
Counseling: Theory and Practice . . .	HSW 102	5
Therapeutic Approaches & Techniques	HSW 103	5
Human Services: Issues, Ethics, Law	HSW 104	5
Stress Management	HSW 207	5
Introduction to Practicum	HSW 190	1
Supervised Clinical Practicum I . . .	HSW 191	5
Supervised Clinical Practicum II . . .	HSW 192	5
Supervised Clinical Practicum III . .	HSW 193	5
Total Credits		41

SPECIALTY COURSES

(20 credits, see below)

GENERAL EDUCATION (30 credits)

Communications (select 10 credits)

College Freshman Composition . . .	ENGL 101	5
College Freshman Composition . . .	ENGL 102	5
Business English	ENGL 104	5
Speech Communication	SPCH 100	5
ETHNIC (select 5 credits only):		
Native American Culture	ANTHR 210	5

Principles of Social Anthropology	ANTHR 202	5
Evolution of the Idea of Race in Western Thought	HIST 289	5
Race Relations	SOC 262	5

BEHAVIORAL SCIENCES (10 credits)

General Psychology	PSYCH 100	5
Survey of Sociology	SOC 110	5

BEHAVIORAL SCIENCES OPTIONS (select 5 credits only)

Psychology of Adjustment	PSYCH 170	5
Developmental Psychology: Life Span	PSYCH 206	5
Marriage and the Family	SOC 152	5
Deviant Behavior	SOC 271	5
Total Credits		91

SPECIALTIES

Each student completing the ATA degree or AAS degree (along with the HSW program) must select a 20-credit specialty. Below are the current specialty offerings. Students whose interests lie in other areas may design specific programs in cooperation with the coordinator.

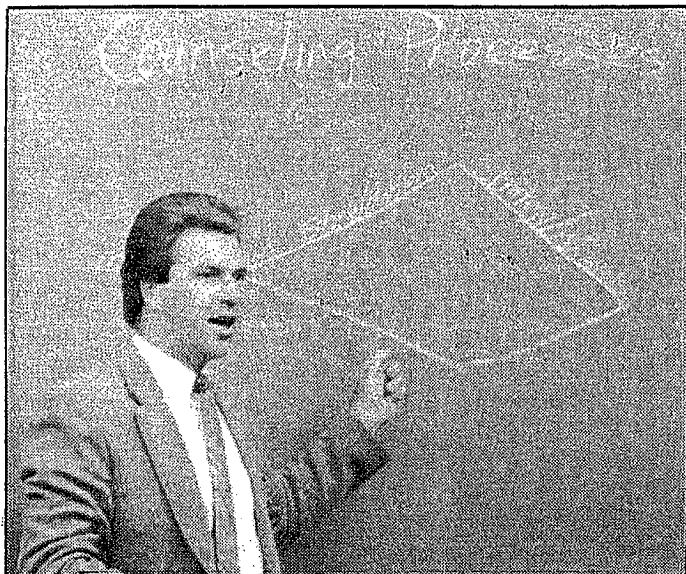
Specialties (select one): 20 credits

Chemical Dependency

Introduction to Alcoholism and Drug Abuse	HSW 200	5
Counseling the Alcoholic and Drug Addict	HSW 201	5
Adolescent Alcohol and Drug Treatment	HSW 208	3
Pharmacology and Physiology of Substance Abuse	HSW 210	5
Nutrition for the Chemically Dependent	HSW 211	3
Case Management	HSW 212	3
Working with Families of the Chemically Dependent	HSW 214	3
Special Topics	HSW 179	
Intervention with the chemically dependent		
Cocaine		2
Prevention Education		2
Medical Model Assessment		2
On-going Diagnostic Assessments		2
Alcohol and the Multi-problem Client		2
Sexuality and the Chemically Dependent		2
Mental Health and Psychoanalysis		2
The Aging Alcoholic		2
Anger and Alcohol		2
Adult Children of Alcoholics		2

Juvenile

Helping the Juvenile	HSW 203	3
Family Counseling	HSW 202	5
Developmental Psychology: Life Span	PSYCH 206	5
Juvenile Justice System	ADJ 203	3
Adolescent Alcohol and Drug Treatment	HSW 208	3
Special Topics	HSW 179	
Child Abuse	2	
Juvenile Prostitution	2	
Residential Treatment	2	
Teenage Parents	2	
Aging Developmental Psychology: Life Span	PSYCH 206	5
Death and Dying	PSYCH 220	3
Psychology of Aging	PSYCH 221	3
Introduction to Applied Gerontology	SSERV 120	5
Special Topics	HSW 179	
Alzheimer's, Dementia and Depression	1	
Ethical Concerns of the Aging	2	
Biology of the Aging	2	
High-Level Wellness and the Aging	2	
Resources for the Aging	1	
Interview Techniques with the Aging (demented, confused, agitated, etc.)	2	
Grief and Loss Workshop	2	
Medicare/Medicaid	1	
General Adult		
Family Counseling	HSW 202	5
Developmental Psychology: Life Span	PSYCH 206	5
Psychology of Adjustment	PSYCH 170	5
Special Topics	HSW 179	
Domestic Violence	2	



Teaching Parenting Skills	2
Grief and Loss Workshop	2
Working with Street People People and Poverty: From the Downside	2
The Severely Disturbed Adult	
Developmental Psychology: Life Span	PSYCH 206 5
Adult Psychopathology	HSW 215 3
Interventions for the Severely Disturbed Adult	HSW 216 3
Special Topics	HSW 179
Working with the Severely Disturbed Adult	2
Legal and Ethical Issues	2
Group Treatment Approaches	2
Dealing with Families of the Severely Disturbed	2
Activity, Occupation and Recreational Therapies	2
Developmentally Disabled	
Introduction to Disabilities	HSW 220 3
Human Development and Developmental Disabilities	HSW 221 3
Behavioral Management I: Sequential Teaching	HSW 222 3
Behavioral Management II: Dealing with Seizures and Inappropriate Behaviors	HSW 223 3
Ethical Concerns in Dealing with Developmental Disabilities	HSW 224 3
Special Topics	HSW 179
Service Delivery Systems for Developmental Disabilities	2
Working in Residential Settings	2
Working in Vocational Settings	2

Special Topics relating to all specialty areas

HSW 179: Crisis Intervention	2
Burnout	2
Anger Management	2
Advanced Stress Management	2
Communication Strategies for Difficult Clients	2
HSW 270: Introduction to Group Process	3
HSW 271: Introduction to Group Techniques	2
Continued academic advising is provided to adjust the program to meet the needs of individual students. See the coordinator of the program for further information.	
A one-year certificate is available for students with a B.A. degree who complete 46 or more credits.	

**TYPICAL ONE-YEAR
CERTIFICATE COURSES**

(Course planning is individualized for each student)

Course Title	Credits
Introduction to Human Services . . . HSW 100	2
Community Resources HSW 101	3
Counseling: Theory and Practice . . . HSW 102	5
Therapeutic Approaches and Techniques HSW 103*	5
Human Services: Issues, Ethics, Law HSW 104*	5
Stress Management HSW 207	5
Introduction to Practicum HSW 190	1
Supervised Clinical Practicum I . . . HSW 191*	5
Supervised Clinical Practicum II . . . HSW 192*	5
Family Counseling HSW 202*	5
Developmental Psychology: Life Span PSYCH 206	5
Total Credits	46

* Prerequisite required (see course descriptions).

**MEDICAL ASSISTANT
-ADMINISTRATIVE**

Coordinator: Marion Miller, 566-5162

This program is a one-year course of study which will prepare students to assume basic medical assistant-administrative duties in a physician's office or clinical setting through the use of classroom, laboratory, and clinical training.

Upon completion of the program, the student will be able to: perform basic medical office functions, including typing, scheduling patient appointments, insurance billing, and basic office management; enter data into a computerized health information system; apply confidentiality policies, rules and regulations governing release of medical information for insurance and legal proceedings; transcribe basic medical reports; and basic back office patient support services and assistance to physicians.

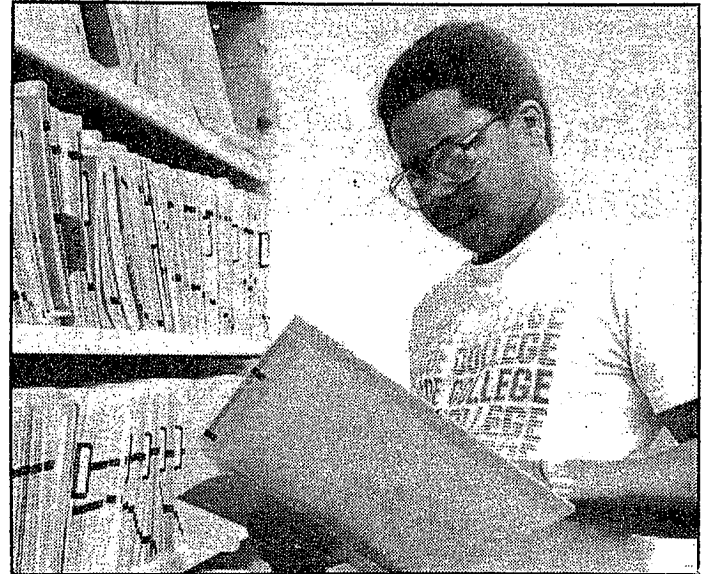
In order to obtain a completion certificate, students must successfully complete the following courses with a grade of "C" or better:

**MEDICAL ASSISTANT
--ADMINISTRATIVE**

(Certificate Program)

First Quarter (Fall)

Course Title	Credits
Medical Terminology I HT 130	3
Health Care Delivery Systems HT 110	5
Business English ENGL 104	5
Using Computers DPSYS 100	3



Computers in Health Care HT 212	2
Second Quarter (Winter)	
Medical Terminology II HT 131*	3
Legal Concepts for the Health Field . . . HT 225	3
Typing for Speed and Accuracy . . . OFFCE 92	2
Medical Office Procedures HT 120*	5
Medical Transcription I MRT 140*	3
Third Quarter (Spring)	
Medical Terminology III HT 132*	3
Intro to Patient Care Techniques HT 170	4
Basic ICD-9 CM Coding HT 214*	2
Basic CPT Coding HT 216*	1
Medical Claims Processing HT 218	2
Physical Education elective	1
Clinical Internship HT 240*	3
Total Credits	50

**MEDICAL RECORDS
TECHNOLOGY**

Coordinator: Ingrid Bentzen, 566-5162

The Medical Records Technology Program is a two-year program which is a combination of medical knowledge and business applications designed to prepare the graduate for employment in a hospital, ambulatory health care facility, skilled nursing facility, state or federal health agency. Skills include organizing and analyzing health records, compiling and utilizing health statistics, working knowledge of computer systems in health care, performing quality assurance and utilization review functions, coding and indexing diseases and operations, maintaining record storage and retrieval systems, transcribing medical reports, preparing health data consistent with the administrative, legal, accreditation and regulatory requirements. Graduates are eligible to write

the national examination of the American Medical Record Association.

The graduate of the Medical Records Technology Program must complete the following curriculum with a grade of "C" or better in all classes:

MEDICAL RECORDS TECHNOLOGY

(Associate in Technical Arts Degree)

FIRST YEAR

First Quarter (Fall)		Credits
Course Title		
Anatomy and Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	5
English Composition	ENGL 101	5
(ENGLISH 104 fulfills requirement)		
Second Quarter (Winter)		
Anatomy and Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Humanities Elective		5
Computers in Health Care	HT 212	2
Third Quarter (Spring)		
Introduction to Health Record Management	MRT 180	5
Medical Terminology III	HT 132*	3
Clinical Applications	MRT 190*	2
Speech Communications	SPCH 100	5

SECOND YEAR

Fourth Quarter (Fall)		Credits
ICD-9-CM Coding	MRT 220*	5
Clinical Applications (Lab)	MRT 230*	3
Principles of Disease	HT 210*	5
Using the Computer	DPSYS 100	3
Fifth Quarter (Winter)		
Health Data Quality and Standards	MRT 221*	5
Clinical Applications II (Acute Care)	MRT 231*	6
Legal Concepts for Health Field	HT 225	3
Elective		3
Sixth Quarter (Spring)		
Health Information Management	MRT 222*	5
Clinical Applications III (other facilities)	MRT 232*	6
Behavioral Science Elective		5
Elective		2
Total Credits		102

Transfer Information:

Upon completion of the TCC Medical Records Technology Program and successful writing of the national examination, students may transfer and complete baccalaureate programs at:

Loma Linda University, Loma Linda, California; Carroll College, Helena, Montana; Stephens College, Columbia, Missouri (Extension Program); College of St. Scholastica, Duluth, Minnesota (Extension Program); (Or other AMRA accredited programs).

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the American Medical Record Association (AMRA).

MEDICAL SECRETARY

Coordinator: Marion Miller, 566-5162

A medical secretary works in a physician's office, hospital, clinic, or other health care agency performing general secretarial duties. Duties may include receptionist, making patient appointments, routine correspondence, managing financial details (billing, payments, etc), interviewing and preparing patients prior to examination, keeping and transcribing medical records and use of word processing equipment.

After completing first year requirements, the student is eligible to receive a medical transcriptionist certificate and is prepared for employment. Completion of the two-year program qualifies students to receive the Associate in Technical Arts Degree. Second year students in the course HT 241 spend 150 hours (5 credits) in health facilities in order to gain clinical experience.

Students must accurately type 50 wpm for admission to the program.

The graduate of the Medical Secretary Program must successfully complete the following curriculum with a grade of "C" or better in each course:

MEDICAL SECRETARY

(Associate in Technical Arts Degree)

FIRST YEAR

First Quarter (Fall)		Credit
Course Title		
Anatomy and Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Medical Terminology	HT 130	3
Medical Transcription I	MRT 140*	3
Business English	ENGL 104	5
Physical Education Elective		1
Second Quarter (Winter)		
Anatomy and Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription II	MRT 141*	3
Intro to Word Processing	OFFCE 227	2
Typing II	OFFCE 104*	5

Third Quarter (Spring)		
Medical Terminology III	HT 132*	3
Medical Transcription III	MRT 142*	3
Word Processing/WordPerfect	OFFCE 228	3
Introduction to Health Record Management		
	MRT 180	5
Work Internship (90 hours)	HT 240*	3

SECOND YEAR

Fourth Quarter (Fall)		
Health Care Delivery Systems	HT 110	5
Speech Communication	SPCH 100	5
Principles of Disease	HT 210*	5
Using Computers	DPSYS 100	3

Fifth Quarter (Winter)		
Business Correspondence	BUS 225*	5
Computers in Health Care	HT 212	2
Legal Concepts for Health Field	HT 225	3
Medical Office Procedures	HT 120*	5
Physical Education Elective		1

Sixth Quarter (Spring)		
Basic ICD-9-CM Coding	HT 214*	2
Basic CPT Coding	HT 216*	1
Medical Claims Processing	HT 218	2
Work Internship	HT 241*	5
Elective		5

(Recommend HT 170 Patient Care Techniques (4); ACCNT 140 Practical Accounting I (5); Behavioral Science Electives or Additional Word Processing Courses)

Total Credits	101
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MEDICAL TRANSCRIPTIONIST

Coordinator: Marion Miller, 566-5162

A medical transcriptionist works in the medical transcription department or special professional services department (radiology, pathology, etc.) of hospitals, medical practice clinics and other medical care institutions.

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

Students must accurately type 40 wpm for admission to program. In order to obtain a completion certificate, students must successfully complete the following courses with a grade of "C" or better:

MEDICAL TRANSCRIPTIONIST

(Certificate Program)

FIRST YEAR

First Quarter (Fall)		
Course Title		Credit
Anatomy & Physiology	BIOL 150 (BIOL 206-207-208 fulfills requirement)	5
Medical Terminology I	HT 130	3
Medical Transcription I	MRT 140*	3
Business English	ENGL 104	5
Physical Education elective		1

Second Quarter (Winter)		
Anatomy & Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription II	MRT 141*	3
Intro to Word Processing	OFFCE 227	2
Typing II	OFFCE 104*	5

Third Quarter (Spring)		
Introduction to Health Records Management		
	MRT 180	5
Medical Terminology III	HT 132*	3
Medical Transcription III	MRT 142*	3
Word Processing/WordPerfect	OFFCE 228*	3
Work Internship (90 hours)	HT 240*	3
Total Credits		52

SECOND YEAR

If, upon successful completion of the three-quarter sequence, the student desires to continue in medical secretarial training, he or she should be advised to enroll in the second year of the Medical Secretary Program.



NURSING, ASSOCIATE DEGREE

Coordinator: Joan Wilson, 566-5162

The Associate Degree Nursing program 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 accredited by the National League for Nursing. Graduates of the program will be eligible to take the examination for licensing as a registered nurse.

Nursing program applications are due by February 1 of each year.

NURSING

(Associate in Technical Arts Degree)

FIRST YEAR

Course Title		Credits
Fundamentals of Nursing	NURS 126*	8
Medical-Surgical Aspects of Adult & Child Care (Part I)	NURS 127*	10
Medical Surgical Aspects of Adult & Child Care (Part II)	NURS 128*	10
Nursing Practice Lab I	NURS 130*	2
Nursing Practice Lab II	NURS 131*	2
Nursing Practice Lab III	NURS 132*	2

SECOND YEAR

Medical-Surgical Aspects of Adult & Child Care (Part III)	NURS 226*	10
Maternity Nursing	NURS 228*	5
Psychiatric Nursing	NURS 229*	5
Gerontological Nursing and Preceptor Experience	NURS 230	10



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.

Inorganic and Organic Chemistry	CHEM 101* & 102*	10
General Psychology	PSYCH 100	5
General Microbiology	BIOL 201*	5
Survey of Sociology	SOC 110	5
Human Growth and Development	PSYCH 206**	5
Anatomy and Physiology	BIOL 206*, 207*, 208*	15
College Freshman Composition	ENGL 101	5
Speech Communication or Public Speech Communication	SPCH 100 or 101	5

Non-Nursing Credits:	55
Nursing Credits:	64
Total Credits:	119

Completion of Chemistry recommended prior to admission to Nursing.

* Prerequisite required (see course descriptions).

** Must be completed by or taken concurrently in the second quarter of nursing.

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

BIOL 201 PSYCH 100
SOC 110
CHEM 101,102 ENGL 101

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.

PRACTICAL NURSE, ASSOCIATE DEGREE NURSE ARTICULATION PROGRAM

This program is designed for students who are Licensed Practical Nurses in the State of Washington. Students who successfully complete the Tacoma Community College practical nurse transition course (NURS 129) may enter the second year of the basic nursing program. Graduates are eligible to take the examination for licensing as a registered nurse.

Applications are due by February 1 each year.

OFFICE OCCUPATIONS PROGRAMS

Program Coordinator: Karen Munson, 566-5021

Students will complete all core requirements plus all courses in one of the following programs: Word Processing, Secretarial, or Office Operations. Students will earn an Associate Degree in Technical Arts upon completion of all required courses.

If you are interested in any of the programs, contact Dr. Karen Munson, C.P.S., Program Coordinator at 566-5021.

TECHNICAL CORE REQUIREMENTS

Course Title		Credits
Typing I (or equivalent)	OFFCE 103	5
Typing II	OFFCE 104*	5
Introduction to Word Processing	OFFCE 227	2
Records Management	OFFCE 116	3
Using the Computer	DPSYS 100	3
Using the Computer II	DPSYS 101*	3
Practical Accounting I	ACCNT 140	5
Business Machines	OFFCE 115*	5
Introduction to Transcription	OFFCE 112*	3
Office Procedures	OFFCE 134*	5
Work Internship	OFFCE 120*	5
Total Technical Credits		44

GENERAL CORE REQUIREMENTS

Course Title		Credits
Business English	ENGL 104	5
Business Math	BUS 110	5
Business Law	BUS 200	5
Stress Management	PSYCH 207	5
Speech	SPCH 100	5
Business Correspondence	BUS 225*	5
Total General Credits		30

*Requires prerequisites or instructor permission.



SECRETARIAL OPTION

(Associate in Technical Arts Degree)

This two-year program provides the introductory skills and advanced skills needed for all phases of secretarial work. Program offerings serve the day, evening, and part-time students. Word processing skills are included. Placement at ENGL 90 and MATH 86 levels or above required. Students who complete the SECRETARIAL OFFICE SKILLS PROGRAM qualify for an Associate Degree in Technical Arts.

Course Title		Credits
Notehand I	OFFCE 130	5
Notehand II	OFFCE 131*	5
Machine Transcription	OFFCE 117*	3
Word Processing: Alpha Micro	OFFCE 232*	3
Word Processing: WordPerfect	OFFCE 228*	3
Word Processing: Lanier	OFFCE 229*	3
Total Secretarial Credits		22

WORD PROCESSING OPTION

(Associate in Technical Arts Degree)

This two-year degree program** provides students with a broad background in word processing and office skills. Prerequisites for entry into the program are coordinator's permission, Math 86 skill or equivalent, and grade of "B" or better in Typing I.

If you are interested in the program, call Dr. Karen Munson, C.P.S., Program Coordinator, 566-5021.

Course Title		Credits
Introduction to Data Processing	DPSYS 235	5
Word Processing: Alpha Micro	OFFCE 232*	3
Word Processing: WordPerfect	OFFCE 228*	3
Word Processing: Lanier	OFFCE 229*	3
Word Processing: Advanced Alpha Micro and WordPerfect	OFFCE 233*	4
Word Processing: Advanced Lanier	OFFCE 230*	3
Principles of Management	BUS 163	5
Machine Transcription	OFFCE 117*	3
Business Systems with Spreadsheets and MS-DOS	DPSYS 236	3
Total Word Processing Credits		32

** Completion of three quarters, plus Work Internship (OFFCE 120) entitles student to a one-year certificate.

OFFICE OPERATIONS OPTION

(formerly Service Representative)

(Associate in Technical Arts Degree)

This two-year program provides the fundamental skills needed to successfully work in the automated office. Pro-

gram offerings serve the day, evening, and part-time students. Word processing skills are included. Placement at ENGL 90 and MATH 86 levels or above required. Students who complete the Office Operations Program qualify for an associate Degree in Technical Arts. If you are interested in the program, call Dr. Karen Munson, C.P.S., Program Coordinator, at 566-5021.

Course Title		Credits
Introduction to Business	BUS 101	5
Principles of Management	BUS 163	5
Word Processing: WordPerfect*	OFFCE 228	3
Word Processing: Alpha Micro*	OFFCE 232	3
Practical Accounting II*	ACCNT 141	5
Business and Payroll Taxes*	ACCNT 145	5
Marketing	BUS 240	5
Total Office Operations Credits		31

RECEPTIONIST CLERK

This one-year certificate qualifies a student for an entry-level position as a receptionist or an office clerk. Placement at ENGL 90 and MATH 86 levels (or better) required.

If you are interested in the program, call Dr. Karen Munson, C.P.S. Program Coordinator, at 566-5021.

First Quarter		
Typing I	OFFCE 103	5
Business English	ENGL 104	5
Business Math	BUS 110	5
Introduction to Word Processing	OFFCE 227	2
Second Quarter		
Typing II	OFFCE 104	5
Business Machines	OFFCE 115	5
Using the Computer	DPSYS 100	3
Records Management	OFFCE 116	3
Third Quarter		
Machine Transcription	OFFCE 117	3
Work Internship	OFFCE 120	5
Practical Accounting I	ACCNT 140	5
Using the Computer II	DPSYS 101	3
Total Credits		49

PARAMEDIC TRAINING

(See Emergency Medical Care, page 41.)

PROFESSIONAL OFFICE OCCUPATIONS PROGRAMS

(See Office Occupations Programs)

RADIOLOGIC TECHNOLOGIST

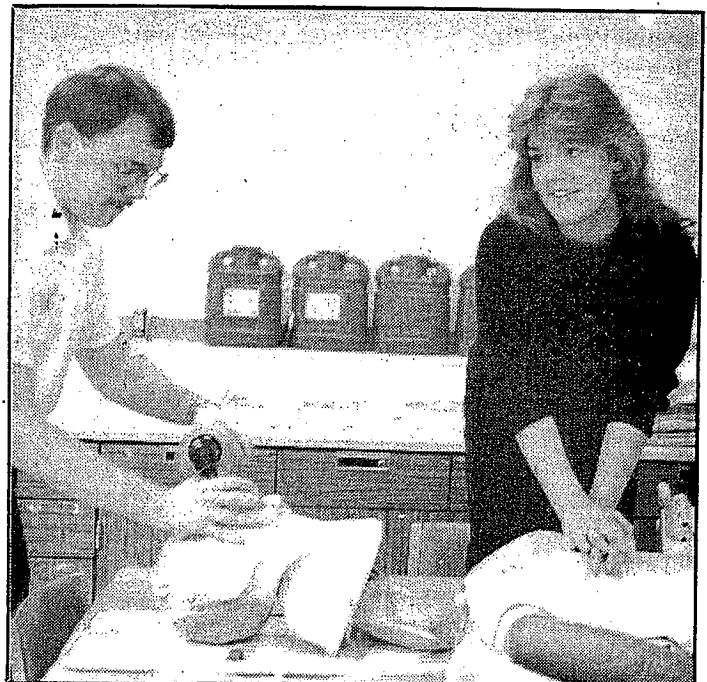
Coordinator: Royal Domingo, 566-5162

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.

