



TACOMA
COMMUNITY
COLLEGE

1976-77
Catalog

A publicly supported community

DIRECTORY FOR CORRESPONDENCE AND INFORMATION

QUESTIONS CONCERNING:

Academic regulations	Dr. Robert Rhule, Dean of Instruction
Admissions	Robert Thaden, Associate Dean for Admissions, Records and Financial Aids
Advisement	J. Allan Clarke, Chairperson, Division of Arts and Humanities
Adding/Dropping a Course	Associate Dean for Admissions
Athletics	Edward Fisher, Athletic Director
Books and Supplies	Mary Kennedy, Bookstore Manager
Career or Occupational Courses	Lorraine Stephan, Associate Dean for Occupational Education
Counseling	Richard Deyoe, Counseling Department
Financial Aids, Scholarships	Associate Dean for Admissions
Health Services	Dorothy Gallaway, Health Adviser
Learning Assistance Center	Doreen Amoroso, Associate Dean for Learning Assistance Services
Placement and Work-Study	Associate Dean for Admissions
Public Service Programs	Joseph Kosai, Director of Community Relations and Services
Registration	Associate Dean for Admissions
Research, Planning, Development and Special Programs	Don Gangnes, Director of Research Planning, Development and Special Programs
Student Programs	Paula Pascoe, Student Programs Coordinator
Transfer to Other Colleges	Associate Dean for Admissions
Veterans and Veterans' Admissions	Steven Howard, Admissions and Veterans' Adviser
Withdrawal from College	Associate Dean for Admissions

Address all correspondence to the appropriate person at:
 Tacoma Community College
 5900 South 12th Street
 Tacoma, Washington 98465
 (206) 756-5000

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

- Richard Evans - 1980*
- Lewis C. Hatfield - 1978*
- Mrs. Lawanna B. Lee - 1976*
- Mrs. Ellen Pinto - 1979*
- Robert M. Yamashita - 1977*

*Term expires

ADMINISTRATIVE OFFICERS

- Larry P. Stevens
President
- Robert R. Rhule
Dean of Instruction
- Dean of Student Services
- Carl R. Brown
Director of Administrative Services
- Donald R. Gangnes
Director of Research, Planning, Development and Special Programs
- Joseph H. Kosai
Director of Community Relations and Services
- James Call
College Business Manager
- Doreen Amoroso
Associate Dean for Learning Assistance Services
- Lorraine Stephan
Associate Dean for Occupational Education
- Robert Thaden
Associate Dean for Admissions, Records and Financial Aids
- Robert Thornburg
Associate Dean for Continuing Education

COLLEGE CALENDAR

Summer Quarter, 1976

Registration and Fee Payment June 21, Monday
 Day and Evening Instruction Begins June 22, Tuesday
 Independence Day, Classes Excused July 5, Monday
 Mid-Quarter Examinations July 21, Wednesday
 Last Half of Quarter Begins July 22, Thursday
 Final Examinations August 19, Thursday
 Grades Due in Office of Admissions and Records August 20, Friday

Fall Quarter, 1976

Labor Day September 6, Monday
 Day and Evening Instruction Begins September 27, Monday
 Columbus Day, Classes Excused October 11, Monday
 Veteran's Day, Classes Excused October 25, Monday
 Thanksgiving Day Recess November 25-28
 Classes Excused Thursday - Sunday
 Final Examinations December 13-16
 Monday-Thursday

Grades Due in Office of Admissions and Records December 20, Monday

Winter Quarter, 1977

Day and Evening Instruction Begins January 3, Monday
 President's Day, Classes Excused February 21, Monday
 Final Examinations March 14-17
 Monday - Thursday

Grades Due in Office of Admissions and Records March 21, Monday

Spring Quarter, 1977

Day and Evening Instruction Begins March 28, Monday
 Memorial Day, Classes Excused May 30, Monday
 Final Examinations June 6-9
 Monday - Thursday

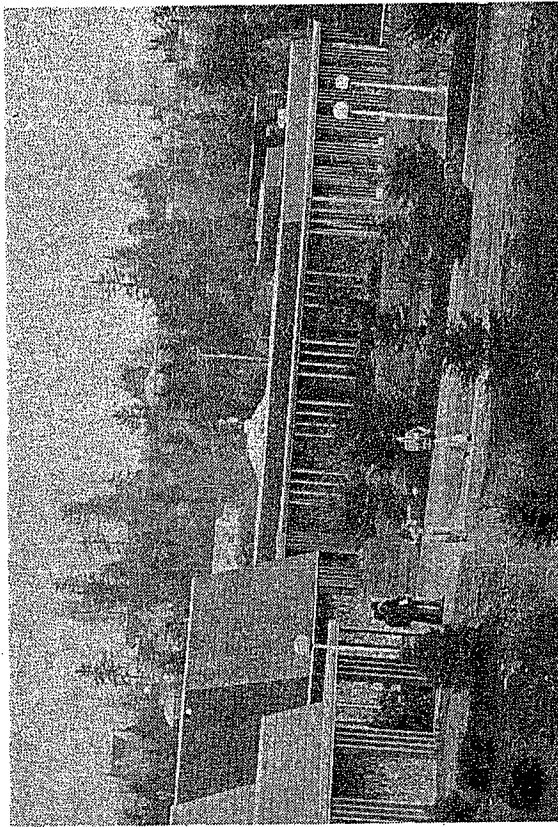
Grades Due in Office of Admissions and Records June 13, Monday

Summer Quarter 1977

Registration Monday, June 20
 Day, Night Classes Begin Tuesday, June 21
 Independence Day Recess Monday, July 4
 First half, final exams Wednesday, July 20
 Second Half, Classes Begin Thursday, July 21
 Quarter Final Exams Thursday, August 18
 Grades from Faculty to Admissions and Records Friday, August 19

*Student advising, orientation and registration dates will be published and thoroughly distributed to campus community and to the public throughout the instructional year.

