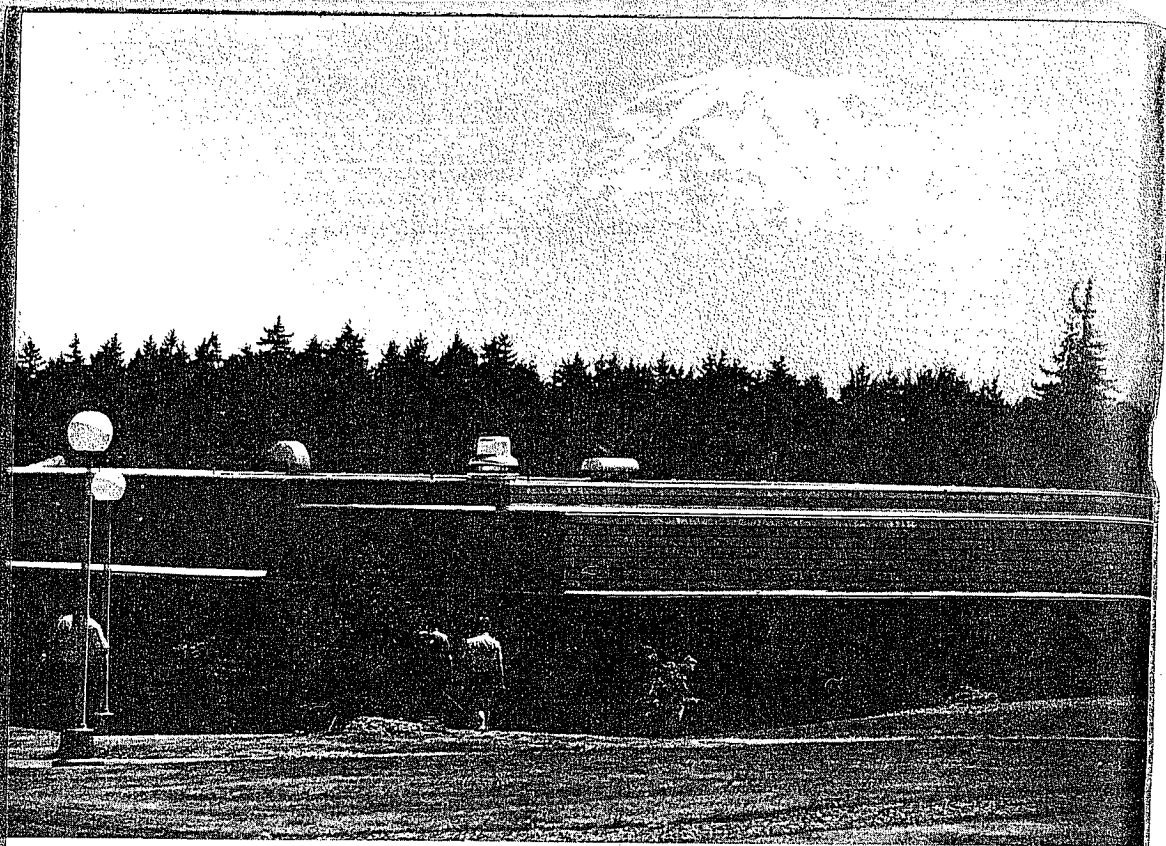




Tacoma Community College
1971-1972 Catalog



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Tacoma Community College



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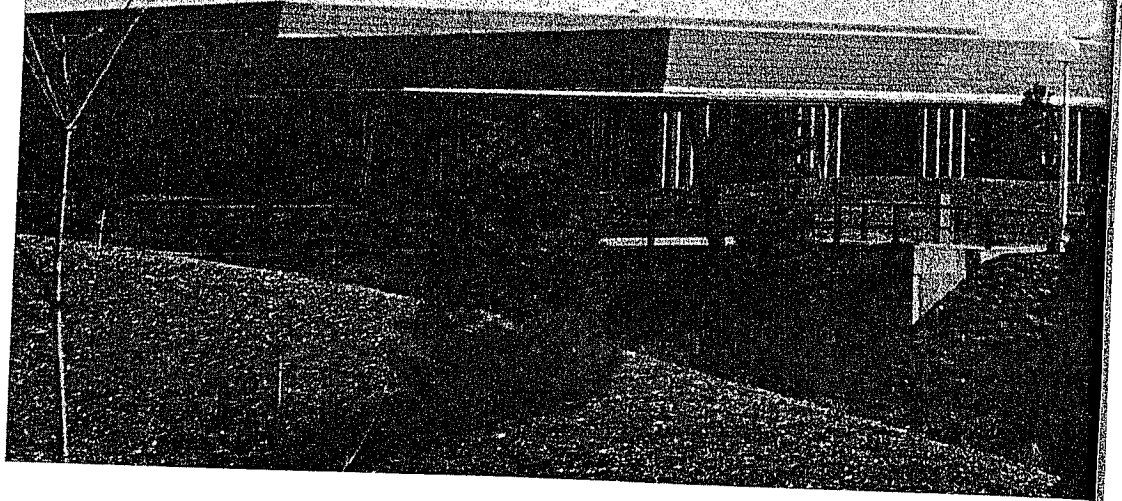
5900 South 12th St.
Tacoma, Washington 98465

(LOgan 4-7200)

This catalog represents information, poli-
cies and courses as of June 1, 1971

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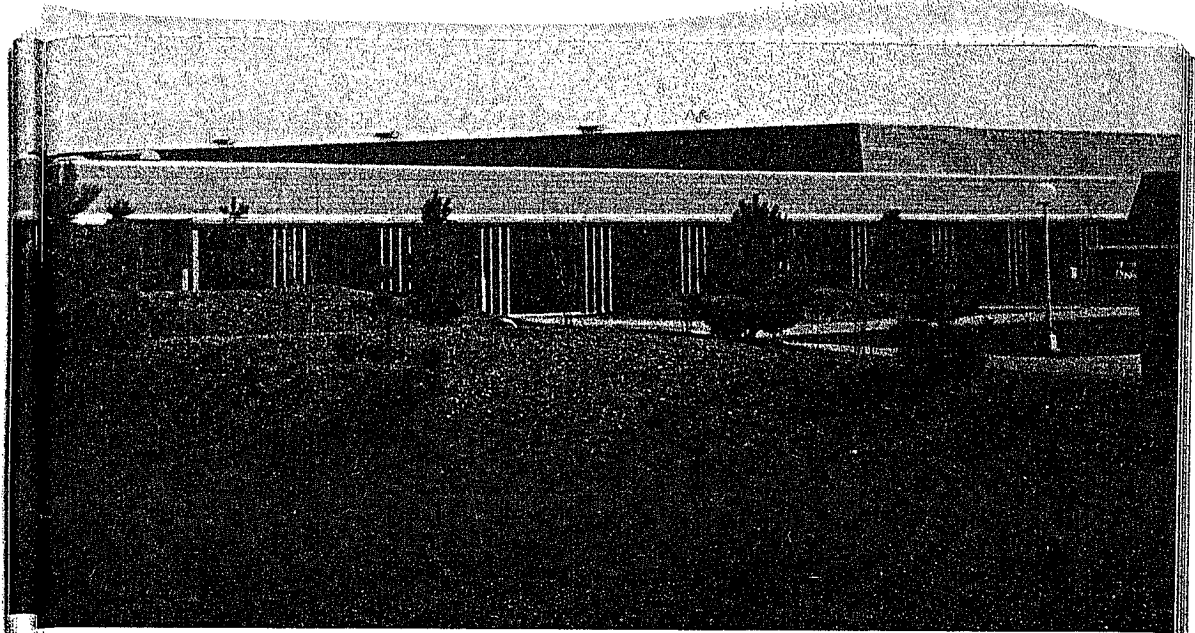
Goals

The overall purpose of the state community college system is to provide more learning in less time to more people at less cost.

"Design for Excellence," the Washington State Community College System Master Plan, converts this overall purpose into seven goals for the system.

The community colleges in the State of Washington will:

1. Make high quality community college education opportunities available in locations reasonably convenient to all Washington residents.
2. Maintain an "open door" policy by admitting all applicants within the limits of the law and the resources available to the system.
3. Offer the citizens of each district a fully comprehensive array of occupational, cultural, recreational, and academic programs designed to serve their interests, needs, and aspirations.
4. Develop and employ innovative and imaginative approaches to instruction which will provide more efficient and effective learning by adapting to the needs, capabilities, and motivations of the individual.
5. Be active in the community and district, reaching beyond the campus to play an integral part in the functions of the communities and people they serve.
6. Employ management methods which will make the most effective use of available human and capital resources in providing the highest quality and quantity of education possible.
7. Develop organizational forms and operating procedures which will involve students, faculty, administrators, trustees, and the community in the formation of policies and operating decisions that affect them.



Objectives

Tacoma Community College is a publicly owned, publicly supported college. It is designed to provide two years of collegiate and post secondary study for the people of the Tacoma-Pierce County area.

The college's objectives are to maintain:

- An open-door enrollment policy to assure educational opportunity to all.
- Excellence in instruction, counseling and learning resources.
- A comprehensive curriculum consisting of:
 - A program of general education designed to assist a student to assume his place as an effective member of society.
 - An academic curriculum paralleling the first two years of university study.
 - A supplementary education for those who wish to pursue vocational or technical training at an area vocational-technical institute.
 - Occupational programs designed to prepare the student for employment upon completion.
 - A program of continuing education for all members of the community.
- Specially designed programs to meet the needs of disadvantaged and minority students.
- Community services of an educational, cultural, and recreational nature.
- Student services designed to assist students to obtain the greatest benefit from their education.



CALENDAR FOR 1971-72

FALL QUARTER

September 6	Labor Day—college closed
September 9-10	New faculty orientation
September 13-22	Advising and registration
September 23-24	Faculty retreat
September 27	Classes begin
October 25	Veterans Day—college closed
November 25-26	Thanksgiving vacation—college closed
December 13-16	Final examinations
December 17	Faculty workshop—quarter ends
December 24	College closed
December 31	College closed

WINTER QUARTER

January 3	Winter quarter late registrations—no classes
January 4	Classes begin
February 21	Washington's Birthday—college closed
March 13-16	Final examinations
March 17	Faculty workshop—quarter ends

SPRING QUARTER

March 27	Spring quarter late registration—no classes
March 28	Classes begin
May 29	Holiday—no classes
June 4	Commencement
June 5-8	Final examinations
June 9	Faculty workshop—quarter ends

SUMMER QUARTER

June 19	Registration
June 20	Classes begin
July 4	Independence Day—no classes
August 18	Quarter ends

ACCREDITATION



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

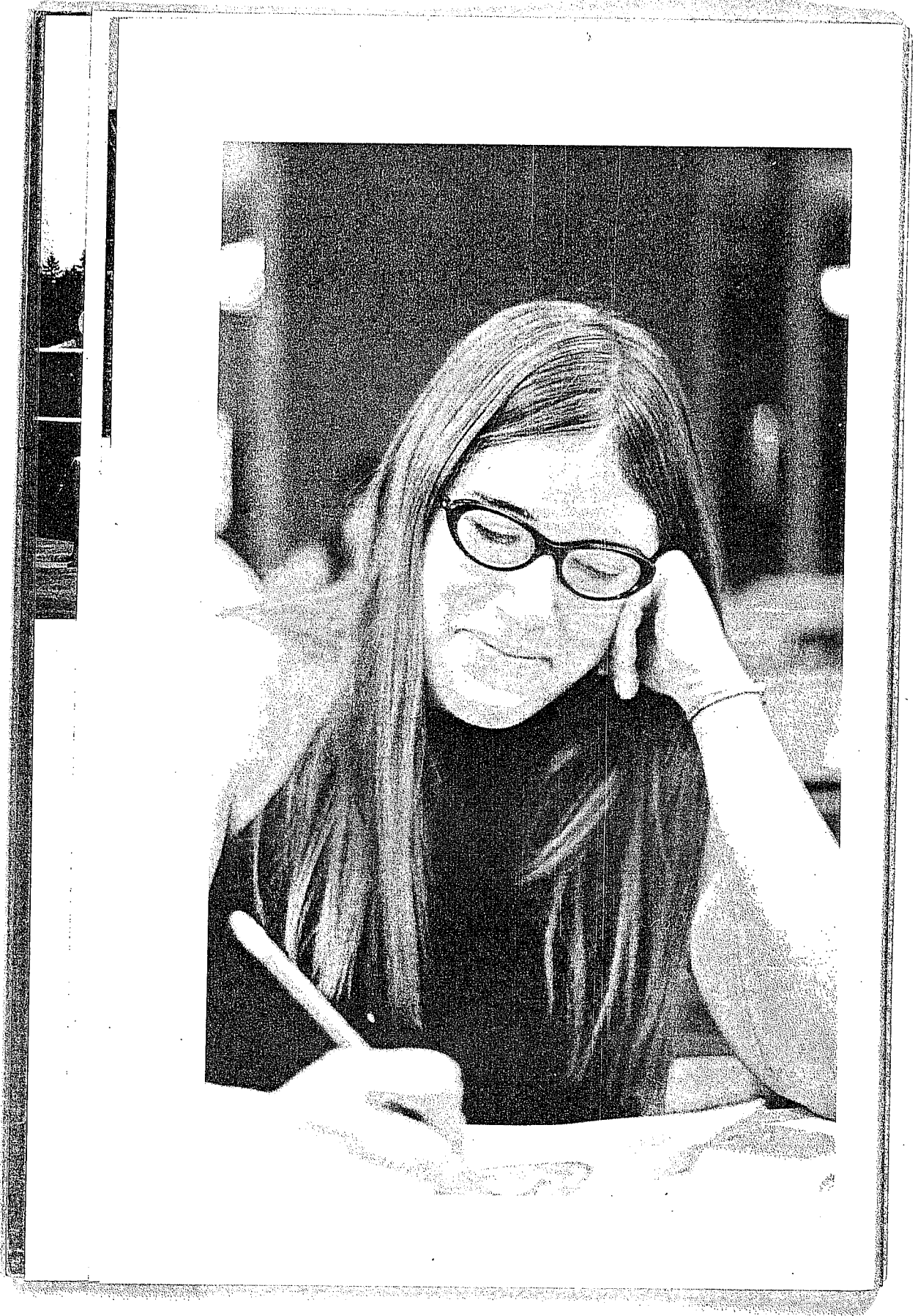
ORGANIZATION AND HISTORY

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

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

The college is located on the west side of the city. Its 150-acre site is bordered by Pearl, Mildred and South 12th and 19th streets. The 20 buildings that presently make up the campus were carefully planned to provide complete student services and to facilitate instructional innovations. Voters of Tacoma School District 10 provided initial construction funds for the college. State matching funds and federal grants have also been used for constructing and equipping the buildings.