RADIOLOGIC TECHNOLOGIST

(Associate in Technical Arts Degree)

Course Title		Credits
First Quarter (Fall)		
Anatomy and Physiology	BIOL 150	5
Medical Terminology I	HT 130	3
Radiographic Positioning and Techniques I	RT 140*	5
Introduction to Radiologic Technology	RT 101	3
Independent Study	RT 299* (1-5)	
Second Quarter (Winter)		
Anatomy and Physiology II	BIOL 151*	5
Radiographic Positioning and Techniques II	RT 141*	5
Radiographic Clinic I	RT 120*	3
Independent Study	RT 299* (1-5)	
Patient Care	HT 170	3



Third Quarter (Spring)		
College Freshman Composition . . . ENGL 101	5	
Radiation Physics I RT 108*	5	
Radiographic Positioning and Techniques III RT 142*	5	
Radiographic Clinic II RT 121*	3	
Independent Study RT 299* (1-5)		
Fourth Quarter (Summer)		
Radiographic Clinic III RT 122*	7	
Elective	5	
Independent Study RT 299* (1-5)		
Fifth Quarter (Fall)		
English Composition ENGL 102	5	
Radiographic Anatomy and Pathology . RT 214*	3	
Radiographic Positioning and Techniques IV RT 243*	2	
Radiographic Clinic IV RT 123*	3	
Independent Study RT 299* (1-5)		
Sixth Quarter (Winter)		
Radiation Physics II RT 109*	5	
Radiographic Positioning and Techniques V RT 244*	2	
Radiographic Clinic V RT 225*	5	
Invasive Radiology RT 211*	3	
Independent Study RT 299* (1-5)		
Seventh Quarter (Spring)		
Imaging Modalities RT 212*	3	
Radiographic Quality Assurance RT 245*	2	
Radiographic Clinic VI RT 226*	5	
Independent Study RT 299* (1-5)		
Using Computers I DPSYS 100	3	
Eighth Quarter (Summer)		
Radiographic Clinic VII RT 227*	9	
Elective	5	
Independent Study RT 299 (1-5)		
Ninth Quarter (Fall)		
Radiographic Clinic VIII RT 228*	5	
Radiologic Seminar RT 260*	5	
Independent Study RT 299* 1-5		
Total Credits	138-171	

*Prerequisite required (see course descriptions).

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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

- University of Nevada, Las Vegas
- Arizona State University
- Idaho State University

Loma Linda University, Loma Linda, California
Weber State College Ogden, Utah

RECEPTIONIST CLERK
(See Office Occupations Programs)

**RESPIRATORY THERAPY
TECHNICIAN/THERAPIST**
Coordinator: Bill Leffler, 566-5162

The Respiratory Therapy Program offers a one-plus-one level of training. After completing five quarters, the student is eligible to take the national entry level examination to become a Certified Respiratory Technician is then eligible to become licensed by the State of Washington. Students may then apply to the second level of training which, upon completion, grants eligibility to take the national Advanced Practitioner exam to become a Registered Respiratory Therapist.

The technician level of training prepares the student to work under the direction of a physician in providing basic patient care relating to pulmonary diseases and disorders. The therapist level provides extra training in neonatal, pediatric and home care and in advanced diagnostic procedures relating to pulmonary function.

The program begins each summer quarter with applications due by April 1 of each year.

Courses marked with two asterisks ** may be taken before being accepted into the Respiratory Therapy Program. Students are encouraged to take as many of these as possible before applying to the program. They include: HT 140; HT 170; HT 130; PSYCH 100; BIOL 118; CHEM 100 or above; SPCH 100; and ENGL 101 or above.

RESPIRATORY TECHNICIAN
(Certificate Program)

Course Title	Credits
First Quarter (Summer)	
Physics for Health Occupations HT 140**	5
Fundamentals of Patient Care HT 170**	4
Medical Terminology HT 130**	3
Human Anatomy and Physiology . . BIOL 118**	5
Second Quarter (Fall)	
Respiratory Therapy Equipment RC 120	3
Respiratory Therapy Theory RC 110	3
Clinical Training RC 140*	8
Psychology PSYCH 100**	5
Third Quarter (Winter)	
Respiratory Therapy Equipment RC 121*	3
Respiratory Therapy Theory RC 111*	3
Clinical Training RC 141*	8
Respiratory Therapy Seminar RC 150*	1

Fourth Quarter (Spring)		
Respiratory Therapy Equipment	RC 122*	3
Respiratory Therapy Seminar	RC 151*	2
Special Topics	RC 130	4
Clinical Training	RC 142*	8
Fifth Quarter (Summer)		
Clinical Training	RC 143*	9
Total Technician Credits		77

This completes the technician level of training. The student is awarded a certificate of completion and is eligible to take the national entry level exam.

RESPIRATORY THERAPIST (advanced practitioner) level of training.

(Associate in Technical Arts Degree)

Sixth Quarter (Fall)		
Clinical Training	RC 240*	6
Respiratory Therapy Theory	RC 210*	2
Advanced Clinical Practice	RC 220*	2
Seventh Quarter (Winter)		
Respiratory Therapy Theory	RC 221*	2
Clinical Training	RC 241*	6
Chemistry	Chem 100 or above**	5
Eighth Quarter (Spring)		
Clinical Training	RC 242	6
Seminar	RC 222	2
Speech	Speech 100**	5
English	English 101 or above**	5
Total Advanced Credits		41
Total Associate Degree Credits		118

The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the Joint Review Committee for Respiratory Therapy Education (JRCERT).

SECRETARIAL PROGRAM

(See Office Occupations Programs)

SUPERVISION AND MANAGEMENT

Coordinator: John Geubtner, 566-5070

This program is designed for individuals who pursue studies on a part-time, evening schedule. The program encompasses both skill development and technique improvement. It is designed for individuals preparing for supervisory positions, current supervisors with no prior management training, and experienced managers wanting to enhance their managerial effectiveness.

An Associates of Technical Arts Degree will be awarded to students that successfully complete the 90 credit hour program. While some of the required coursework may be transferable, this program is not intended for transfer to a four-year college or university.

SUPERVISION AND MANAGEMENT

(Associate in Technical Arts Degree)

MANAGEMENT REQUIREMENTS (Select 21 credits)

Course Title	Credits
The New Supervisor	SMG 100 3
Essentials of Supervision	SMG 101 3
Supervising the Problem Employee	SMG 120 3
Supervising Employee Training	SMG 125 3
Supervision and Group Behavior	SMG 131 3
Management Communications	SMG 201 3
Public Relations	SMG 210 3
Management and Labor Relations	SMG 222 3
Human Resource Management	SMG 250 3
Supervisor and the Law	SMG 255 3
Managerial Excellence	SMG 260 3
Leadership Dynamics	SMG 261 3
Motivation and Productivity	SMG 264 3
Organizational Behavior	SMG 265 3
Managing for High Performance	SMG 270 3
Management Credits	21

BUSINESS AND GENERAL REQUIREMENTS (40 credits)

Course Title	Credits
Practical Accounting I or Accounting Principles-Financial	ACCNT 140 or 210 5
Introduction to Business	BUS 101 5
Business Math or Intermediate Algebra	BUS 110 or MATH 101* 5
Introduction to Marketing	BUS 240 5
Introduction to Data Processing	DPSYS 235 5 (DPSYS 100 and DPSYS 101 may be substituted)
Principles of Economics	ECON 200 or 201 5
Business English or College Freshman Composition	ENGL 104 or 101* 5

Speech Communication	SPCH 100 or 101	5
	Business and General	
	Credits	40

SUGGESTED ELECTIVES
(Select 29 credits**)

Course Title		Credits
Practical Accounting II	ACCNT 141	5
Accounting Principles-Financial	ACCNT 220*	5
Accounting Principles-Managerial	ACCNT 230	5
Principles of Accounting	ACCNT 201 and 202	6
Small Business Management	BUS 143	3
Business Law	BUS 200	5
Business Correspondence	BUS 225*	5
Work Internship	BUS 290*	5
Statistical Analysis	BUS 256*	5
Introduction to Critical Thinking	COMSK 100	5
Business Systems and Procedures	DPSYS 236*	3
Human Relations	HR 100 or HR 100	3
Introduction to Philosophy	PHIL 100	5
General Psychology	PSYCH 100	5
Elective Credits		29
	Total Credits	90

* Prerequisite or instruction permission required.
 ** Alternative electives may be chosen on approval of advisor.

CERTIFICATES IN MANAGEMENT
Program Coordinator: John Geubtner, 566-5070

This certificate program offers private and public sector employees the opportunity to develop or improve management skills. The program helps prepare individuals for supervisory roles; it also provides an opportunity for experienced supervisors to enhance their techniques.

There are two certificates: Certificate in Supervision and Management (private sector) and Certificate in Public Administration and Management (public sector). To be eligible for a certificate, an individual is required to satisfactorily complete a minimum of 24 credit hours of management instruction (see below) offered by TCC.

Certificate in Supervision and Management
(Private Sector) 24 credits

REQUIRED COURSES

Course Title		Credits
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee	SMG 120	3
Supervision and Group Behavior	SMG 131	3
Management Communications	SMG 201	3
Managerial Excellence	SMG 260	3
Motivation and Productivity	SMG 264	3
	Required Credits	18

ELECTIVES (Choose 2 of the following)

Course Title		Credits
The New Supervisor	SMG 100	3
Supervising Employee Training	SMG 125	3
Public Relations	SMG 210	3
Management and Labor Relations	SMG 222	3
Human Resource Management	SMG 250	3
Supervisor and the Law	SMG 255	3
Leadership Dynamics	SMG 261	3
Organizational Behavior	SMG 265	3
Managing for High Performance	SMG 270	3
Elective Credits		6
	Total Credits	24

Substitutions may be made only with approval of program coordinator.

Certificate in Public Administration and Management (Public Sector): 24 credits

REQUIRED COURSES

Course Title		Credits
The New Supervisor	SMG 100	3
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee	SMG 120	3
Behavior in Organizations	SMG 131	3
Management Communications	SMG 201	3
Managerial Excellence	SMG 260	3
Leadership Dynamics	SMG 261	3
Motivation and Productivity	SMG 264	3
	Total Credits	24

Substitutions may be made only with approval of program coordinator.

WORD PROCESSING
 (See Office Occupations Programs)



Course Descriptions

On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter of 1990-91 and 1991-92 will be announced in the class schedules, which are published quarterly.

Courses numbered 1-99 are sub-college-level courses designed to develop skills needed for college work and vocational courses.

Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences (AAS) as well as the Associate in Technical Arts (ATA) and Associate in General Studies (AGS) degrees conferred by Tacoma Community College. These courses are normally accepted for transfer by four-year colleges and universities in Washington State when they are part of an Associate of Arts and Sciences Degree. Students who transfer without the AAS Degree, however, should not take for granted the transferability of all 100-level classes since some of them are vocational courses and apply toward an ATA degree only.

Courses numbered 299 are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chairman of the division in which the course is offered. Credit granted for courses numbered 299 varies with the individual project.

Normally, one credit is given for one 50-minute period of class per week per quarter for lecture classes. Laboratory sections generally require two hours of class per week per quarter for each credit. The credits earned for successfully completing each course are shown in parentheses following the course titles in this section of the catalog.

Courses at Tacoma Community College are organized into a number of institutional divisions, or categories, each including a related group of subjects. (Subject areas and course descriptions in this section of the catalog, however, are listed in alphabetical order for the convenience of readers.)

Students wishing to learn more about certain courses are urged to talk about those courses with the chairman of the division or department through which those courses are offered.

The divisions and subject groupings are as follows:

ALLIED HEALTH AND PHYSICAL EDUCATION

Shirley Harris-Lee

Emergency Medical Care
Fire Command Administration
Health Records/Admitting Clerk
Health Technology



Home Health Specialist
Medical Assistant, Administrative
Medical Records Technology
Medical Secretary
Medical Transcriptionist
Nursing, Associate Degree
Nursing, Continuing Education
Physical Education
Radiologic Technology
Respiratory Therapy

BUSINESS AND OFFICE OCCUPATIONS

Walter Nolte
Accounting (Academic and Occupational)
Accounting and Data Processing Systems
Bookkeeping Systems
Business (Academic and Occupational)
Business Administration and Management
Data Processing Systems
Computer Information Management Systems
Economics
Office Operations
Receptionist Clerk
Supervision and Management
Word Processing

CONTINUING EDUCATION

Tanya Brunke
Home and Family Life
International Business
Media Courses
Continuing Professional Education
Lifelong Education
Real Estate
Small Business Management
Senior Programs

Spring Quarter in London Program
American Management Association
DEVELOPMENTAL EDUCATION

Richard Spangler
Adult Basic Education
College Preparatory Courses
General Education Development (GED)
Individual Education Program

HUMANITIES

Dr. Gael Tower
Art
Coordinated Studies
English Composition
English as a Second Language
English Literature
French
Humanities
Journalism
Music
Philosophy
Reading
Spanish
Speech
Study Skills

INSTRUCTIONAL COMPUTING RESOURCES

Gary Sigmen

MATHEMATICS AND SCIENCE

Ivonna McCabe
Biology
Chemistry
Computer Field Technology
Computer Science
Engineering
Environmental Science
Geography
Geology
Horticulture
Mathematics
Oceanography
Physics

SOCIAL AND BEHAVIORAL SCIENCE

William Packard
Administration of Justice
Anthropology
Education/Occupational Technical Education
Geography
History
Human Services
Political Science
Psychology
Social Services
Sociology

STUDENT DEVELOPMENT

Dr. Priscilla Bell
Career Development
Human Relations

ACCOUNTING

ACCNT 140

Practical Accounting I (5)

Introduces students to basic accounting concepts and procedures. Emphasizes basic accounting for a service business. Covers depreciation, cash control, and payroll. Students will complete a service business practice set.

ACCNT 141

Practical Accounting II (5)

A continuation of Accounting 140. Emphasizes basic accounting for merchandising accounts, the accounting cycle, classified financial statement, and debt accounting, inventory costing, and promissory notes. Students will complete a merchandising business practice set.

Prerequisite: ACCNT 140 or equivalent with a grade of "C" or better.

ACCNT 142

Practical Managerial Accounting (5)

Covers accounting information required by management. Covers an introduction to job and process costing, budgeting, cash flow, statement analysis and management decision making. Students will complete a practice set.

Prerequisite: ACCNT 140 or equivalent with a grade of "C" or better.

ACCNT 145

Payroll and Business Taxes (5)

Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.

Prerequisite: ACCNT 140 or instructor permission.

ACCNT 201

Principles of Accounting (3)

Introduction to structure, development and interpretation of accounting data and financial statements. Course is offered in a self-paced individualized format. Students work with audiovisual units, a self-paced textbook and the lab instructor. Lab attendance is flexible. Daily attendance is not required.

ACCNT 202

Principles of Accounting (3)

Continuation of ACCNT 201. Emphasis on the distinguishing elements of partnership and corporate accounting.

Prerequisite: ACCNT 201

ACCNT 203

Principles of Accounting (4)

Continuation of ACCNT 202. Managerial accounting and distinguishing elements of manufacturing.

Prerequisite: ACCNT 202

ACCNT 210

Accounting Principles-Financial (5)

Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of changes in financial position.

ACCNT 220

Accounting Principles-Financial (5)

Continuation of ACCNT 210. Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity and consolidated statements. Reemphasizes the preparation of the Statement of Changes in Financial Position.

Prerequisite: ACCNT 210, MATH 101, or instructor's permission.

ACCNT 230

Accounting Principles-Managerial (5)

Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine the product costs of a manufacturing business and the methods employed to control those costs.

Prerequisite: ACCNT 210

ACCNT 240

Computer Applications in Accounting I (5)

An introduction to automated accounting methods using microcomputers. Integrated software packages will be utilized to examine the complete accounting cycle. Includes analysis, demonstration, and hands-on experience using general ledger, accounts payable, and accounts receivable modules.

Prerequisite: ACCNT 141, DPSYS 235.

ACCNT 241

Computer Applications in Accounting II (5)

An examination of computer applications implemented on microcomputers. Includes analysis, demonstration, and hands-on experience with at least one

computerized accounting system using the college's computers. These systems will integrate general ledger, accounts payable, and payroll application.

Prerequisite: ACCNT 141, DPSYS 235.

ACCNT 250

Federal Income Tax (5)

Federal income tax for the layman, accounting student, working accountant/bookkeeper, and small business owner, with special emphasis on tax issues affecting individuals and small businesses.

AUTOMATED ACCOUNTING SYSTEMS

(See page 35 for program requirements.)

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; and 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 seizure; limitations imposed by constitutional guarantees.

Prerequisite: ADJ 101 or permission of instructor.

ADJ 200**Criminal Investigation (5)**

Preliminary investigation by patrol officers; collection, preservation, identification and recording of evidence; crime scene recording; investigation techniques for assaults, auto theft, burglary, homicide, robbery, thefts, and sex crimes; stakeouts; narcotics 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: prisons, jails, case law, changing philosophy of punishment, future developments in penology.

ADJ 202**Management of Police Operations (5)**

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

Prerequisite: ADJ 100 of 101 or 102 or permission of instructor.

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.

ADJ 204**Criminal Justice Planning and Administration (3)**

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

Prerequisite: ADJ 100, 101, 102.

ADJ 205**Crime and Justice in America (3)**

An overview of administration of justice by sociologists, practitioners and public officials.

ADJ 206**Weaponless Control (1)**

Prepares students for defensive control methods necessary to make an arrest.

ADJ 207**Internship in Criminal Justice (5)**

Provides practical experience in operations and methods in the criminal justice system and security services for private industry.

Prerequisite: Permission of instructor.

ADULT BASIC EDUCATION**ABE 60****Adult Basic Education**

This no fee, no credit, continuous enrollment program offers persons 16 years of age or older basic skill instruction in reading, writing, arithmetic and everyday living skills. The instruction is individualized, and students work from their present skill level to their highest possible skill level. Students may enroll any time during the quarter with the permission of the instructor. Students under 19 must have high school and parental permission to attend.

ABE 61**U. S. Citizenship**

This no fee, no credit continuous enrollment course is for the student with at least limited speaking English skills who wishes to become a U. S. citizen. Covers: the structure of U. S. government, American life and country orientation.

Prerequisite: Limited English.

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. Call 756-3264 for information.

AS 110, 115**U.S. Military Forces in the Contemporary World (2.5)**

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

AS 210, 215**U.S. Military Forces in the Contemporary World (2.5)**

Introduction to aspects of U.S. defense policy.

AMERICAN MANAGEMENT ASSOCIATION EXTENSION INSTITUTE

This program is a skills-oriented learning opportunity that results from a unique blending of training resources provided by the American Management Association's Extension Institute and Tacoma Community College. The multi-course curriculum forms the essential core of management education designed for men and women who seek increased career opportunities and greater job satisfaction. AMA course materials are nationally recognized for their value and comprehensiveness. Completion of 18 college credits can lead to the AMAEI Certificate in Management.

The program is directed by the TCC Office of Continuing Education. For course information call 566-5020.

ANTHROPOLOGY**ANTHR 100****Introduction to Anthropology (5)**

A survey of the subfields of physical anthropology, archaeology, and sociocultural anthropology through the examination of selected problems in human biological and cultural evolution. An introduction to the anthropology discipline that asks what it means to be human.

ANTHR 115**The Africans (5)**

An introductory telecourse on the peoples of Africa examining African history and contemporary life along three lines: what is inborn, what was contributed by Islam and Christianity and what was acquired from the West.

ANTHR 201**Principles of Physical Anthropology (5)**

The study of the origins and adaptations of the human species. An examination of

the fossil record and living populations of monkeys, apes, and humans.

**ANTHR 202
Principles of Sociocultural Anthropology (5)**

An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live.

**ANTHR 205
Principles of Archaeology (5)**

Introduction to the study of the prehistory of humankind as revealed by material remains. Covers excavation techniques, analyzing and dating artifacts, and a survey of world prehistory from the beginning of culture to the appearance of writing.

**ANTHR 210
Native American Culture (5)**

An examination of the diversity of cultures among the Indians of North America. An ethnographic survey of native American societies before European contact.

Prerequisite: ANTHR 100 or ANTHR 202 recommended.

**ANTHR 299
Independent Study (1-5)**

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

Prerequisite: Permission of instructor.

ARMY ROTC

Through an agreement with Seattle University, TCC students may take Army ROTC courses. Both two and four-year programs are offered for transfer credit. Classes meet at Pacific Lutheran University. For further information call Maj. Don Meno at 535-8740.

ART

The following courses are designed for students who wish to explore one or more areas of art. They are beginning studio courses and have no prerequisites.

ART 101 - Art Basics

ART 102 - Two-Dimensional Design

ART 103 - Three-Dimensional Design

ART 105 - Beginning Drawing

ART 117A - Basic Jewelry:
Construction

ART 118A - Basic Jewelry: Casting

ART 119A - Enameling on Copper

ART 131 - Beginning Pottery

ART 146 - Beginning Photography

ART 150 - Beginning Printmaking

ART 156 - Beginning Painting

ART 172 - Beginning Sculpture

The following are lecture-oriented courses recommended for humanities distribution requirements. They have no prerequisites.

ART 100 - Appreciation of the Visual Arts

ART 201 - History of Western Art: Ancient

ART 202 - History of Western Art: Medieval and Renaissance

ART 203 - History of Western Art: Baroque through Modern

Students who are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 105, 102, 103). These form the foundation for both the advanced art courses offered at TCC and the art scholarships available to TCC students (see scholarship section in catalog).

Some of the courses listed in the catalog are offered on a limited basis—once a year, every other year, etc. Contact the art department for help in planning your program. Students who plan to transfer should check the requirements of the college or university of their choice.

In painting, drawing, and sculpture courses the human form is a subject of study. The live model, sometimes in the nude, may be incorporated into these studies. Any student enrolled in one of these courses who may object, for whatever reason, to live study of the nude model may arrange for optional studies with the instructor of that course.

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)**

Designed to lead to an understanding and appreciation of the visual arts - painting, sculpture, architecture, lecture. (For non-majors, not a prerequisite for the art program.)

**ART 101
Art Basics (5)**

Introduction to a variety of materials and techniques including drawing, painting, printmaking, and three-dimensional media. Projects are designed for students with limited experience in art. Recommended for beginners.

**ART 102
Two-Dimensional Design (5)**

Fundamentals of art structure as the foundation for creative work. Organization of the elements of design (line, shape, value, texture, color) as applied in two-dimensional design media.

**ART 103
Three-Dimensional Design (5)**

Basic materials, techniques, spatial problems, and design principles which relate to three-dimensional forms. Includes functional, decorative, and sculptural problems.

**ART 105
Beginning Drawing (5)**

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

**ART 106
Drawing (5)**

Further development of drawing skills with emphasis on composition and communication concepts.

Prerequisite: ART 105.

**ART 117
Basic Jewelry: Construction (2, max. 10)**

117A Jewelry Construction IA— Basic forming of jewelry through sheet and wire: techniques of piercing, filing, sawing, soldering, and polishing.

117B Jewelry Construction IB—Further experience in using sheet and wire: fabrication techniques and advanced soldering problems.

(Continued, Page 58)

117C Jewelry Construction IC—Forging techniques: creating more three-dimensional jewelry forms by hammering and annealing.

117D Jewelry Construction ID—Filigree techniques: creating linear jewelry design through delicate wire manipulation and multiple soldering techniques.

117E Jewelry Construction IE—Special surface techniques and finishes to accent and enhance jewelry (enamel highlights, granulation, etc.)

Prerequisites: ART 117A is basic requirement for 117B, 117C, 117D and 117E. ART 102, 103, and 105 are recommended for all design programs.

**ART 118
Basic Jewelry: Casting
(2, max. 10)**

118A Jewelry Casting IA—Introduction to the lost-wax method for creating jewelry: includes instruction in techniques for making the wax model from various waxes and basic casting principles involved in the lost-wax method.

118B Jewelry Casting IB—Carving and wax build-up techniques to form three-dimensional jewelry forms (e.g., rings, bracelets.)

118C Jewelry Casting IC—Carving and wax build-up techniques to create figurative forms and detail as applied to jewelry (e.g., charms, pendants, etc.)

118D Jewelry Casting ID—Model building and casting techniques used to create precision fit and interlocking forms in jewelry design.

118E Jewelry Casting V—Techniques for joining and soldering pre-cast jewelry pieces.

Prerequisites: ART 118A is the basic requirement for 118B, 118C, 118D, and 118E. ART 102, 103, and 105 are recommended for all studio concentrations.

**ART 119
Enameling on Copper I
(3, max. 9)**

Instruction in the use of the tools, techniques, and safety procedures for enameling on copper. Emphasis on designing techniques and applications.

119A Introduction to basic techniques, materials, tools, and applications of enameling on copper.

119B Applications of enameling design in the limoges technique which employs finely ground enamels brushed or sifted onto an enameled surface.

119C Applications of enameling design in the cloisonne technique which uses fine wire fences to separate the enamel colors in the design.

Prerequisites: 119A for 119B; 119B or instructor's permission for 119C.

**ART 126
Fiber Design (2)**

Beginning, making, and finishing fabric art using one or more on-loom (e.g., felting, papermaking, basketry, lacemaking) and/or small loom (e.g., card, inkle, backstrap, Navaho) processes. History of traditional processes and contemporary applications will be covered. Techniques emphasized will vary with each quarter. Course may be repeated with credit to a maximum of ten credits. Prerequisite: None. ART 102, 103, and 105 recommended.

**ART 127
Surface Design on Fabric (2)**

Creating textile art using wet and dry methods for fabric decoration. Techniques include natural and synthetic dyeing (direct and resist methods), quilting, needlepoint, applique, etc. History of traditional processes and contemporary applications will be covered. Techniques emphasized will vary with each quarter. Course may be repeated with credit to a maximum of ten credits.

Prerequisite: None. ART 102, 103, and 105 recommended.

**ART 131
Beginning Pottery (5)**

Introduction to hand-building, throwing, and decorating pottery.