THE COMMUNITY'S COLLEGE



Tacoma Community College is a two-year public community college serving a district which includes six public and two private high schools. The college is one of 26 community colleges in the state of Washington. The Community College Act of 1967 divided the state into 22 community college districts, each of which is governed by a board of five trustees. The trustees are appointed by the governor.

History

The Board of Directors of Tacoma School District No. 10 first applied for authorization to establish a community college in 1961. The revised application was approved two years later by the Washington State Board of Education, and the college opened in fall 1965. The campus on the west side of the city covers a 150-acre site. Bordering streets are Pearl, Mildred, South 12th and South 19th. The 21 buildings and two portables presently on campus were planned to provide complete student services as well as provide for future growth. TCC provides two years of collegiate and adult instruction for the people of the Tacoma-Pierce County area.

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.

Rationale and Purposes

Tacoma Community College is part of the Washington State Community College System, so TCC's goals are consistent with those of the State Board for Community College Education.

Tacoma Community College is pledged to provide educational services of sufficient variety so that students of all backgrounds and with varying personal aims be accommodated.

New programs and processes for learning are constantly evaluated at TCC, so that students can make the best use of their time on campus.

The college tries first to help students determine their educational goals and then to provide the services which would realize those aims.

Further, TCC is pledged to the community; it serves, providing services, courses and facilities as the needs arise.

The college is also committed to providing an environment which assists employees of the college to achieve their professional goals.

Affirmative Action Policy

The college is an equal opportunity employer and, through its written Affirmative Action Program, commits itself to nondiscrimination in employment and education programs on the basis of sex, race, religion, color, national origin or physical handicap.

The college requires that its faculty, administration, staff, and all agencies, persons, vendors and organizations with whom it provides contracts for business purposes, comply with all applicable federal and state statutes and regulations designed to promote job and program opportunities for minorities and women.

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

Washington Community College System

The current state system of community colleges was established by the Community College Act of 1967. It transferred statewide community college responsibility from the Superintendent of Public Instruction to the newly created State Board for Community College Education.

It divided the state into community college districts and established the seven-member Board for Community College Education. The seven members come from each of the state's congressional districts and are appointed by the Governor.

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

SIX PROGRAMS OFFERED

Courses at Tacoma Community College are designed for six different programs: university parallel, developmental studies, high school completion, community services, continuing education and occupations.

Courses numbered 100 and above are designed to be parallel to courses found in senior institutions with the exception of courses with the prefix "G" which are developmental studies, designed especially for TCC students working for the Associate in Liberal Arts degree. Developmental studies courses usually do not have specific counterparts in senior institutions and may or may not be transferable.

University Parallel

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

Specific courses should be selected in consultation with the student's academic advisor and in the light of the general requirements of the department and institution to which the student wishes to transfer.

These courses should fulfill Tacoma Community College's requirements for the Associate in Arts and Sciences degree, including the appropriate distributive requirements for courses in social science, math/science, and the humanities, and physical education.

The student should maintain close contact with his academic advisor and with the transfer institution of his choice on all matters relating to his program.

Developmental Studies

Developmental studies as part of learning assistance is a service program to all curricula. The program offers special courses in mathematics, reading, grammar and writing for any student who wishes to develop skills in any of these areas. Developmental studies courses are designed so that a student may begin at whatever level he is currently achieving and advance as rapidly as he chooses to whatever objective he sets for himself. Also included in the program are a variety of specially designed developmental general education courses.

High School Completion

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

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

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



Community Service Courses

The community service program offers non-credit classes and has the capacity to custom-design special courses for people who wish to pursue particular intellectual activities or to learn new skills. Individuals or groups interested in developing classes, forums, discussion groups, lecture series or professional in-service seminars are asked to contact the Office of Community Relations and Services.

Continuing Education

The Office of Continuing Education is responsible for the operation of the college after 4:30 p.m., on weekends and at the several off campus sites. Programs include the traditional college transfer program, developmental programs, adult continuing education, credit courses and the high school completion program. Additionally, this office is responsible for the summer college program.

Occupational Programs

Tacoma Community College offers a variety of occupational programs for students who wish to combine academic studies with training leading to employment. The fifteen programs include accountant, administration of justice, Associate degree nursing, banking and finance, emergency medical care, human service worker, medical assistant, medical records technician, medical secretary, medical transcriptionist, radiologic technologist, real estate, receptionist/clerk, respiratory therapy technician and service representative. All the programs require two years of college work except for respiratory care, which is a one-year program. Students who complete a two-year program may qualify for an Associate in Liberal Arts or Associate in Technical Arts degree, depending on the program goal. A work internship or clinical experience arranged by the program coordinator is a requirement of all programs. Curricula are developed with the assistance of citizens' advisory committees.

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

THE OPEN DOOR RESIDENCY

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

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

Resident Certification

It is the responsibility of each student to register under the proper residence category and to pay the proper tuition fees. Students should also raise questions about the possibility of varying tuition fees under these rules prior to registration.