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



GENERAL INFORMATION

1. ADMISSION

The college maintains an open-door policy. Applicants who are graduates of accredited high schools are eligible for admission. Others who can benefit may apply. The college, however, reserves the right to restrict registration to instructional programs which will afford the applicant the greatest prospect for a successful educational experience.

1a. APPLICATION PROCEDURES

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

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

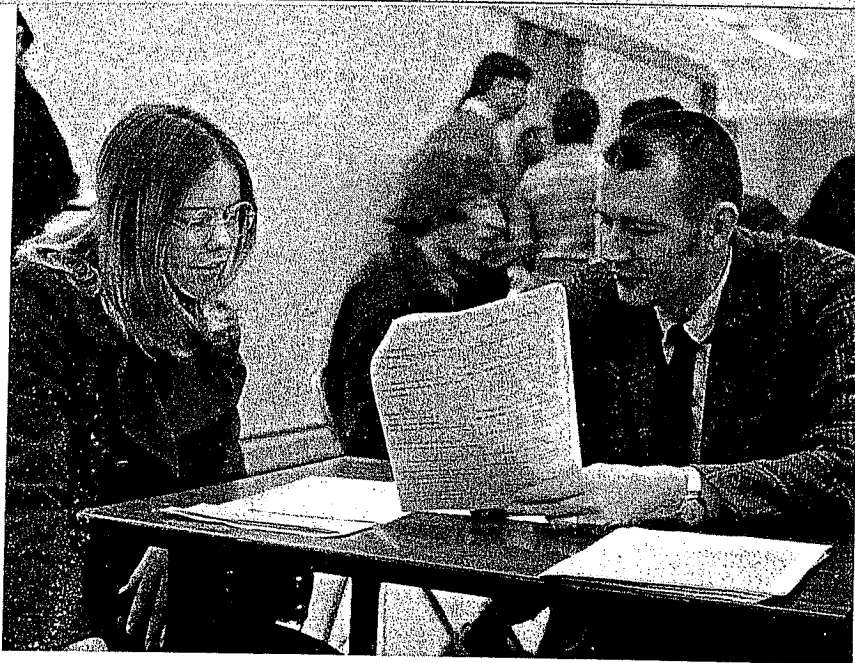
1b. READMISSION

Students who have previously attended the college may be re-admitted upon written request to the Admissions Office.

2. REGISTRATION PROCEDURES

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

Each full-time student (10 or more credit hours) is assigned to an academic adviser. Every instructor-adviser at Tacoma Community College works with an assigned group of full-time students. The student is



expected to plan his quarterly registration with his academic adviser. He also plans a long-range program with his adviser. Generally, a student works with the same adviser throughout his stay at the college. The assignment of students to an adviser is handled by the Dean of Students.

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

2a. CLASS SCHEDULE

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

2b. REPEATING A COURSE

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

2c. CONCURRENT REGISTRATION WITH OTHER INSTITUTIONS

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

2d. ADVANCED PLACEMENT

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

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

2e. CHALLENGING A COURSE

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

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

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

3. CREDITS AND CREDIT LOAD

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

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

3a. FULL-TIME STUDENT

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

4. TUITION	
Quarterly Tuition and Fees for State Residents:	
Full Time (10 or more hours)	\$ 88.00
Part Time per quarter hour	8.80
Quarterly Tuition and Fees for Non-Resident Students*	
Full Time (10 or more hours)	\$227.00
Part Time per quarter hour	22.70
The college reserves the right to require a nonrefundable advance payment of tuition.	

5. OTHER COSTS

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

A list of special fees follows:

Nonrefundable records fee	\$ 5.00
Nonrefundable advance tuition payment	25.00
Program change	2.00
Transcript—first two are free; others	1.00
Parking Permit	
For one quarter	\$ 2.50
For academic year	7.50
For second vehicle registered to same owner	.50
Tuition Loan	
Under \$35	\$ 1.00
\$35-99	2.00
\$100 or more	3.00
Accounting 215	\$ 7.50
Music lessons (private)	\$ 40.00
Course challenges	per credit hour \$ 2.00

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

Physical Education (Nonrefundable)

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

Science

Chemistry	\$ 3.00
Geology	3.00
Biology	3.00
Physics	3.00

Art

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

6. REFUNDS

Before the published date for the beginning of the quarter, approved changes in registration which result in a reduction of a student's credit load will be processed for a proportionate refund. (A \$2 fee is charged for program changes initiated by the student.)

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

Official withdrawals will be refunded as follows:

During first, second and third weeks of classes	50%
After the third week of classes	no refunds

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

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

7. GRADING AND GRADE POINTS

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

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

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

7a. INCOMPLETE WORK

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

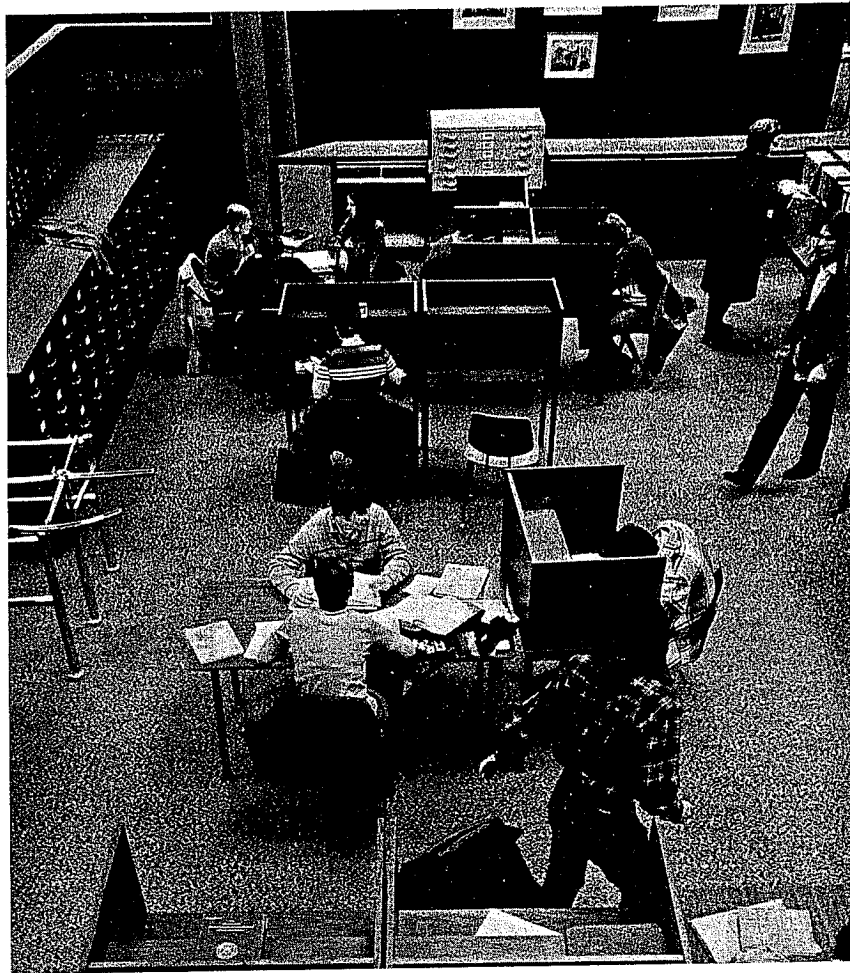
8. OFFICIAL TRANSCRIPTS

An official transcript is a copy of the student's academic record at Tacoma Community College which has been certified by the Records Office and has the College Seal placed over the certifying signature. UPON WRITTEN REQUEST each student may be furnished two official or unofficial transcripts free of charge. For each additional transcript, a fee of \$1 will be charged. (Official transcripts are usually sent directly from the Records Office to the institution designated by the student. Unofficial transcripts are issued only for the student's reference.) Transcripts are not released until the student has met all financial and institutional obligations.

9. CONFIDENTIAL RECORDS

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

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



10. DEGREES

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

General requirements for all degrees are as follows:

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

Specific requirements for each degree are as follows:

Associate in Arts and Sciences. This degree is awarded on completion of a transfer academic curriculum paralleling the first two years of university study.

Requirements:

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

Option A:

Distribution requirements:

- a. English 101 and 102 or an alternative or substitute approved by the English Department. 10 q.h.
- b. Humanities (Not all from one field). 20 q.h.
Art, drama, literature, foreign language, music, poetry, philosophy, speech.
- c. Social Science (Not all from one field). 20 q.h.
Anthropology, business, economics, education, geography, history, political science, psychology, sociology.
- d. Math/Science 15 q.h.
Biology, chemistry, engineering, forestry, geology, mathematics, oceanography, philosophy 120, physics, zoology, physical science.
(Must include 5 credits in laboratory science; engineering, mathematics and philosophy 120 do not fulfill the laboratory requirement.)
- e. Physical education—any 3 activity credits.* 3 q.h.

Option B:

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

Associate in Liberal Arts. This degree is awarded upon completion of a two-year program tailored to the unique educational aspirations of the student. Technical training (no more than 45 credits) can also be applied toward this degree.

Requirements:

1. 90 quarter hours, **exclusive of physical education activity credits.**
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

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

3. Distribution requirements:
 - a. Any two of the following courses: 10 q.h.
English 101, 102, 104; Speech 100 or Speech G100A but not both; English G100A, G100B.
 - b. Humanities 10 q.h.
Art, drama, literature, foreign languages, music, poetry, philosophy, speech.
 - c. Social Science 10 q.h.
Anthropology, business, economics, education, geography, history, political science, psychology, sociology.
 - d. Math/Science 10 q.h.
Biology, chemistry, engineering, forestry, geology, mathematics, oceanography, philosophy ¹²⁰, physics, zoology, physical science.

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

Associate in Technical Arts. This degree is awarded on completion of a combined academic and approved occupational or technical training program.

Requirements:

1. 90 quarter hours, including a minimum of 45 quarter hours in approved occupational or technical instruction.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College.
3. Credits must include at least two of the following courses:
English 101, 102, 104;
English G100A, G100B;
Business Communications 225;
Speech 100 or G100A but not both.
4. Physical education: waived for this degree.

10a. APPLICATION FOR ASSOCIATE DEGREES

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

10b. COMMENCEMENT

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

11. CHANGE OF PROGRAM

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

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

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

13. WITHDRAWING FROM A COURSE

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

14. SCHOLASTIC PROBATION

A. Definition and restrictions

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

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

B. Change of Program

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

C. Appeal

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

D. Termination of course load restrictions

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

E. Restricted registration

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

15. STUDENT RIGHTS AND RESPONSIBILITIES

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

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

15a. DISCIPLINARY ACTIONS

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

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

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

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

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

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

16. WITHDRAWAL FROM COLLEGE

Any student who finds it necessary to withdraw from the college should do so through one of the counselors. (Counselors are located in the Student Information Center and in Buildings 6, 9, 17 and 20.) Withdrawing from the college is an official process which assures the departing student that his college records will accurately reflect the facts relating to his departure. The student who does not officially withdraw, but who merely ceases to attend classes, will be recorded as having failed each

course for which he is currently registered. Official withdrawal from the college requires written communication from a counselor to the Records Office. In special cases, official withdrawal may be initiated by the Dean of Students.



17. CAMPUS PARKING

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

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

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

STUDENT SERVICES AND ACTIVITIES

A student's participation in college activities outside his regular classes is an important part of his college life. Tacoma Community College encourages each student to participate in student government and in various sponsored activities. The office of the Dean of Students coordinates and supervises numerous programs, activities and services which are designed to promote the welfare of the students and the college.

ADVISING

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

STUDENT INFORMATION CENTER

The Student Information Center located in Building 5 is for the convenience of all currently enrolled and prospective students of Tacoma Community College. Admissions, counseling, financial and health services and student employment are the basic services offered. The Center has up-to-date information and brochures concerning career planning, transferring to other schools and other services provided at Tacoma Community College. Vocational aptitude and interest tests are available.

Students are encouraged to visit the center any time between 8 a.m. and 9 p.m.

COUNSELING

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

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

Counseling offices are located in the Information Center and in Buildings 6, 9, 17 and 20. Students seeking special assistance may see a counselor during the day or evening hours. Appointments are encouraged as a convenience to students; however, students should feel free to drop by at any time.

FINANCIAL AID

Financial assistance is available to a limited number of qualified applicants in several forms.