**ART 132
Intermediate Pottery (5)**

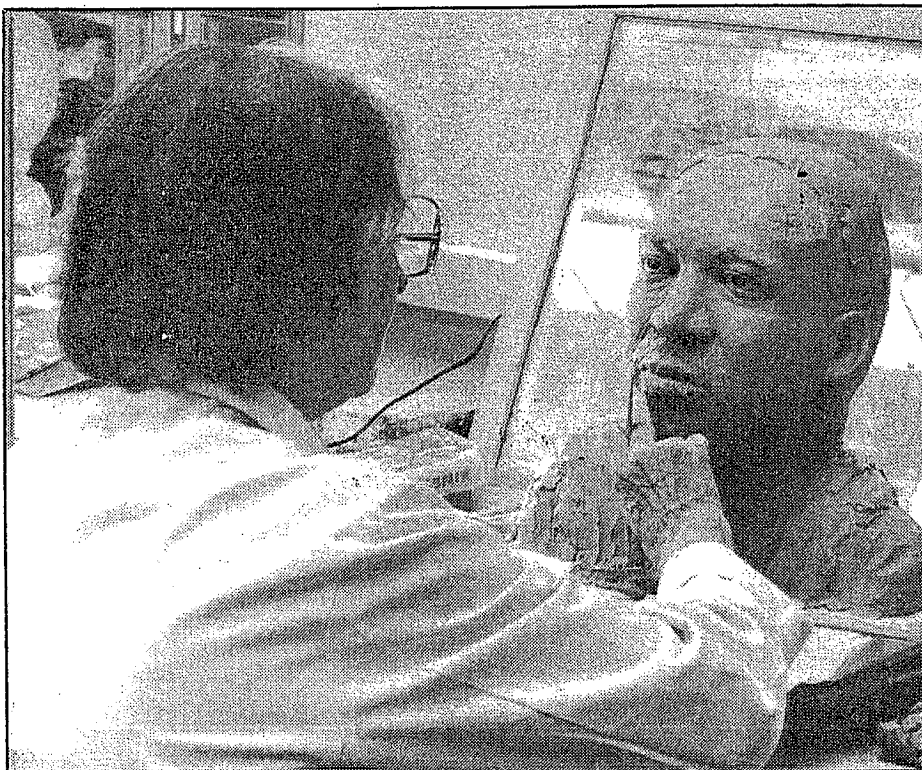
Further development of pottery techniques: hand-building and/or wheel-thrown forms, glazing, and firing. Cone 10 stoneware will be used.

Prerequisite: ART 131. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 133
Intermediate Pottery (5)**

Further development of pottery techniques: hand-building and/or wheel-thrown forms, glazing, and firing. Cone 10 stoneware will be used.

Prerequisites: ART 132 and ART 102 or 103 or 105. ART 102, 103, and 105 recommended for all studio concentrations.



ART 135

Innovative Pottery (5)

A pottery course designed to study primitive techniques and materials and their application to contemporary pottery. Use of hand-made, improvised, and found tools. Firing with wood, sawdust, gas and electricity in hand-constructed or improvised kilns. Experiments in combining old and modern techniques and materials will be encouraged.

Prerequisites: ART 131 or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 146

Beginning 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 provide film, printing paper and incidental supplies.

ART 150

Beginning Printmaking (5)

Studies in traditional print techniques and processes including stencil, relief, etching, and surface methods. Historical and contemporary print developments serve as background material for technical application.

Prerequisite: None. ART 102, 103, and 105 recommended for all art studio concentrations.

ART 151

Intermediate Printmaking (5)

Refining of basic procedures learned in ART 150 with attention to experimentation with materials, color, and design applications for poster, fabric, and illustration products. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions.

Prerequisite: ART 150. ART 102, 103, and 105 recommended for all studio concentrations.

ART 152

Intermediate Printmaking (5)

Printmaking design for fabric, decorative paper products and poster. Students develop procedures in designing for particular products, taking into consideration the print method, economy of color, repeating design patterns, and selections

of appropriate materials. Students are introduced to the historical and cultural development of printed fabric, poster design, and paper products.

Prerequisites: ART 151 and 102. ART 102, 103, and 105 recommended for all studio concentrations.

ART 156

Beginning Painting (5)

Introduction to basic principles and methods of representational painting. Painting materials, techniques, color, and drawing fundamentals provide the ground work for individual expression.

Prerequisite: None. ART, 102, 103, and 105 are recommended for all studio concentrations.

ART 157, 158

Intermediate Painting (5, 5)

Further experiences in painting techniques, color and composition in representation painting.

Prerequisite: ART 156 for 157. ART 157 and ART 105 or 102 for 158.

ART 161

Life Studies: Figure Drawing (2, max. 10)

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 instructor's permission. Instructor's permission is based on approval of previous work.

ART 162

Life Studies: Figure Painting (2, max. 10)

Painting from the posed model (clothed and nude) with emphasis on color and its role in form development, expression, and figure composition. This course is repeatable up to 10 credit hours.

Prerequisites: ART 157 (or 102 and 105) or 156 and instructor's permission.

ART 163

Life Studies: Figure Sculpture (2, max. 10)

A three-dimensional approach to figure study, working from the posed model (clothed and nude) in clay or plaster. This course is repeatable up to 10 credits.

Prerequisite: ART 172 or instructor's permission.

ART 164

Life Studies: Portrait Drawing (2, max. 10)

Portrait studies in drawing media. Attention is directed to anatomical structure, individual characterization, and expressive organization as related to line, shape, light and shadow.

Prerequisites: ART 105 and 106 or ART 105 and instructor's permission.

ART 165

Life Studies: Portrait Painting (2, max. 10)

Portrait studies in painting media. Emphasis on the role of color in the development of structure, character, and organization. This course is repeatable up to 10 credits.

Prerequisites: ART 157 (or ART 102 and 105) or ART 156 and instructor's permission.

ART 172

Beginning Sculpture (5)

Sculpture design, materials, techniques, and tools. Emphasis on diversity of materials and various approaches to sculptural form—modeling, carving, casting, and fabrication.

ART 173, 174

Intermediate Sculpture (5, 5)

Further experience in sculpture design, materials, techniques, tools, and approaches.

Prerequisite: ART 172 for 173, 173 and 103 or 105 for 174. ART 102, 103, and 105 recommended for all studio concentrations.

ART 201

History of Western Art: Ancient (5)

The major artistic achievements in Europe, the near East, and North Africa from prehistoric times through the Roman, Byzantine, and Islamic Empires.

ART 202

History of Western Art: Medieval and Renaissance (5)

The major artistic achievements of Western Christendom from the Barbarian Invasions through the 16th Century.



**ART 203
History of Western Art: Baroque through Modern (5)**

The development and expansion of the arts of Western culture from 1600 to the present.

**ART 210
Color and Design (5)**

Exploration of color as a foundation for advanced studies in two-dimensional media.

Prerequisite: ART 102

**ART 215
Design and Materials: Wood (5, max. 10)**

Woodworking techniques of carving, tooling, and fabrication applied to functional and decorative three-dimensional art forms in wood. Emphasis on design, craftsmanship, and the proper use of tools and materials. Maximum of 10 credit hours.

Prerequisite: ART 115.

**ART 217
Jewelry Construction (2, max. 8)**

217A Jewelry Construction IIA—bezel setting: setting a round-cut stone within an enclosed metal mounting.

217B Jewelry Construction IIB—Facetted stone setting: setting facetted stones with a four-prong mounting.

217C Jewelry Construction IIC—basic principles for mounting irregular shaped stones.

217D Jewelry Construction IID—inlaying techniques: embedding stones, etc. into the metal surface.

Prerequisites: ART 117 series or 117A and instructor's permission. Art 102, 103, and 105 recommended for all studio concentrations.

**ART 218
Jewelry Casting (2, max. 8)**

218A Jewelry Casting IIA—Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

218B Jewelry Casting IIB—Bezel setting in cast jewelry forms.

218C Jewelry Casting IIC—Facetted stone setting (prong mounting) in cast jewelry forms.

218D Jewelry Casting IID—Design and processes for duplication: mold making, cutting, and wax injection techniques.

Prerequisites: The ART 118 series or 118A and instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 231
Earthware Pottery (5)**

Course is taught in conjunction with ART 232 and ART 233. Part of a series of pottery design courses offering experience in both handbuilding and throwing on the wheel in a sequence of increasing involvement and difficulty.

Prerequisites: ART 133 and ART 102 or 103 or 105; or instructor's permission.

**ART 232
Glaze Formulation (5)**

Course is taught in conjunction with ART 231 and ART 233. Part of a series of pottery design courses offering experience in both handbuilding and throwing on the wheel in a sequence of increasing involvement and difficulty.

Prerequisites: ART 133 and ART 102 or 103 or 105; or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 233
Ceramic Sculpture (5)**

Course is taught in conjunction with ART 231 and ART 232. Part of a series of pottery design courses offering experience in both handbuilding and throwing on the wheel in a sequence of increasing involvement and difficulty.

Prerequisites: ART 133 and ART 102 or 103 or 105; or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 246
Photography (5)**

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

Prerequisite: ART 146 or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 250
Printmaking-Silkscreen (5)**

Traditional and contemporary stencil techniques, registration methods, properties of inks, and selection of printing surfaces. Introduces problems of layout and design of poster, textile, and fine art printing.

Prerequisite: ART 152 or instructor's permission, ART 102, 103 and 105 recommended for all studio concentrations.

**ART 251
Printmaking-Etching (5)**

Traditional and contemporary etching and related intaglio techniques applied to metal, plastic, and constructed plates. Selection and properties of paper and inking techniques are studied. Historical and contemporary developments serve as background material for technical application.

Prerequisite: ART 152 or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 256, 257
Painting (5,5)**

Individual interpretation and response to painting themes. Introduction to technical variations in the application of painting media (oil or acrylic) and to personal expression. Formulating and developing images and ideas in sketchbook activities as preparation to painting.

Prerequisite: ART 158 for 256; 256 for 257. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 258, 259
Watercolor (5,5)**

Development and broadening of technical skills and knowledge regarding watercolor tools and materials and their application to illustration and self-expression. Watercolor media used for sketching studies, for visualization processes and for final expression. Forms, methods selection, and interpretation of subject matter is encouraged. Prerequisite: ART 158 for 258; 258 for 259. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 272
Sculpture: Modeling and Casting (5, max. 10)**

Basic experience in direct modeling, in the construction of molds and in the casting of various materials. Design, craftsmanship, and the proper use of tools and materials. Maximum of 10 credits. Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 273
Sculpture: Carving (5, max. 10)**

Introduction to tools, techniques, and materials used in the carving approach to sculpture. Design and craftsmanship. Maximum of 10 credits.

Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 274
Sculpture: Fabrication Techniques (5, max. 10)**

Introduction to building sculptural forms, through the use of materials, techniques, and equipment of modern industry—woodworking tools and machinery, metal working techniques (welding, brazing, etc.), and other processes where materials are joined to build up forms. Good design and craftsmanship are stressed. Maximum of 10 credits.

Prerequisite: ART 174. ART 102, 103, and 105 are recommended for all studio concentrations.

**ART 275
Sculpture: Bronze Casting (5, max. 10)**

Concentration on wax manipulation techniques, model and mold making, and foundry procedures for casting metals through the lost-wax method. For additional experience and credit, this course may be repeated; maximum, 10 credits.

Prerequisites: ART 174 and ART 103 or 105. ART 102, 103, and 105 recommended for all studio concentrations.

**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 and 106.

- | | |
|------|----------------|
| 299A | Pottery |
| 299B | Design |
| 299C | Drawing |
| 299D | Figure Drawing |
| 299E | Painting |
| 299F | Photography |
| 299G | Printmaking |
| 299H | Sculpture |
| 299I | Watercolor |

ASTRONOMY

**ASTRO 105
Project Universe: Astronomy (5)**

This telecourse examines the origin, characteristics, and evolution of the solar system, the stars, the galaxies and the universe; notes the historical milestones in astronomy from ancient astronomers to current space probes; and includes an in-depth perspective on the future of astronomical research and contemporary speculative theories.

BIOLOGY

Students seeking courses for general interest or degree distribution requirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 118, 140, 150, 201, 206, or BOT 101; HORT 101 for AGS and ATA degrees.

Students wishing to major in the life sciences or certain preprofessional programs should consider BIOL 210, 211, 212. Students should consult the special programs section and their academic advisor before registration.

**BIOL 90
Introduction to Biological Science (5)**

Basic biological principles and a survey of plant and animal life. Designed for the student whose knowledge of biological sciences is limited. The course can be used for high school completion.

**BIOL 100
Introduction to Biology (5)**

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

**BIOL 105
Basic Ecology (5)**

(For non-majors.) A basic understanding of ecology through the 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.

**BIOL 106
Contemporary Biological
Problems (5)**

(For non-majors.) Survey of current biological problems such as pollution, population, drugs and genetic abnormalities. Laboratory experience and field trips included.

**BIOL 108
Natural History of the Pacific
Northwest (5)**

(For non-majors.) Study of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips included.

**BIOL 118
Human Anatomy and
Physiology (5)**

A brief overview for the non-science major. Course does not require a working knowledge in math, chemistry or physics. A study of basic mechanisms and requirements for life at the cellular level, and basic anatomy of the major systems of the body and how the systems functionally unite to support and maintain the life of the organism. Laboratory included.

**BIOL 140
Marine Biology (5)**

(For non-majors.) Occurrence, distribution and identification of marine plants and animals of Puget Sound. Emphasis is on the shore-dwelling forms and their ecological relationships. Laboratory and

field trips to marine environments included.

**BIOL 150, 151
Anatomy and Physiology (5,5)**

Study of the structure and function of the human body, using a systems approach. Designed for students in some health programs. Laboratory included.

Prerequisite: BIOL 150 for 151. BIOL 100 or high school biology recommended.

**BIOL 159
Biology of Aging (3)**

A study of the aging process of the human body systems. Includes various theories of aging, the influences of the environment and the effects of disease.

**BIOL 201
General Microbiology (5)**

Biological characteristics and chemical activities of bacteria, molds, yeasts and viruses. Includes relationship of microorganisms to disease and grouping of disease-spreading agents according to their methods of transmission and portal of entry.

Prerequisite: BIOL 100; CHEM 101; or equivalent.

**BIOL 206, 207, 208
Anatomy and Physiology (5, 5, 5)**

A study of the structure and function of the human body, using a systemic approach. Designed for students preparing for medical studies such as nursing, pre-

medicine, pre-dentistry and physical therapy. Includes extensive lab studies.

Prerequisite: BIOL 100, CHEM 100 or equivalent (CHEM 100 can be taken concurrently with 206). BIOL 206 for 207, BIOL 207 for 208.

**BIOL 210, 211, 212
College Biology (5, 5, 5)**

(For science majors) An introduction to the phenomena of life for students intending to study more advanced biology courses and courses in preprofessional programs. Emphasis is placed on features common to all living organisms: molecular and subcellular phenomena; cellular structure, metabolism, and energetics; genetic regulation of development; natural grouping of plants and animals. Laboratory included.

Prerequisites: CHEM 140 or instructor permission for BIOL 210; BIOL 210 for 211; BIOL 211 for 212.

**BIOL 294
Field Studies (1-5)**

Study of selected topics in biology primarily through field study, discussions, and readings.

BOTANY

**BOT 101
General Botany (5)**

Introductory course for non-majors. Covers the vascular plants with emphasis on the flowering plants. Basic classification, cell structure and function, cell division, vegetative and reproductive structures and functions, genetics, growth and control, photo synthesis, mineral requirements and soil structure, climate and temperature requirements, growth regulations, propagation, pests and their controls. Lab required with field work, greenhouse, and laboratory experiments. One field trip.

**BOT 250
Field Botany (3)**

A field course in taxonomic botany to learn classification and to develop an appreciation of the variety of plants commonly found in the Northwest. Classroom work will include the study of plant morphology and the use of a taxonomic key. Plants will be classified and identified in the field.



BUSINESS

(See Office Education for office occupation, word processing, typing, etc. courses. For related courses, see International Business, Small Business Management, and Supervision and Management sections.)

BUS 101

Introduction to Business (5)

For business and non-business majors. Explores business and its environment, the structure of American business, and the role business plays in American society. Covers production, finance, marketing, and human resources management.

BUS 110

Business Mathematics (5)

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

BUS 143

Small Business Management (3)

Overview of the needs of small business managers. Covers starting a business, being successful in business, and getting out of business. Co-sponsored by the Small Business Administration.

BUS 163

Principles of Management (5)

Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

BUS 164

Work Performance and Motivation (5)

Emphasis on self awareness and understanding attitudes, motivations and values in order to be more sensitive to how they affect work performance and relationships. Topics include positive self-concept, constructive self-disclosure, transactional analysis, and conflict management.

BUS 165

Personnel Management (5)

Explores how organizations obtain, retain, and effectively utilize human

resources. Topics include equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, union/management relations and grievance procedures.

BUS 167

Organizational Behavior (5)

Examines the effects of the organizational setting on worker attitudes and behavior. Explores group influences on individual perceptions and performance. It reviews the impact of employee attitudes and behavior on the organization.

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 practices; analysis of business associations in the business community and the effect on each association.

BUS 225

Business Correspondence (5)

Fundamentals of writing the following business correspondence: letters, memoranda, and reports.
Prerequisites: OFFCE 103 or keyboarding skills, ENGL 104.

BUS 240

Introduction to Marketing (5)

Analysis of marketing concepts, consumer demand and behavior, organizational marketing functions, institutions in the marketing channel, product, price and promotion strategies.

BUS 256

Statistical Analysis (5)

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

BUS 290

Work Internship (5)

During one quarter of the sophomore year, students can receive college credits for hands-on work experience and training in a private- or public-sector organization. Applies to the following Associate in Technical Arts degree programs: Automated Accounting Systems, Business Administration & Management,

Computer Information Management Systems, and Supervision & Management.
Prerequisite: Permission of instructor/coordinator.

BUS 299

Individual Study in Business (1-5)

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

BUSINESS PCs

BUSPC 90

Keyboard Skills for Computer Users (4)

Keyboard skills and speed-building practice for computer system users and those seeking employment as data processing operators. Includes instruction on the keyboard, the 10-key numeric pad, and practice on computer terminals.

BUSPC 120

Using the IBM PC (2)

Introduction to the IBM PC and true compatibles for the beginning users. Focuses on the use of the MS-DOS and PC-DOS operating system including: formatting and copying disks; directories, subdirectories and file organization; printing documents; Autoexecute and other batch files; and use of the system editor.

BUSPC 121

Word Processing Concepts (2)

Introduction to word processing concepts for the beginning student. Topics include definition of terms and descriptions of office procedures commonly used in business settings. Students will complete several exercises using current word processing software on microcomputers. Knowledge of keyboard recommended.

BUSPC 125

Business Uses of Lotus 1-2-3 (2)

Demonstrations and explanations of Lotus 1-2-3 on the IBM PC. Covers all fundamental capabilities of the software including: spreadsheet logic and commands; integrated graphics and records management system; and use of keyboard macro commands to build customized applications. Emphasis on business applications.

BUSPC 126
Advanced Applications
of Lotus 1-2-3 (2)

Emphasizes explanations and demonstrations of Lotus 1-2-3's macro and programming capabilities. Class exercises will include design and construction of several complex spreadsheets. Prerequisite: Beginning class in the use of Lotus 1-2-3 or equivalent experience.

BUSPC 128
Using Microsoft WORD (2)

For beginners. Demonstration and explanation of WORD's fundamental processes and commands. Covers business and office applications.

BUSPC 129
Using WordPerfect (2)

For beginners. Demonstration and explanation of WORD PERFECT's fundamental processes and commands. Focuses on business and office applications. Emphasis on basic editing and formatting; menu structures; and use of special function keys.

BUSPC 130
Accounting on PCs (3)

An introduction to automated bookkeeping methods using microcomputers. Students will work through the accounting cycle using a case study on the college's microcomputers. Prerequisite: ACCNT 201 or equivalent.

BUSPC 230
Programming in "C"

Introduction to the structure and use of the "C" programming language with emphasis on business applications. Topics include structured techniques, importance of documentation, the development and testing of common business programs, portable code, size and speed, and writing multiuser programs. Participants will write several "C" programs using the College's computers.

BUSINESS
ADMINISTRATION &
MANAGEMENT

(See pages 37-38 for program requirements.)

CAREER
DEVELOPMENT

CD 100
College Survival and Success (1)
 Learn how to be successful in college. Students will clarify educational goals and learn about TCC programs, policies and procedures.

CD 101
Introduction to Career
Exploration (1)

Designed to encourage an understanding of the relationship between work and life satisfaction. Students will begin to explore career options.

CD 150
Career and Life Planning (3)

Provides students with help selecting a career. Opportunities for students to explore and establish their individual goals as related to their interests, abilities and lifestyles. Vocational testing, career research, self-assessment, career decision-making, and job search skills are included.

CD 299
Independent Study (1-5)

Independent observation, analysis and reporting of a selected problem in career and life planning. Prerequisite: Permission of instructor.

CHEMISTRY

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

Students wishing to major in the sciences, engineering fields, or other special programs would normally take CHEM 140, 150, 160, 231, 232, and 233; the special programs section of this catalog and an academic advisor should be consulted before registration.

CHEM 100
Principles of Chemistry (5)

Survey of the fundamental principles of chemistry. Includes study of atomic theory, properties and change, reactions, nomenclature and calculations. For students with little or no current training in chemistry. Laboratory included. Prerequisite: MATH 90 or equivalent.

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. Laboratory included. Students who have not taken chemistry within the last three years should renew their training in Chemistry 100.

Prerequisite: Successful high school chemistry or CHEM 100 within the last 2 years and MATH 101 readiness. MATH 101 may be taken concurrently.

CHEM 102
Survey of Organic and
Biochemistry (5)

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

Prerequisite: CHEM 101

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, thermochemistry, physical behavior of gases, periodic properties and chemical bonding. Laboratory included.

Prerequisite: High school chemistry or CHEM 100, and MATH 101 or equivalent.

CHEM 150
General Chemistry (5)

Liquids, solids, aqueous solutions, kinetics, gaseous equilibria, acid and base equilibria and properties of acids and bases. Laboratory included.

Prerequisite: CHEM 140

CHEM 160

General Chemistry:

Qualitative Analysis (6)

Solubility equilibria, complexions, electro-chemistry, oxidation-reduction, nuclear reactions, and introduction to organic chemistry. Lab: semi-micro qualitative analysis for common cations and anions.

Prerequisite: CHEM 150.

CHEM 231, 232, 233

Organic Chemistry (5, 5, 5)

Structure, nomenclature, reactions mechanisms, and synthesis of the main types of organic compounds. CHEM 233 emphasizes the study of polyfunctional compounds, natural products and an introduction to biochemistry. Laboratory work includes qualitative organic analysis and instrumental analysis of organic compounds.

Prerequisite: CHEM 160; CHEM 231 for CHEM 232; CHEM 232 for CHEM 233.

COMMUNICATION SKILLS

COMSK 100

Introduction to Critical Thinking (5)

Through directed practice in reading, writing, listening, and speaking, students will learn to improve their critical thinking skills. They will analyze, write about, and discuss carefully chosen classical and contemporary texts.

COMPUTER FIELD TECHNOLOGY

(See page 40 for program requirements.)

COMPUTER INFORMATION MANAGEMENT SYSTEMS

(See page 39 for program requirements.)

COMPUTER SCIENCE

The college offers several courses involving computer applications which are not listed under this heading: BUS 235, Introduction to Data Processing; ENGR 141, Computer Applications to Engineer-



ing Problems; and all of the Data Processing Systems (DPSYS) courses.

COMSC 201

Microcomputer Operations (4)

Operation and programming of microcomputers. General concepts such as computer codes, binary arithmetic and major components of most computers. Computer programming with an introduction to an assembly language and elements of the BASIC language.

COMSC 205

Digital Techniques (5)

Fundamentals of digital techniques, logic circuits, Boolean algebra, flip-flops, registers, combinational logic circuitry, and digital design.

Prerequisite: MATH 105 or 156 and ELEC 102.

COMSC 207

Microprocessors (6)

A comprehensive up-to-date microprocessor course covering microprocessor theory and operation, computer arithmetic, programming, and interfacing.

Prerequisite: COMSC 205

COMSC 209

Peripherals and Communications (6)

Acquaints students to the integral relationships between peripheral and communication devices and the computer.

Prerequisite: COMSC 207 taken concurrently.

COMSC 210

Trouble Shooting Techniques (6)

Completes the series of courses designed for potential field service engineers whose primary function will be to identify problems in computers and related equipment.

Prerequisite: COMSC 209 taken concurrently.

COMSC 220

Computer Programming I - Pascal (5)

Rigorous approach to structured programming using PASCAL. Role of algorithms, data types and procedures in computer programming.

Prerequisites: ENGR 141 or MATH 105 or previous programming experience with permission of instructor.

COMSC 222

Computer Programming II - Pascal (5)

Continuation of COMSC 220. Emphasis on non-standard and dynamic data types and files, with presentations on searching/sorting, recursion and random processes. An assignment will involve a large programming task. Prerequisite: MATH 124.

CONTINUING EDUCATION

The Office of Continuing Education offers a variety of courses to meet the on-going educational needs of persons in many occupations and businesses.

Courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills or to obtain college credits, clock hours, or continuing education units (C.E.U.) necessary for special certification or licensing. Special courses are offered in workshops or short courses during regular quarter-length scheduling.

In addition, a wide variety of classes are offered on and off-campus each quarter in the non-credit, Lifelong Education, Small Business Management and continuing professional education programs as well as the Institute for Business and Industry.

For further information call the Office of Continuing Education, 566-5020 or contact Building 2A.

COOPERATIVE EDUCATION

Cooperative Education is a course offering credits for work-related learning. Supervised by assigned faculty, students work independently toward the completion of job-related learning objectives designed to complement their academic or career goals. Attendance at seminars on job-related topics is a requirement.

Through Cooperative Education, the student bridges the gap between the classroom and the world of work, develops professional competence, builds a work record, and explores career possibilities.

As many as 5 credits can be earned each quarter, toward a total of up to 15 credits. Credits are elective and are transferable to most four-year institutions.

Paid or volunteer jobs can be used for Cooperative Education, (past work experience cannot be used). For more information, or to get approval to register for the course, call 566-5002, or visit the Cooperative Education office in Bldg. 9, Room 19.

DATA PROCESSING SYSTEMS

DPSYS 100 Using Computers (3)

A non-technical, "hands-on" course for persons with no computer knowledge. Emphasizes applications on mini and microcomputers. Includes non-technical explanations of computer systems and their uses and extensive hands-on computer experience. Also covers the use of text editors, electronic spreadsheets, and introductory operating systems concepts.