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



ADMISSIONS

General Information

The college maintains an open-door policy. Individuals who are high school graduates or who are 18 years of age or older are eligible for admission. Other individuals who are less than 18 years of age are eligible for admission if authorized by agents of their public school districts and the college. No student is denied admission to the college because of race, creed, color, or sex.

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

Application Procedures

Students who expect to register for 10 or more credit hours must complete all steps listed below. All other students may complete steps 1 and 2 only. A student who begins with 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 "State of Washington Uniform Community College Admission Form" (This form is available from any high school or from the college.)
2. Complete and return copy 1 and 2 of the "State of Washington Uniform Community College Admission Form" with the required \$5 records fee to:
Business Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

3. Send copy 3 of the "State of Washington Uniform Community College Admission Form" to the high school last attended. Advise the high school to forward the information to the college Admissions Office. (Current high school students should arrange to have transcripts sent after completion of grade 12.)
4. If the applicant has attended another 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.

Readmission

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

Veterans

The program offerings of the college have been approved by the Veterans Administration. Persons eligible to receive benefits must contact the Office of Veteran Affairs to begin application for benefits. Veterans who withdraw from a class or discontinue their schooling must notify the Office of Veteran Affairs of their change of status.

Veterans should be prepared to meet the costs of tuition, books, and supplies, and living expenses while applications are being processed by the Regional Veteran's Office, 915 2nd Avenue, Seattle 98174.
The Office of Veteran Affairs provides educational advising, tutorial services, and assistance in solving other veteran related problems.

A Veterans Administration contact representative is assigned to the college. He is available to assist any individual with all veteran related benefits. (i.e. housing loans, hospitalization, insurance, burial, and education).

Resident veterans who have served in Southeast Asia after August 5, 1964, are eligible for the Washington State SEA-VET tuition reduction. Veterans are eligible to receive this reduced rate are required to provide verification of service by placing a discharge record (DD214 form) on file in the Records Office.

Servicemen's Opportunity College

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

Active duty personnel interested in joining the Servicemen's Opportunity College program may obtain additional information at local military installation education offices or by contacting the veteran's adviser in the Admissions and Records Office at Tacoma Community College. A brochure outlining the special features included in this program may be obtained at the above offices.

The Servicemen's Opportunity College has been extended to include active National Guard and Reserve personnel. The Veteran's Office has complete information regarding the SOC program.

Admission of International Students

International students, in addition to completing the application form, must provide the college with the following information:

1. The student shall provide evidence of English proficiency at a level which will enable him to profit from instruction at the college level. The most acceptable evidence of this ability is completion of the Test of English as a Foreign Language (TOEFL).*
2. The student shall provide evidence of academic preparation. This college must receive official transcripts directly from schools attended by the student indicating that he has the background necessary to do college level studies in the United States. If transcripts are not in English, they must be accompanied by authorized English translations.
3. The student shall provide evidence of financial responsibility. This college must receive a written statement from a source other than the applicant indicating that the student has sufficient financial resources to defray all costs. These include living expenses, cost of a round trip ticket to his home country and college fees.
4. The students shall forward with his application a "Letter of Recommendation" from an appropriate school official which will confirm his academic preparation for advanced schooling.
5. The student shall provide a short hand-written autobiography of educational and working background to be forwarded with the application. This should include a statement of future plans.
6. The student shall furnish a health examination report indicating health is satisfactory to perform academic studies.
7. The student shall purchase health insurance as a condition of continuing enrollment. This insurance is available at the college.

*Information about this test is available from:
TOEFL
Education Testing Service
Princeton, New Jersey 08540 U.S.A.

HOW TO REGISTER

Applicants who have been admitted to the college will receive instructions for registration from the Admissions and Records Office 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 Admissions and Records Office.

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

Class Schedule

The quarterly class schedule is made available by the Records Office approximately one month before the beginning of each quarter. The class schedule indicates the time, place, special fees, and instructor for each class to be offered. Classes are generally offered from 7:30 a.m. to 10 p.m.

Course Audits

A student may audit courses in which he/she has interest. By paying the regular tuition and fees, the student will be allowed to participate in all course activities. A student auditing a course will not receive credits or be issued a grade for the course.

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.

TUITION

Quarterly Tuition and Fees for Resident Students:

General Tuition Fee (10 or more credit hours)	\$ 41.00
Operating Fees (10 or more credit hours)	27.00
Services and Activities Fees (10 or more credit hours)	14.50
Total	\$ 83.00
Part time fee per credit hour	\$ 8.30

Quarterly Tuition and Fees for Non-Resident Students*

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

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

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

*Tuition and fee costs are subject to legislative change.