1. In cooperation with the federal government, the college participates in both the Educational Opportunity Grant program and the College Work-Study program. The Educational Opportunity

Grant program exists to help youth of exceptional financial need who will need special and carefully planned financial assistance. The College Work-Study program provides part-time employment for financially qualified students.

2. The college has a limited number of part-time positions that are necessary to insure smooth operation of the many and varied programs. These positions are staffed by qualified students.
3. The college administers funds from a private source in the form of no-interest tuition loans. Students interested in applying for these limited funds should do so in advance of registration.
4. The college receives from private sources and service clubs a number of scholarships which each year are awarded to qualified students. Some of these scholarships are awarded directly by the donor and some are given to the College Scholarship Committee to award.

JOB PLACEMENT SERVICES

The college maintains a placement office in Building 5 to assist currently registered students in securing part-time off-campus employment. In cooperation with numerous community agencies, the college also assists in finding full-time employment for students who have earned the Associate degree.

HEALTH SERVICES

The college operates a health center in Building 5 under the supervision of a licensed physician and a registered nurse, which is open to all students desiring assistance. Services provided include health counseling, first aid for minor accidents and illnesses, and assistance in obtaining further care. The services are provided to supplement those of the family physician.

Students with handicaps who need special consideration for campus mobility should contact the health center.

TESTING

The college is a testing center for the Washington Pre-College Test. As an added service, the testing officer employs a variety of tests in order to aid students seeking help with educational and vocational questions. The testing officer is located in the Student Information Center, Building 5.

STUDY SKILLS

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

ACTIVITIES

The activities coordinator works with student government and student groups to develop and encourage activities that meet student needs and desires and are consistent with the college's purposes.



INSTRUCTIONAL RESOURCES AND SERVICES

The Pearl A. Wanamaker Library and Instructional Resource Center is located in the center of the campus. Its staff and facilities are dedicated to serving the needs of students, faculty, and adults of the community with resources to facilitate learning and cultural enrichment. The 48,000-square-foot building includes: (1) a library of 50,000 volumes, 650 periodicals, and 190 films, as well as pamphlets, government documents, microfilm, audio-tape and other mediated materials; (2) an audio-visual center which contains a darkroom and other facilities for graphics and media production and duplication services; (3) a television complex including two studio areas; (4) learning laboratories, including a listening/language laboratory, a study skills laboratory, a mathematics laboratory and an ethnic studies laboratory; and (5) several classrooms, seminar rooms, and offices.

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

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



FOOD SERVICES

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

COLLEGE BOOKSTORE

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

TRANSPORTATION

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

ATHLETICS

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

MUSICAL GROUPS

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



SCHOLARSHIP AND SERVICE AWARDS

PRESIDENT'S MEDAL

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

PRESIDENT'S LIST

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

HONORS

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

DEAN'S LIST

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

SERVICE AWARDS

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

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

PHYSICAL FACILITIES

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

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

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

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

Building 5 and its annex house the Student Information Center and the Records Office.

Building 6 houses student government offices and the bookstore.

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

Buildings 9, 17 and 20 are faculty office buildings.

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

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

The **Administration Building** (Building 14) houses the offices of the president and other academic officers.

Building 15 consists of classrooms, a large lecture hall, and a snack bar.

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

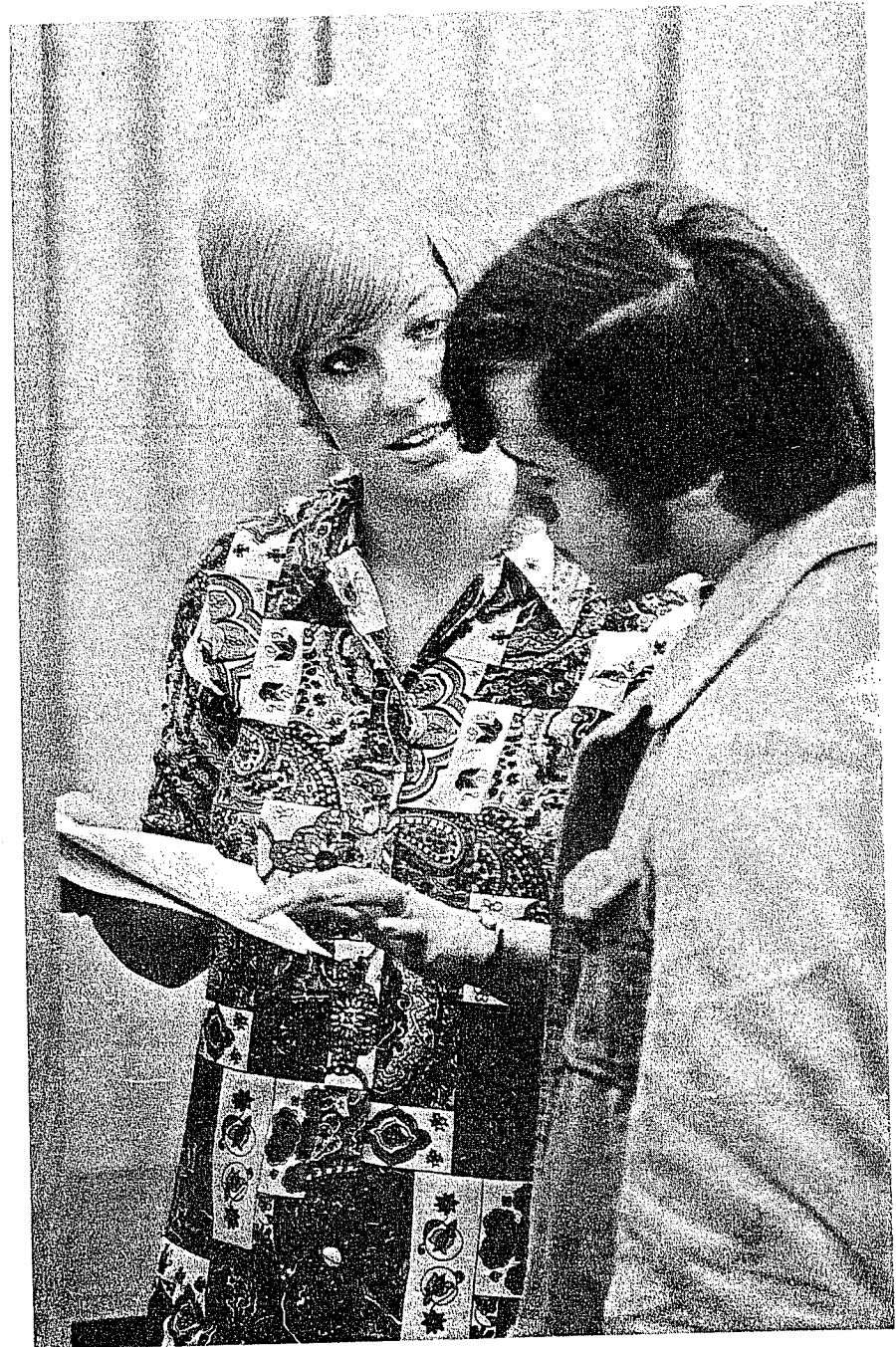
PUBLICATIONS

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

- The college catalog, issued annually, which includes the college calendar, general information about application, registration, fees and other such data, course descriptions and a faculty roster.
- A student handbook, a joint effort of the student government and the administration, is designed to acquaint new students with information they need about the college and its activities.
- The **Cronus**, a student-owned, student-edited publication which records the events of the school year.
- The student newspaper, **The Collegiate Challenge**, published weekly except for examination and vacation periods.
- **Update**, a monthly newsletter designed to acquaint the public with developments at the college.

COMMUNITY ASSISTANCE

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



COURSES AND INSTRUCTIONAL PROGRAMS

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

Courses numbered 100 and above are designed to be parallel to courses found in senior institutions with the following exceptions:

1. Courses with the prefix "C" are community service courses which may or may not be transferable to senior institutions.
2. Courses with the prefix "G" are General Education courses, designed especially for TCC students. General Education courses usually do not have specific counterparts in senior institutions and may or may not be transferable.

UNIVERSITY-PARALLEL PROGRAM

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

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

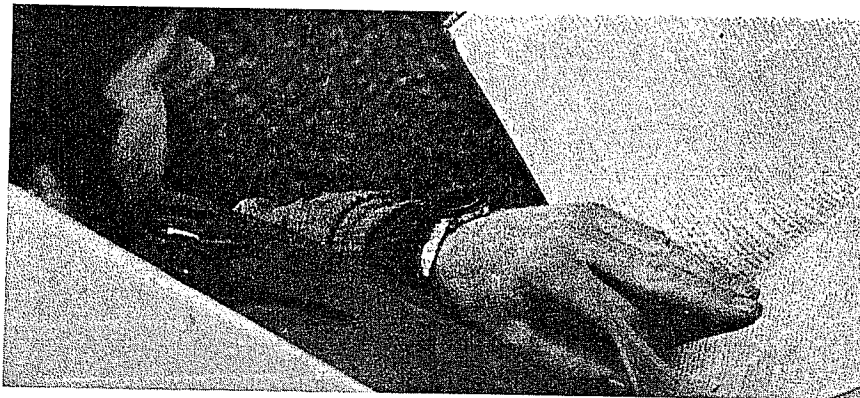
GENERAL EDUCATION PROGRAM

The General Education program is designed to provide academic courses for those students who aspire to an Associate Degree in Liberal Arts. During the first quarter all students will be registered in introductory courses in communications, social studies, and study skills. In subsequent quarters students, with the assistance of the Coordinator of General Education, will select courses from the full-time liberal arts curriculum which includes work in the humanities, social sciences, and math-science.

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

SUMMER SESSION

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



COMMUNITY SERVICES PROGRAM

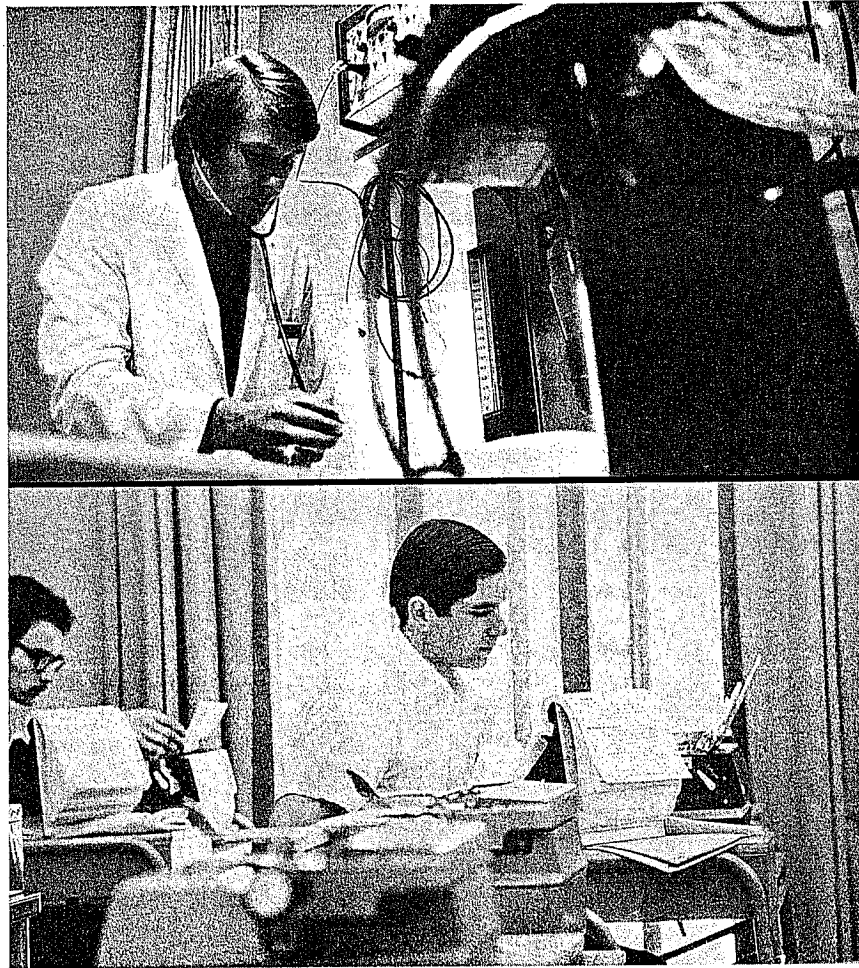
The community services program is concerned with identifying unrealized community potentialities and unmet community needs, drawing together resources of the college and in the community, and creating appropriate educational programs. Its function is to provide opportunities for adults from all segments of the community to pursue cultural, educational and intellectual activities of particular interest to them. The college is responsible for high school completion and continuing education programs for adults. College-level courses are offered at such off-campus locations as McChord Air Force Base, McNeil Island Federal Penitentiary, Peninsula High School and local hospitals.

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

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

OCCUPATIONAL PROGRAMS

Tacoma Community College offers eight occupational programs for students who wish to combine academic studies with training leading to employment. The eight programs are: service representative, junior accountant, real estate, receptionist/clerk, medical record technician, X-ray technician, respiratory care and law enforcement. All the programs require two years of college except for respiratory care, which is a one-year program. Students who complete a two-year program qualify for an Associate degree. In most programs, a work internship is a requirement of the second year of the program. Arrangements will be made by the program coordinator. Curricula are developed with the assistance of citizens' advisory committees.