DPSYS 101 Using Computers II (3)

A continuation of DPSYS 100. Explores additional computer software and applications. Includes hands-on experience. Contains modules on database systems, office automation and career opportunities in the data processing field. Prerequisite: DPSYS 100.

DPSYS 235 Introduction to Data Processing (5)

Introduction to the business use of computers. Covers theory, terminology, and business application of computer systems. Students write several programs in the BASIC language. Includes modules on the use of personal computers and the MS-DOS operating system.

DPSYS 236 Business Systems with Spreadsheets and MS-DOS (3)

Includes an analysis of business systems and problem definition. Explores application software features used in the solution of business problems, applications software concepts, and their use in business problem solving. Prerequisite: DPSYS 235 or equivalent.

DPSYS 238 Computer Programming: BASIC (5)

Instruction and practice writing simple computer programs in the BASIC language using all fundamental commands. Includes approximately 20 hours hands-on experience using the College's computers. Prerequisite: DPSYS 235 or equivalent.

DPSYS 239 Advanced BASIC Programming (5)

Advanced concepts in BASIC programming including formatted output, file structures, matrix operations, and structured program design. Also covers structured techniques and the need for documentation. Applications are business oriented.

Prerequisite: DPSYS 238 or equivalent.

DPSYS 244 Database Systems (3)

An examination of database management systems from the "end user" point of view. Focus is on the need for databases and on how current systems store and manipulate data and generate reports required by the user. Includes analysis, demonstration and hands-on experience with at least one database management system.

Prerequisite: DPSYS 235 or equivalent.

DPSYS 245 Computer Programming: COBOL (5)

Introduction to the structure and use of the COBOL programming language. Includes development and testing of common business application programs in COBOL. Stresses structured design, programming and documentation techniques.

Prerequisite: DPSYS 235 or consent of instructor.

DPSYS 246 Advanced COBOL Programming (5)

An advanced course in ANSI COBOL with emphasis on structured programming techniques. Focus is on advanced sub-program concepts and file organization, structured design, programming and documentation.

Prerequisite: DPSYS 245 or permission of instructor.

DPSYS 247 Computer Systems Selection (3)

Examines the issues involved in selecting computer systems for small businesses. Includes an overview of the capabilities of current systems and a worksheet approach to defining workloads, system requirements and reporting needs. Focus is on microcomputer systems typically used by small businesses.

Prerequisite: DPSYS 235

**DPSYS 248
Business Information
Systems Design (5)**

An "end user" oriented course in systems analysis and design with emphasis on accounting and other business systems. Students will be introduced to the terminology, procedures and tools used by the systems analyst. Discussion of input, processing, output controls and documentation.

Prerequisite: DPSYS 236 and DPSYS 244.

**DPSYS 250
Operating Systems (5)**

An introduction to operating system concepts and facilities, including job scheduling, task management, virtual storage concepts, multiprogramming and multiprocessing concepts, data and disk storage management, and input/output control subsystems. Emphasis is on the organization of current operating systems, such as PC-DOS, MS-DOS, UNIX and mainframe operating systems.

Prerequisite: DPSYS 236 or permission of program coordinator.

**DPSYS 251
Microcomputer Applications (5)**

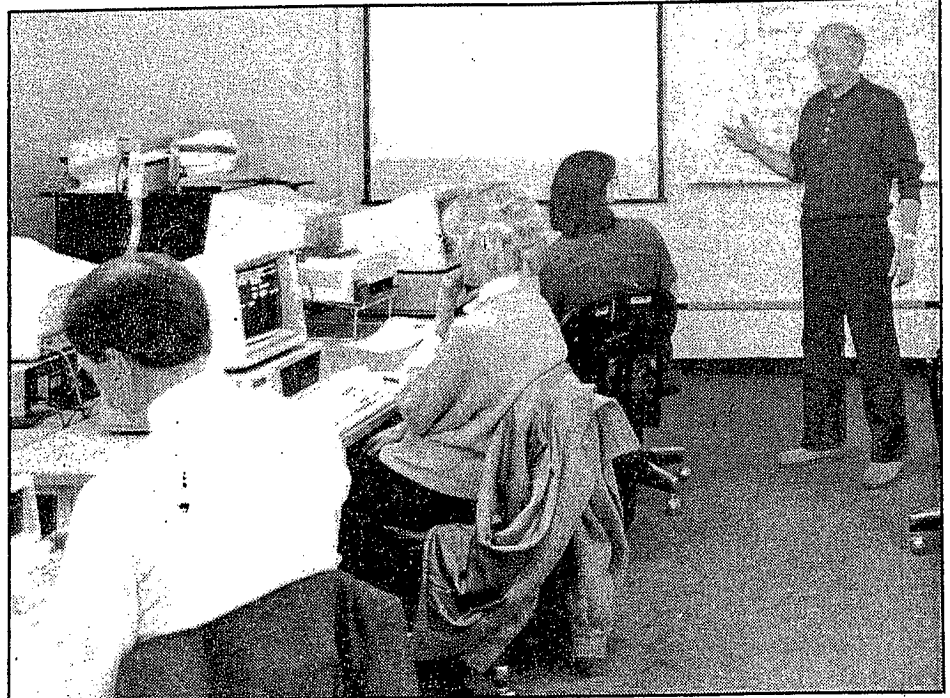
Theory and practice on microcomputer systems using typical software packages, such as general accounting, order entry and billing, inventory control, sales and marketing, personnel, manpower planning, project scheduling, job casting, CAD/CAM, graphic and others.

Prerequisite: DPSYS 236 or permission of program coordinator.

**DPSYS 252
Expert Systems (5)**

Skill-development course in which students will process transactions, build files, maintain files, and produce outputs on microcomputers. Software packages will be provided. Specific application instruction will include projections using spreadsheets, use of database packages, decision support systems to help in such areas as project scheduling, facility layout, and modeling, statistical packages such as SAS or SPSS, and information center concepts.

Prerequisite: DPSYS 236 or permission of program coordinator.



**DPSYS 253
Data Communications and
Distributed Processing (5)**

Introduction to the concepts of data communications and distributed processing. Covers characteristics of data transmission, data communications hardware and software, data codes and protocol, networking, and interfacing microcomputers to mainframe systems. Students get hands-on experience with data communications applications, including electronic mail, remote job entry, information utilities such as SOURCE and Compu-Serve, and networking alternatives, such as Tymnet and Telenet.

Prerequisite: DPSYS 250

**DPSYS 254
Advanced Database Systems (5)**

Covers database concepts, storage structures, data structures, database management approaches — relational, hierarchical, and network, database creation, update and query functions, downloading databases from mainframe to micro systems, database security and database integrity. Discusses the role and responsibility of the database administrator. Applications stress using representative DBMS on micro, mini, and mainframe computers.

Prerequisite: DPSYS 244.

DRAMA

**DRAMA 100
Rehearsal and Performance (2)
(Maximum: 6 credits)**

Note: No more than 5 credits can apply toward the Humanities performance skill distribution requirement

Participation 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
Acting (5)**

Basic fundamentals of beginning acting—study of self, environment, and text.

**DRAMA 152
Acting (5)**

Intensive work in text analysis and in the development of sustained character portrayal. Focus on 20th Century American playwrights.

Prerequisite: DRAMA 151 or instructor permission.

**DRAMA 153
Acting (5)**

Basic acting fundamentals as they apply to plays of style (non-20th Century American literature). Focus on the Greeks, the Commedia dell'Arte, Shakespeare, Moliere, the Restoration writers, Shaw, Wilde, Brecht, or other non-representational theatrical style.

Prerequisite: DRAMA 151 and 152 or instructor permission.

**DRAMA 160
Cinema History (5)**

Historic introduction to the motion picture covering the silent era and the sound era to 1940. Discussion of individuals and advances in equipment and film technique. Films are viewed as examples of style and technique.

**DRAMA 210
Technical Production (5)**

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

**DRAMA 299
Independent Study (1-5)**

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

ECONOMICS**ECON 200
Principles of Economics -
Macro (5)**

History and development of the United States' economy including effects of government taxing and spending, control of the money supply, effects of international trade.

Prerequisites: MATH 101, or permission of instructor (recommend concurrent registration in MATH 156).

**ECON 201
Principles of Economics -
Micro (5)**

Theory of the market systems as a method of allocating resources and distributing income and products. Analysis of current

problems including government regulation, subsidies, monopoly and taxation.

Prerequisites: MATH 101, or permission of instructor (recommend concurrent registration in MATH 157).

**ECON 211
General Economics (5)**

A one quarter general survey of economics designed specifically for non-majors. Includes such topics as effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects. Special emphasis on current issues in economics (survey of macro and micro).

ELECTRICITY**ELEC 101
Fundamentals of Electricity
and Electronics (5)**

Basic knowledge and skills of DC and AC electrical circuits including circuit analysis, recognition and use of electrical components and electrical measurement instruments. Covers voltage, resistance, current, power, Ohm's Law, inductors, capacitors, series and parallel circuits, phase resonance and circuit transients.

Prerequisite: One year of high school algebra.

**ELEC 102
Principles of Electronics (5)**

Introduction to physics as applied to electricity and magnetism and electrical and electronic terms and units. Fundamentals of DC and AC circuit analysis, resistance, inductance and capacitance in circuits, and theory and operation of transformers.

Prerequisite: ELEC 101.

**ELEC 221
Electro Mechanical Devices (5)**

Designed to provide the student with a working knowledge of control elements in electrical circuits, transformers, motors and generators. Covers switches, circuit breakers, relays, fuses, transformers, DC and AC motors and generators.

Prerequisite: ELEC 101 taken concurrently.

**ELEC 222
Electronic Devices
and Systems (4)**

Working knowledge of modern electronic devices and the circuits in which they are employed. Electronic trouble-shooting techniques. Rectifiers, transistors, SCR's and triacs, vacuum and gaseous tubes, filters, amplifier circuits, operational amplifiers, noise reduction, digital circuits and display devices.

Prerequisite: ELEC 101

**ELEC 245
Schematics (5)**

A study of digital logic devices and circuits with an emphasis on learning how to read and analyze digital schematic diagrams.

Prerequisite: ELEC 222

**EMERGENCY
MEDICAL CARE****EMC 110
Emergency Medical
Technician—Basic (8)**

Basic pre-hospital emergency health care including assessment and management of trauma patients, medical emergencies and accidents. Includes 110 hours of lecture and practical classwork time and some clinical observation. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.

Prerequisite: At least 18 years old, high school graduation or GED, Standard First Aid Training, and valid driver's license. Application and screening are necessary prior to course, due to limited enrollment and prerequisites. NOTE: Sponsorship is required for state certification.

**EMC 112
Emergency Medical Technician-
A Recertification (4)**

For the currently certified EMT who needs to fulfill state and/or National Registry requirements for recertification. Prerequisite: Current state or National Registry EMT - A certification and permission of program coordinator.

EMC 120

Paramedic I (14)

First of three courses for training pre-hospital, advanced life support paramedic personnel. Covers advanced concepts and skills in patient assessment, airway management, shock management and I. V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support — provider class (offered intracurriculum).

Prerequisite: HT 130, BIOL 118, HSW 179 (Crisis Intervention, Stress Management), acceptance into Paramedic program.

EMC 121

Paramedic II (11)

Second in the three quarter course. Covers assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric emergencies.

Prerequisite: Successful completion of EMC 120 and EMC 130.

EMC 122

Paramedic III (5)

Third quarter didactic material. Weekly case studies with the program's medical director. Requires extensive application of the material covered in EMC 120 and EMC 121. Also includes B. C. L. S. instructor course and P.H.T.L.S. Certification.

Prerequisite: Successful completion of EMC 121 and EMC 131.

EMC 130

Paramedic Clinical I (3)

First quarter clinical and in-field experience for paramedic students taken in conjunction with EMC 120; includes clinical experience in hospital and limited in-field experience.

Prerequisite: Enrollment in EMC 120.

EMC 131

Paramedic Clinical II (8)

Second quarter clinical and field experience for Paramedic students taken in conjunction with EMC 121. Students will have assigned clinical and in-field assignments.

Prerequisite: Completion of EMC 120 and current enrollment in EMC 121.

EMC 132

Paramedic Clinical III (8)

Continuation of EMC 131. Emphasis is on clinical and extensive field experience. Third quarter clinical and in-field experience for paramedic students includes specific hospital assignments and extensive in-field experience.

Prerequisite: Enrollment in EMC 122.

EMC 140, 150

Supplemental Education for EMC Programs (2-10, 2-10)

For students needing individualized instruction in order to become re-certified or certifiable.

Prerequisites: Recommendation from an EMS office and Program Medical Director.

EMC 200

EMS Systems (2)

Designed to provide an overview of emergency medical systems. Explores system development, funding, implementation, management, and evaluation. Compares how various systems operate.

Prerequisite: Paramedic or permission of instructor.

ENGINEERING

The engineering transfer program offers a schedule of sequenced classes in mathematics, physics, and engineering science that typically begin fall quarter. Classes are available for students who lack the necessary prerequisites or who need a review before beginning the standard sequence. An engineering advisor should be consulted before registering for the engineering transfer program. Students completing the program typically transfer to a university to earn their baccalaureate degree in engineering. Students seeking courses for general interest and degree distribution requirements should consider the following courses: ENGR 100, 101, 102, 103, 131, 141.

ENGR 100

Engineering Orientation (1)

Introduction of the many engineering fields; includes lectures, guest speakers, discussions and reading assignments. Acquaints students with opportunities in each field.

ENGR 101, 102

Engineering Graphics (3, 3)

Drawing. Acquaints the student with use of instruments, scales, lettering and line work, work on orthographic isometric, oblique, and perspective 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 131

Technical and Report Writing (Composition) (3)

A practical course in organizing technical information and writing reports for business and science. Attention 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 141

Computer Applications to Engineering Problems (4)

The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization and sequences of computer statements are presented as a means of problem solving.

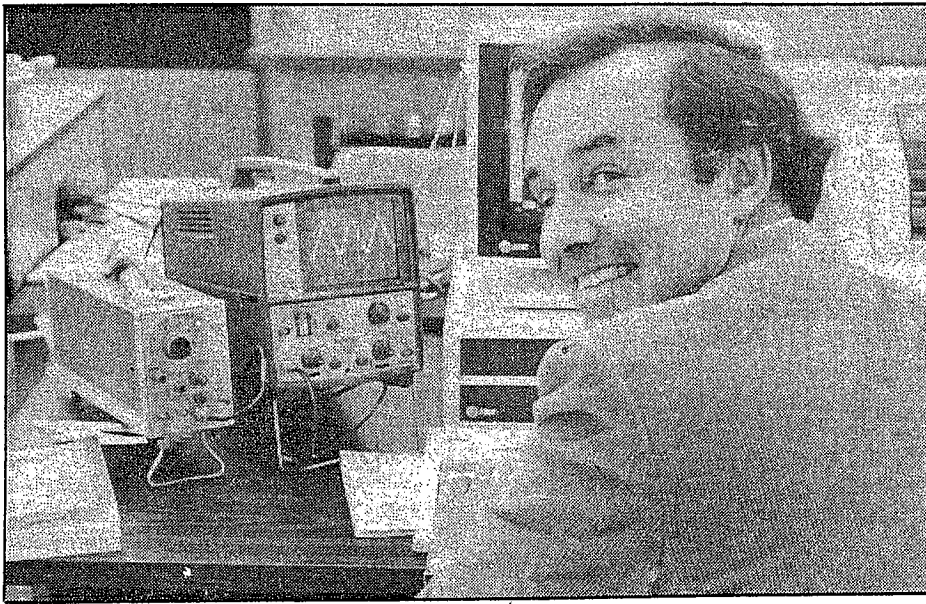
Prerequisite: MATH 105 or permission of instructor.

ENGR 170

Fundamentals of Material Science (4)

Elementary principles underlying the structure and properties of materials used in the practice of engineering. The properties of inorganic and organic materials as 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 210
Engineering Mechanics:
Statics (4)

Fundamental course in engineering statics using the vector notation treatment.

Prerequisite: MATH 125, 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 and torsion.

Prerequisite: ENGR 210; MATH 126, which may be taken concurrently.

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 210 or PHYS 121; MATH 126, which may be taken concurrently.

ENGR 260
Thermodynamics (4)

Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development

of the basic law of thermodynamics and with its illustration by application to energy transformation and state changes in engineering problems.

Prerequisite: PHYS 121 and CHEM 150 or permission of instructor; MATH 126, which may be taken concurrently.

ENGR 275
Fundamentals of Computer
Operation and Organization (4)

Organization and operation of digital computers. Representation of information, instruction formats, addressing, flow of control, processor and system components, and software systems. The digital computer is studied at various levels (micro-programming, machine and system).

Prerequisite: ENGR 141.

ENGR 299
Independent Study (1-5)

Prerequisite: Permission of instructor.

ENGLISH
COMPOSITION

(See Writing Lab)

ENGL 70, 71
Basic English Skills (5, 5)

Courses deal with students' basic skill deficiencies in writing, spelling, and grammar through individualized and small group instruction.

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

ENGL 80
Grammar Review (1)

A laboratory course to assist the student who lacks understanding in basic grammar. Emphasis is on parts of speech and common grammatical errors. This review course utilizes a workbook with grammar explanations and exercises and includes competency tests for each lesson. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

ENGL 81
Sentence Structure Review (1)

A laboratory course designed to review basic sentence patterns and sentence construction. Workbook lessons provide explanations and practice in developing various sentence patterns, including subordinate clauses and phrases. Competency tests follow each lesson. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

ENGL 82
Punctuation Review (1)

A laboratory course designed to review punctuation and other English fundamentals. Workbook lessons provide rules, explanations and practice exercises. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

ENGL 83
Vocabulary Development (1)

Expansion of vocabulary with emphasis on word analysis and on getting meaning from context.

**ENGL 84
Spelling (2)**

Course is designed to assist students lacking spelling skills. The course concentrates on learning general rules and concepts of spelling as well as common exceptions and troublesome words. The class utilizes a spelling workbook with explanations and exercises accompanied by competency tests. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

**ENGL 85
Paragraph Writing (1)**

A review of basic paragraph construction. Provides practice in writing, developing, and revising various kinds of paragraphs.

**ENGL 90
Beginning Writing (5)**

A reading and writing course designed to introduce basic paragraph writing skills. Course work includes the topic sentence and development of supporting detail. Heavy emphasis on clear and complete sentences and on the review of the fundamentals of English including capitalization, punctuation, usage, grammar, spelling, sentence patterns, sentence combining, and avoiding errors in diction.

Prerequisite: For non-native speakers of English, ESL 99 and ESL 95, or placement test.

**ENGL 91
Composition (5)**

An intensive reading and writing course designed to improve the student's writing ability to a level appropriate for entrance into English 101.

Course work includes a review of paragraph writing skills emphasizing organization, unity, coherence, and adequate development; an introduction to the expository essay stressing prewriting, outlining, organizing, composing, and revising; and a review of the rules and conventions of standard written English.

Prerequisite: For non-native speakers of English, ESL 99 and ESL 95, or placement test.

**ENGL 95
English Fundamentals (2)**

A concentrated review of sentence writing, this course emphasizes sentence combining, basic mechanics, and paragraph writing.

**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.

Prerequisite: For non-native speakers of English, ESL 99 and ESL 95, or placement test.

**ENGL 102
College Freshman
Composition (5)**

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

Prerequisite: ENGL 101.

**ENGL 104
Business English (5)**

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

**ENGL 105
Technical and Report
Writing (3)**

A practical course in organizing technical information and in writing reports for business and science. Attention given to clarity, conciseness, and effectiveness of tone. Same course as ENGR 131.

Prerequisite: ENGL 101 or 104 or placement test 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 instructor.

**ENGL 274, 275
Creative Writing:
Poetry and Fiction (2, 3)**

Critiquing of students' poems and short stories. Structured assignments for beginning students. Character development through dialogue, scene report; problem development and interferences along the line of action; poems with im-

agery progression, specific rhythmic patterns of internal sound techniques. Students enrolled in ENGL 275 will be assigned advanced projects.

**ENGL 276, 277
Creative Writing - Fiction (3, 3)**

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students.

Prerequisite: ENGL 101 and 102 are recommended; ENGL 276 recommended for ENGL 277.

**ENGL 278, 279
Creative Writing - Poetry (2, 2)**

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Instruction is flexible to meet the needs of individual students.

Prerequisite: ENGL 102 recommended; ENGL 278 recommended for ENGL 279.

**ENGLISH
LITERATURE**

ENGL 101 and 102 or permission of instructor is advisable for literature courses.

**ENGL 232
Popular Fiction (5)**

Introduces the student to themes, conventions, and views of popular forms of fiction, such as best-selling science fiction, mysteries, and westerns, with emphasis on perennially popular works.

**ENGL 234
Introduction to Mythology (5)**

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

**ENGL 250
Introduction to Shakespeare (5)**

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

**ENGL 256
Voices and Visions (3)**

This telecourse of 13 one-hour programs introduces major poets and a wide range of poetic styles in English. Its primary objective is to enable students to more fully appreciate poetry through understanding the conventions of poetic usage and structure.

**ENGL 257
Introduction to Poetry (5)**

(For non-majors) Study of poetic elements such as structure, diction, imagery, figurative language, and sound devices in order to enable students to distinguish bad poetry from good poetry.

**ENGL 258
Introduction to Fiction (5)**

(For non-majors) Study of the elements of fiction such as character, plot, theme, and other literary devices to enable students to distinguish between good and bad fiction. Based on readings of short stories and novels.

**ENGL 259
Introduction to Modern
Drama (5)**

(For non-majors) Study of the elements of drama such as character, plot, theme, and other literary devices to enable students to distinguish between good and bad drama.

**ENGL 267
American Literature: From the
Beginnings to 1860 (5)**

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

**ENGL 268
American Literature: The
Realists From 1860-1910 (5)**

Survey of American literature from the Civil War to the eve of World War I, with emphasis on Whitman, James, Howells, Adams, Twain, Norris, and Dreiser.

**ENGL 269
American Literature: The
Moderns From 1910-1950 (5)**

Survey of American literature with emphasis on major novelists such as Fitzgerald, Faulkner, Hemingway, Warren, and Wright; and on selected poets,

including Frost, Eliot, Stevens, Ginsberg, Ciardi, and Jarrell.

**ENGL 271
Contemporary American
Fiction (5)**

Study of American fiction written since 1950. Examines major themes in contemporary fiction and will include such writers as Malamud, Updike, Morrison, Baldwin, Vonnegut, Mason, Heller, and Bellow.

**ENGL 290
Critical Approaches to
Literature (5)**

Several 20th Century analytical approaches to literary works are applied to four or five works, including psychoanalytic, Marxist, mythic (anthropological or "folk criticism"), textual, historical and moral/philosophical approaches.

Prerequisite: English 101 or permission of instructor.

**ENGLISH AS A
SECOND LANGUAGE****ESL 93
Basic Grammar and Oral
Practice (10)**

A basic listening/speaking/reading/grammar course for non-native speakers of English at the low-intermediate level. Focuses on improving reading skills, production and comprehension of spoken English, and grammar usage. Oral report on a book read outside of class required.

Prerequisite: ESL placement test.

**ESL 94
Reading and Speaking Skills (5)**

An intermediate-level course in reading, speaking and listening for non-native speakers of English. Some grammar in support of classroom discussion, oral reports and listening lab work. Research on college majors and on transferring to 4-year schools required, as well as an oral report on investigation into the career of each student's choice.

Prerequisite: ESL 93 or ESL placement test.

**ESL 95
Reading and Oral/Aural
Skills (5)**

The advanced-level listening, speaking and reading course for non-native speakers of English. Focuses on vocabulary, reading skills, and improvement of production and comprehension of spoken English; includes library work and an oral research project on American culture.

Prerequisite: ESL 94 and 96 or ESL placement test.

**ESL 96
Reading (3)**

A course for non-native speakers of English designed to improve reading comprehension and speed through several techniques, including scanning, outlining, categorizing, and finding the main idea. Vocabulary is increased through the study of affixes, contextual clues, and parts of speech. An oral report required on a book of each student's choice.

Prerequisite: ESL 93 or ESL placement test.

**ESL 97
Writing I (5)**

The first of three writing classes for non-native speakers of English. Introduces students to the process of writing, with emphasis on paragraphs of different types including a description, a narrative, and a summary. Also stresses editing and revision of paragraphs for grammar, mechanics and correct form.

Prerequisite: ESL placement test.

**ESL 98
Writing II (5)**

The second of three writing courses for non-native English-speaking students. Takes the student from simple one-paragraph to multiple-paragraph compositions. Continues work on the process of generating ideas, organizing, and revising for these types of paragraphs: persuasive, descriptive, narrative, and expository (comparison and contrast). Some work on grammar and mechanics.

Prerequisite: ESL 97 or ESL placement test.

ESL 99
Writing III (5)

The third of three writing courses for non-native speakers of English, designed to prepare the student to take composition classes with native speakers. Focuses on a variety of paragraphs, as well as 5-paragraph essays with introductions, transitions, and conclusions. Stresses editing and polishing skills.

Prerequisite: ESL 98 or ESL placement test.

**ENVIRONMENTAL
SCIENCE**

ENV SCI 201
**The Environment
and Pollution (5)**

Survey of the various types of pollutants in our air and water—including pesticides, radiation, and hazardous substances, and the factors which influence their introduction, dispersion, control, and their effect upon the environment. Field trip required.

**FIRE COMMAND
ADMINISTRATION**

The Associate Degree in Fire Command Administration offers supplemental vocational training in the Fire Service area. The program is intended for individuals who are currently members of a fire protection agency. Interested fire service personnel should call 566-5163 for course or program information.

FRENCH

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

FREN 101, 102, 103
Elementary French (5, 5, 5)

An introduction to the basic elements of contemporary French language and culture with emphasis on developing students' listening, speaking, reading and writing skills.