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 (except for drops only)	2.00
Transcripts — first two are free; others	1.00
Accounting 240	\$ 7.50
Allied Health	
Nursing 101, 102, 103	\$ 3.00
Nursing 201, 202, 203	3.00
All Allied Health Clinical Courses	3.00
Art	
Pottery 131, 231, 232, 233	\$ 5.00
Design 110	4.00
Photography 220, 221	20.00
Printmaking 150, 250, 251	4.00
Sculpture 172, 272, 273, 274	4.00
Business 235 (Independent Study)	\$ 6.00
Course challenges	per credit hour \$ 2.00
English G100A	\$ 1.00
Math 114	\$ 6.00
Music lessons (private)	\$50.00
Reading 70, 71, 72, 110	\$ 1.00
Study Skills 70	\$ 1.00
Parking Permit	\$ 1.50
For one quarter	4.00
For fiscal year50
For second vehicle registered to same owner	8.00
Reserved areas (annual)	
Physical Education (Non refundable)	
Archery	\$ 2.00
Bowling	15.00

Dance	2.00
Golf	8.50
Ice Skating	7.00
Swimming (includes towel fee)	9.00
Tennis	2.00
Towel fee	2.00
Science	
Biology	\$ 3.00
Chemistry	3.00
Geology	3.00
Oceanography	3.00
Physics	3.00
Tuition Loan	
Under \$35	\$ 1.00
\$35-\$99	2.00
\$100 or more	3.00

Refunds

If a student withdraws from the college prior to the sixth day of instruction in a given quarter, a full refund of tuition and fees will be made. A 50% refund of tuition and fees will be made if a student withdraws from the college between the sixth day of instruction and the thirtieth calendar day from the published date for the beginning of a quarter. Refunds are not made for partial reductions in class load.

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.

Senior citizen tuition and fee waivers

Persons over sixty years old are eligible for fee waivers at Tacoma Community College. Waivers are granted on a space available basis. Senior citizens can register for any college credit, continuing education or community service class available the first day of classes. Waivers will not be applied to more than two (2) courses per individual per quarter. Administration charges are \$2.50 a course, not more than five dollars will be charged to cover the cost of registration and record processing. Applicants can take courses for credit or on an audit basis.

Any senior citizen can enroll for classes during regular registration but must pay regular tuition and fees. Applicants are responsible for their own books, supplies, laboratory fees, parking and other incidental costs of participating.

Waivers are not granted to people who plan to use credits to improve their status for credentials or salary schedule purposes.

FINANCIAL AID Policies

All financial aid at TCC is administered within the guidelines of federal, state and TCC Board of Trustees established policies. The basis for such programs is the belief that parents have the primary responsibility for assisting their sons and daughters in meeting educational costs. The recipients of financial aid are expected to adhere to a modest budget as outlined below. It is not the purpose of the financial aid program to assist the student in making expensive automobile payments or in repaying past debts, but rather to use the limited aid available to provide every student with sufficient financial assistance to make attendance at college possible. Students must be making normal and satisfactory progress toward a degree to remain eligible for financial assistance.

How Financial Aid Is Determined

Financial aid is determined by comparing student resources (family income and assets, student assets, and summer earnings), as demonstrated by the College Scholarship Service report (CSS), with the budget allowed by the federal government for attending Tacoma Community College. The difference between the resources and the budget cost is the student need which the college will attempt to meet with the variety of programs described here.

Nine Month Budget

	Dependent Home	Away
Tuition	\$ 250	\$ 250
Books & Supplies	200	200
Room & Board	800	1,600
Personal & Misc.	600	600
Transportation	375	375
TOTAL	\$2,225	\$3,025

	Independent Single	Married*
Tuition	\$ 250	\$ 250
Books & Supplies	200	200
Room & Board	1,600	2,600
Personal & Misc.	600	1,120
Transportation	375	375
TOTAL	\$3,025	\$4,545

*Additional allowances for children:
 \$800 for first child
 \$600 for each additional child
 \$ 5 per day for child care

Application Procedures

1. Be admitted to the college.
2. Parents' Confidential Statement should be completed by the parents of the following applicants:
 - a. Single students who will have resided at home, or received in excess of \$600 assistance in dollars or room and board, or have been claimed on the parents' Internal Revenue Income Tax Return the past or present year.
 - b. Married students who have been married less than one year on October 1.
3. Student's Confidential Statement should be completed by all others.
4. Mail CSS form directly to Berkeley, California, with the required fee as indicated on the form.
5. Independent or married students under the age of 23 years by October 1 must also complete a notarized Affidavit of NonSupport. These forms are available in the college Financial Aid Office.
6. All students applying for financial assistance should complete and mail a BEOG form.

Notification of Awards

The student will be sent an award letter detailing the amounts of award offered. (Students who are not qualified for awards will also be contacted.) The first series of awards will be mailed out July 31. The second series will be mailed out August 31.

Once a student receives an award letter from the Financial Aid Office, he should call the office for an appointment of discuss and finalize his aid package.

Financial aid awards are also made in late September and for students entering winter, spring and summer quarters if funds are available.

Federal regulations require a new application each school year. There are no automatically continuing awards.

Grants

Basic Educational Opportunity Grant

The B.E.O.G. is a new program of student aid. The program provides for non-repayable grants for students with demonstrated need.

Educational Opportunity Grants

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

Washington State Need Grant

The program is administered by the Washington State Council on Higher Education. Grants are provided for both first and second year students.

Washington State Tuition Waiver

By authority of an act passed by the Washington State Legislature, a limited number of college level tuition fee waivers may be granted to needy students by the college.

Loans

Federally Insured Student Loan

The FISL program, often referred to as the Guaranteed Student Loan Program permits students to borrow money directly from their bank or credit union.

National Direct Student Loan

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

Foundation Tuition Loan

The college administers a tuition loan fund made possible by donations from the community.

Short Term Emergency Loans

An emergency student loan fund is maintained to assist students who are temporarily in need of funds for their education.

Student Employment

College Work-Study Program

The federal government annually awards the college funds to provide part time employment for students who have demonstrated financial need.

General Fund Employment

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

Off Campus Employment

The financial aid office maintains a part time job placement program.