• **SERVICE REPRESENTATIVE**

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

SUGGESTED PROGRAM FOR SERVICE REPRESENTATIVES

FRESHMAN YEAR

Course Title	No.	Crs.
First Quarter		
English	101	5
Introduction to Business	101	5
Business Math	110	5
Typing I	103	2
Physical Education		1
Second Quarter		
English	104	5
Any Math or Science		5
Any Humanities		5
Physical Education		1
Third Quarter		
Bookkeeping	106	5
Business Law	200	5
Elective		5
Physical Education		1

SOPHOMORE YEAR

First Quarter		
Business Communications	225	5
General Data Processing	108	
or		
Introduction to Data Processing	235	5
Elective		5
Second Quarter		
Work Experience Internship	117	5
		or more
		5
Elective	100	5
Speech		5
Third Quarter		
Business Machines	115	5
Personal Finance	102	5
Any Math-Science		5

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

• **RECEPTIONIST/CLERK**

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

SUGGESTED PROGRAM FOR RECEPTIONIST/CLERK

FRESHMAN YEAR

First Quarter

Course Title	No.	Crs.
English	101	5
Typing I	103	2
Business Math	110	5
Introduction to Business	101	5

Second Quarter

English	104	5
Alphabetic Shorthand I	130	5
Typing II	104	2
Bookkeeping	140	5

Third Quarter

Alphabetic Shorthand II	131	5
Business Communications	225	5
Business Machines	115	5
Typing III	105	2

SOPHOMORE YEAR

First Quarter

Business Machines II	116	5
Personal Finance	102	5
Speech	100	5

Second Quarter

Work Internship I	120	5
Business Law	200	5
Elective		5

Third Quarter

Work Internship II	121	5
Electives		10

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

• **REAL ESTATE**

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

SUGGESTED PROGRAM IN REAL ESTATE

FRESHMAN YEAR

First Quarter

Course Title	No.	Crs.
English	101	5
Real Estate Principles	150	5
Economics	200	5
Physical Education		1

Second Quarter

English	104	5
Real Estate Law	160	5
Economics	201	5
Physical Education		1

Third Quarter

Real Estate Finance	165	5
Elective		5
Accounting	210	5
(Or Bookkeeping	106	5)
Physical Education		1

SOPHOMORE YEAR

First Quarter

Real Estate Appraisal I	170	5
Introduction to Data Processing	235	5
Any Math/Science		5

Second Quarter

Speech	100	5
Real Estate Appraisal II	175	5
(Or Real Estate Business Management	180	5)
Any Humanities		5

Third Quarter

Real Estate Property Management	185	5
(Or Real Estate Advertising and Sales	190	5)
Any Math/Science		5
Elective		5

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

• **JUNIOR ACCOUNTANT**

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

SUGGESTED PROGRAM FOR JUNIOR ACCOUNTANTS

FRESHMAN YEAR

First Quarter		
Course Title	No.	Crs.
Business	101	5
Accounting	210	5
Business Machines	115	5
Second Quarter		
Typing I	103	2
Business Math	110	5
Accounting	220	5
English	104	5
Third Quarter		
Speech	100	5
Intermediate Accounting	230	5
Typing II	104	2
Business Communications	225	5

SOPHOMORE YEAR

First Quarter		
Data Processing	235	5
Intermediate Accounting	231	5
Tax Accounting	250	5
Second Quarter		
Cost Accounting	245	5
Automated Accounting	240	5
Business Law	200	5
Third Quarter		
Auditing	260	5
Practicum in Accounting	255	5
Elective		5

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

• **LAW ENFORCEMENT**

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

Municipal, county, state, and federal agencies as well as private industry afford excellent employment opportunities for law enforcement graduates.

SUGGESTED PROGRAM IN LAW ENFORCEMENT

FRESHMAN YEAR

Fall Quarter

Course Title	No.	Crs.
Introduction to Law Enforcement.....	100	5
English Composition	101	5
Survey of Sociology.....	110	5
Physical Education		1

Winter Quarter

Criminal Law	101	5
English Composition	104	5
General Psychology	100	5
Physical Education		1

Spring Quarter

Criminal Evidence	102	3
Speech	101	5
Physical Education	292	3
Elective		5

SOPHOMORE YEAR

Fall Quarter

Criminal Investigation	200	5
Law Enforcement Theory I (Patrol).....	201	5
State & Local Government.....	205	5
Physical Education		1

Winter Quarter

Law Enforcement Theory II (Traffic).....	202	5
Interracial Relations	205	5
Typing I	103	2
Elective		5
Physical Education		1

Spring Quarter

Introduction to Supervision	204	3
Law Enforcement Theory III (Juvenile)	203	5
Math	240	3
Elective		5
Physical Education		1

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

• **LAW ENFORCEMENT (IN-SERVICE)**

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

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

• **CAREER DEVELOPMENT PROGRAM**

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

• **NURSING, ASSOCIATE DEGREE PROGRAM**

Tacoma Community College has been authorized by the State Board of Nursing and the State Board for Community College Education to develop a two-year program for training professional nurses. Initial program planning is scheduled for 1971-72 and the starting date for the program will be announced later. Please contact the Director of Occupational Education for particulars.

• **X-RAY TECHNOLOGY**

The X-ray technology program is a 24-27 month program leading to an Associate degree and certification as a registered X-ray technician. The program involves courses in the following: Anatomy and Physiology, English Composition, Medical Terminology, Physics, Psychology, Sociology, Speech and Radiology (principles, techniques and directed practice).

Note: Students interested in Health programs should contact the director of occupations for the details of a specific program.

• **RESPIRATORY CARE ASSISTANT (Inhalation Therapy)**

The Respiratory Care Assistant program is a one-year training program to prepare students to work under the direction of an Inhalation Therapist in providing patient care relating to pulmonary diseases and disorders. The program involves courses in the following: Anatomy and Physiology, Physics, Psychology, Inhalation Therapy (principles, techniques and directed practice).

• **MEDICAL RECORD TECHNICIAN PROGRAM**

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

SUGGESTED PROGRAM

FRESHMAN YEAR

First Quarter

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

Second Quarter

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

Spring Quarter

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

SOPHOMORE YEAR

First Quarter

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

Second Quarter

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

Third Quarter

*Medical Record Technology	232	5
Elective		5

*Directed Practice



COURSE OFFERINGS

ACCOUNTING

- 210 **Fundamentals of Accounting: (5)**
An introduction to the structure, development, and interpretation of accounting data and financial statements derived from the operations of a business entity.
- 220 **Fundamentals of Accounting: (5)**
Continuation of Accounting 210. Emphasis on the distinguishing elements of manufacturing, partnership, and corporate accounting; includes those factors of accounting involved with decision making.
Prerequisite: Accounting 210.
- 230 **Intermediate Accounting: (5)**
The application of accounting principles to problems involving receivables; inventories; investments; depreciation methods; intangible assets and deferred charges; capital stock and surplus; compilation of statements; statement analysis and preparation of the statement of funds.
Prerequisite: Accounting 220.
- 231 **Intermediate Accounting: (5)**
Continuation of Accounting 230.
Prerequisite: Accounting 230.
- 240 **Automated Accounting: (5)**
This course is designed to transfer manual processing methods to automated procedures. Problems to be programmed will consist of the accounting concepts learned in Accounting 210. Students will learn to use the Fortran language.
Prerequisites: Accounting 210 and Business 235.
- 245 **Cost Accounting: (5)**
Application of accounting principles to manufacturing costs. The course includes job order, process and standard cost systems with applications of cost data for management use. Special emphasis on materials accounting, payroll distribution and overhead allocations.
Prerequisite: Accounting 220.



250 **Tax Accounting: (5)**

The individual income tax, including determination of taxable income and deductions with emphasis on the preparation of individual tax returns. Tax laws, accounting procedures, and preparation of required tax returns for state and federal business taxes, payroll deductions and records; income tax records for corporations.

Prerequisite: Accounting 220.

255 **Practicum in Accounting: (5)**

A cooperative work experience in acceptable positions in accounting or related office work.

260 **Auditing: (5)**

A course in the auditing procedures involved in connection with the assets, equities, revenue and expense and the preparation of reports; intended to acquaint the student with the duties of the auditor and his analysis of accounting records.

Prerequisite: Accounting 231.

ANTHROPOLOGY

- 100 **Introduction to the Study of Man: (5)**
Introduction to the sub-fields of anthropology including physical anthropology, archaeology, socio-cultural anthropology and linguistics through the study of human biological, cultural and social evolution and through consideration of the present biological and socio-cultural variations of mankind.
- 106 **Chicano Culture: (5)**
An examination of the Mexican-American people and their present-day status as affected by Anglo acculturation.
- 107 **Indians of North America: (5)**
An anthropological investigation of the diversity of cultures among the Indians of North America.
- 201 **Principles of Physical Anthropology: (5)**
The study of human and non-human primate evolution through two approaches: an examination of the fossil record, and an examination of the biological and behavioral variability in living populations.
- 202 **Principles of Social Anthropology: (5)**
An introduction to and analysis of the social and cultural variation of mankind as expressed in diverse economic, social, political, and religious systems around the world.
- 205 **Principles of Archaeology: (5)**
An introduction to the study of the prehistory of man as revealed by his material remains; includes consideration of excavation techniques, analysis of artifacts and dating, and a survey of world prehistory from the beginnings of culture to the appearance of writing.

ART

Most four-year colleges require that art majors take a full year of design and drawing. We recommend that students intending to transfer in art plan to fulfill such a requirement.

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

- 100 **Appreciation of the Visual Arts: (5)**
(For non-majors, not a prerequisite for the art program)
Designed to lead to an understanding and appreciation of the visual arts—painting, sculpture, architecture, etc.; lecture and studio.

- 105 **Beginning Drawing: (3)**
General exploration of various techniques and media through the study of composition, perspective, and form.
- 106, 107 **Drawing: (3, 3)**
Further development of basic skills in rendering with emphasis on compositional concepts.
Prerequisites: Art 105, for 106; 106 for 107.
- 109 **Beginning Design: (3)**
Fundamentals of art structure as the basis for creative work; organizing of line, shape and color in space; studio.
- 110 **Design: (3)**
Emphasis on materials in the approach to design.
Prerequisite: Art 109.
- 201 **Beginning Ceramics: (3)**
Basic introduction to hand building techniques and decorating methods.
Prerequisites listed below; see*
- 202, 203 **Ceramics: (3, 3)**
Experiences in wheel throwing and glaze experimentation in addition to furthering skills acquired in 201.
Prerequisites: Art 201 for 202; 202 for 203.
- 205 **Lettering: (3)**
Study and design of basic lettering forms with emphasis on handlettering for commercial and individual needs; pen, brush, ink, and pencil.
No prerequisite.
- 212, 213 **History of Western Art: (5, 5)**
An introduction to the major achievements and the principal media from pre-historic time to the present; illustrated lectures: 212, Ancient through Gothic to Early Renaissance; 213, High Renaissance to Modern period.
No prerequisite.
- 250 **Printmaking: (3)**
Basic principles of printmaking methods, including relief (woodcut, linoleum, block print), stencil (silkscreen) and intaglio (etching, engraving, collograph).
Prerequisites: Listed below; see*

*REQUIREMENTS FOR ADVANCED COURSES (Ceramics, oils, water colors, sculpture, and printmaking):

Any two quarters of design or drawing, preferably a quarter of each. The second quarter may be taken concurrently with an advanced course.

- 251 **Printmaking: (3)**
An extension of printmaking 250 into more complicated technical and aesthetic problems surrounding the relief, stencil, intaglio, and planographic (lithography) processes.
Prerequisite: Art 250.
- 256 **Beginning Oil Painting: (3)**
Emphasis on individual expression through the study of historical styles and methods; landscape and still life.
Prerequisites: Listed below; see*
- 257 **Oil Painting: (3)**
Exploration of contemporary painting styles and techniques; landscape, still life, and figure.
Prerequisite: Art 256 for 257.
- 258 **Beginning Water Color: (3)**
Study of basic techniques of water color, including projects in still life, landscape, and experimental composition.
Prerequisites: Listed below; see*
- 259 **Water Color: (3)**
Principles of composition and design as well as study of color and the understanding and mastery of technical problems in handling of water colors.
Prerequisite: Art 258 for 259.
- 272 **Beginning Sculpture: (3)**
Emphasis on fundamentals of three-dimensional design (in the round and relief) and experimentation in sculptural media and techniques.
Prerequisites: Listed below; see*
- 273, 274 **Sculpture: (3, 3)**
Further exploration of sculptural composition, materials, approaches, and techniques.
Prerequisites: Art 272 for 273; 273 for 274.
- 299 **Advanced Problems: (3)**
Investigation of media with emphasis on development of individual skill.
Prerequisite: permission of instructor.

*REQUIREMENT FOR ADVANCED COURSES (Ceramics, oils, water colors, sculpture, and printmaking):

Any two quarters of design or drawing, preferably a quarter of each. The second quarter may be taken concurrently with an advanced course.

BIOLOGY

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

112 **Botany: (5)**

An introduction to the major groups of the plant kingdom, structure, reproduction, and theories of evolutionary relationship. Emphasis on life cycles of major types of plants.
Prerequisite: Biology 101 or 111 or permission of instructor.

150, 151 **Anatomy and Physiology: (5, 5)**

A course in the structure and function of the human body, specifically for students in health programs.

201 **General Microbiology: (5)**

The classification, physiology, and techniques for cultivation of bacteria and other micro-organisms.
Prerequisite: Biology 101.

206, 207, 208 **Zoology: (5, 5, 5)**

Study of the structure and function of the human body with the aid of a physiograph, anatomical charts, models, human skeletons and other human materials.
Prerequisites: 206 for 207; and 207 for 208.