Prerequisite: FREN 101 or equivalent for 102; 102 or equivalent for 103.

**GENERAL
EDUCATION
DEVELOPMENT
(GED)**

GED 90
**General Education
Development (12)**

For the student who wishes to prepare for the high school equivalency test (GED). Emphasis on the five subjects and skill areas of the GED test, which include: Test I - writing skills; Test II - social studies; Test III - science; Test IV - reading skills; Test V - mathematics. Students may enroll any time during the quarter.

GEOGRAPHY

GEOG 205
Physical Geography (5)

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

GEOLOGY

Students considering a major in the geological sciences would normally take GEOL 101 and other appropriate courses. The geology instructor should be consulted before registration.

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. The course can be used for high school completion.

GEOL 101
Physical Geology (5)

Introduction to the materials and landscapes of the Earth, and the geological processes that produce and change them. Subjects such as volcanoes, earthquakes, glaciers, and landslides will be studied. Rocks and minerals are examined in the laboratory.

GEOL 103
Earth History (5)

Historical development of the earth of North America, including the origin and evolution of oceans, the landscapes and life. Laboratory and field trips.

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

GEOL 112
Glaciers and Volcanoes (5)

Study of the character and origin of volcanoes, their eruptive history and potential hazards; and the distribution and nature of present and former glaciers and their effects on the environment. 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 158
**Earth, Sea and Sky: An
Introduction to Earth
Sciences (5)**

How the earth, sea and sky work together to make up our physical environment, presented in 20 half-hour television programs. The solar system, atmospheric phenomena, ocean life, volcanoes, glaciers, earthquakes and lunar geology.

GEOL 168
Planet Earth (3)

An introductory telecourse emphasizing the multi-faceted revolution in earth sciences that has occurred during the past 25 years since the International Geophysical year. Includes: the plate tectonic theory; plants in the solar system; Earth's oceans, interior, and atmosphere and their principal processes; and an examination of Earth's future. Lab and field trip included.

GEOL 208
Geology of the Northwest (5)

Study of the geology of the Pacific Northwest and its role in the development of the history, rocks and landscape of western North America. Laboratory and field trips.

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 areas in the Western United States. Must register for 15 credits through a combination of GEOL 101, 103, 112, 113, 208, 294, 299 or GEOG 205.

Prerequisite: Permission of instructor; offered summer only.

HEALTH
TECHNOLOGY

HT 90
Introduction to Medical Terminology (2)

Designed to provide basic information on principles of medical terminology for lay people interested in understanding the terms used by the medical profession and all health care consumers. Provides techniques to analyze words structurally, including dividing words into basic elements such as roots, suffixes, combining vowels and forms. Correlating word elements with basic anatomy, physiology and disease processes of the human body will also be taught. Emphasis is on frequently used medical abbreviations, symbols, and the role of medical specialties.

HT 110
Health Care Delivery Systems (5)

Interdisciplinary course: concepts of health care organization, finance, and delivery in the United States; interrelationships among facilities, agencies and health organizations; interrelationships between health personnel and the medical staff in the delivery of health care; professional ethics; accreditation, licensing and certification standards. Classroom instruction and field experience. Offered fall quarter.



HT 120
Medical Office Procedures (5)

Learn 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. Lecture and lab course. Offered winter quarter.

Prerequisite: Typing 45 wpm and Medical Terminology (HT 130), or permission of instructor.

HT 130, 131
Medical Terminology I / II (3, 3)

Study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Offered fall, winter, spring and summer quarters.

Prerequisite: HT 130 for HT 131.

HT 132
Medical Terminology III (3)

Continued instruction and practice in identifying, defining and spelling terms related to systemic disorders, oncology, anesthesiology, pharmacology, pathology, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. Offered fall, winter, spring, and summer quarters.

Prerequisite: HT 130 and 131.

HT 140
Physics for Health Occupations (5)

Basic concepts of physics: measurement, force, motion, energy, matter, gases, sound, heat, light electricity, magnetism and electronics. Background for courses in paramedical science. Offered summer quarter.

Prerequisite: MATH 101 or equivalent.

HT 170
Introduction to Fundamentals of Patient Care (4)

Introduces common knowledge of patient care. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Emphasizes the patient's health problems as the foci of activities. Lecture and lab course. Offered summer and winter quarters.

HT 175
Medication Procedures for the Medical Office (5)

Basic principles and techniques related to medication administration to patients in the private physician's office. Information about common drugs, allergy testing, vaccines, and blood drawing is reviewed with respect to their effects on body systems, legal implications, and sound pharmaceutical control.

Prerequisite: Work experience in physician's office as medical assistant recommended.

HT 210

Principles of Disease (5)

Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Lecture course. Offered fall quarter.

Prerequisite: BIOL 150, 151 or BIOL 206, 207, 208; and HT 130-131.

HT 212

Computers in Health Care (2)

An interdisciplinary core course providing basic introduction to the use of computers in health care settings, including data processing terminology, contents of a health care information system, use of computers for information processing and daily operations; includes hands-on experience. Offered fall and winter quarters.

HT 214

Basic Principles of ICD-9-CM Coding (2)

Instruction on the basic principles of coding of diseases and operative procedures. Designed as an introductory course for beginners, as well as a review course for practitioners.

Prerequisite: Knowledge of medical terminology.

HT 216

CPT Coding (1)

Instruction in the basic principles of coding with Current Procedural Terminology (CPT) system used in physicians' offices and ambulatory health care settings. Designed as an introductory course for beginners, as well as review course for practitioners.

Prerequisite: Knowledge of medical terminology.

HT 218

Medical Claims Processing (2)

Instruction on the processing and evaluation of medical insurance claims for health services. Covers insurance regulations, insurance terminology, completion of claims forms, coding systems, specialized insurance plans, claims processing cycle, coordination of benefits and other related functions.

HT 225

Legal Concepts for the Health Field (3)

Principles of law including case studies as applied to health care professionals. The course surveys the U.S. Court System, legal proceedings and terminology, conduct of witnesses, rights and responsibilities of patients and health care professionals. The course gives particular reference to all phases of medical documentation, including release of medical information and professional ethics. Offered winter quarter.

HT 240/241

Work Internship for Medical Office Personnel I / II(1-5)

Work internships for Medical Secretary, Medical Transcription, Health Record Clerk, Medical Assistant-Administrative programs. Supervised practical experience performing secretarial duties and office functions in local health facilities giving students the opportunity to apply their training and skills. Students must provide own transportation.

Prerequisite: Instructor's permission.

HT 260

Supervisory Skills for Health Care Personnel (2)

Designed to help individuals performing health-care activities develop or improve supervisory skills. Considers the unique aspects of the health-care environment by translating management principles and techniques into useful "tools" that can be immediately used in the "real world" and by the in-class discussion of "real world" supervisory experiences, situations and problems.

HIGH SCHOOL COMPLETION

HSC 90

Contemporary Problems (5)

(For the adult high school completion student who cannot fit SOC 90 into his or her schedule.) Areas of social problems which include youth and the family, the economy, health, minorities, criminal justice and dissent, metropolitan areas, the environment, world affairs, and terrorism. Self-paced modular format.

HSC 91

U. S. Civilization (Colonial-1890) (5)

(For the adult high school completion student who cannot fit HIST 91 into his or her schedule.) Colonial beginnings, Revolutionary War, the birth of the United States, the Articles of Confederation, the Constitution, westward expansion, the War of 1812, the Industrial Revolution, democratic and social reforms between the 1820's and the 1860's, the development of slavery from Colonial days to about 1830, the Civil War, and Reconstruction. Self-paced modular format.

HSC 92

United States Civilization—1865 to Present (5)

(For the adult high school completion student who cannot fit HIST 92 into his or her schedule.) Major areas and basic events in United States History from 1865 to the present. Self-paced modular format.

HSC 93

Introduction to American Government (5)

(For the adult high school completion student who cannot fit "Government and Law" (POLSC 202) into his or her schedule.) Fundamental concepts of federal and state government structure, government service, the tax system, the two-party system, lobby and pressure groups, voting and citizen responsibility. Self-paced modular format.

HSC 94

Pacific Northwest History (5)

(For students who cannot fit "Pacific Northwest History" (HIST 94) into his or her schedule.) History of the Pacific Northwest from pre-history to the present. Self-paced modular format.

HSC 95

Consumer Economics (5)

(For the high school completion student who cannot fit HFL 95 into his or her schedule.) Fundamentals of banking services, credit, tax reporting, comparison shopping, consumer services, consumer guides, consumer protection and responsible consumer guidelines. Self-paced modular format.

**HSC 96
Healthful Living (5)**

Designed to provide practical guidelines for establishing a healthy physical and mental life style; it shows the dangers of drug abuse, provides guidelines for emergency health care and community resources which meet health needs.

HISTORY

**HIST 90
The Modern World (5)**

Political, historical and economic problems of today's world.

**HIST 91
United States Civilization (5)**

Survey of the history of the United States from the Colonial era through the Civil War (1865).

**HIST 92
United States Civilization (5)**

Survey of the history of the United States from the Reconstruction period (1865) to the present.

**HIST 94
Washington State History (5)**

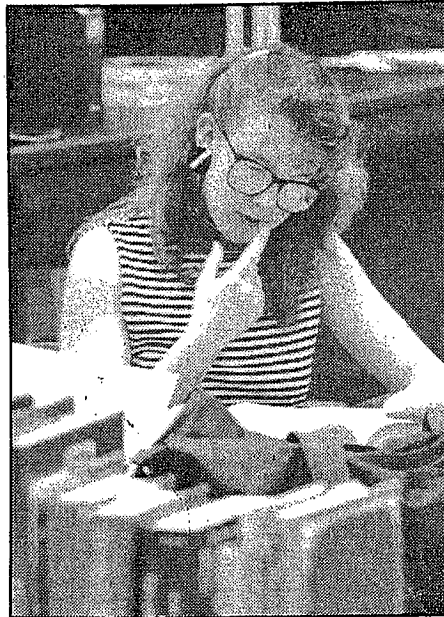
Topical approach to the study of current social, political and economic aspects of Washington State. Urban-rural problems, minority concerns, environmental-industrial relations and state-federal relations.

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

The emergence of the Far East from colonial exploitation to self-determination in the modern world. Effect of 20th Century developments on the economic, political and religious values of each cultural area.

**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 123
The War in Vietnam (5)**

Study of the origin and development of the War in Vietnam from 1940 to 1975. Vietnamese nationalism (against China and the French), French imperialism and its defeat; American involvement from Presidents F.D. Roosevelt through Ford and the role played throughout by China and the Soviet Union. Impact of the Vietnam War on America and on the world.

**HIST 164
America: An Overview of U.S. History (5)**

Surveys the great events in American History as seen through the eyes of a British critic: its art, religions, politics and literature. Includes videotapes produced and narrated by Allistair Cooke.

**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.) to the present.

**HIST 230
Japanese Civilization (5)**

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

**HIST 241
United States History: 17th, 18th Centuries (5)**

The development of America in the 17th and 18th Centuries: European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation.

**HIST 242
United States History: 19th Century (5)**

The United States during the time of the early Republic: the developing sectional tensions over land acquisitions, social reform and slavery; the Civil War and Reconstruction, and the rise of large industrial corporations after the war.

**HIST 243
United States History: 20th Century (5)**

The United States during the time of the Populist-Progressive movement, the prosperous Twenties, the depression Thirties, World War II, and the Cold War.

**HIST 260
Russian History (5)**

Russia's material civilization as revealed in the arts, literature and history; political, economic, social and legal institutions and thoughts are studied in relation to the development of 20th Century Russian society.

**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 284
History of American Philosophy, Ideas, and Values (5)

Evolution of philosophical, religious, economic and social ideas with emphasis on how they have influenced 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; 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 290
Introduction to Historical Reasoning (5)

The nature of historical reasoning for first-year college students. "What is history?" and "Why is history an important first step in understanding the humanities?" Historical-mindedness as a necessary check against anti-intellectualism, presentism, narcissism, and radical doctrines of discontinuity.

HOME AND FAMILY LIFE EDUCATION

HFL 91
Nutrition for the Family (3)

Covers nutritional needs of adults and children, the effects of good nutrition and 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 (3)

Methods of communicating with children and managing behavior. Examines the relationship of child development principles to parenting practices.

HFL 115
Consumer Education (3)

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

HFL 132
Positive Parenting (3-4)

Developing and refining parenting skills to include methods of communication, behavior management, individual and family problem solving and goal setting. Leading theories on parent-child interaction will be explored. Parents whose children are enrolled at the TCC Child Care Center may receive one extra credit for participating in their child's classroom on a regular basis.

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.

HOME HEALTH SPECIALIST

HHS 101
Introduction to Home Health Specialist (5)

Introduces students to basic information essential to the Home Health Specialist. Includes overview of common diseases, anatomy and physiology, medical terminology, communication skills, patient and health team relationships, legal and ethical issues, and patient rights.

Prerequisite: Acceptance into Home Health Specialist program.

HHS 104
Patient Care for Home Health Specialists (7)

Designed to correlate with HHS 101 and HHS 105, this course teaches basic nursing skills necessary for patient care and application of knowledge gained in HHS 101. Covers: role of the certified nursing assistant and home health specialist, infection control, safety in the institutional and home setting, restorative care and rehabilitation, growth and development, and common human needs. Classroom and laboratory instruction.

Prerequisite: Acceptance into Home Health Specialist Program.

HHS 105
Home Health Practicum I (1)

Applied theoretical knowledge and patient care skills in direct patient care. The student will be assigned to the nursing home setting under the supervision of an instructor initially and then under the supervision of a preceptor. The student will be expected to meet minimum clinical requirements for certified nurse assistant.

Prerequisite: Acceptance into Home Health Specialist program.

HHS 110
Patient Care as a Member of the Home Health Team (3)

A continuing study and preparation for productive and meaningful patient care in the home setting. Covers: the patient and the patient's family in the home environment, pain and patient response to pain, care of the elderly, elderly and child abuse, death and dying, nutrition, common health problems, community resources and job seeking skills.

Prerequisite: HHS 101, HHS 104, HHS 105.

HHS 115
Home Health Practicum II (3)

Practice of fundamental patient care skills in the home environment. The student will be assigned to 99 hours of practicum in the patient's home under the supervision of a preceptor.

Prerequisite: HHS 101, HHS 104, HHS 105.

HORTICULTURE

(see Botany 101)

HUMAN RELATIONS

HR 100 Human Relations (3)

Introductory course in personal growth through interpersonal communication. Primarily an experiential course, designed to facilitate learning and growth in self awareness, self esteem, and self expression, with the goal of promoting positive relationships with others.

HR 101 Assertiveness Training (3)

Increasing assertiveness in everyday actions, expressing oneself honestly without undue anxiety, and exercising one's own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem.

HR 106 Exploring Human Potential (3)

Helps participants become familiar with and focus on unrecognized personal potential which can be used for self-fulfillment.

HR 110 Life Choices (3)

Students will increase their self-understanding, learn about adult development, and learn skills in decision making and handling the process of transition.

HUMAN SERVICES PROGRAM

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 practitioners as well as occupational and educational alternatives for graduates.

Prerequisite: Permission of the program coordinator.

HSW 101 Community Resources (3)

Orientation to services provided by the human service agencies of Pierce County (and, on a limited basis, of King and Kitsap Counties).

Prerequisite: Permission of program coordinator.

HSW 102 Counseling: Theory and Practice (5)

Principles, concepts and processes related to counseling. Role and function of the helping person. Counseling skills are demonstrated and practiced.

Prerequisite: Permission of program coordinator.

HSW 103 Therapeutic Approaches & Techniques (5)

Review of major therapeutic approaches including client-centered therapy, rational-emotive therapy, reality therapy, gestalt therapy and transactional analysis. Includes some demonstration of techniques associated with the therapies.

Prerequisite: HSW 102 and permission of instructor.

HSW 104 Human Services: Issues, Ethics, and Law (5)

Explores central work-related issues students will face in the human services field and the ethical implications and laws dealing with those issues.

Prerequisite: HSW 100, HSW 101, HSW 102 and permission of instructor or program coordinator.

HSW 179 Special Topic Seminars and/or Workshops (1-2)

Seminars or workshops designed to provide HSW students and interested members of the community with specific information and/or development of specific skills. Topic and skills to be determined by expressed need of students in HSW program, former HSW students, faculty and/or people working in the community in the human services field. (Examples of topics: crisis intervention; burnout; child abuse; Alzheimer's, dementia and depression; working with the severely disturbed adult.)

HSW 185 Special Needs Populations (3)

This course is designed to promote understanding of the special needs of defined populations, strategies for the care giver helping meet these needs, and programs and services available to them. The populations surveyed are older adults, ill persons, disabled persons, children, and severely disturbed adults and children.

HSW 190 Introduction to Practicum (1)

Explores the many options and issues facing students entering their first practicum. Covers screening, initial contacts, selection, and requirements.

HSW 191, 192, 193 Supervised Clinical Practicum I, II, III (5, 5, 5)

On-the-job training; supervised experience in human service agencies. Students work a minimum of 150 hours per quarter in an agency. One-year students take two quarters, and two-year students take all three quarters. Students meet during the quarter with the Field Placement Supervisor and agency supervisor to discuss skill development and process field experiences.

Prerequisite for HSW 191: HSW 100, HSW 101, HSW 102, HSW 103, and HSW 190; permission of program coordinator/instructor prior to registration.

Prerequisite for HSW 192: successful completion of HSW 191; permission of instructor/coordinator prior to registration. Prerequisite for HSW 193: successful completion of HSW 192; permission of instructor/coordinator prior to registration.

HSW 200 Introduction to Alcoholism and Drug Abuse (5)

Introduction to the physiological, psychological and socio-cultural aspects of alcoholism and drug abuse. Includes techniques for assessing the degree of involvement with alcoholism and drugs.

HSW 201 Counseling the Alcoholic and Drug Addict (5)

Current treatment approaches and counseling techniques. Includes emergency disease theory and treatment, conditioned aversion techniques and the psychological-educational approach.

Referral methods and the role of AA and NA included.

**HSW 202
Family Counseling (5)**

An examination of the unique dynamics of family interaction and how change is experienced within the family. Includes a comparison of different theoretic approaches to family counseling and their intervention strategies. Prerequisite: HSW 103 or HSW 102 and permission of instructor or program coordinator.

**HSW 203
Helping the Juvenile (3)**

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

Prerequisite: Permission of instructor or program coordinator.

**HSW 207
Stress Management (5)**

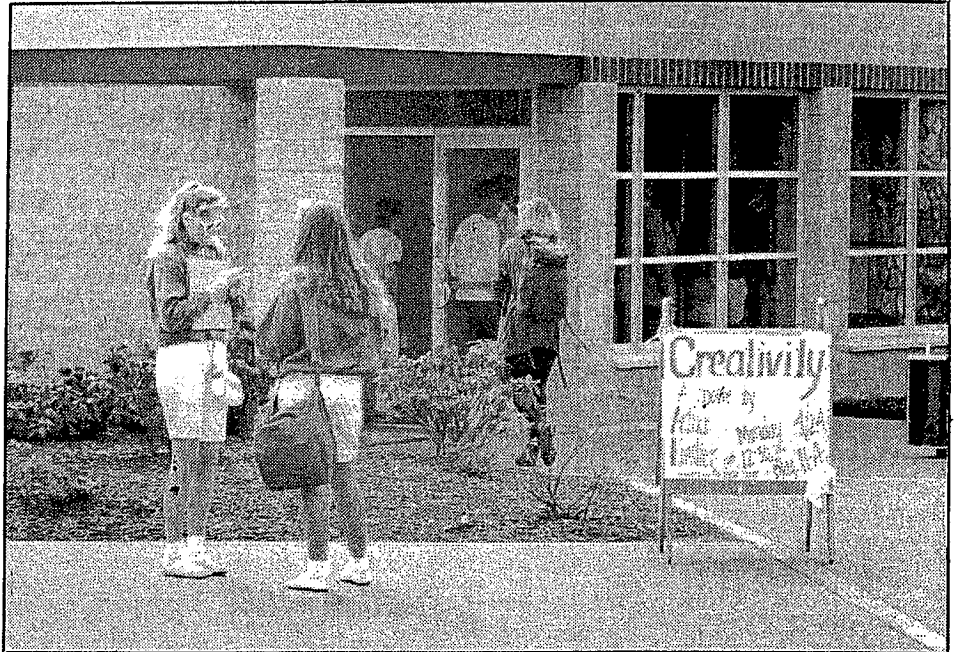
Covers the origins of stress, psychophysiology of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress—which manifests itself in various ways, such as chronic tension, illness, and chemical abuse (alcohol and drugs). Note: Same course as PSYCH 207; credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

**HSW 208
Adolescent Alcohol/Drug Treatment (3)**

Describes the dynamics of alcohol/drug abuse and addiction in the adolescent. Course explores the sociological, physiological, pharmacological, and psychological components of alcohol/drug abuse and dependency in adolescents.

**HSW 209
Alcohol and Drug Education for the Professional (3)**

Broad overview of the physiological, psychological and sociological dimensions of alcohol/drug use, abuse and addiction. Presents material relevant to the professional who encounters alcohol and drug-related problems in the work or community environment.



**HSW 210
Pharmacology and Physiology of Substance Abuse (5)**

Provides information basic to the understanding of the pharmacology of alcohol and other abuse substances. It also details the physiological impact of these drugs in human beings.

**HSW 212
Case Management and Record Keeping (3)**

Provides detailed information on approved methods of managing client files, developing treatment planning, and recordkeeping for chemical dependency treatment services.

Prerequisite: HSW 200

**HSW 214
Working with Families of the Chemically Dependent (3)**

Designed to give the student an understanding and appreciation of the structure and dynamics of the alcoholic family, emphasizing the social nature of the alcoholic disease-dependency, the roles played by family members, and effective therapies.

Prerequisite: Basic background study on the disease nature of alcoholism. Some study of family dynamics and developmental psychology would be helpful.

**HSW 215
Adult Psychopathology (3)**

Introduction to the characteristics and etiology of schizophrenia, manic depressive disorder, "clinical" depression, borderline personality disorder, and the anti-social personality disorder.

**HSW 270
Introduction to Group Process (3)**

Includes traditional and experiential learning. Covers ethical group practice, formation of groups, stages of group development, and participating in groups.

Prerequisite: HSW 102

**HSW 271
Introduction to Group Techniques (2)**

Topics will include the role and ethical use of techniques, and appropriate techniques for various group settings.

Prerequisite: HSW 270 or substantial work experience with groups.

HUMANITIES

HUM 90 Introduction to the Humanities (5)

The humanities illustrated through great themes. Acquaints students with the art, music, and drama resources in the community.

HUM 100 Introduction to the Humanities (5)

An introduction to the humanities through the major arts and ideas (painting, sculpture, architecture, drama, literature, music, philosophy, and religion) which focuses on connecting ideas and beliefs with their expressions.

HUM 285 The City: Athens (5)

The first city course, "Athens" examines a society in focus, covering the history, philosophy, religion, and arts of Fifth Century (B.C.) Athens to learn how Greek reasoning, concepts of individualism, and science have influenced the world.

Prerequisite: ENGL 101, HUM 100, and HIST 111 recommended.

HUM 286 The City: Renaissance Florence (5)

An introduction to the medieval and renaissance history of central Italy provides a framework for the study of art, philosophy, religion, politics, and literature of the period. Designed to show students the inter-relationships among these disciplines, thereby offering an in-depth rather than a survey approach to learning.

Prerequisite: ENGL 101, HUM 100, and HIST 111 strongly recommended.

INDIVIDUAL EDUCATION PROGRAM (IEP)

IEP 70, 71, 72 Individual Education Program (1-5)

The Individual Education Program offers individualized instruction in the areas of reading, writing, study skills, spelling, basic English skills and composition,

vocational and survival skills to students below 8th grade skill level. Students may enroll any time during the quarter after an initial assessment by an instructor in the Drop-In Assistance for Learning (DIAL) Center.

INTERNATIONAL BUSINESS

IBUS 200 International Marketing (3)

A comparative analysis of the similarities and differences between domestic and international marketing theories and trends; as well as processes, issues and opportunities for marketing products and services internationally. Emphasis on cases typical of small to medium-sized companies.

IBUS 201 International Trade and Transportation (3)

Presentation of the logistics and management of international transportation and the distribution and trading characteristics of nations as they relate to the American economy. Covers international air and water carriage and reviews customs practices, documentation, insurance and licensing requirements.

IBUS 202 International Finance (3)

An examination of the issues, problems, techniques, and policies of financial decision making in a multinational enterprise. Other topics include differences in tax laws, budgeting, capital requirements and markets, the international financial environment, foreign-exchange exposure and management of foreign-exchange risk.

JAPANESE

JAPAN 101, 102, 103 Elementary Spanish (5, 5, 5)

An elementary sequence in Japanese grammar, culture and conversation with laboratory work for additional practice in speaking and comprehension.

Prerequisite: 101 for 102; 102 for 103; or equivalents.

JOURNALISM

JOUR 101 Introduction to News Writing (5)

Introduces students to the techniques, style, assignments and deadlines of news writing. Class includes lecture, deadline assignments and stories for publication in the campus newspaper.

Prerequisite: Passing grade in English 101 or instructor's permission.

JOUR 102 News Editing (5)

This course involves training in news editing and AP style for those students passing Journalism 101. Students will edit stories bound for publication in campus newspaper.

Prerequisite: Journalism 101 and instructor's permission.

JOUR 103 News Graphics (5)

Involves training in newspaper graphics, design and layout, for those students satisfactorily completing Journalism 101. Students will design and paste up issues of the campus newspaper under actual newsroom deadlines and other working conditions.

Prerequisite: Journalism 101 or permission of instructor.

JOUR 104 Photojournalism (5)

Involves training and practical experience in news photography, developing, printing, meeting deadlines, and such media issues as ethics and privacy.

Prerequisite: Art 220 or instructor's permission.