Placement
The office of financial aid offers a variety of services to assist students in securing career occupational employment. In cooperation with the counseling center, career guidance is available in the form of tests and personal interviews. Students may secure assistance in preparing their resumes. The office also maintains an employer job bank, coordinates campus employer interviews, and will maintain student credential file services if requested.

Special Programs

Law Enforcement Education Program

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

Nursing Student Scholarship Program

The federal government has provided a limited amount of monies to assist full time students in the Associate degree nursing program in meeting their educational expenses.

Nursing Student Loan Program

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

State High School Tuition Waivers

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

Scholarships

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

Private Scholarships — A considerable number of private scholarships are administered through the college.

Veterans' Assistance

The college has an office of veterans' affairs. The first step in obtaining veterans' benefits is to apply to the VA office. You may receive benefits under Chapter 34 (GI Bill), Chapter 35 (widows and dependents of deceased or disabled veterans), or Chapter 31 (V.A. rehabilitation).

Any veteran, widow, or war orphan enrolled on at least a half-time basis in a post secondary course is eligible to receive tutorial assistance. The veterans' affairs office will provide approved tutors and make all arrangements.

Veterans' tuition deferments, are available to assist the newly enrolling veteran in paying tuition while waiting for his VA funds.

Veterans' emergency loans are available on a limited basis to aid veterans in meeting unforeseen emergencies. These are thirty day loans.

Bureau of Indian Affairs

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

Office of Minority Affairs

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

Social Security

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

HOW TO EARN CREDITS

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; some courses require laboratory time in addition to credit hour time.

Under normal circumstances, taking 15 credits per quarter will permit a student to graduate with an Associate degree after six quarters of study. 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.

Grades and Grade Point

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 issued to each student. The college may withhold grades until the student has met all financial and institutional obligations relating to the current quarter.

Incomplete Grade

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.

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. Standard tuition is charged. Participating disciplines include: English, foreign languages, history, and mathematics.

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.

College-Level Examination Program (CLEP)

Tacoma Community College participates in the College-Level Examination Program and grants credit for successful scores on C.L.E.P. examinations. For additional details contact the Admissions and Records Office.

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 for repeated courses will be used.

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 one official or unofficial transcript 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. (Generally, three working days are required for processing transcript requests.)

Confidential Records

Under the provisions of Public Law 93-380, a student attending a college has the right to inspect "any and all" official files that relate directly to that student. It is the policy of the college not to release information about present or former students to anyone else except as noted below:

1. When the student provides a written request for a record release.
2. When requested by representatives of state or federal educational agencies.
3. When the information is requested pursuant to a subpoena or court order.

In exceptional circumstances, inquiries should be directed to the dean of students.

GRADUATION REQUIREMENTS

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 Admissions and Records Office.

Commencement

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

SCHOLASTIC HONORS 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".*

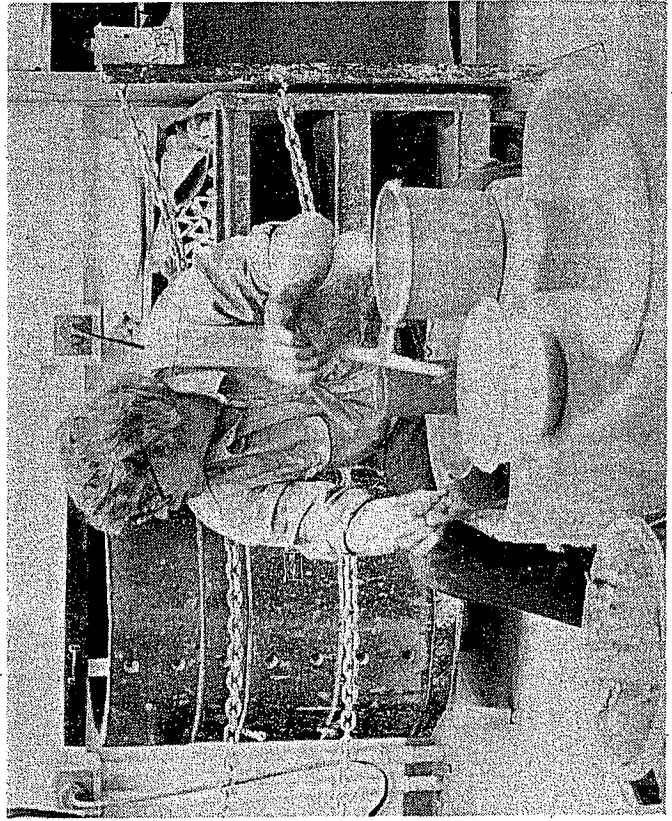
Dean's List

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

Service Awards

Individuals who have contributed to the growth of the college 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. Scholastic honors are computed prior to the end of the last quarter of attendance. Additions or deletions will be made to these lists if the last quarter of college work changes a student's qualifications.



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 in general studies or of a two-year program planned to attain a particular educational goal.

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.

ATTENDANCE POLICY

Full-time Student

In computing tuition and fees, a full-time student is considered one who is registered for 10 or more credit hours. Students should be advised, however, that other agencies, such as the Veterans Administration, 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.

Withdrawal from College

Any student who finds it necessary to withdraw from the college should do so through one of the counselors. Withdrawing from the college is an official process which assures the departing student that this 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.

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 not 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 advisor to re-evaluate his course load to conform to the restrictions imposed by the scholastic probation.
- C. 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.
- D. 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 the regulation.