BUSINESS

101 **Business: An Introductory Analysis: (5)**

A course especially designed for students wishing to explore opportunities in the field of business. Examines the role of business in a modern economy, including its growth, structure, organization, and relationship to environment. Examines business firms: their objectives, functions and management. Examines problems of organizations, decision making, controls, and related aspects.

200 **Business Law: (5)**

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

256 **Statistical Analysis: (3)**

A survey of the basic elements of descriptive statistics: use of the library as a source of business data; measurements; useful analysis data; methods of data presentation.
Prerequisite: Mathematics 101 or equivalent.

BUSINESS EDUCATION

- 102 **Personal Finance: (5)**
A course in consumer education covering personal finance, budgeting, buying goods and services, personal income tax, and an understanding of interest rates.
- 103 **Typing I: (2)**
Typing fundamentals, including mastery of the keyboard and thorough knowledge of correct typing techniques.
- 104 **Typing II: (2)**
Skill development and business problem typing.
Prerequisite: Business Education 103.
- 105 **Typing III: (2)**
Continuation of 104.
Prerequisite: Business Education 104.
- 108 **General Data Processing: (5)**
A history of development of data processing through the electronic computer; a non-technical explanation of terminology and fundamental concepts of processing data by unit record systems and the computer.
- 110 **Business Mathematics: (5)**
A review in arithmetic: problems in billing, profits, trade discounts, cost taxes, installment buying, securities and amortization.
- 115 **Business Machines I: (5)**
A course designed to meet the individual need of the student according to the occupational program involved. Equipment consists of adding machines, calculators, dictation equipment, telephones, keypunch machines and Selectric typewriters.
- 116 **Business Machines II: (5)**
Continuation of 115.
Prerequisite: Business Education 115.
- 120, 121, 122 **Work Internship: (5, 5, 5)**
Supervised employment to provide practical experience in operations and methods encountered in business.
Prerequisites: 120 for 121, 121 for 122.
- 130 **Alphabetic Shorthand I: (5)**
Shorthand system based on letters of the alphabet and common punctuation symbols. Two quarters of regular, sustained practice should suffice for development of speed needed for a variety of notetaking situations.
Prerequisite: Ability to type.

- 131 **Alphabetic Shorthand II: (5)**
Advanced skill development of notetaking in alphabetic shorthand.
Prerequisite: Business 130.
- 140 **Bookkeeping: (5)**
(Recommended for beginning students in bookkeeping.)
A study of basic record-keeping techniques.
- 225 **Business Communications: (5)**
Fundamentals of writing business messages; emphasis on written communications—letters, reports, memoranda, telegrams, other messages.
- 235 **Introduction to Data Processing: (5)**
Information processing by automated equipment, emphasis on unit record and electronic computer systems; writing of programs to solve simple problems.

CAREER DEVELOPMENT

(Permission of instructor required)

- 200 **Career Planning: (1-5)**
A decision making process related to jobs and training. This includes learning more about aptitudes, interests, skills, personal values and goals and the demand and opportunities of jobs and occupational training programs.
- C100 **Communications Skills: (1-3)**
A review of fundamentals designed to improve written and oral communications skills needed for employment or further occupational training.
- C105 **Communications Skills: (5)**
A continued review of oral and written communications skills necessary for employment and continued education.
- C100 **Computational Skills: (1-3)**
Basic math necessary for employment or further occupational training. Emphasis on individual needs.
- 100 **Learning Skills: (1-5)**
A practical application of study skills and reading techniques to college studies.
- C110 **Study Skills: (1-5)**
Designed to aid the student in developing study skill techniques including notetaking, methods of reading, taking examinations, vocabulary development, etc. as needed for employment or further occupational training.

CHEMISTRY

- 100 **Principles of Chemistry and Physics: (5)**
(For students with no previous training in chemistry.)
The study of atoms, molecules and chemical and physical changes; a survey of the fundamental principles.
- 101 **Survey of Chemistry: (5)**
(For non-science and non-engineering majors.)
An examination of molecular theory, quantitative relationships, solutions, acids, bases, and salts.
Prerequisites: High school chemistry or Chemistry 100, and high school algebra or Math 101. Math 101 may be taken concurrently.
- 102 **Survey of Chemistry: (5)**
(For non-science majors.)
Organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins, and carbohydrates. Students planning to take Chemistry 231 should not take Chemistry 102.
Prerequisite: Chemistry 101.
- 103 **Survey of Chemistry: (5)**
(For non-science majors.)
A survey of the compounds and reactions of the major families of chemical elements; nuclear reactions.
Prerequisite: Chemistry 101.
- 140 **General Chemistry: (5)**
(For science, engineering, and other majors requiring more than one year of chemistry.)
Structure of matter, atomic theory, quantitative relationships, and reactions.
Prerequisites: High school chemistry or Chemistry 100, and Math 101 or one year of high school algebra.
- 150 **General Chemistry: (5)**
Stoichiometry, aqueous solutions, kinetics, acid and base equilibria, electrochemistry, oxidation and reduction.
Prerequisite: Chemistry 140.
- 160 **General Chemistry: Qualitative Analysis: (5)**
Periodic systems, phase equilibria, metals and non-metals, metallurgy and nuclear reactions; semi-micro qualitative analysis for common cations and anions.
Prerequisite: Chemistry 150.
- 221 **Quantitative Analysis: (5)**
Volumetric and gravimetric analysis.
Prerequisite: Chemistry 160.

- 231 **Organic Chemistry: (5)**
Structure, nomenclature, reactions, and synthesis of the main types of organic compounds.
Prerequisite: Chemistry 160.
- 232 **Organic Chemistry: (5)**
Continuation of Chemistry 231.
Prerequisite: Chemistry 231.
- 233 **Organic Chemistry: (5)**
Continuation of Chemistry 232 with emphasis on the study of polyfunctional compounds, natural products, and an introduction to biochemistry. Laboratory work is mainly on qualitative organic analysis.
Prerequisite: Chemistry 232.

CHINESE

- 100 **Conversational Chinese: (5)**
Introduction to Chinese language and character through conversational approach.
- 101, 102, 103 **Elementary Chinese: (5, 5, 5)**
An introduction to the Chinese language through the use of oral-aural methods. Written characters will be introduced gradually. Language laboratory used for practice.
Prerequisites: Chinese 101 for 102; 102 for 103.

DRAMA

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

ECONOMICS

- 200 **Introduction to Economics: (5)**
An introductory study of the American economy with its background, operation, and problems; American capitalism compared with communism and socialism.
- 201 **Principles of Economics: (5)**
A study of the operation of the American economy with emphasis on prices, wages, production, and distribution of income; the American economy viewed in terms of the world economy.
Prerequisite: Economics 200.

EDUCATION

- 200 **Introduction to American Education: (5)**
An introduction to education as a profession, including study of the nature and scope of American education as well as an exploration of the teacher's role.

ENGINEERING

- 100 **Engineering Orientation: (1)**
An introductory view of the fields of engineering including lectures, discussions, and reading assignments; designed to acquaint the student with the fields of engineering and the opportunities in each.
- 101, 102 **Engineering Graphics: (3, 3)**
Drawing—acquaints the student with the use of instruments, scales, lettering and line work; work on orthographic projection, reading and interpretation of engineering drawings, diagrams, notes and other forms of graphic representation.
Prerequisite: Engineering 101 for 102.
- 103 **Applied Descriptive Geometry: (3)**
Use of graphics in the solution of problems in different fields of engineering; includes point, line, plane problems, intersections, developments and vectors in three dimensions.
Prerequisite: Engineering 102.
- 111 **Engineering Problems: (3)**
An introduction to some fundamental principles, including dimensional analysis, statics, rectilinear motion with uniform and non-uniform acceleration, vector algebra, and Newton's laws; designed to develop the ability to analyze and solve engineering problems.
Prerequisites: High school physics or equivalent, and Math 105. Math 105 may be taken concurrently.

112 **Statics: (3)**

A fundamental and rigorous course in engineering statics using the vector notation treatment.

Prerequisites: Engineering 101, 111, and Mathematics 124. Math 124 may be taken concurrently.

ENGLISH

41 **English as a Second Language: (5)**

An intensive study of English, enabling the foreign-born student to become more fluent in reading and writing English.

42 **English as a Second Language: (5)**

A continuing intensive study of English, enabling the foreign-born student to become more fluent in reading and writing English.

G-100A **Beginning Writing: (5)**

An introductory of writing techniques designed to assist the student in improving the basic skills required to communicate effectively.

G-100B **Composition: (5)**

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

G-100C **Literature: (5)**

Study of the short story, novel, and drama; an introduction to literature.

101, 102 **Composition: (5, 5)**

Application of the basic rules of composition through exercises in expository, descriptive, and argumentative writing; collateral readings in fiction and non-fiction included.

Prerequisite: English 101 for 102.

104 **Comprehensive English Composition: (5)**

A practice course in the basic skills of written communication: stress on expository prose and technical report writing.

200 **Contemporary American Fiction: (5)**

A study of contemporary American fiction; includes works of authors such as Malamud, Baldwin, Ellison, Bellow, Updike, Killens, and Gold.

240 **World Literature: (5)**

A survey of classics of the ancient world including the **Iliad** and **Odyssey**, representative Greek dramas, and works of the Roman writers such as Virgil and Ovid.

- 241 **World Literature: (5)**
A survey of the main works of the Middle Ages, the Renaissance, and the neoclassic age, ranging from the medieval romance to Cervante's *Don Quixote*; works of Dante, Boccaccio, and Rabelais; works from Voltaire and Rousseau.
- 242 **World Literature: (5)**
A survey of contemporary world literature; equal emphasis on European, African, and Asian.
- 250 **Introduction to Shakespeare: (5)**
An introduction to Shakespeare through a study of several of his tragedies, histories, and comedies.
- 257 **Introduction to Poetry: (5)**
(For non-majors)
A study of poetry based on readings primarily from British and American sources.
- 258 **Introduction to Fiction: (5)**
(For non-majors)
A study of fiction based on readings of short stories and novels.
- 259 **Introduction to Modern Drama: (5)**
(For non-majors)
A study of modern drama based on readings of twentieth century plays.
- 264 **English Literature: From Beowulf through Donne: (5)**
A survey of English literature from the beginnings to 1600, with emphasis on major figures and types; includes Beowulf, Chaucer, Spenser, and Shakespeare.
- 265 **English Literature: From Milton through Blake: (5)**
A survey of English literature from John Donne through William Blake, with emphasis on Milton, Pope, Swift, Fielding, and Johnson.
- 266 **English Literature: From Wordsworth through Hardy: (5)**
A survey of English literature from William Wordsworth through Thomas Hardy, with emphasis on the Romantics and Victorians.
- 267 **American Literature: From the Beginnings to 1860: (5)**
A survey of American literature from the beginning through the Civil War with emphasis on Edwards, Franklin, Cooper, Hawthorne, Thoreau, Emerson, and Melville.
- 268 **American Literature: From 1860 to 1920: (5)**
A survey of American literature from the Civil War to the close of World War I with emphasis on Whitman, James, Howells, Adams, Twain, Norris, and Dreiser.

- 269 **American Literature: From 1920 to Date: (5)**
A survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Steinbeck, Warren and Wright; and on selected poets including Frost, Eliot, Stevens, Ginsburg, Ciardi, and Jarrell.
- 270 **Afro-American Writers: (5)**
A survey of Afro-American literature from 1750 to the present.
- 277, 278 **Creative Writing: (3, 3)**
Beginning courses in fiction writing to help students develop their abilities and appreciate what others have accomplished.

FORESTRY

- 101 **Introduction to Forestry: (1)**
Basic concepts of forestry, including subject matter common to the areas of management, engineering, and products.
- 102 **Development of Forestry: (1)**
Exploration of the fields of forest engineering and forest products.
- 103 **Development of Forestry: (1)**
Exploration of the field of forestry management. Examination of private and public forest policies and their effect upon all areas of forestry.

FRENCH

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

- G-100A **Conversational French: (5)**
Basic introduction to French language and culture through the conversational approach.
- 101, 102, 103 **Elementary French: (5, 5, 5)**
An introduction to the French language through the use of the oral-aural methods; Language Laboratory used for practice.
Prerequisites: French 101 for 102; 102 for 103.
- 201, 202, 203 **Intermediate French: (5, 5, 5)**
Intensive practice in reading, writing and speaking; review of French grammar; oral practice through use of Language Laboratory.
Prerequisites: French 103 or advanced placement for French 201; 201 for 202; 202 for 203.
- 299 **French Seminar: (Variable credit)**
Individual programs; admission by permission of instructor.

GEOGRAPHY

- 100 **Introduction to Geography: (5)**
Introduction to the fields of geography with emphasis on the major concepts and methods related to the study of geography.
- 200 **World Regional Geography: (5)**
A study of the regions including analysis and interpretation of the cultural, economic, and resource patterns.