JOUR 150 Newspaper Workshop (2)

(6 credits maximum) Students who have taken Journalism 101 or have had other experience approved by the instructor get a chance to work under actual newsroom-like conditions. Covers developing and completing stories or photo assignments, meeting deadlines, improving writing and news judgment skills and practicing news decisions as part of the campus newspaper team.

Prerequisite: Journalism 101 or instructor approval.

JOUR 209

Mass Communications and Society (3)

Survey of mass media, including television, radio and newspapers, and the role they play in our lives. Tours, films, and guest speakers are an integral part of this course. (standard lecture format)

JOUR 299

Independent Study (1-5)

Independent observation, analysis and reporting on selected topics or problems.

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 literature searching and correct format for bibliographic reference.

Prerequisite: ENGL 101 and librarian's permission required.

MATHEMATICS

TCC offers both college transfer and skills building courses. Many classes are available in two modes: classroom lecture/discussion or independent tutorial. Before choosing any math courses, students may need to take a mathematics placement test in the Advising Center and/or talk with a mathematics advisor. Students planning to transfer to any Washington public university will need to complete a course in mathematics.

Students considering a major in mathematics, engineering, science or computer science will normally need to complete MATH 105, 106, 124, 125, 126, 220, 224, and 238.

Business and economics majors should complete MATH 101, 156, and 157 at TCC. The appropriate academic advisor should be consulted before registration.

MATH 70, 71, 72

Basic Mathematic Skills (1-5) (DIAL Center)

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 DIAL Center director.

MATH 80

Whole Numbers (2) (Lab Only)

Basic review in working with whole numbers using the four fundamental operations.

MATH 81

Fractions (1) (Lab Only)

Basic review in working with fractions. Covers least common denominators, additions, subtractions, multiplication and division of fractions.

MATH 82

Decimals (1) (Lab Only)

Basic review of decimals. Covers decimal fractions, adding, subtracting, multiplying, dividing and rounding decimals.

MATH 83

Percentages (1) (Lab Only)

Basic review of percentages. Covers percentage, percent, discount and interest. Prerequisite: MATH 81 and 82 or equivalent.

MATH 86

Review Arithmetic (5) (Lab Only)

Review of basic mathematics, including arithmetic of whole numbers, fractions, decimals and percentages.

MATH 87

Pre-Algebra Geometry (5) (Lab Only)

For students in the high school completion program or for students wanting a pre-algebra course before attempting algebra. Topics include signed numbers, variables, equations, formulas, ratio and proportion, geometric figures and relationships, perimeters, area and volumes.

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.

Prerequisite: MATH 86 or equivalent.

MATH 90

Algebra Review (5) (Lecture or Lab)

Review of the first year of high school algebra. Topics include number systems, equations, inequalities, polynomials, factoring, graphing, systems of equations, radicals and quadratic equations.

MATH 96

Trigonometry of Right Triangles (1) (Lab Only)

Work with right triangles in the science and applied areas. Topics include definitions of the trigonometric function, use of trigonometric tables, solutions of right triangles and applied problems.

Prerequisite: One year of high school algebra or MATH 90.

MATH 98

Intermediate Algebra (Prep) (1)

Review of fundamental operations of algebra. Prepares students for Math 101 and science courses requiring background in algebra. Usually offered the month before the beginning of a quarter.

MATH 101

Intermediate Algebra (5) (Lecture or Lab)

Fundamentals of 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 105

College Algebra (5) (Lecture or Lab)

Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential and logarithmic functions and relations. Prerequisite: Two years of high school algebra or MATH 101.

MATH 106
Plane Trigonometry (5)
(Lecture or Lab)

Trigonometric functions, identities, equations, inverse functions, graphs, logarithms and solution of triangles.
 Prerequisite: Two years of high school algebra or MATH 101 and one year of high school geometry.

MATH 107
Math: A Practical Art (5)

A general education course demonstrating the use of mathematics in management science, statistics, social choice and other topics. Mathematical theory combined with quantitative skills will be used in practical applications to problems encountered in modern society. Problem solving within an interdisciplinary framework will be stressed.
 Prerequisite: Two years high school algebra or MATH 101.

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 156
College Algebra for Business and Economics (5)

Pre-calculus course for business majors. Includes: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, and the time value of money.
 Prerequisite: MATH 101 & knowledge of Lotus 1-2-3 including graphing, or DPSYS 236 or BUSPC 125 previously or concurrently.



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.) Topics include the derivative, rates of change, maxima and minima, curve-fitting, the integral, area under curves, and forecasting by least squares.
 Prerequisite: MATH 156 or permission of instructor.

MATH 220
Linear Algebra (5)
(Lecture Only)

(For students in the natural and physical sciences.) Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvalues, eigenvectors, and applications.
 Prerequisite: MATH 124 or permission of instructor.

MATH 224
Multivariable Calculus (5)

Functions of several variables, partial differentiation, gradients, line integrals, multiple integration, Green's Theorem, cylindrical and spherical coordinates.
 Prerequisite: MATH 126

MATH 238
Elements of Differential Equations (5) (Lecture Only)

Elementary methods of solution for linear differential equations of second and higher orders.
 Prerequisite: MATH 126

MATH 240
Introduction to Statistics (3)
(Lab Only)

General course on the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions and organization of data. Includes descriptive and inferential statistics.
 Prerequisite: MATH 101 or equivalent.

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, or MATH 240.

MEDIA COURSES

Tacoma Community College offers a full array of college courses with the main instructional content available over television or videotape. Courses are provided in cooperation with local television stations.
 College credits are available for all courses, which feature an individualized study format. The courses cover subjects in the humanities, business, social and behavioral sciences and natural and physical sciences. Detailed information on current media course offerings is included in the quarterly class schedule, or may be obtained at the audio-visual desk in the library, Building 7 or by calling the Office of Continuing Education at 566-5020.

MEDICAL RECORD TECHNOLOGY

MRT 140, 141

Medical Transcription I & II (3, 3)

A sequential course involving skills in electronic typewriting and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of actual physician dictation in history/physical examinations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references. (1 hour lecture, 4 hrs. lab per week)

Prerequisite: HT 130, typing speed of 45 wpm, or permission of instructor.

MRT 142

Medical Transcription III (3)

Specialty course in medical transcription, including instruction and practice in transcribing from actual physician dictation.

Prerequisite: MRT 140, MRT 141; permission of instructor.

MRT 180

Introduction to Health Record Management (5)

Survey of development and contents of medical records; a study of the objectives and codes of ethics of the professional organization for medical record practitioners; functions and use of computers in medical record departments; development, content and format of the record; including in-depth study of physicians record completion systems and requirements, methods of record storage and retrieval procedures; functions of the admitting department, other ancillary service departments, patient confidentiality and release of medical information. Offered spring quarter. (4 hours lecture, 2 hours lab per week.)

MRT 190

Clinical Applications (2)

Students spend one hour in lecture on campus per week, plus a total of 30 hours of practical experience performing medical record clerical duties in local health care facilities to introduce medical records students to practitioners and the hospital working environment. Offered spring quarter.

Prerequisite: Concurrent enrollment in MRT 180, or permission of instructor.

MRT 220

ICD-9-CM Coding (5)

Learn to code diseases and operations according to the International Classification of Diseases, Clinical Modification; organizing and maintaining manual and automated disease and operations indexes; covers coding of all major body systems, with an emphasis on Diagnosis Related Groups (DRG's).

Prerequisite: MRT program enrollment or permission of instructor.

MRT 221

Health Data Quality and Standards (5)

In-depth study of hospital statistics, including sources, definitions, collection and reporting; analysis of health data, including use of health data in United States Vital and Public Health statistics; standards for hospital accreditation and role of governmental agencies in approval, certification and licensure; purpose, organization and function of quality assurance and utilization review programs. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT program enrollment or permission of instructor.

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. Continued study of health record, disease and operation coding systems for ambulatory care, psychiatric, long-term care, home health care and mental retardation facilities, including licensure and accreditation standards. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT program enrollment or permission of instructor.

MRT 230, 231, 232

Clinical Application (3, 6, 6)

Practical experience performing medical record duties in the campus laboratory, seminar, and in local health facilities to give the student the opportunity to actively perform technical duties. 230 - introduction to clinical training in campus laboratory and field trips (4 hours/week); 231 - total of 150 hours per quarter on site in hospitals; 232 - 15 hours/week on site in specialized care facilities. Requirements for directed practice may vary with the background of the student.

Prerequisite: MRT program enrollment or permission of instructor.



**MRT 279
Advanced ICD-9-CM Coding for
Health Personnel (2)**

An advanced course for experienced ICD-9-CM coders. Instruction on the more difficult sections of the coding system, coding exercises, and advanced practice using abstracted medical records.
Prerequisite: Working knowledge of ICD-9-CM, completion of a previous coding course, ART/RRA credentials, or instructor's permission.

**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 instructor.

MUSIC

**MUS 100, 200
Concert Choir (2)**

Preparation and performance of sacred and secular choral works of all styles and ages from the classical to the contemporary. Enjoyment and enrichment are major goals. Open to all singers.
Prerequisite: MUS 100 for MUS 200.

**MUS 101
Fundamentals of Music (5)**

Recommended for all music and education majors, but open to all students. Covers scales, intervals, rhythm and elementary harmony studied on individual keyboards and vocal performances.
Prerequisite: Basic keyboard skills or MUS 124 taken concurrently.

**MUS 102, 103
Music Theory (5, 5)**

Practices of triadic music involving diatonic harmony and melody.

**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 reading and listening experiences to foster understanding of common musical forms, idioms, periods and styles.

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**MUS 108
Style Periods I: The Baroque,
Bach and Handel (3)**

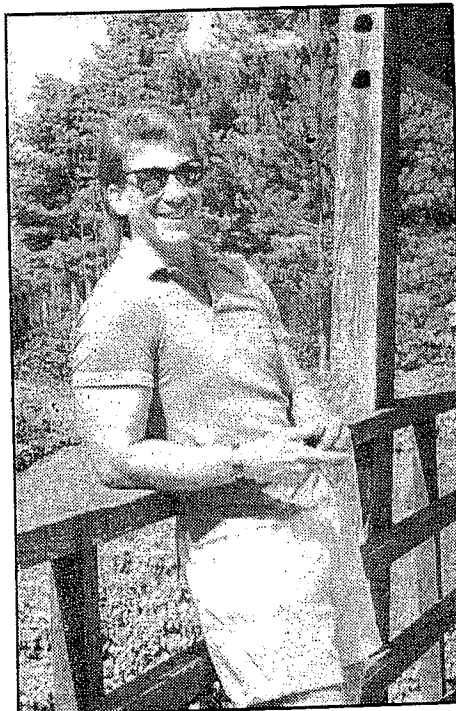
Aspects of the Baroque style in music history with attention given to music literature and composition between 1600-1750, particularly Bach and Handel.
Prerequisite: MUS 107 or consent of instructor.

**MUS 109
Style Period II: Classical,
Haydn and Mozart (3)**

Aspects of the classical style in music history with attention to music literature and composition between 1750 and 1820, particularly Haydn and Mozart.
Prerequisite: MUS 107 or consent of instructor.

**MUS 110
Style Periods III: 19th and 20th
Century Music--Beethoven to
the Present (3)**

Aspects of the Romantic and Contemporary styles in music history with attention given to music literature and composition between 1820 and the present.
Prerequisite: MUS 107 or consent of instructor.



**MUS 117
Jazz History (3)**

Survey of jazz music from its beginnings until today. Presented in non-technical language through films, records, and live performances. Not necessarily for music majors.

**MUS 118
History of Rock and Roll (3)**

A study of the social, political, economic and musical influences of rock and roll on American culture. These areas explored by focusing on key figures in rock and roll history from its beginnings to the present.

**MUS 119
Music in the Theater (3)**

Exploration and discussion of representative works from light and grand opera to the Broadway musical. Students learn, rehearse and perform selected songs and scenes from assigned works.

**MUS 121, 221
Class Applied Music: Voice (1, 1)**

Fundamentals in voice production — breathing, posture, pronunciation, etc., for beginning singers or those who wish to learn to sing or improve their technique.

**MUS 123
Class Applied Music: Guitar (1)**

Class instruction in performance.

**MUS 124
Class Applied Music: Piano I (1)**

Class instruction of beginning piano; the first course in a series of three.

**MUS 125
Class Applied Music: Piano II (1)**

Class instruction of beginning piano; the second course in a series of three.

**MUS 126
Class Applied Music:
Piano III (1)**

Class instruction of beginning piano; the third course in a series of three.

**MUS 130
Private Vocal or Instrumental
Instruction (1)**

Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. (Additional variable fee:

\$120-\$150 per quarter). Maximum: 6 credits.

Prerequisite: written permission of music department head or instructor.

**MUS 160, 260
Chamber Orchestra (2)**

Preparation and performance of chamber orchestral literature. Includes class preparation and scheduled rehearsals and performances.

Prerequisite: Audition/permission of instructor. MUS 160 for 260.

**MUS 170, 270
Chamber Singers (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. High demand on students' time. Students must audition and commit for three quarters (fall, winter, spring) with regular attendance at daily and special rehearsals.

Prerequisite: MUS 170 for 270.

**MUS 199
Ensembles (1)**

Preparation and performance of chamber music in all mediums, including rehearsal and performance.

Prerequisite: Permission of instructor.

**MUS 201, 202, 203
Second-Year Theory (5, 5, 5)**

Study of 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.

NURSING, ASSOCIATE DEGREE

**NURS 126
Fundamentals of Nursing (8)**

Introduces technical and communication skills based on the nursing process—including bed-making, measurement of vital signs and isolation. Concepts related to ethnicity, rehabilitation and nutrition are introduced. Students are eligible for a certified nurse assistant certificate upon completion of course.

Prerequisite: Admission into the nursing program.

**NURS 127
Medical-Surgical Aspects of
Adult & Child Care—Part I (10)**

Develops basic nursing skills used in drug administration, aseptic technique and in caring for patients during perioperative period. Beginning skills related to obtaining a nursing history and completing a physical assessment are introduced. This is the first in a series of three courses introducing the care of adults and children with common medical and surgical conditions.

Prerequisite: NURS 126, NURS 130.

**NURS 128
Medical and Surgical Aspects of
Adult and Child Care (Part II)
(10)**

The second in a series of three courses on the care of adults and children with common medical and surgical conditions. The student continues to develop advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching, and self responsibility are integrated throughout the course.

Prerequisite: NURS 127, 131, PSYCH 206.

**NURS 129
LPN-ADN Articulation (10)**

This introductory course in nursing will enable the practicing L.P.N. to enter the second year nursing curriculum.

Prerequisite: Admission into the nursing program.

**NURS 130, 131, 132
Practice Lab (2, 2, 2)**

Supervised practice for nursing skills, procedures commonly encountered in hospital settings under simulated conditions.

**NURS 226
Medical and Surgical Aspects of
Adult and Child Care (Part III)
(10)**

The third in a series of three courses on the care of adults and children with common medical and surgical conditions. The student continues to develop advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilita-

tion, ethnicity, safety, health teaching, and self responsibility are integrated throughout the course.

Prerequisite: NURS 128

**NURS 228
Maternity Nursing (5)**

Learning experiences are designed to provide an opportunity to study about and participate in the care of mother and newborn infant during the maternity cycle. Concepts of diet therapy, pharmacology and asepsis are applied to the emotional and physical nursing needs of the mother and newborn.

Prerequisite: NURS 226

**NURS 229
Psychiatric Nursing (5)**

Providing care based on the psychological needs of the patient. Emphasis is on self-awareness and a respect for the dignity of the individual, regardless of his or her psychopathological manifestations.

Prerequisite: NURS 226.

**NURS 230
Gerontological Nursing/Preceptor
Experience (10)**

The first half of this course provides concepts of gerontological nursing care combined with clinical experience in the geriatric setting. The second half consists of a preceptor experience in the acute care hospital in any of the following areas: medical-surgical, obstetrical-pediatric, psychiatric, or gerontological nursing.

Prerequisite: NURS 229

**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 211
Patient Assessment (2)**

Offers licensed practitioners an opportunity to increase skills in patient assessment and establish a base for care.

Prerequisite: Registered nurse, licensed practical nurse.

**NURS 217
Coronary Care Nursing (2)**

Offers licensed nurses (RN's or LPN's) knowledge and skills relative to the coronary care unit patient.
Prerequisite: Registered nurse, licensed practical nurse.

**NURS 221, 222
Intensive Care Nursing I, II
(3, 3)**

Designed for the practitioner interested in or involved in the critical care setting to augment the understanding of anatomy and physiology of the core body systems. Covers knowledge of pathophysiology and nursing assessment in relation to disease processes in critical care. Technical devices for monitoring and life support will be discussed as they relate to the treatment of the critically ill.
Prerequisite: Registered nurse.

Courses numbered NURS 106, 107, 204, 205 and 206 are each designed for nurses who have had a basic nursing program and who do not need further clinical experience, and especially for 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 below.

**NURS 106
Psychiatric Nursing (2)**

Develops student experiences in providing care based on psychological needs of the patient. Emphasis is placed on self-awareness of emotion and attitude as they influence relationships with others. There is no clinical component to this course.

**NURS 107
Maternity Nursing (2)**

A study of the mother and newborn infant during the normal antepartum, delivery and post-partum maternity cycle. Concepts of diet therapy, pharmacology and asepsis are applied to the needs of the newborn and the mother. There is no clinical component to this course.

**NURS 204, 205, 206
Adult and Child Care Review
(4, 4, 4)**

Three courses concerned with common illnesses which affect children and adults from birth through old age, and medical and/or surgical treatment of these illnesses.

OCEANOGRAPHY

Students considering a major in the oceanographic sciences would normally take OCEAN 101, and other appropriate courses. The oceanography advisor should be consulted before registration.

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

Marine environment and topics such as the nature and origin of ocean basins, seawater, sediment, waves, tides, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized. Laboratory included.

**OCEAN 103
Life in the Ocean (5)**

Life in the marine environment. The occurrence, distribution and identification of marine plants and animals. With emphasis on the Puget Sound shore-dwelling forms, their ecological relationships and life histories. Field trips to varied environments in the area, and laboratory

included. Same course as BIOL 140, Marine Biology.

**OCEAN 118
Oceanus: the Marine Environment (5)**

An introductory television course focusing on the marine environment as a unique feature of the planet Earth and investigates areas of intense scientific and public concern: the pervasiveness of the ocean and its effect on the Earth's weather; its stunning physical size and diversity of contained life forms; its contributions to the physical and historical development of man; the impact of oceanic pollutants and the potential exploitation of marine resources.

**OCEAN 294
Field Studies (1-5)**

Study of selected topics in oceanography primarily through field study, and supplemental discussions, lectures and readings.

Prerequisite: Permission of instructor.

**OCEAN 299
Independent Study (1-5)**

Independent observation, analysis and reporting of a selected topic in oceanography.

Prerequisite: Permission of instructor.



OFFICE EDUCATION

OFFCE 92

Typing—Speed and Accuracy Development (2)

Designed for students who already know the keyboard without looking and are interested in improving speed and accuracy. Students complete self-diagnostic tests on their typing skills and then take corrective steps to improve accuracy and/or speed.

Prerequisite: OFFCE 103

OFFCE 103

Typing I (5)

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

Prerequisite: ENGL 90 and MATH 86 levels recommended.

OFFCE 104

Typing II (5)

Accuracy and speed development; typing of common business forms including letters, memos, tables, invoices, reports.

Prerequisite: OFFCE 103 or equivalent.

OFFCE 112

Introduction to Transcription (3)

Provides an introduction to the transcription process. Covers: an in-depth study of language arts within a machine transcription context, a review of proper formatting for business documents, correct dictation techniques, and efficient use of electronic typewriters with permanent storage capabilities.

Prerequisite: ENGL 104, OFFCE 104.

OFFCE 115

Office Machines (5)

Instruction and practice in operating electronic calculators to solve common business problems.

Prerequisites: BUS 110.

OFFCE 116

Records Management (3)

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



OFFCE 117

Machine Transcription (3)

Transcribing mailable business-related correspondence from prepared materials.

Prerequisites: OFFCE 104, ENGL 104, OFFCE 112.

OFFCE 120

Work Internship (5)

Supervised experience in office-related positions. Students work a minimum of 150 hours. Students meet during the quarter with the program coordinator and work site supervisor to discuss skills development. Students must also attend required seminars.

Prerequisite: Must have permission of program coordinator.

OFFCE 130

Notehand for Business and Personal Use (5)

Notehand using alphabetic system. Useful to any office worker or any student wishing to improve his or her classroom notetaking.

Prerequisite: OFFCE 103 or equivalent, ENGL 104.

OFFCE 131

Notehand II (5)

Notehand dictation and transcription. Speed building emphasized.

Prerequisite: OFFCE 130, OFFCE 103, ENGL 104.

OFFCE 134

Worker in the Automated Office (5)

Discussion of capabilities of computers and word processors; time management; analyzing work habits and paper flow; writing proposals and reports; understanding of vocabulary needed by today's office workers; letter writing review.

Prerequisite: OFFCE 104; ENGL 104, OFFCE 227.

OFFCE 227

Introduction to Word Processing (2)

Word processing terminology and concepts, understanding paper flow, and dictation skills. This course is a prerequisite for OFFCE 228, 229, 230, 232, and 233. Brief hands-on introduction to two word processing systems: WordPerfect or Alpha Micro or Lanier.

Prerequisites: Grade of B or better in OFFCE 103; ENGL 104 recommended.

OFFCE 228

Word Processing: WordPerfect (3)

WordPerfect software on IBM compatible personal computers. Covers: data entry, editing, printing, sorting, mail merging, searching/replacing, paginating, spell-check and thesaurus.

Prerequisite: OFFCE 104, OFFCE 112, ENGL 104, permission of instructor.

OFFCE 229

Word Processing: Lanier (3)

Word processing skills on modern Lanier stand-alone. Hands-on machine time is a major portion of course. Lab time is necessary. Excellent proofreading, editing, and grammar skills are essential. Prerequisite: OFFCE 104, OFFCE 112, ENGL 104, OFFCE 227, permission of instructor.

OFFCE 230

Word Processing: Advanced Lanier (3)

Students will refine skills learned in OFFCE 229. More complicated tasks and applications will be completed: footnotes, endnotes, headers and footers, merge, sort, long document revision, and paging. Prerequisite: OFFCE 104, OFFCE 229, ENGL 104, OFFCE 112, and permission of instructor.

OFFCE 232

Word Processing: Alpha Micro (3)

Word processing on a microcomputer. Fundamental word processing concepts, terminology, machine operation, and related office management topics. Includes hands-on training on Alpha Micro system. Excellent language skills and typing skills essential. Prerequisites: OFFCE 104, ENGL 104, OFFCE 112, OFFCE 227, and permission of instructor.

OFFCE 233

Advanced Alpha Micro and Advanced WordPerfect (3)

Students will refine basic tasks in OFFCE 232 and OFFCE 228. More complicated tasks and applications using the following will be learned: footnotes and endnotes; headers and footers; merge; sort; long document input, revision, and pagination. Prerequisites: OFFCE 104, OFFCE 112, OFFCE 232, OFFCE 228, and permission of instructor.



PARAMEDIC TRAINING

(See Emergency Medical Care)

PHILOSOPHY

PHIL 100

Introduction to Philosophy (5)

The human quest for greater understanding; connections among efforts to understand the universe; the nature of knowledge; perennial questions concerning human nature and values.

PHIL 119

Introduction to Logic (5)

Emphasizes inductive argument; enables students to perceive and evaluate complex lines of reasoning; develops skills in detecting weak and faulty reasoning through exercises in natural language.

PHIL 120

Symbolic Logic (5)

Inductive and deductive reasoning with emphasis on deduction; includes categorical propositions, the syllogism, propositional calculus, natural deduction and applications of formal logical systems. Prerequisite: MATH 101

PHIL 215

Introduction to Ethics (5)

Explores humanity's effort to discover moral principles to guide conduct; covers systematic ethical theories; examines the relationship between religion and morals; includes contemporary ethical issues.

PHIL 230

Contemporary Philosophy (5)

Focuses on Western philosophy in the 20th Century, examining the dominant schools of philosophy. Covers the intellectual and social forces affecting and being affected by philosophy. Representative figures covered will include Russell, Sartre, Camus, Dewey, A. J. Ayer, and V. I. Lenin.

PHIL 267

Problems in Philosophy of Religion (5)

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

PHIL 270

Great Thinkers of the Western World (5)

Survey of Western philosophy. Starts with pre-Socratic Greek philosophy and ends in the present century. The impact which historical forces such as religion and science have had on philosophy will be examined. Representative figures such as Plato, Aristotle, Hume, and Russell will be studied.

PHYSICAL EDUCATION

In order to receive the Associate in General Studies 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.

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 only if there is a medical problem or a student has previous military service.

Should any changes in the physical education waiver occur, they will be on file in the office of the Allied Health Division Chairman.

FITNESS ACTIVITIES: 1 CREDIT EACH

- 102 Slimnastics
- 202 Intermediate Slimnastics
- 103 Self Defense for Women
- 108 Beginning Weight Training
- 208 Intermediate Weight Training

FITNESS ACTIVITIES: 2 CREDITS EACH

- 100 Total Fitness
- 200 Advanced Total Fitness

AQUATICS: 1 CREDIT EACH

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Guarding (2 credits)

DANCE: 1 CREDIT EACH

- 118 Modern Dance

INDIVIDUAL SPORTS: 1 CREDIT EACH

- 120 Beginning Archery
- 220 Intermediate Archery
- 122 Beginning Bowling
- 222 Intermediate Bowling
- 123 Beginning Golf

- 223 Intermediate Golf
- 125 Beginning Skiing
- 225 Intermediate Skiing

DUAL SPORTS: 1 CREDIT EACH

- 126 Beginning Badminton and Pickleball
- 127 Fencing
- 227 Intermediate Fencing
- 128 Beginning Tennis (student furnishes racket)
- 228 Intermediate Tennis (student furnishes racket)
- 131 Beginning Racquetball (student furnishes racquet)
- 231 Intermediate Racquetball (student furnishes racquet)

TEAM SPORTS: 1 CREDIT EACH

- 133 Beginning Basketball
- 233 Advanced Basketball
- 134 Softball
- 135 Beginning Soccer
- 235 Advanced Soccer Techniques
- 136 Volleyball
- 236 Intermediate Volleyball

VARSITY SPORTS

- Varsity Basketball (men)
 - Varsity Basketball (women)
 - Varsity Baseball
 - Varsity Golf
 - Varsity Soccer
 - Varsity Volleyball (women)
 - Varsity Softball (women)
- (Tacoma Community College varsity teams compete in leagues set by the Northwest Athletic Association of Community Colleges (NWAACC). To be eligible for athletic competition, a student

must be enrolled in at least 12 credit hours during the quarter of participation and must pass 12 credit hours to remain eligible in sports which overlap into a 2nd quarter. Returning students must have completed 36 credit hours to compete a 2nd year in any sport.)