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, below.

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 a change in program initiated by the student. No charge is made for program changes which are initiated by the college or when a student only drops a class.

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.)

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.

Student rights and responsibilities

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

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

Disciplinary Actions

When in the judgement 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.

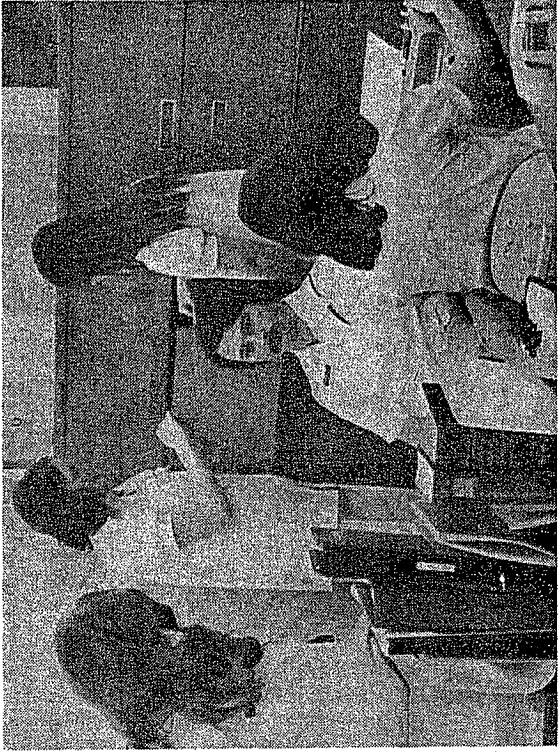
DISCIPLINARY PROBATION: Formal action placing conditions on the student's continued attendance in the college. Such notice will be given in writing and will specify the period of probation and the conditions.

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.

SERVING THE STUDENT



Advising

Student advisement services at Tacoma Community College are open to all currently enrolled or prospective students. Upon entering the college, each full-time student will be assigned to a faculty adviser who will assist the student with or guide him/her to further assistance for:

- Educational planning for short and long range goals in transfer or occupational programs.
- Career planning by explaining opportunities in the "world of work" and continuing education.

Each full-time student is strongly encouraged to become acquainted with his/her faculty adviser at the earliest possible time and to make use of this human resource in all subsequent planning of the educational career at Tacoma Community College. Part-time day students and evening students are encouraged to visit the Learning Assistance Services office in Building 7-9 for assistance in advisement and educational planning.

Each enrolling student will be given a planning "Blue Book", which is to be used in all planning sessions and which is essential to all subsequent registrations for continuing students. The "Blue Book" also contains pages for the student to maintain an accurate, up-to-date cumulative record of courses completed and those necessary for the successful completion of specific educational goals. The "Blue Book" is a useful planning tool and each student is encouraged to use it fully.

Child Care Center

The Tacoma Community College Child Care Center combines convenience with quality child care on a low cost fee scale.

Any TCC student/parents may bring their children between the ages of 2½ through five to the center any number of days per week from four to seven hours each day.

The center is certified by the state and features a program of concept learning as well as creative free-play experiences.

For registration or further information call 756-5180.

College Bookstore

New and used textbooks for all courses offered at Tacoma Community College may be purchased in the bookstore. Art and classroom supplies, nursing uniforms, food coupons and postage stamps are also available. Special order for books may be placed by anyone. Regular business hours are 7:45 a.m. to 4 p.m. Monday through Friday. Evening hours are 6:30 to 8:30 Tuesdays and Wednesdays. The bookstore is located in Building 6, telephone 756-5040.

Counseling

Professional counselors are located throughout the campus in the following buildings: 1, 7, 9, 17 and 20, for the convenience of all students at Tacoma Community College. Up-to-date information and brochures concerning career planning and transferring to other schools as well as vocational and interest testing are available in the Learning Assistance Center in Building 7.

Students are encouraged to visit the Learning Assistance Center any time between 8 a.m. and 9 p.m. Monday through Thursday, and from 8 a.m. to 4 p.m. on Friday.

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

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

Food Services

The college operates its food services from the main cafeteria in Building 11 and from the snack bar in Building 15. The main cafeteria serves delicious breakfasts and wholesome lunches, short orders, desserts, and refreshments for students and staff each day from 7:00 a.m. until 2:00 p.m. The snack bar offers light meals and refreshments throughout the day and also provides these services for evening students until 9:00 p.m. except on Fridays, when the facility is then used for special student programs.

Health Services

The college operates a health center under the supervision of a licensed physician and a registered nurse, and it is open to all students desiring assistance. There are no fees for health services received by students on campus. The physician serves on campus two or more hours per week and is a consultant otherwise as needed.

The philosophy of the department of health services is concern for the total individual health needs of every student enrolled at the community college. Services provided include health counseling, first aid for minor accidents and illnesses, and assistance in obtaining further care. These services are provided to supplement those of the family physician. Students with handicaps who need special consideration for campus mobility should contact the health services department.

It is a responsibility of the student to supply information on his health directory card that would enable the college to make local contacts in case of an emergency. Changes of phone numbers, physicians, etc., should be reported immediately. Student health records are considered confidential material and will NOT be transferred without the student's written permission.

Medical withdrawals from the college must be initialed by the health adviser.

Campus Parking

All vehicles parked on campus by regular students require a parking permit. Parking permits must be obtained as part of the registration process. The fee for non-reserved parking is \$1.50 per quarter or \$4.00 for the academic year. A fee of \$8.00 per academic year is charged if reserved parking is desired.