GEOLOGY

- G-100A **Geology and Man's Environment: (5)**
A study of the role of geological processes in determining man's environment, past and present; local examples of environmental problems; laboratory and field trips.
- 101 **Physical Geology: (5)**
A survey of the basic principles of geology including the origin of deserts, mountains and ocean basins, and modification of the earth's surface by streams, glaciers and earthquakes; practical application of scientific principles to the identification of rocks and minerals; laboratory and field trips.
- 103 **Earth History: (5)**
The historical development of North America including the origin and evolution of oceans, the landscape, and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips.
Prerequisite: Geology 101.
- 106 **Geology in World Affairs: (5)**
Mineral resources, petroleum, and coal and their influence on history, politics and economics of nations; exploration and extraction of minerals and the relationship to environmental problems; laboratory and field trips.
Prerequisite: Geology 101.
- 208 **Geology of the Northwest: (5)**
A study of the geological history of Washington, Oregon, Idaho, and adjacent areas; laboratory and field trips.
Prerequisite: Geology 101.
- 210 **Environmental Geology: (5)**
An introductory course dealing with the geological factors important in man's natural environment. Topics covered include soils, rocks, earthquakes, landslides, volcanos, natural resources, geologic hazards, land use, and geologic factors and consequences of pollution. A class problem involving some aspect of local environmental geology will be undertaken, and laboratory and field trips will be included.

GERMAN

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

G-100A Conversational German: (5)

Basic introduction to German language and culture through the conversational approach.

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

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

Prerequisites: German 101 for 102; 102 for 103.

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

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

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

299 German Seminar: (Variable credit)

Individual programs; admission by permission of instructor.

HEALTH TECHNOLOGY

110 Health Care Delivery Systems: (3)

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

120 Medical Office Procedures: (3)

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

210 Introduction to Disease: (3)

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

HISTORY

- G-100A **The Modern World: (5)**
The political, historical, and economic problems of the world today through background studies of areas of the world.
- 110 **The Far East in the Modern World: (5)**
An introductory survey of the social, economic, and political problems of China, Japan, Korea, the Philippines, Indonesia, and Southwest Asia; includes development of Russia as an Asiatic power, as well as the role of Western powers in the Far East.
- 111 **History of Civilization: (5)**
Development of man from prehistoric days to the fifteenth century; social, political, cultural, and economic aspects.
- 112 **History of Civilization: (5)**
Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture, and science; expansion of European influence throughout the world.
- 113 **History of Civilization: (5)**
Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.
- 149 **African Civilization: (5)**
A study of the history of Africa, its traditional cultures, and the social, economic, and political changes taking place in the 20th century.
- 150 **Afro-American History: Colonial Period to 1915: (5)**
A study of Afro-Americans and the part they played in the development of the United States; special emphasis on the historical evolution of American racism and the response of Afro-Americans.
- 151 **Afro-American History: 1915-Present: (5)**
A study of Afro-Americans within the United States since 1915; their contributions and how they have been affected by what has taken place.
- 211 **Chinese Civilization: (5)**
A study of Chinese philosophies, religions, cultural traditions, political changes, and social and economic developments from the Shang dynasty (c. 1751-1123 B.C.) through the period of the Communist regime.
- 215 **Latin American Civilization: (5)**
A survey of historical background of Latin-American civilization from pre-Columbian native cultures to the present day.

- 241 **American History to 1828: (5)**
The development of political, social, cultural, and economic patterns in America from the beginning to the election of 1828.
- 242 **American History—1828-1896: (5)**
A survey of the developing political, economic, racial, and cultural institutions of the United States in the latter two-thirds of the nineteenth century.
- 243 **American History after 1896: (5)**
Institutions of the United States in the twentieth century; emphasis on internal reform movements, international affairs, and the cold war era.
- 260 **Russian History: (5)**
Russia's material civilization (arts, literature, history included); political, social and legal institutions; and thought, in relation to the general development of Russian society in the 20th century.
- 264 **History of Washington and the Pacific Northwest: (5)**
Exploration, settlement, and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

HOME AND FAMILY LIFE EDUCATION

- 105 **Bachelor Living: (2)**
Overview of problems of the single person concerning selection of food, clothing and housing money management, consumer credit, and self-improvement in decision making.
- 110 **Nutrition: (5)**
Human nutritional needs, meeting requirements at different cost levels, relationships between food and health, digestion, metabolism.
- 112 **Meal Management and Preparation: (2)**
Application of nutrition research, scientific principles of menu planning, demonstrations of food selection and preparation.
- 115 **Consumer Education: (3)**
A course in personal and family finance, covering personal finances, planning and budgeting of money, time and energy, purchasing goods and services, savings, credit and installment buying, insurance, and taxes.

131 **Family Relationships: (5)**

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

135 **Child Development: (5)**

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

HUMAN RELATIONS

100 **Human Relations: (2)**

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

JOURNALISM

100 **Newspaper Workshop: (1) Maximum: 6 credits**

(3 credits applicable to humanities distributive requirement.)
Practical experience in problems of newspaper production; students work in various capacities on the staff of **The Collegiate Challenge**.

101 **Communications: (1) Maximum: 6 credits**

(3 credits applicable to humanities distributive requirement.)
Practical experience in problems of yearbook production: work in areas of design, layout, copywriting, editing, photography, and printing techniques on the staff of the **Cronus**.
Prerequisite: Permission of instructor.

200 **News Writing: (5)**

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

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

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

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

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

LAW ENFORCEMENT

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

MATHEMATICS

- 41 **Algebra Review: (5)**
A review of the first year of high school algebra.
- 101 **Intermediate Algebra: (5)**
Fundamental algebraic operations and concepts; similar to the third term of high school algebra.
Prerequisites: One year of high school algebra or Math 41, and one year of geometry.
- 103 **Fundamentals of Mathematics: (5)**
(For the general college student and for prospective elementary teachers)
Topics selected from set theory, logic, number systems, geometry and base notation; emphasis on gaining insight into basic concepts of mathematics.
Prerequisite: Match 41 or equivalent.
- 105 **College Algebra: (5)**
Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential, and logarithmic functions and relations.
Prerequisite: One and one-half years of high school algebra or Math 101.
- 106 **Plane Trigonometry: (5)**
Trigonometric functions, identities, equations, inverse functions, graphs, logarithms, and solution of triangles.
Prerequisites: One and one-half years of high school algebra or Math 101 and one year of high school geometry.
- 114 **Elementary Computer Programming: (3)**
Programming and coding of problems for automatic digital computers; preparation of flow charts, loops, and subroutines; execution of programs by machine.
Prerequisite: Mathematics 101 or equivalent.
- 124, 125, 126 **Analytic Geometry and Calculus: (5, 5, 5)**
124—Plane analytic geometry, limits, the derivative and differentiation, differential calculus and elementary applications, and an introduction to integral calculus; 125—Solid analytic geometry, definite and indefinite integrals, integration, and the differentiation of transcendental functions and parametric equation; 126—Methods of integration, multiple integrals, partial differentiation, improper integrals, indeterminate forms, and vector algebra.
Prerequisites: Math 105 and 106 or equivalent for 124; 124 for 125; 125 for 126.

- 157 **Elements of Calculus: (5)**
 (For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus)
 The derivative, rates of change, maxima and minima, curve-fitting; the integral, area under curves.
 Prerequisite: Math 105.
- 224 **Intermediate Analysis: (3)**
 Infinite series, complex functions, and elementary differential equations.
 Prerequisite: Mathematics 126.
- 238 **Elements of Differential Equations: (3)**
 Elementary methods of solution and linear differential equations of second and higher order.
 Prerequisite: Mathematics 224.
- 240 **Introduction to Statistics: (3)**
 A general course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions, and organization of data.
 Prerequisite: Mathematics 41 or one year of high school algebra.

MEDICAL RECORD TECHNOLOGY

- 130, 131 **Medical Terminology I and II: (3, 3)**
 Study of terms relating to anatomy and areas of medical science, hospitals, and the paramedical specialties. Includes prefixes, suffixes, word stems, abbreviations and disease, operation and drug terms.
 Prerequisite: 130 for 131.
- 140, 141 **Medical Transcription I and II: (3, 3)**
 A course to develop skills involved in the machine transcription of medical reports for hospitals, clinics and doctors' offices.
 Prerequisite: Medical Record Technology 130 and 131 or concurrently; typing speed of 45 words per minute, or permission; 140 for 141.
- 220, 221, 222 **Medical Record Science I, II and III: (5, 5, 5)**
 Introduction to the medical record, its content and compilation. Study of the compilation of hospital statistics and the obtaining, preserving and using of medical records. Includes SNDO and ICDA-8 coding, data processing, interdepartmental relations and management of medical records systems.
 Prerequisite: First year of program or permission; 220 for 221; 221 for 222.

230, 231, 232 **Medical Record Directed Practice I, II and III: (2, 5, 5)**

Practical experience performing medical record duties in campus laboratory and in local health facilities to give the student active participation in the performance of technical duties. 230—introduction to clinical training; 231—15 hours per week in a clinical facility; 232—25 hours per week in a clinical facility. Requirements for directed practice may vary with the background of the student. Prerequisite: First year of program and concurrent enrollment in 220, 221, 222 or permission; 230 for 231, 231 for 232.

MUSIC

G-100A **Man and His Music: (5)**

An introductory course designed to give experience in vocal and instrumental music and an insight into modern music, its makeup and origin; team-taught with emphasis on individual involvement.

100 **Choral Singing: (1) Maximum: 3 credits**

Preparation and performance of selected choral works; open to all students without audition; includes class preparation and all scheduled rehearsals and performances.

101 **Fundamentals of Music: (5)**

(Required for all music majors and recommended for all education majors. It is suggested that students who enroll for Music 101 should also enroll for Music 122.)

Fundamentals of music and basic musicianship, scales, triads, and elementary harmony; pitch intervals, rhythm, melody recognition, and a vocal orientation to music symbols and notations.

102, 103 **Music Theory: (5, 5)**

A study of basic musical concepts involving the usage and analysis of non-chromatic and chromatic harmony, form, and analysis; pitch intervals, rhythm, and melody recognition with strong emphasis on vocal and keyboard work.

Prerequisites: Music 101 for 102; 102 for 103.

107 **Introduction to Music: (5)**

(For the general college student; recommended for education majors.)

A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary readings and listening experiences designed to foster understanding of common musical forms, idioms, periods, and styles.

117 **Symphonic Music: Preclassical and Classical Periods: (3)**

(Recommended for music majors.)

Emphasis on early music, Renaissance and Baroque.



- 118 **Symphonic Music: Romantic Period: (3)**
(Recommended for music majors.)
Emphasis on classical and early romantic periods.
- 119 **Symphonic Music: Contemporary Period: (3)**
(Recommended for music majors.)
Emphasis on late romantic and contemporary periods.
- 121 **Class Applied Music: Voice: (1) Maximum: 3 credits**
Class instruction in performance.
Prerequisite: Permission of instructor.
- 122 **Class Applied Music: Piano: (1) Maximum: 3 credits**
Class instruction in performance.
- 130 **Private Vocal or Instrumental Instruction: (2) Maximum: 12 credits**
A. Piano; B. Violin; C. Voice; D. Violoncello; E. Double Bass; F. Trumpet; G. Flute; H. Oboe; I. Clarinet; J. Bassoon; K. Horn; M. Trombone; N. Tuba; O. Harp; P. Percussion; T. Saxophone; U. Viola; V. Organ.
Prerequisite: Permission of instructor.

- 140 **Concert Band: (1) Maximum: 3 credits**
 Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.
 Prerequisite: Permission of instructor.
- 160 **Symphony Orchestra: (1) Maximum: 3 credits**
 Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.
 Prerequisite: Permission of instructor.
- 170 **Ensembles: (1) Maximum: 3 credits**
 Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.
 Prerequisite: Permission of instructor.
- 171 **Stage Band: (1) Maximum: 3 credits**
 Preparation and performance of contemporary music, including rehearsal and performance.
- 200 **Choral Singing: (1) Maximum: 3 credits**
 A continuation of Music 100. Includes class preparation and all scheduled rehearsals and performances.
- 201, 202, 203 **Second-Year Theory: (3, 3, 3)**
 The practical writing of musical analysis and diatonic and chromatic harmony as used in the eighteenth and nineteenth centuries.
 Prerequisites: Music 103, 116 and concurrent enrollment in 207 for 201; 201 and concurrent enrollment in 208 for 202; 202 and concurrent enrollment in 209 for 203.
- 207, 208, 209 **Music Literature and Styles after 1750: (2, 2, 2)**
 Music literature and styles after 1750.
 Prerequisites: Music 103, 116, and concurrent enrollment in 201 for 207; 207 and concurrent enrollment in 202 for 208; 208 and concurrent enrollment in 203 for 209.
- 240 **Concert Band: (1) Maximum: 3 credits**
 A continuation of Music 140. Includes class preparation and all scheduled rehearsals and performances.
- 260 **Symphony Orchestra: (1) Maximum: 3 credits**
 Preparation and performance of orchestra literature. Includes class preparation and all scheduled rehearsals and performances.
 Prerequisite: Music 160.
- 270 **Ensembles: (1) Maximum: 3 credits**
 Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.
 Prerequisite: Music 170.
- 271 **Stage Band: (1) Maximum: 3 credits**
 Preparation and performance of contemporary music, including rehearsal and performance.
 Prerequisite: Music 171.