PHYSICAL EDUCATION PROFESSIONAL COURSES

PE 90 Healthful Living (5)

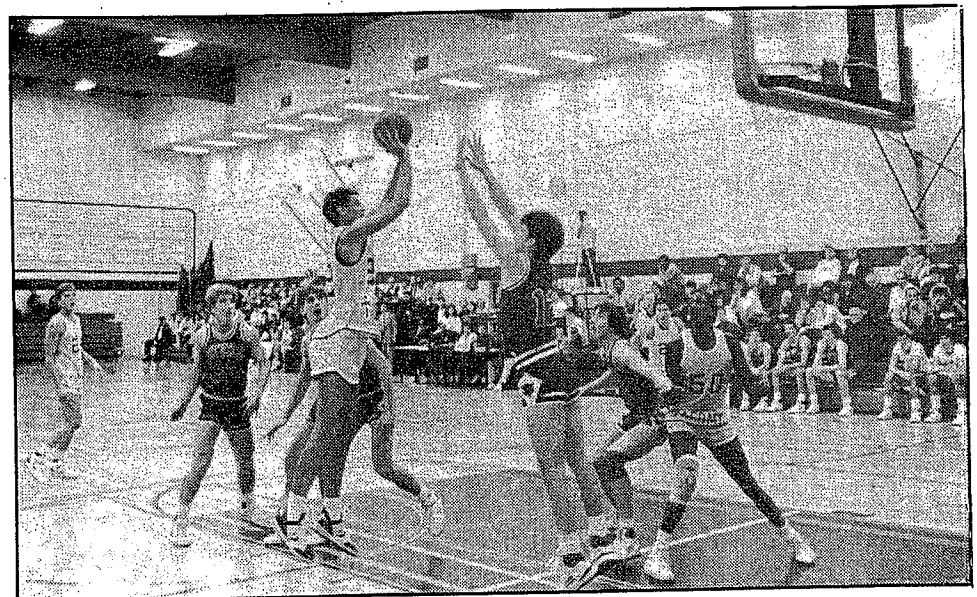
Considers the major concerns of present day health education: mental health, personal health, family living, health hazards, environmental health.

PE 160 Adaptive Physical Education (1)

An adaptive physical activities course for those with special needs (physical disabilities, mental retardation, etc.). Prerequisite: permission of instructor.

PE 241 Baseball Techniques (1)

A course in the fundamentals of baseball. Course content includes conditioning, basic skills, strategies, team-play concepts, and rules of the game. Prerequisite: Experience in organized baseball—either high school or college.



**PE 280
Care and Prevention
of Athletic Injuries (3)**

Instruction and training in the prevention of injuries; examination procedures; principles in the management of injuries; treatment of specific injuries, i.e., ankle, knee, elbow, etc.; the use of therapeutic modalities and athletic training techniques such as taping, wrapping and emergency procedures.

Prerequisite: Standard first aid. Human anatomy recommended.

**PE 285
Baseball Coaching Skills (2)**

Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for baseball. The course will include lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

**PE 292
Advanced First Aid (5)**

The student will satisfy the requirements for advanced American Red Cross first aid and CPR (Cardiopulmonary Resuscitation) certification.

PHYSICS

Students wishing to major in physics need a good understanding of 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.

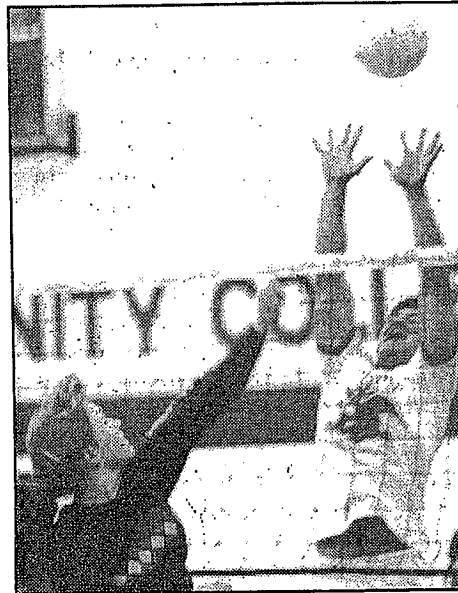
**PHYS 114, 115, 116
General Physics (5, 5, 5)**

(For Liberal Arts students and certain professions.) Development of basic mechanics, sound, light, electricity and magnetism, electronics and modern physics.

Prerequisite: MATH 101 or MATH 101 taken concurrently, MATH 96 is also recommended for 114; 114 for 115; 115 for 116.

**PHYS 121, 122, 123
Engineering Physics (5, 5, 5)**

(For students planning to transfer in engineering or those majoring in certain sciences.) 121 - study of mechanics: motions and causes of motion, theories and applications for problem solving; 122 -



electricity and magnetism; 123 - waves, sound, light and thermodynamics.

Prerequisite: MATH 124 or MATH 124 taken 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 Cheveshev; 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, ENGR 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 Govern-
ment 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 Relations (5)**

Study of interrelationships among nations — power, structure, decision-making; conflicts and compromise.

**POLSC 204
The Constitution: That Delicate
Balance (5)**

An introductory television course on individual rights and liberties and current public policy. Controversial constitutional issues such as capital punishment, affirmative action vs. reverse discrimination, executive panel of professors, journalists, lawyers, judges and politicians.

**POLSC 205
State and Local Government
and Politics (5)**

Study of the nature, function and problems of state, county and city governments, including an examination of the problems confronting these local political units.

**POLSC 206
Congress: We the People (5)**

A complete television course that presents an inside view of the U. S. Congress and the complex range of individuals, organizations and processes it embodies. The programs are hosted by journalist Edwin Newman and feature Norman Ornstein, professor of political science, Catholic University. Among the areas addressed are congressional elections, committees, parties, leadership, lobbying, constituency relations, law-making, budgeting and separation of powers.

POLSC 290
Political Philosophy and Ideology (5)

A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, Marx, Machiavelli, Hobbes, Bentham, Jefferson, Montesquieu, and Sumner.

POLSC 298
City Council Internship (5)

The student will assist a city council member and may be involved in an in-depth study of a problem area or help prepare reports and/or attend council meetings.

PSYCHOLOGY

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 will be examined.

PSYCH 170
Psychology of Adjustment (5)

(For non-majors.) Study 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 on use of the scientific method to study behavioral sciences. Individual and group projects involving humans and animals.

Prerequisite: Any PSYCH, SOC, or ANTHR course, or permission of instructor.

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 will be studied.

PSYCH 206
Developmental Psychology: Life Span (5)

Analysis of physical and psychological development of the human organism. Theoretical and practical aspects of parent-child relationships investigated.

PSYCH 207
Stress Management (5)

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which can manifest itself in various ways such as chronic tension, illness and chemical abuse (alcohol-drug). Note: Same course as HSW 207; credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

PSYCH 210
Brain, Mind and Behavior (3)

An introductory-level telecourse designed to give students a comprehensive understanding of the human brain, its functions, its common pathologies and its many mysteries. The subject matter, the brain and its influence on our thoughts and behavior, will cover vision, movement, sleep, stress and anxiety, addiction, language, aging and memory, sex differences in the brain, mental disease, and the action of drugs on the brain's chemistry.

PSYCH 220
Death and Dying (3)

Study of the social, psychological, philosophical and religious aspects of the death and dying process. Note: Same course as PHIL 220; credit for degree will be granted either as PSYCH 220 or PHIL 220 but not for both.

PSYCH 299
Individual Study in Psychology (1-5)

Independent observation, analysis and reporting of a selected problem.
Prerequisite: 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-legal considerations, radiation physics, radiation and protective measures for patients and personnel, film processing, equipment orientation to enable student to enter clinical practicum. (3 hours lecture per week.)
Prerequisite: Permission of instructor.

RT 108, 109
Radiation Physics I, II (5, 5)

The application of physical principles of medical radiography: 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 101, MATH 90 or equivalent and permission of instructor; RT 108 for RT 109.

RT 120
Radiographic Clinic I (3)

Initial course in clinical education. Students acquire expertise and proficiency in a wide variety of diagnostic procedures by applying classroom theory to actual practice of technical skills on specified levels of competency. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health team.

Clinical practicum: 16 hours per week at clinical education center.

Prerequisites: RT 101, RT 140, Biol 150 and permission of instructor.

RT 121
Radiographic Clinic II (3)

A continuation of RT 120 with competency evaluations of the abdomen, upper and lower extremities, gastrointestinal system, and excretory system.

Clinical practicum: 16 hours per week at clinical education center.

Prerequisite: RT 120, 141 and permission of instructor; BIOL 151.



**RT 122
Radiographic Clinic III (7)**

A continuation of RT 121 with competency evaluations of the thorax, abdomen, upper and lower extremity contrast studies, and vertebral column. Clinical practicum: 40 hours per week for 7 weeks at clinical education center. Prerequisite: RT 121 and permission of instructor.

**RT 123
Radiographic Clinic IV (3)**

A continuation of RT 122 with competency examinations for upper and lower extremities, thorax, skull, vertebral column, contract studies. Clinical practicum: 24 hours per week at clinical education center. Prerequisite: RT 122, 142, and permission of instructor.

**RT 140
Positioning and Techniques I (5)**

Basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle and thoracic cage. (4 hours lecture, 2 hours lab per week.) Prerequisite: Permission of instructor.

**RT 141
Positioning and Techniques II (5)**

Basic positioning techniques in radiography of the spinal column, skull, facial

bones, paranasal sinuses. (4 hours lecture, 2 hours lab per week.) Prerequisite: RT 120, 140; BIOL 150 and permission of instructor.

**RT 142
Positioning and Techniques III (5)**

Positioning techniques in radiography of the respiratory system, GI and biliary system, and the urinary system. (4 hours lecture, 2 hours lab per week.) Prerequisite: RT 121, 141; BIOL 151 and permission of instructor.

**RT 211
Invasive Radiologic Procedures (3)**

Advanced special radiographic procedures utilizing contrast media with emphasis on cardiovascular and neurovascular procedures. An overview of equipment and accessories used in special procedures radiography. Prerequisite: RT 123, RT 214 and permission of instructor; RT 243.

**RT 212
Imaging Modalities (3)**

An introduction to the specialized field of nuclear medicine, ultrasound, magnetic imaging, computerized axial tomography and radiation therapy and their application to both diagnostic and therapeutic radiology. A survey of imaging modalities currently used in community practice. Prerequisite: RT 225, 244; RT 108, 109; and permission of instructor.

**RT 214
Radiologic Anatomy and Pathology (3)**

A review of human anatomy as displayed by roentgenography, computed tomography, digital radiography, diagnostic ultrasonography and radionuclide imaging, with emphasis on patient positioning, centering, collimation and film evaluation. An introduction to the etiology and pathophysiology of disease. A sampling of the radiographic manifestations of disease, emphasizing their effect on radiographic technique. Prerequisite: BIOL 150, 151, RT 142; permission of instructor; RT 122.

**RT 225
Radiographic Clinic V (5)**

Advanced patient positioning involving the following competencies in radiography of the upper and lower extremities, thorax, abdomen, spine, skull, contrast studies, portable and surgical studies (direct supervision), and angiographic studies (direct supervision). Clinical Practicum: 24 hours/week at clinical education center. Prerequisite: RT 120, RT 121, RT 122, RT 123, RT 211, RT 243; Medical Health Clearance and permission of instructor.

**RT 226
Radiographic Clinic VI (5)**

Advanced patient positioning involving the following competencies in radiography of: the upper and lower extremities, thorax, abdomen, spine, skull to include radiography of the sinuses, inner ear mastoids and facial bones. Portable and surgical studies and angiographic studies (with direct supervision). Clinical Practicum: 24 hours/week at clinical education center. Prerequisite: RT 225, RT 244 and permission of program clinical coordinator.

**RT 227
Radiographic Clinic VII (9)**

Advanced positioning of patients for the following radiographic procedures to include competencies in upper and lower extremities, thorax, abdomen, spine, head; contrast studies, portable and surgical studies (direct supervision), angiographic and interventional studies (direct supervision). Observe and perform in outside rotations in the different imaging modalities.

Clinical practicum: 40 hours per week for 13 weeks at clinical education center
Prerequisite: RT 226, RT 212, RT 214 and permission of instructor.

RT 228

Radiographic Clinic VIII (5)

Advanced patient positioning involving radiographic procedures with the following terminal competencies: upper and lower extremities, thorax, abdomen, spine, head, contrast studies, portable and surgical studies (minimal supervision), angiographic and interventional studies, outside rotations involving other imaging modalities.

Clinical practicum: 16 hours per week at clinical education center.

Prerequisite: RT 212, RT 227, RT 245 and permission of program clinical coordinator.

RT 243

Positioning and Techniques IV (3)

Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column. (2 hours lecture, 2 hours lab each week.)

Prerequisite: RT 122, RT 142 and permission of instructor.

RT 244

Positioning and Techniques V (3)

Advanced positioning of the skull, inner ear, mastoids. (2 hours lecture, 2 hour lab per week.)

Prerequisite: RT 123, RT 214, RT 243, permission of instructor.

RT 245

Radiographic Quality Assurance (2)

Introduction to quality assurance involving test procedures, radiographic equipment operation, and clinical application, an intermediate study of exposure factors, as related to special equipment and procedures. (2 hours lecture, 2 hours lab each week.)

Prerequisites: RT 244, RT 109 and permission of instructor.

RT 260

Radiologic Seminar (5)

Integration of didactic information presented throughout the curriculum. Preparation for national certification examination.

Prerequisites: RT 227 and permission of instructor or program coordinator.

RT 265

Cross-Sectional Anatomy (3)

Basic introduction to cross-sectional anatomy, specifically sagittal, transverse, and coronal plane anatomy important to computerized axial tomography, magnetic resonance imaging and ultrasonography.

Prerequisite: Second year student; imaging practitioners.

RT 270

Physics for Ultrasound (3)

Basic physics with application to medical ultrasound. Physics principles as they apply to generation, transmission, reflection, and reception of sound waves; factors affecting image quality. Course may be used as preparation for registry examination for medical sonography and as continuing education for imaging practitioners

Prerequisite: Medical professional (i.e., RN, RT, RRT, RPT).

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 (5, 5, 5)

For the student lacking basic reading skills necessary for developmental education courses. Includes diagnostic testing followed by individualized and group reading instruction.

READ 80, 81, 82

Reading Improvement (1, 1, 1)

Individualized reading program. Students work in the Reading Lab on in-

dividually designed course of study to develop reading skills.

READ 90

College Preparatory Reading (5)

Emphasis on learning the thinking skills involved in textbook mastery followed by practice and laboratory assignments. Opportunity for individualized instruction in rate, vocabulary and comprehension.

Prerequisite: Reading level two (10-12) required.

READ 110

College Reading (3)

Diagnostic course allows the student insight regarding his or her strengths and weaknesses in reading. Individual instruction.

READ 111

Accelerated Reading (2)

Offers advanced instruction and practice in academic reading. Comprehension, vocabulary and speed reading skill improvement is measured weekly through individualized lab work. Evaluative reading methods are emphasized.

Prerequisite: READ 110 or permission of instructor.

RESPIRATORY CARE

RESPIRATORY THERAPY TECHNICIAN

RC 110, 111

Respiratory Therapy Theory (3, 3)

Basic theory and principles of respiratory care science.

Prerequisite: Admission to Respiratory Care program; RC 110 for RC 111.

RC 120, 121, 122

Respiratory Therapy Equipment (3, 3, 3)

Rationale, indications and procedures of the equipment used in respiratory therapy.

Prerequisite: Admission to program; RC 120 for 121, RC 121 for 122.

RC 130
Special Topics (4)

Basic principles of pulmonary function testing plus microbiology.
Prerequisites: RC 111, RC 121, RC 141.

RC 140, 141, 142, 143
**Respiratory Therapy
Clinical/Lab I/II/III/IV (8, 8, 8, 9)**

Application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes five weeks of laboratory experience followed by a rotation to area respiratory care centers doing direct patient care.
Prerequisite: Admission to RC program.
RC 140 for 141; RC 141 for 142; RC 142 for 143.

RC 150, 151
**Respiratory Therapy
Seminar (1, 2)**

Weekly discussions on specific topics of respiratory therapy.
Prerequisite: Admission to RC program.

RC 210
**Advanced Respiratory
Pathophysiology I (2)**

Lecture course. Covers the recognition and treatment of clinical pathologies commonly encountered in the critical care patient. Patient monitoring and therapy is emphasized. Pathologies covered include the adult respiratory distress syndrome, sleep apnea, post surgery patients and the treatment of toxic inhalation and neuromuscular diseases.
Prerequisite: Acceptance into the therapist level of the Respiratory Care Program.

RC 220
**Advanced Respiratory
Pharmacology (2)**

Subjects covered include the actions of various bronchodilators and cardioactive drugs commonly used in the practice of respiratory care.
Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 221
**Advanced Mechanical
Ventilator (2)**

Lecture course covering the principles of mechanical ventilation. Examines

various ventilators, ventilator adjustments to meet changes in the patients' clinical condition, and the various modes of ventilatory support.
Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program; RC 220.

RC 222
**Seminar in Application of
Respiratory Care Theory and
Practice (2)**

Principles to prepare for the national credentialing exams. Clinical simulations and mock written exams will be presented and reviewed.
Prerequisite: RC 221

RC 240
Neonatal Clinical Training (7)

A combination of clinical experience and lecture in the care of neonatal patients in the critical care environment.
Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 241
**Pediatric Pulmonary Function
Clinical Training (7)**

Clinical experience in the care of the pediatric patient in the hospital environment. Additional clinical experience in home care and pulmonary function testing is included. Clinic time is 16 hours per week with two hours of lecture.
Prerequisite: Successful completion of RC 240.

RC 242
**Advanced Adult
Critical Care (7)**

A combination of clinical and classroom teaching dealing with advanced critical care of adult patients.
Prerequisite: RC 241.

RC 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: Admission to RC program.

SECRETARIAL OFFICE SKILLS

(See Office Occupations Programs)
(See page 49 for program requirements.)

SERVICE REPRESENTATIVE

(See Office Occupations Programs, Office Operations)
(See page 49-50 for program requirements.)

SMALL BUSINESS MANAGEMENT

BUS 143
Small Business Management (3)

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

SBM 147
**Marketing Your Small
Business (3)**

Study of key marketing concepts and activities for use in the business environment. Designed for current small business owners/managers as well as those contemplating going into business for themselves. Includes developing a customer-oriented marketing strategy.

SBM 148
**Financial Management and
Planning for Small Business (3)**

For owners, managers and employees of a small business and those considering starting or acquiring a small business. Includes basic business planning, initial financial planning, financial analysis and decision-making, inventory management, working capital management, capital budgeting, evaluating for growth and expansion, business risks and insurance and preparing a financial proposal.

SBM 149
Starting a Small Business (2)

Learn the key elements involved in setting up and operating a small business. Also covers: pitfalls, personal attributes required of a small business owner, business planning and legal aspects.

SBM 150
Import/Export for Small Businesses (3)

A basic course on the day-to-day business of importing/exporting for small business, and the principles behind procedures. The amount of capital involved, the custom duties charged, the use of brokers and the establishment of overseas contracts will be discussed.

SOCIAL SERVICES

SSERV 120
Introduction to Applied Gerontology (5)

A study of the demographic characteristics and social needs of older persons in our society and resources for meeting those needs through legislation and private and public agencies; covers the skills and knowledge needed for communicating and working with older persons.

Prerequisite: Permission of instructor.

SOCIOLOGY

SOC 90
Contemporary Sociological Problems (5)

Study of selected social issues and 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 community structure and growth as well as urban, regional and world growth and development.

SOC 240
Social Psychology (5)

Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.

Prerequisite: SOC 110 or PSYCH 100.

SOC 262
Race Relations (5)

The problems of race relations facing the American people. Primarily focuses on racial and ethnic minorities.

SOC 270
Social Problems (5)

A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies.

SOC 271
Deviant Behavior (5)

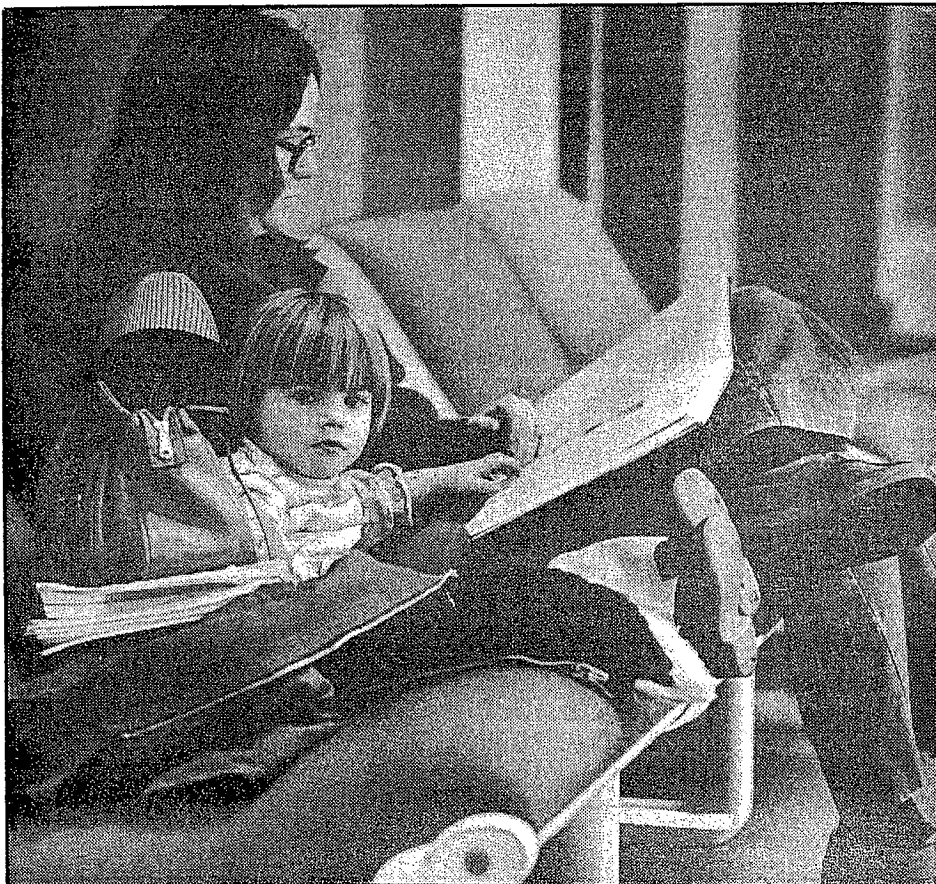
Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: SOC 110 or PSYCH 100.

SOC 299
Individual Study (1-5)

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

Prerequisite: 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.

Credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with the 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. Drilling in pronunciation and language usage takes place in the language laboratory. Grammar drills are presented through computer generated exercises. Conversation in Spanish is stressed from the beginning as students take part in presentations and discussions in small groups within the classroom. Students without previous Spanish register for 101. Others will be 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 contemporary issues.

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 instructor.

SPAN 299A Contemporary Latin American Writers (3)

Survey of the most significant writings of Jorge Luis Borges and Nobel Prize winners, Gabriela Mistral, and Pablo Neruda.

Prerequisite: SPAN 203 or equivalent proficiency.

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.

Prerequisite: SPAN 203 or equivalent proficiency.

SPAN 299C Latin American Literature, Colonial Period (3)

The conquest of Mexico through the eye witness accounts of Bernal Diaz del Castillo and Hernando Cortez.

Prerequisite: SPAN 203 or equivalent proficiency.