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.

Student Programs

Many specific programs exist for students at TCC. These include a child care center, ex-offenders, foreign students, minority students, veterans program, inter-collegiate athletics, intramurals, recreation, orchestra and band, drama, choir, lecture series, film series, honoraries and clubs, government, peer counseling, newspaper, retreats. For current information call the Student Programs Office, 756-5115.

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.

As part of its music program, the college has organized a number of musical groups in which students participate, including the jazz workshop band, the choir and a singing actors workshop. Drama productions are presented periodically and special events include health fairs and arts festivals. Movies, guest speakers and performers are frequently scheduled.

Minority Affairs

The Office of Minority Affairs, located in Building 7, is that campus unit responsible for planning, organizing, implementing and coordinating those programs and activities which assist in involving minority students in all phases of campus life. It is the office which develops creative approaches to meeting some of the instructional and support services needs of minority students.

Office of Safety and Security

The Office of Safety and Security, located in Building 21, is responsible for providing a safe and healthful working environment for students and employees; for the initiation and maintenance of an accident prevention program; and for the protection of persons and property.

In conjunction with these responsibilities, the Office of Safety and Security maintains parking controls, monitors vehicle usage, investigates accidents, makes and issues keys, and handles other emergency situations which arise.

Students and staff are encouraged to report any unusual campus incidents to the supervisor of this unit.

Women's Studies Program

Each quarter TCC's Women's Studies Program offers a variety of classes and workshops aimed especially at the interests and needs of women. Credit is also available for these courses. The program is an avenue for women to develop their talents and capabilities to the fullest extent.

Referral and counseling service is available as a complimentary service through the Women's Studies Program. Emphasis is placed on the individual person — her problems, her identity, her goals, her first step toward achieving her goals.

LEARNING ASSISTANCE CENTER

Helping students learn has top priority at Tacoma Community College. Special learning assistance services, sponsored and cooperatively administered by various departments and programs, are centralized in Buildings 1 and 7, the Learning Assistance Center. All students are welcome to use these services:

Learning Assistance Counseling

Special Learning assistance counseling is available to help all currently enrolled and prospective students analyze their problems and get needed help. Appointments are encouraged as a convenience, but students should feel free to drop by any time. The learning assistance counselor is centrally located in the reception center, Building 7, Room 9.

Tutorial Services

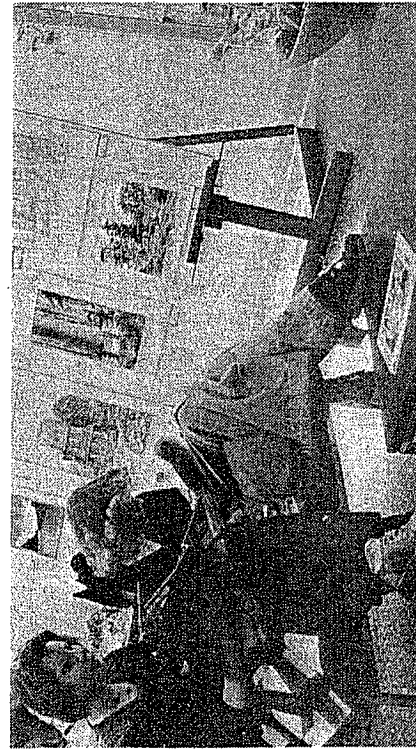
Tutorial assistance is coordinated through the office of the learning assistance counselor in the reception center of Building 7. The tutorial coordinator arranges for tutoring for students who need it. Special tutoring is provided in Building 7, Rooms 3 and 10, as well as at other campus locations. VA educational assistance benefits can be used to pay for tutoring.

Adult Education Advising

Adult education advising for high school completion and developmental education is available in the Continuing Education Office.

Library

The Library in Building 1 offers pleasant study facilities and personal assistance in finding and using a wide range of materials. The collection includes 60,000 books, nearly 400 periodical titles, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented. Files of microfilm, pamphlets, maps, and college catalogs are also available. Other services include inter-library loans, informal reference help, and a two-credit course in library reference techniques. Community support of the library has been expressed through the activities and gifts of the Friends of the Tacoma Community College Library, a non-profit organization with an open membership. Individuals and other organizations in the community have also provided a number of significant gifts.



LEARNING LABORATORIES

Reading and Communication Skills Labs

The English department's Reading and Communication Skills labs, located in Building 7, Rooms 1 and 2, provide credit courses for developmental reading and writing as well as laboratory work for study skills, vocabulary development, and spelling.

Math Lab

The Math Lab, located in Building 7, Room 10, is one instructional mode of the mathematics department. Students may take developmental as well as college transfer mathematics courses in the Math Lab. The Lab also provides assistance for students enrolled in lecture math classes. Special tutorial assistance for students in Math 80 through 110 courses is provided free of charge by the Student Tutorial Center, located in the lab.

Ethnic Studies Lab

The Ethnic Studies Laboratory, Building 1, Room 15, provides audiovisual materials designed to promote ethnic pride and appreciation of minority cultures and concerns. Materials are sent to classrooms and shared with community agencies, as well as made available for individuals and small groups to use in the laboratory. There is space for individual study and tutorial activity, and several typewriters are provided for student use.