OCEANOGRAPHY

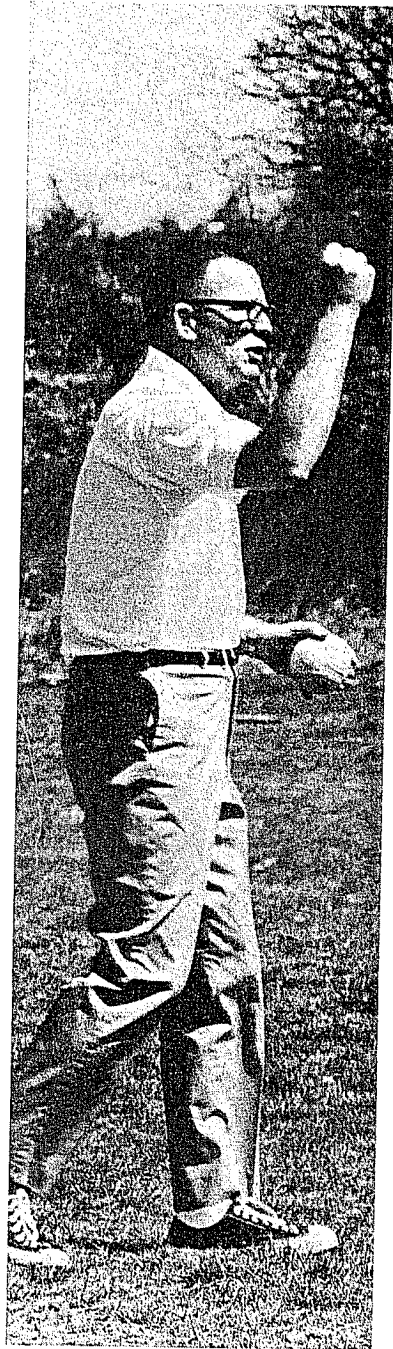
- 101 **Survey of Oceanography: (5)**
Origin and extent of the oceans; nature of sea bottom, currents, tides; animal and plant life of the sea; laboratory included.

PHILOSOPHY

- 100 **Introduction to Philosophy: (5)**
The role of language in intellectual endeavors, types of knowledge, religion and science, conceptions of reality, conceptions of morality, development of critical acumen.
- 119 **Critical Thinking: (5)**
The structure of ordinary language: relationships between classes; deductive and inductive inference; syllogistic reasoning; types of definition; informal fallacies; aesthetic and ethical reasoning; the development of a critical approach to all situations susceptible of intellectual treatment.
- 120 **Introduction to Logic: (5)**
Conditions for clear statement and valid reasoning; formal systems of logic and their application; inductive reasoning; probability theory and methods by which theories and laws are established in daily life and in the sciences.
Prerequisite: Philosophy 119 or permission.
- 215 **Introduction to Ethics: (5)**
A systematic study of typical analyses of the distinction between good and evil, right and wrong; the appeals to custom, theology, reason, human nature, and happiness as standards for solutions of moral problems; readings and discussions of Plato, Hume, Kant, Bentham, Mill, Moore, Hare, and others.
Prerequisite: Philosophy 100.
- 267 **Problems in Philosophy of Religion: (5)**
An analysis of such problems in Western religious thought as the existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

PHYSICAL EDUCATION

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



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

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

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

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

Developmental Activities: 1 credit each

- 102w Movement Fundamentals
- 106m Body Conditioning
- 108m Weight Training

Aquatics: 1 credit each

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

Dance: 1 credit each

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

Individual Sports: 1 credit each

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

Dual Sports: 1 credit each

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

Team Sports: 1 credit each

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



Varsity Sports: 1 credit each

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

PHYSICAL EDUCATION PROFESSIONAL COURSES

G-100A Applied Health: (5)

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

190 Introduction to Physical and Health Education: (2)

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

250 Contemporary Health Concepts: (3)

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

290m Officiating: (2)

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

292 **First Aid and Safety: (3)**

The student may meet requirements for both Standard and Advanced American Red Cross First Aid Certification; includes safety education in schools. Coeducational.

295 **Functional Swimming and Water Safety: (3)**

Designed to prepare students for employment as teachers in the aquatic programs of camps, schools, beaches, recreation departments, the armed forces, and service organizations. Coeducational.

Prerequisites: P.E. 114 and American Red Cross Life Saving Card. Students successfully completing this course will qualify for their Water Safety Instructional Card.

PHYSICAL SCIENCE

G-100A **Physical Science: (5)**

Basic concepts and their applications in the understanding of astronomy, force and motion, molecules and energy, and the electrical nature of matter.

G-100B **Physical Science: (5)**

Basic concepts applied to the understanding of atomic structure, chemical combination, geology, meteorology, and nuclear power.

100 **Survey of Physical Science: (5)**

The nature and philosophy of astronomy, geology, chemistry and physics.

PHYSICS

114, 115, 116 **General Physics: (5, 5, 5)**

(For general education students)

Development of basic mechanics, sound, light, electricity and magnetism, electronics, and modern physics.

Prerequisites: Math 101 or equivalent for 114 (Math 101 may be taken concurrently; trigonometry also recommended); 114 for 115; 115 for 116.

121, 122, 123 **Engineering Physics: (5, 5, 5)**

(For students planning to transfer in engineering or majoring in science.)

121—Study of mechanics: motions and causes of motions, emphasis on theories and applications for problem solving; 122—emphasis on electricity and magnetism; 123—emphasis on sound, heat, and light.

Prerequisites: Math 124 or Math 124 concurrently for 121; 121 for 122; 122 for 123.

POLITICAL SCIENCE

- G-100A **Introduction to Political Science: (5)**
Study of the principles, structure, and functions of political institutions; their behavior and processes.
- G-100B **Introduction to American Government: (5)**
Study of the three branches of the government and their operations with particular emphasis on contemporary problems and their relationship to the government.
- 201 **Modern Government: (5)**
Study of ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior, and processes.
- 202 **American Government and Politics: (5)**
Survey of the constitution, three branches of government, and the processes through which public policy is formulated, enacted into law, and executed.
- 203 **International Relations: (5)**
Role of the nation state and the system and forces that influence the behavior of the state.
- 204 **American Foreign Policy: (5)**
A study of major factors in formulation and execution of policy, contemporary problems and alternative policy strategies, and principal policy-makers—the president, congress, political parties, pressure groups, and public opinion.
- 205 **State and Local Government: (5)**
Study of the nature, function, and problems of state, county, and city governments, including an examination of the problems confronting these local political units; emphasis on Washington governmental units.
- 208 **Contemporary Political Problems in American Society: (5)**
Relevant issues and problems facing American society today, primarily concerning black-white relations and the urban area.
- 250 **Urban Affairs Practicum: (Variable Credit)**
Study of urban problems through participation in community agencies.
Prerequisite: Permission of instructor.
- 299 **Individual Study in Political Science: (Variable Credit)**
Independent observation, analysis, and reporting of a selected problem in the political arena.

PSYCHOLOGY

- G-100A **Psychology: (5)**
Basic problems in individual relationships with particular emphasis on psychology as it applies to everyday situations in today's world.
- 100 **General Psychology: (5)**
Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality.
- 201 **Scientific Principles of Psychology: (5)**
Introduction to the use of scientific method in psychology with emphasis on methods of studying learning, perception, and motivation; individual and group projects involving humans and other animals.
Prerequisite: Psychology 100.
- 205 **Introduction to Personality: (5)**
Introduction to personality developments, habits, functions, and motives.
Prerequisite: Psychology 100.
- 206 **Human Growth and Development: (5)**
An investigation of the physical, mental, emotional, and social development of children.
Prerequisite: Psychology 100.
- 299 **Individual Study in Psychology: (Variable Credit)**
Independent observation, analysis, and reporting of a selected problem in psychology.
Prerequisite: Psychology 100 and permission of instructor.

READING

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

REAL ESTATE

- 150 **Principles of Real Estate: (5)**
Factors affecting real estate, urban land economics, city planning, regulations of land use; principles of value and real estate evaluation; ownership, nature and classification of land management of property, law and market analysis.
- 160 **Real Estate Law: (5)**
The principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof.
Prerequisite: Real Estate 150.
- 165 **Real Estate Finance: (5)**
The procedures and problems associated with servicing real estate loans; a study of institutions engaged in financing real property transactions; analysis of practices and risks involved in financing and investing.
Prerequisite: Real Estate 150.
- 170 **Real Estate Appraisal I: (5)**
The principles and techniques used in determining the value of real property. The application of cost, income, and market data approaches to value.
Prerequisite: Real Estate 150.
- 175 **Real Estate Appraisal II: (5)**
Further study of real estate appraising emphasizing study of building material and equipment, cost estimates, depreciation, the cost approach, gross income estimates, expense analysis, capitalizations, market data approach, commercial investment property, correlation and final value estimate and the appraisal report.
Prerequisites: Real Estate 150 and Real Estate 170.
- 180 **Real Estate Business Management: (5)**
Practical administration of real estate brokerage, including all managerial functions with special emphasis on brokerage, budgets, sales management, sales training, and market analysis.
Prerequisite: Real Estate 150.
- 185 **Real Estate Property Management: (5)**
Important functions in building management; property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies, and financial result analysis.
Prerequisite: Real Estate 150.
- 190 **Real Estate Advertising and Sales: (5)**
Essentials and techniques of salesmanship and advertising as they specifically adapt to real estate.
Prerequisite: Real Estate 150.

SOCIAL SCIENCE

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

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

SOCIOLOGY

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

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

110 **Survey of Sociology: (5)**

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

152 **Marriage and the Family: (5)**

(Formerly Sociology 120; course number change only.)

A study of marriage customs and their functions, premarital patterns, changing marriage mores, practical aspects of marriage, and early domestic adjustment.

230 **Introduction to Demography and Human Ecology: (5)**

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

Prerequisite: Sociology 110.

240 **Group Behavior: (5)**

Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.

Prerequisites: Sociology 110 and Psychology 100.

270 **Social Disorganization: (5)**

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

Prerequisite: Sociology 110.

299 **Individual Study: (Variable Credit)**

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

Prerequisite: Permission of instructor.

SPANISH

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

G-100A Conversational Spanish: (5)

Basic introduction to Spanish language and culture through the conversational approach.

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

An introduction to the Spanish language through the use of the oral-aural methods; the Language Laboratory used for practice. Prerequisites: Spanish 101 for 102; 102 for 103.

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

Intensive practice in reading, writing, and speaking; review of Spanish grammar; oral practice through use of Language Laboratory. Prerequisites: Spanish 103 or advanced placement for Spanish 201; 201 for 202; 202 for 203.

299 Spanish Seminar: (Variable Credit)

Individual programs; admission by permission of instructor.

SPEECH

G-100A Introduction to Speech: (5)

A study of basic speech forms supported by practice; development of effective oral reading.

100 Fundamentals of Speech: (5)

Fundamentals of oral communication—emotional adjustment to the speaking situation, research, organization, and delivery; several speaking experiences provided with emphasis on extemporaneous speech.

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

Introduction to the various individual speaking and reading processes associated with Forensics; some members to represent the college in intercollegiate Forensic tournaments. Prerequisite: Permission of instructor.

140 Oral Interpretation: (5)

Development of adequate responsiveness to the meaning of literature and of the power to read orally so as to communicate this appreciation to others; poetry and prose read aloud.

220 **Public Speaking: (5)**

A detailed study of rhetorical principles in both expository and persuasive speaking—emphasis on audience analysis, selection, adaptation and organization of materials, style, and delivery; varied speaking performances in class and analysis of written and recorded speeches.
Prerequisite: Speech 100.

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

Construction and delivery of various types of argumentative speeches including debate; attention to research, analysis, evidence, preparation of briefs, reasoning, and fallacies.

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

A continuation of 131, 132, 133.
Prerequisite: Permission.

235 **Parliamentary Procedure: (3)**

A study, based on Robert's Rules of Order, in conducting and organizing public meetings.

STUDY SKILLS

41 **Study Skills: (1)**

Designed to aid the student in developing study skill techniques; after individual diagnosis, each student is assigned a specific course of study to strengthen identified weaknesses.
Prerequisite: Recommendation from a counselor.

G-100A **College Skills: (5)**

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

TYPING

See Business Education 103, 104, 105.

Faculty

The following list of faculty members represents appointments as of June 1, 1971.

- AIKEN, RICHARD S.** Librarian
University of Maryland, University of Omaha, B.Ed.; University of Washington, M.L.S.
- AMOROSO, DOREEN** Director of Instructional Resource Center
Whitman College, Washington State University, University of Washington, University of Puget Sound, B.A., B.Ed.; University of Washington, M.L.S.; Central Washington State College, Northwestern University, University of Southern California
- ANDERSON, ERNEST R.** Librarian
Wisconsin State University, B.A.; University of Wisconsin, Western Washington State College, Washington State University, University of Washington, M.L.S.
- ANDERSON, WILLIAM G.** Psychology
University of Idaho, B.S., M.Ed.
- ARPKE, ROBERT S.** English
University of Washington, B.A.; Harvard University, John Hay Fellowship
- BECKER, KAREN** Career Development
Wagner College, B.A.; New York University, M.A.
- BERNTSON, LLOYD S.** English
Department Chairman, English-Philosophy
North Dakota State Teacher's College, B.S.Ed.; University of North Dakota, Washington State University, M.A.
- BETZ, JOSEPH A.** Mathematics
Department Chairman, Math-Engineering
Seattle University, B.Ed.; Washington State University, M.A.T.
- BOYD, ROBERT T.** Anthropology
Portland State College, B.A.; University of California, M.A.; University of Oregon
- BOYER, BARRY L.** Business-Economics
Grays Harbor College, A.A.; Washington State University, B.A.; Portland State University, University of Oregon, M.S.
- BROWN, CARL R.** Minority Affairs Director
Huston-Tillotson College, Paul Quinn College, B.S.; Texas Southern University, Prairie View A & M College, M.A.; University of Washington
- BUTSCHUN, SUZANNE M.** Mathematics
Reed College, University of Puget Sound, B.S.; Oregon State University, M.S.