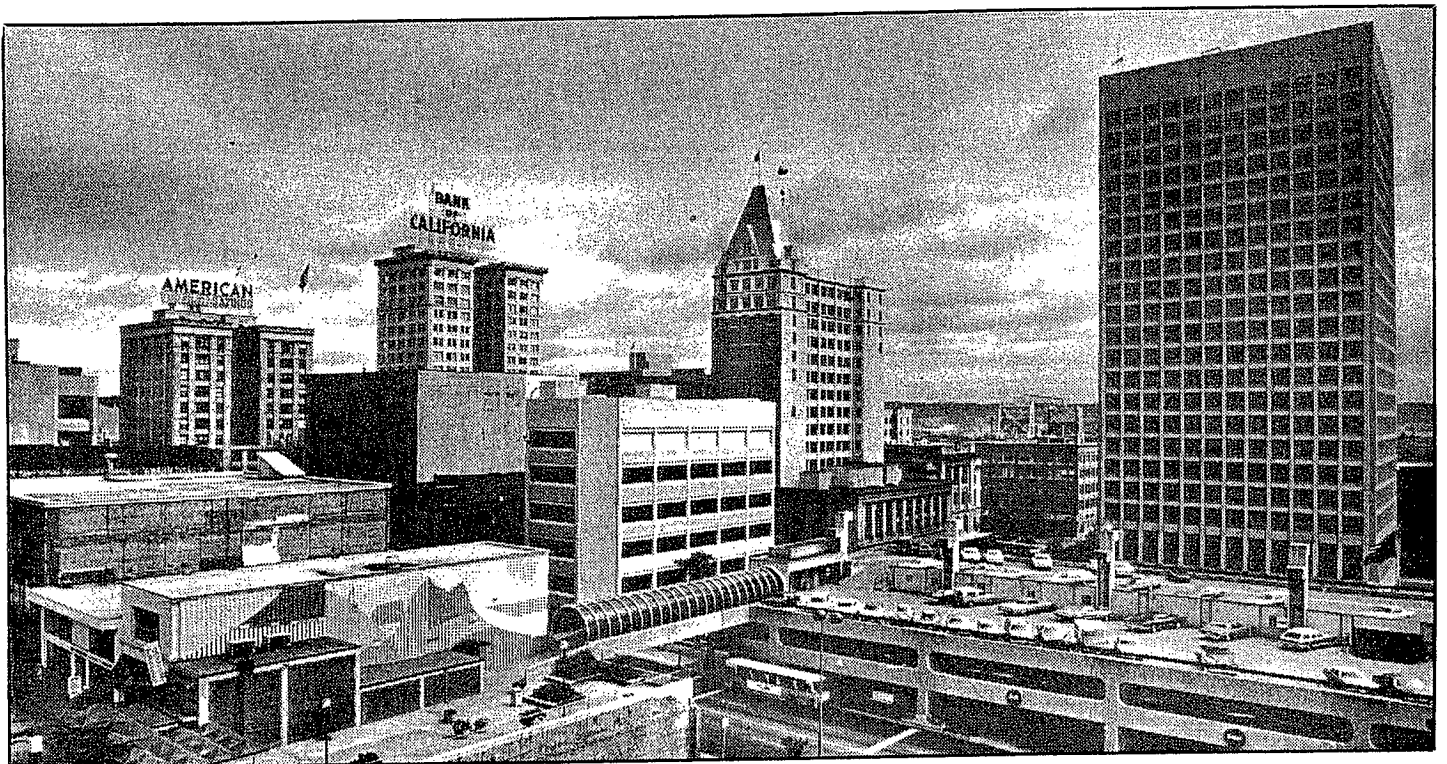
SPEECH

SPCH 100 Fundamentals of Speech Communication (5)

A survey of fundamental principles in speech communication theory, verbal and non-verbal language, effective listening, small group discussion, and oral presentations. Written assignments and examinations are included, as well as speaking assignments.

SPCH 101 Public Speech Communication (5)

An introduction to the preparation and delivery of oral presentations, and to listening critically to others. Emphasis on research, logical analysis, and organization for informative and persuasive



speeches. Four to six speaking assignments, plus written examination.

SPCH 103
Effective Listening (3)

Designed to improve the student's ability to listen. The student will study the physical and mental aspects of the listening process and learn to increase their informational, interpersonal, and critical listening skills. The student will be required to test their hearing and listening ability, to practice effective listening techniques, and to measure improvement in their listening effectiveness.

SPCH 150
Job Communication Skills (3)

Prepares students to speak and listen effectively in the work environment. Emphasis is on building skills in communicating and receiving information, improving customer/client/patient relations, and being successful in an employment interview.

SPCH 151
Employment Interview Skills (2)

Prepares student for an employment interview. Learn how to assess marketable skills and work experience, develop an effective resume, write a cover letter, prepare for an interview, and communicate successfully during and after the interview. Learning activities include a practice job interview with videotape critique. Not intended for students having completed Speech 150.

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 80
Library Orientation (1)

Instruction in how to locate and use information in the library for research papers and class assignments. Includes laboratory assignments.

STDSK 98
Developing a Personal Study System (2)

Intensive short course in essential study skills for beginning college students in



which they develop personal study systems for success in college.

STDSK 110
College Skills (3)

Development of techniques for effective study in college. Covers time management and motivation, taking notes from books and lectures, memory training, studying a textbook, studying for and taking exams, using the library and writing the research paper.

SUPERVISION AND MANAGEMENT

SMG 100
The New Supervisor (3)

Explores the transition into supervision; attitudes toward the job and boss; supervisor-employee relationship; productivity and human relations; problem solving and delegation; keys to successful supervision; common mistakes to avoid; and self development.

SMG 101
Essentials of Supervision (3)

A study of fundamental practices, roles, functions, and skills required of all supervisors. Topics include: motivation, group

dynamics, leadership styles, appraisal process, counseling, and discipline.

SMG 120
Supervising the Problem Employee (3)

Examines supervisory approaches to improving unacceptable employee performance and behavior. Explores techniques for gaining cooperation, overcoming attitude problems, improving work-group proficiency, and dealing with troublemakers, emotional outbursts, grievances, and complaints.

SMG 125
Supervising Employee Training (3)

Principles and techniques that facilitate training and learning in work environments. Topics include: needs assessment, evaluating on-the-job training, new employee orientation, and individual development.

SMG 131
Supervision and Group Behavior (3)

Examines elements needed to understand, predict and influence human behavior in organizations. Explores how people at work can be motivated to work together, harmoniously and productively.

**SMG 201
Management
Communications (3)**

Explores ways to use verbal and non-verbal language effectively, overcome communication barriers, increase listening efficiency, deliver better oral communications, conduct effective interviews, and lead productive meetings.

**SMG 210
Public Relations (3)**

A practical approach to theory and application of public relations for managers. Topics include communication theory, public opinion, persuasion, print/broadcast media, crisis communications, and public relations strategies.

**SMG 222
Management and Labor
Relations (3)**

Survey of the collective bargaining process, current labor law and recent NLRB rulings. Examines contract administration for managers, grievances, mediation and arbitration, disciplinary procedures, and selected case studies.

**SMG 250
Human Resource
Management (3)**

Examines typical personnel management functions and the relationship between supervisors and the personnel staff. Topics include: job analysis, recruiting, performance appraisal, and federal employment laws and guidelines.

**SMG 255
Supervisor and the Law (3)**

Introduction to the nature and sources of business law. Examines legislative, judicial and executive powers of regulatory agencies. Includes a survey of contract law, the principles of agency and employment, and a study of the employee grievance process.

**SMG 260
Managerial Excellence (3)**

Examines techniques of managing more effectively to increase employee productivity and job satisfaction. Reviews current behavioral science and management methods designed to improve individual effectiveness, interpersonal relationships, work-group functions and organizational quality awareness.

**SMG 261
Leadership Dynamics (3)**

A study of techniques, skills, and qualities of managers who lead subordinates to higher levels of morale, self-esteem, productivity and quality performance. Examines how these leaders create a work environment in which employee motivation is high and a spirit of teamwork prevail.

**SMG 264
Motivation and Productivity (3)**

A study of human relation skills necessary for managers who want to help employees unlock internal forces of motivation, satisfy personal growth needs, increase productivity and achieve organizational goals. Explores ways to develop greater self awareness, improve interpersonal communications, and understand attitudes and values affecting human behavior.

**SMG 265
Organizational Behavior (3)**

A study of social and psychological processes that affect individual and group behavior in the organizational environment. Topics include: perceptions, managing change, behavior modification, group dynamics, power, politics, and stress management.

**SMG 299
Individual Study and Special
Projects (1-5)**

For advanced students interested in further study under the direction of an appropriate faculty member. May also be used in employee training programs and other circumstances calling for programs tailored to the specialized needs of a particular audience.

Typing

(See OFFCE 103, 104)

Word Processing

(See Office Occupations)

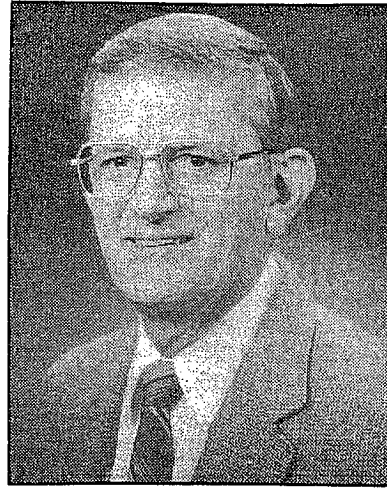


Board, Administration and Faculty

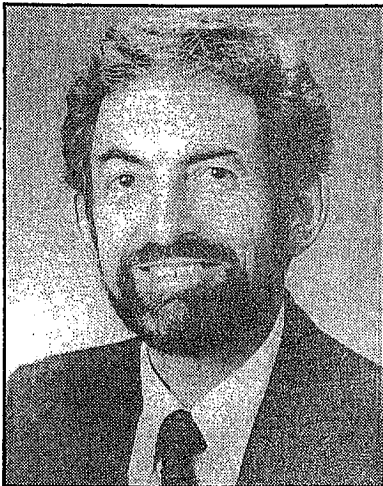
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(chairman)



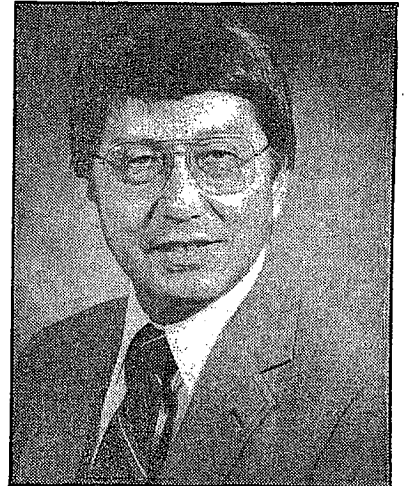
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Dennis Seinfeld



Anne Wade



Dr. Robert Yamashita

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Life Sciences	Mel Urschel	Counseling	Kathy Acker
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Noel Helegda

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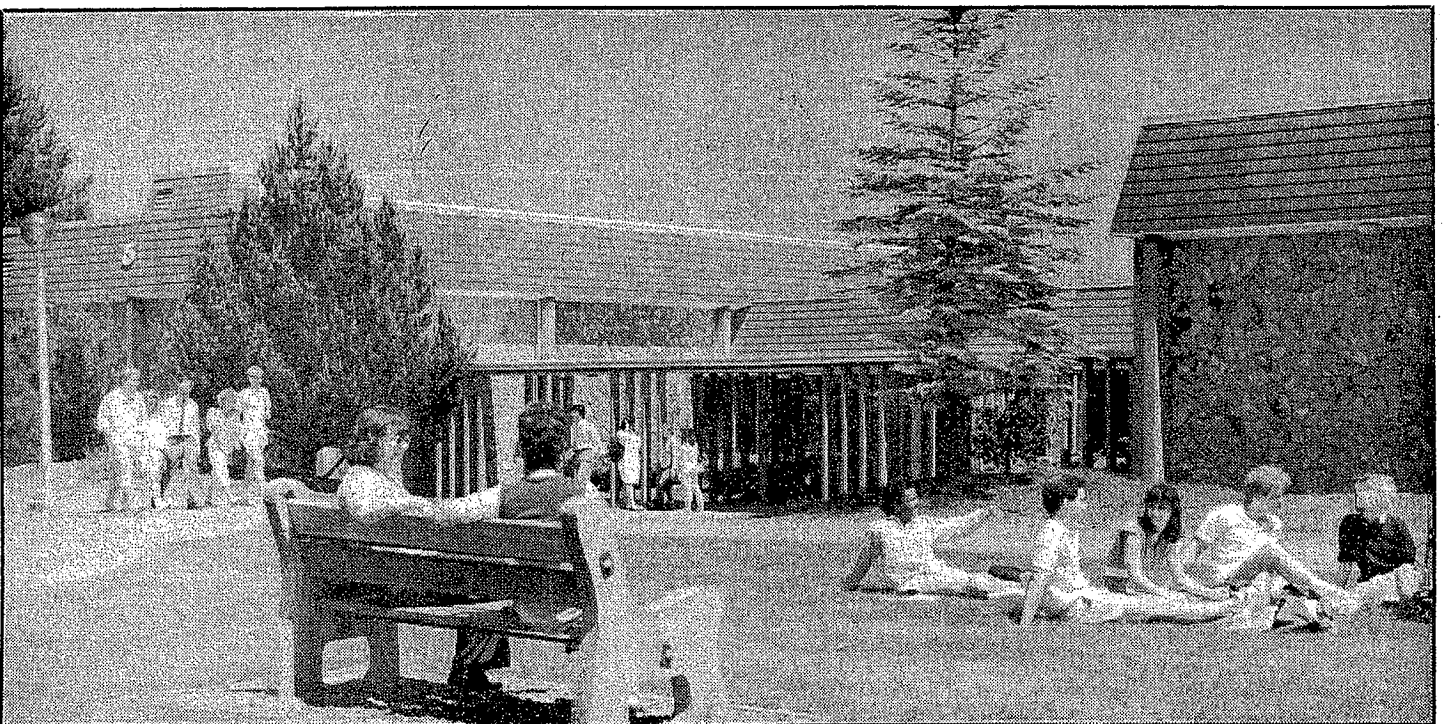
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Washington State Continuing Educa-
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Tanya Brunke

Washington Summer Session Direc-
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Tanya Brunke



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HAROLD JAKEMAN.....	Mathematics		

Definitions

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicated that course work is accepted by other colleges and universities.

Advisor: A member of the college faculty designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

Commencement: The graduation ceremony.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or Curricula): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

Direct Transfer: The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

Distribution Requirements: A range of courses required for graduation with an associate degree, in addition to the major department requirements.

Division: An area within the college which is devoted to a group of related subjects Business, Humanities, Allied Health, etc.

Drop: See Withdraw.

Elective: A course which is not required for a particular program.

General Educational Development (GED): A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

Grade Point: A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

Grade-Point Average (GPA): The numerical average obtained by dividing total grade points earned by total credit hours attempted in a quarter. A cumulative grade-point average is obtained by dividing the total grade points on a student's record by the total hours he or she has attempted.

Honors: (1) A program with a four-quarter course of study for students with exceptional academic qualifications. (2) A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher, have completed required Honors curriculum, and have completed all requirements for the Associate of Arts and Sciences degree.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they remain on the student's permanent record.

Major: The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student: See Resident Student.

Pre-Professional: A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite: A course which must be taken before a student is allowed to take another course. For example: MATH 105 is a prerequisite for MATH 157.

Probation: A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

Quarter: A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarter.

Quarter Hour: See Credit or Quarter Credit Hour.

Registration: The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered. See Admissions Procedures section for more information.

Withdraw: To officially stop taking classes before the end of a term. This must be done with a Change of Program form.

1989-91 Catalog Credits:

Project Coordinator: Dan Small
Editors: Dan Small, Donna Odom
Photography:
Cover: Gayle Rieber
Inside: Gayle Rieber, Dan Small,
Christopher Stancich, Dan Rivera

Printed June 1989, Pierce County
Herald, Puyallup, WA.

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STATE OF WASHINGTON COMMUNITY COLLEGE APPLICATION FOR ADMISSION FORM

PLEASE TYPE OR PRINT WITH BALL POINT PEN
ANSWER ALL QUESTIONS AND RETURN THIS FORM WITH FEE REQUIRED TO THE COMMUNITY COLLEGE TO WHICH YOU ARE APPLYING

SHADED AREAS FOR OFFICE USE ONLY

Name of Washington Community College to which you are applying TACOMA COMMUNITY COLLEGE			Branch	Have you ever applied for or attended classes offered by this College? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? 19__		Quarter you plan to start <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Fall <input type="checkbox"/> Spring 19__		Code			
Your intended major area of study	Student Prog. Applied	If undecided, what area interests you most?		Will you attend <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Both <input type="checkbox"/> Summer only		Do you plan to transfer to a four-year college? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Social Security Number	Admissions Number	Date of receipt of application	Advisor ID	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Birth Date Mo. Day Yr.						
Last name		First name		Initial	List previous last names						
Address: Number and street				Apt. no.							
City, state and zip				Day telephone no.		Evening telephone no.					
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not U.S. Citizen, what is your Visa status? <input type="checkbox"/> Visitor <input type="checkbox"/> International student (With F or M Visa) <input type="checkbox"/> Immigrant/Permanent Resident (Alien Number _____)			<input type="checkbox"/> Temporary Resident (Alien Number _____) <input type="checkbox"/> Refugee/Parolee of Conditional Entrant (Alien Number _____) <input type="checkbox"/> Other (Explain) _____		Ethnic Origin (Optional) 1 <input type="checkbox"/> Asian or Pacific Islander 2 <input type="checkbox"/> Black 3 <input type="checkbox"/> American Indian or Alaskan Native 4 <input type="checkbox"/> Hispanic 5 <input type="checkbox"/> Other 6 <input type="checkbox"/> White 0 <input type="checkbox"/> Other					
1. a Have you lived in the State of Washington continuously for the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No				1. b How long have you lived continuously in the State of Washington? _____ Years _____ Months		VETERAN'S INFORMATION ARE YOU A VETERAN? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Southeast Asia Receiving Benefits <input type="checkbox"/> Receiving Benefits Not Southeast Asia <input type="checkbox"/> Southeast Asia Not Receiving Benefits <input type="checkbox"/> Not Receiving Benefits <input type="checkbox"/> Dependent Receiving Benefits <input type="checkbox"/> Other					
2. For the last calendar year, did your mother, father, or legal guardian claim you as a dependent on their federal income tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No				3. For the current calendar year, will your mother, father or legal guardian claim you as a dependent on their federal income tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No							
4. a If you were claimed, or you will be claimed, as a dependent on a federal income tax return, has your mother, father or legal guardian lived in the State of Washington continuously for the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No				4. b How long has your mother, father, or legal guardian lived continuously in the State of Washington? _____ Years _____ Months							
5. Will you be attending this college with financial assistance received from a non-federal agency which is outside the State of Washington? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____											
6. a Are you active duty military and stationed in the State of Washington? <input type="checkbox"/> Yes <input type="checkbox"/> No				6. b Are you the spouse or dependent of someone on active duty in the military stationed in the State of Washington? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Check pre-college tests taken <input type="checkbox"/> ASSET <input type="checkbox"/> Wash Pre-College <input type="checkbox"/> SAT <input type="checkbox"/> ACT <input type="checkbox"/> OTHER _____				19__							
PREVIOUS EDUCATION				See College Catalog For Amount NO FEE REQUIRED (If Yes, Only Fee Enclosed \$ _____)							
Do you have a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? 19__											
Name of last high school attended		Code	City and State		Years Attended From To	Graduated <input type="checkbox"/> No <input type="checkbox"/> Yes 19__					
Name of last college, vocational/technical school attended			City and State		19__ 19__	Degree 19__					
Name of other colleges, vocational/technical schools attended			City and State		19__ 19__	19__					
LIST ANY ADDITIONAL COLLEGES AND VOCATIONAL SCHOOLS ON SEPARATE PAPER AND ATTACH.				I certify that to the best of my knowledge all statements on this form are true.							
For Office Use Only - Do Not Write Below This Line				X Applicant's Signature _____ Today's Date _____							
TRAN CR	ENT SMT	Std. Type	Adm. Status						Deposit	BA	REC

THE COMMUNITY COLLEGES OF THE STATE OF WASHINGTON DO NOT DISCRIMINATE ON THE BASIS OF HANDICAP, NATIONAL ORIGIN, RACE, RELIGION OR SEX

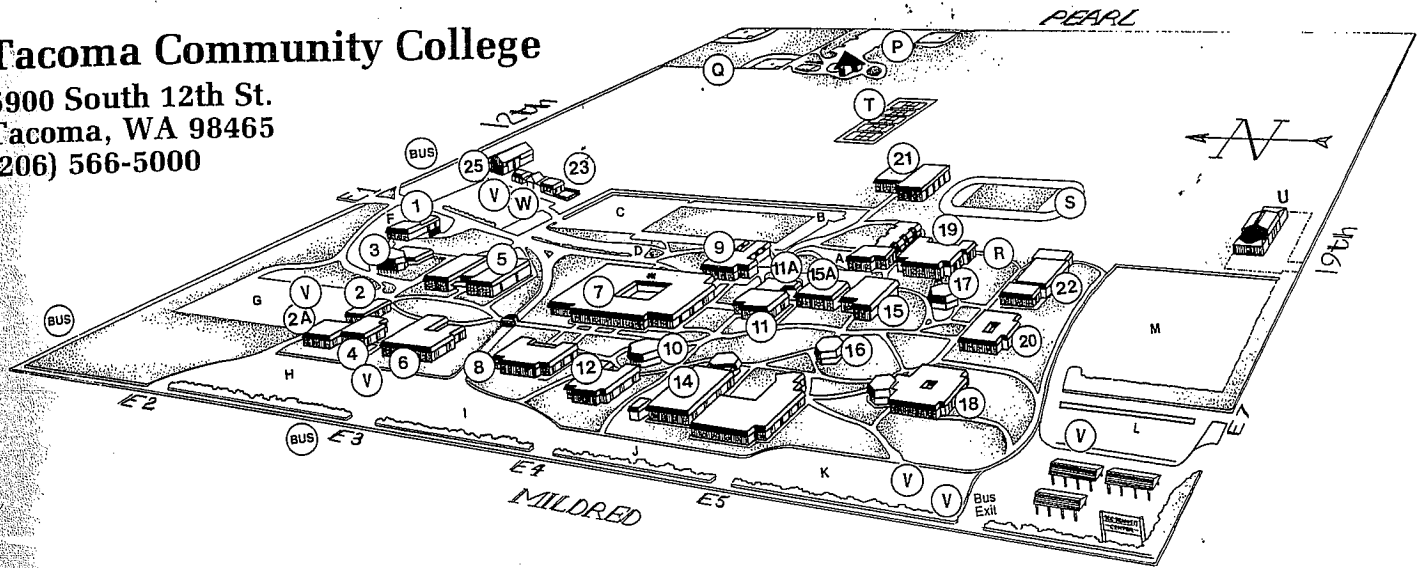
Information Directory

Subject	Office-Building	Telephone Number
General Information	Admissions (Bldg. 18)	566-5000
Academic Regulations	Instructional Services (Bldg. 15)	566-5022
Admission to TCC	Admissions Center (Bldg. 18)	566-5000
Advising and Counseling	Counseling Center (Bldg. 7)	566-5122
Adding/Dropping a course	Registration Center (Bldg. 18)	566-5035
Affirmative Action	Dean of Support Services (Bldg. 18)	566-5046
Associate Degree Information	Registration Center (Bldg. 18)	566-5035
Athletics/Intramurals	Athletic Director (Bldg. 9)	566-5097
Books and Supplies	Bookstore (Bldg. 6)	566-5040
Career Center	Program Coordinator (Bldg. 7)	566-5058
Child Care Center	Building 23	566-5180
Cooperative Education	Building 9	566-5002
Developmental Education	Coordinator of Developmental Education (Bldg. 8)	566-5029
Financial Aid, scholarships	Office of Financial Aid (Bldg. 18)	566-5080
Foreign student information	Admissions Center (Bldg. 18)	566-5033
Handicapped students	Resources for the Handicapped (Bldg. 7)	566-5094
High school completion for Adults	High School Completion Office (Bldg. 7)	566-5093
Library Services	Circulation Desk (Bldg. 7)	566-5087
Minority Affairs	Dean of Support Services (Bldg. 18)	566-5046
Occupational Programs	Occupational Education (Bldg. 9)	566-5131
Off-campus programs and courses	Office of Continuing Education (Bldg. 2A)	566-5018
Registration	Registration Center (Bldg. 18)	566-5035
Student newspaper	The Collegiate Challenge (Bldg. 14)	566-5042
Student Rights and Responsibilities	Building 6	566-5115
TCC Foundation Office	Building 9	566-5002
Transfer to other colleges	Advising Center (Bldg. 7)	566-5120
Tutoring	Tutorial Services (Bldg. 7)	566-5026
Veterans Information	Office of Veterans' Affairs (Bldg. 18)	566-5033
Withdrawal from college	Registration Center (Bldg. 18)	566-5035
Work study positions	Office of Financial Aid (Bldg. 18)	566-5080

Campus Guide

Tacoma Community College

5900 South 12th St.
Tacoma, WA 98465
(206) 566-5000



- | | | | |
|-----|--|-------|--|
| 1 | Buildings and Grounds; Purchasing; Records/Forms/Inventory Management; Mail Services. | 15B | Classroom. |
| 2 | Business Office. | 16 | Lecture Hall. |
| 2A | Continuing Education. | 17 | Lecture Hall. |
| 3 | College Theater. | 18 | Welcome Center: General Information, Admissions, Financial Aid, Registration, Student Records, Veteran Affairs, Parking; Classrooms. |
| 4 | Personnel; Payroll. | 19 | Classroom Building; Faculty Offices; Allied Health Program Occupational Programs; Computer Center; Independent Study Lab for Business Programs; Office of Safety and Security. |
| 5 | Art Classrooms. | 20 | Faculty Offices. |
| 6 | Bookstore; Student Development; Dean of Student Services; Student Activities; Student Government. | 21 | Physical Education Building. |
| 7 | Advising and Counseling; Library and Instructional Resource Center; Career Center; Music Classrooms; Office of Vocational Assistance; Handicapped Resources. | 21A | Classroom Building. |
| 8 | Developmental Education; Math Lab, Drop-In Assistance Lab. | 22 | Classroom Building; Home Computer Lab. |
| 9 | Faculty Offices; College Development Office. | 23 | Child Care Center. |
| 10 | Lecture Hall. | 25 | Maintenance/Storage Building. |
| 11 | Student Center. | E1-E8 | Entrances to Parking Lots. |
| 11A | Student Lounge. | A-M | Parking Lots. |
| 12 | Faculty Offices. | P | Community playground and softball fields. |
| 14 | Sciences Building; Collegiate Challenge (Student Newspaper). | Q | Minnitti baseball and softball playing fields. |
| 15 | Administration: President's Office; Vice President--Academic & Student Affairs; Vice President--Planning & Operations; Information & Publications. | R | Computer Center |
| 15A | Classroom. | S | Soccer field & all-weather track. |
| | | T | Tennis courts. |
| | | U | TACID Handicapped Center. |
| | | V | Visitor Parking Spaces |
| | | BUS | Pierce Transit bus stops. |



TACOMA
COMMUNITY
COLLEGE

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