- CLARK, RUSSELL E.** **Physics**
 Division Chairman, Math-Science
 Western Washington State College, B.A.; University of Wash-
 ington, Stanford University, Oregon State University, M.S.
- CLARKE, J. ALLAN** **Music**
 Phillips University, Fresno State College, A.B.; University of
 Washington, Fresno State College, M.A.
- CLEE, PAUL B.** **English**
 Whitman College, B.A.; University of Kansas, University of Ore-
 gon, M.A.
- CLINE, CHARLES FRANKLIN** **Drama**
 Washington State University, B.A., M.A.
- CRAWFORD, W. JAMES** **Geology**
 University of British Columbia, B.A.Sc.; University of Washing-
 ton, M.S.
- COX, CLARA M.** **Counselor**
 Huston-Tillotson College, A.B.; George Pepperdine College, Uni-
 versity of Puget Sound
- DANISZEWSKI, EDWARD F.** **Business**
 St. Martin's College, B.A.; Stanford University, M.B.A.; State of
 Washington, C.P.A.
- DEYOE, RICHARD J.** **Counselor-Student
Activities Adviser**
 Miami University of Ohio, B.S.; California State College-Los
 Angeles, M.S.
- DEZELL, ROBERT H.** **Music**
 Department Chairman, Music
 University of Washington, B.A.; Washington State University,
 M.A.
- DIPPOLITO, FRANK DAVID** **Art**
 Olympic College, Chicago Art Institute, B.F.A.; University of
 Puget Sound, M.F.A.
- EDRINGTON, DEVON E.** **Philosophy**
 Purdue University, University of New Mexico, B.A.; University of
 Washington, University of Puget Sound, M.A.
- EVANS, ROLLAND J.** **Business**
 University of Puget Sound, B.A.; University of Washington, Uni-
 versity of Puget Sound, M.B.A.

- FALK, RICHARD C.** Special Assistant to the President
for Planning and Resources
University of Puget Sound, B.A., B.Ed., M.Ed.; Stanford University, Washington State University, Ed.D.
- FAYE, MARIO A.** Spanish
Department Chairman, Foreign Languages
Columbia Union College, B.A.; Andrews University, M.A.; Montana State University, University of Washington
- FISHER, EDWARD S.** Physical Education
Pacific Lutheran University, B.A.; University of Washington, M.S.
- FORD, THORNTON M.** President
Western Washington State College, B.A., M.Ed.; Washington State University, Ed.D.
- GANGES, DONALD R.** Community Services
Western Washington State College, B.A.; University of Washington, University of Pennsylvania, M.S.; University of New York State
- GARRATT, FRANK E.** English
University of Illinois, B.A., M.Ed.
- GENTILI, KENNETH L.** Physics
University of Puget Sound, B.S.; University of Idaho, M.S.; University of Wyoming, University of Colorado
- GILMAN, SHELDON M.** Political Science
Norwich University, B.A.; University of Utah, M.S.
- GIROUX, RICHARD W.** Psychology
Pacific Lutheran University, B.A.; Central Washington State College, M.S.
- GRIFFIN, PHILIP L.** Counselor
University of Montana, B.A.; Fuller Theological Seminary, California State College at Los Angeles, M.S.
- GRIMES, JANET A.** English
University of Puget Sound, B.A.; Ohio University, M.A.
- HALE, F. DENNIS** Journalism
University of Washington, University of Puget Sound, B.A.; University of Oregon
- HEINRICK, JOHN R.** Physical Education
Department Chairman, Physical Education
University of Puget Sound, B.A., B.Ed.; Washington State University, M.A.
- HESS, VERNON L.** English
Friends University, B.A.; Stanford University, M.A.

- HIATT, DONALD A.** **Speech**
 Department Chairman, Speech-Drama
 University of Puget Sound, B.A.; Stanford University, M.A.; Uni-
 versity of Washington
- HO, YUN-YI** **History**
 National Taiwan University, B.A.; University of Minnesota, M.A.
- HUFFMAN, GEORGE E.** **History**
 University of Washington, B.A.; Western Washington State Col-
 lege, M.A.
- HYDE, JACK H.** **Geology**
 University of Washington, B.S., M.S.
- JACOBSON, PAUL E.** **Dean of Instruction**
 University of Illinois, B.S.; Northwestern University, Ph.D.; San
 Jose State College
- JAECH, WARREN KARL** **Mathematics**
 Pacific Lutheran University, B.A.; University of Puget Sound,
 B.Ed.; University of Washington, Western Washington State Col-
 lege, M.Ed.
- JANSEN, GEORGE T.** **Financial Aids Officer**
 University of Puget Sound, Central Washington State College,
 University of Washington, B.A.; Pacific Lutheran University, Uni-
 versity of Oregon, M.S.
- JANSEN, LUTHER T.** **Sociology**
 University of Washington, B.A., M.A.; Union Theological Semi-
 nary, S.T.B.; Columbia University
- JONES, MONTY B.** **Evening School Supervisor**
English
 Western Washington State College, B.A., M.Ed.
- KEELY, TIMOTHY R.** **Business**
 Department Chairman, Business-Economics
 University of Puget Sound, Seattle University, St. Martin's Col-
 lege, B.A.; University of Washington, M.B.A.; Pacific Lutheran
 University
- KOSAI, JOSEPH H.** **Admissions and Records Officer**
 University of Washington, Eastern Oregon College, B.S.; Wash-
 ington State University, University of Puget Sound, M.Ed.
- LATHROP, ROBERT C.** **Dean of Students**
 Central Washington State College, B.A., M.Ed.; Washington
 State University, Ed.D.
- LEONETTI, DONNA L.** **Anthropology**
 Barnard College, University of Washington, B.A., M.A.

- LEWIS, RICHARD G.** English
 University of Puget Sound, B.A., B.Ed.; University of California at Los Angeles, University of Washington, University of Puget Sound, M.A.; University of Oregon.
- LUKIN, LEONARD** English
 University of Puget Sound, B.A.; Seattle University, University of Puget Sound, M.A.
- LUNDQUIST, RONALD L.** Counselor
 Department Chairman, Counseling
 Clark College, A.A.; University of Puget Sound, B.A.; University of Puget Sound, Washington State University, M.Ed.; North Texas State University.
- LYNCH, PAMELA F.** Librarian
 Pomona College, Sorbonne, University of Washington, B.A., M.A., M.L.S.
- MAGDEN, RONALD E.** History
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- MALYON, HARLAND F.** History
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- MARIOTT, DEDRE J.** German
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- McCABE, IVONNA I.** Biology
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- McCARTHY, JOANNE H.** English
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- McCOURT, JEROME M.** English
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- McDADE, GEORGIA L.** English
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- McLAUGHLIN, TOM L.** History
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- MOSEID, DONALD O.** **General Education**
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- MUSE, WILLIAM M.** **Biology**
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 B.Ed.; Oregon State University, M.S.
- OLLEE, JAMES E.** **Geography**
 Grambling College, B.A.
- PACKARD, WILLIAM S.** **Sociology**
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- PALO, MARY C.** **Counselor**
 Central Washington State College, B.A.
- PASCOE, PAULA E.** **Student Activities
 Coordinator**
 Arizona State University, B.A., M.A.; Washington State Univer-
 sity
- PATTERSON, EDWIN R.** **Counselor**
 Montana State University, B.S.; Washington State University,
 M.Ed.; Oregon University System
- PERCY, LOYD R.** **Mathematics**
 Athletic Director and Commissioner
 University of Puget Sound, B.A.; University of Minnesota, M.Ed.
- PERKINS, RICHARD A.** **Biology**
 University of Puget Sound, B.S.; M.S.; Oregon State University
- POTTER, DALE E.** **Chemistry**
 Florida Southern College, B.S.; University of Arizona, Ph.D.
- RAGSDALE, ROGENE S.** **Health Adviser**
 University of Kansas, St. Luke's School of Nursing, Racine, Wis-
 consin, R.N.; Southwestern College, B.A.; Midwestern Texas
 University, University of Colorado, University of Washington,
 University of Puget Sound

- RHEA, RICHARD C.** **Art**
Pacific Lutheran University, B.A.; University of Washington,
M.F.A.
- RHULE, ROBERT R.** **Director of Community Services**
University of Puget Sound, B.A., B.Ed., M.A.; Washington State
University
- SCHAFER, HENRY J.** **Dean of Community Services**
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- SHULENBARGER, GERALD R.** **Psychology**
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lege, B.A., M.Ed.
- SHULL, BRICE H.** **Speech**
Pacific Lutheran University, B.A., M.A.; University of Washing-
ton
- SIGMEN, GARY EDWARD** **Economics**
University of Washington, B.A.; Washington State University,
M.A.
- SIMONSON, CAROLYN A.** **English**
(On leave during 1971-72.)
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- SKAGEN, MORRIS W.** **Librarian**
Head Librarian
University of Washington, B.A., M.B.A., M.L.S.
- SPANGLER, RICHARD C.** **Mathematics**
Seattle Pacific College, B.A.Ed., M.Ed.; Reed College, M.A.T.;
Oberlin College
- STEPHAN, LORRAINE F.** **Business**
Western Michigan University, B.A., M.B.A.
- SUMMERS, CHARLES B.** **Speech**
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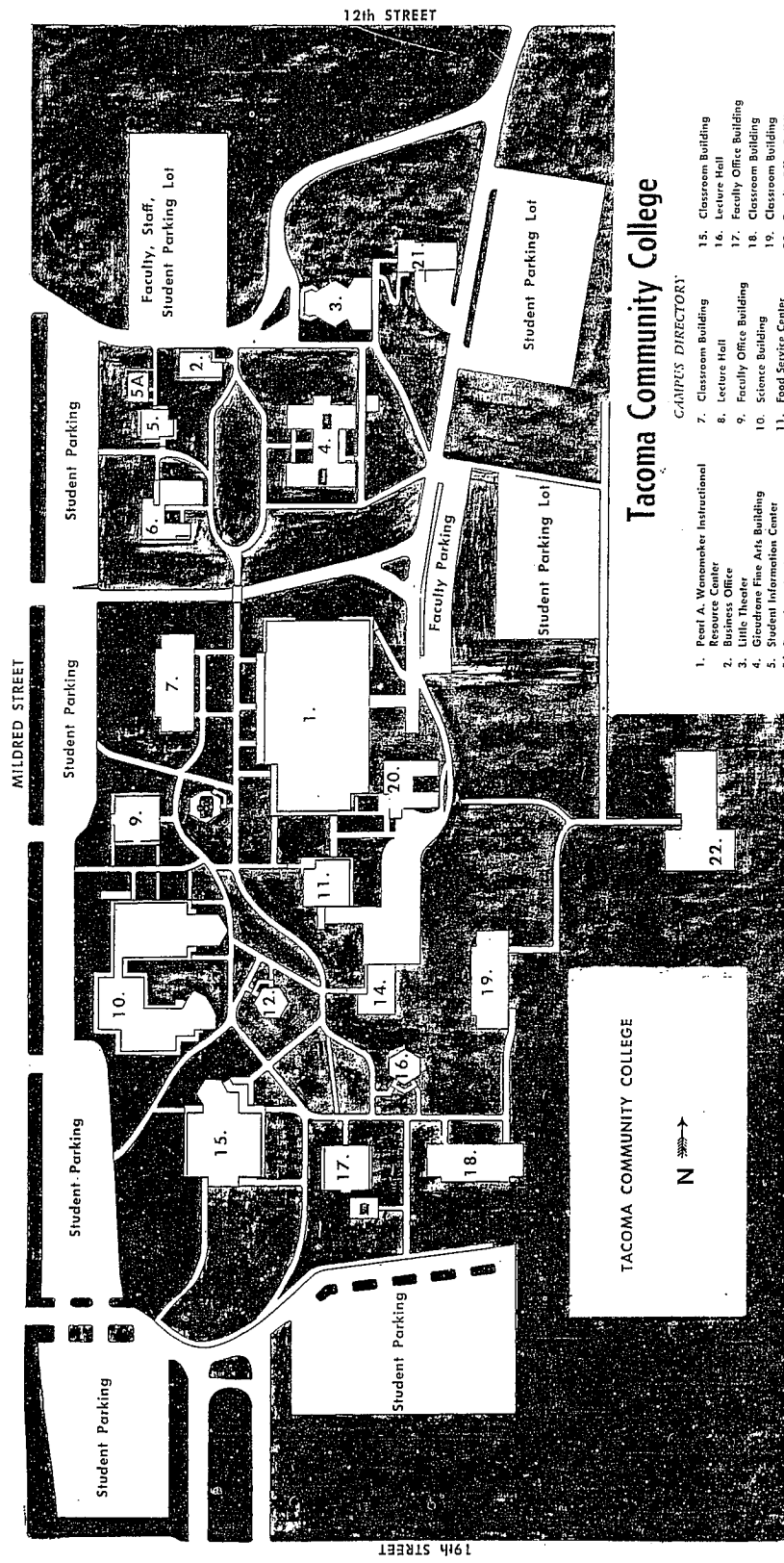
Mathematics

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Tacoma Community College

CAMPUS DIRECTORY

- | | |
|---|---------------------------------|
| 1. Pearl A. Wenemaker Instructional Resource Center | 15. Classroom Building |
| 2. Little Theater | 16. Lecture Hall |
| 3. Little Theater | 17. Faculty Office Building |
| 4. Student Fine Arts Building | 18. Classroom Building |
| 5A. Student Information Center | 19. Classroom Building |
| 6. Student Government Office and Book Store | 20. Faculty Office Building |
| | 21. Maintenance Building |
| | 22. Physical Education Building |

TACOMA COMMUNITY COLLEGE

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TACOMA COMMUNITY COLLEGE

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