Listening/Language Lab

The Listening/Language Lab, in Building 1, Room 10, is a place for listening to recorded music, plays, poetry, and lectures, as well as class and individual language practice, vocabulary drill, and listening skill development. The Lab also produces and duplicates audiotapes and provides access to selected audiovisual materials.

CAREER INFORMATION CENTER

The Career Information Center in the reception center of Building 7, has information about careers, the labor market, and occupational education and training programs. Included are printed materials and a limited number of audiovisual units covering more than 800 occupations. A computer terminal provides access to additional information. The Center offers personal assistance in locating materials.

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. It is usually a ten-week program, and students may enroll at any time. The program coordinator will help each student work out courses most suitable for him or her.

AUDIOVISUAL SERVICES

The Audiovisual Services Department, Building 1, Room 18, maintains a permanent collection of audiovisual materials including a film library of approximately 280 titles. In addition, films are rented from other sources for classroom use. Projection equipment and audiovisual materials are circulated to classrooms and laboratories, and booked for viewing in the AV area studios. A variety of production services are provided with facilities including two studios for videotaping and film projection, and equipment for TV, sound, photographic and graphic production.

ASSOCIATE DEGREE DISTRIBUTION REQUIREMENTS

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

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

Humanities

Art — any course
 Drama — any course
 English — G100c, 201 through 290
 Journalism
 Newspaper Workshop 100
 Journalism — 201 through 203
 Languages
 French
 German
 Spanish
 Music — any course
 Philosophy — any course
 Speech — any course
 (Speech G100A, 100, 101 or 200 may be used instead as Communications for A.T.A. and A.L.A. degrees)

Math/Science

Anthropology — 201
 Biology — any course
 Business — 110
 (for A.L.A. degree only)
 Chemistry — any course
 Engineering — any course
 Forestry — any course
 Geography — 205
 Geology — any course
 Mathematics — any course
 (Business Mathematics is not a math course)
 Oceanography — any course
 Philosophy — 120
 Physical Science — any course
 Physics — any course
 (All the above courses qualify as laboratory science except Business 110, Philosophy 120, Geography 205, Anthropology 201, and the math courses)

Social Sciences

Accounting — any course
 Anthropology — any course
 Business
 Intro. to Business 101
 Personal Finance 102
 Business Law 200
 Business Corresp. 225
 Business Statistics 256
 Career Development — 115
 Criminal Justice
 Intro. to Admin. of Justice 100
 Criminal Law 101
 Criminal Evidence 102
 Theory of Law Enforcement III 203

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 including a maximum of three physical education activity credits in courses numbered 100 or above. General Education Program courses (G-100 courses) are not accepted.

2. At least 30 of the last 45 applicable credits must be earned at TCC.
 3. Course requirements for the Associate in Arts and Sciences may be met by completing a program as outlined in either Option A or Option B.

Option A:

Distribution requirements:

1. English 101 and 102 10 q.h.
2. Humanities (Not all from one field) 20 q.h.
3. Social Science (Not all from one field) 20 q.h.
4. Math/Science 15 q.h.
 (Must include 5 credits in laboratory science.)

5. Physical education — any 3 activity credits 3 q.h.
 (This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.)

Option B:

The student may meet the first and second year departmental requirements or recommendations of the four-year institution to which he plans to transfer. The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the dean of students. The student must also supply a copy of the requirements or recommendations published by the four-year institution or a copy of a written recommendation by an undergraduate departmental adviser of the four-year institution.

ASSOCIATE IN LIBERAL ARTS

This degree is awarded upon completion of a two-year program in general studies or a two-year program planned to attain a particular educational goal. Technical training may also be applied toward this degree.

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

Requirements:

1. 90 quarter hours, including a maximum of three physical education activity credits.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. ALL TCC CREDITS APPLY EXCEPT THAT NO MORE THAN SIX MAY BE CONTINUING EDUCATION CREDITS (COURSE NUMBERS IN 20'S AND 30'S). CONTINUING EDUCATION CREDITS WILL NOT APPLY TOWARD THE DISTRIBUTION REQUIREMENTS SHOWN BELOW.
4. Distribution requirements:
 a. Two of the following courses, one of which must be in written communications 10 q.h.
 English G100A, G100B, 101, 102, 104
 Speech G100A, 100, 101, 200

ACCOUNTANT

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

SUGGESTED PROGRAM FOR ACCOUNTANTS

Course	No. Crs.
FRESHMAN	
First Quarter	
Business	101
Accounting	210
Business	115
Second Quarter	
Business	103
Business	110
Accounting	220
English	104
Third Quarter	
Speech	100, 101 or 200
Accounting	230
Business	104
Business	225

SOPHOMORE YEAR

First Quarter	
Elective	5
Accounting	231
Accounting	250
Second Quarter	
Accounting	245
Accounting	240
Business	200
Third Quarter	
Accounting	260
Accounting	255
Accounting	237

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

- b. Humanities..... 10 q.h.
 - c. Social Science..... 10 q.h.
 - d. Math/Science 10 q.h.
 - e. Physical education — any 3 activity credits 3 q.h.
- (This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.)

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.

ASSOCIATE IN TECHNICAL ARTS

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

Requirements:

1. 90 quarter hours, including
 - a. a minimum of 45 quarter hours in an approved occupational or technical program;
 - b. the completion of an approved occupational or technical program.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College. **NO MORE THAN SIX, HOWEVER, MAY BE CONTINUING EDUCATION CREDITS (COURSE NUMBERS IN 20'S AND 30'S).**
3. Credits must include at least two of the following courses, one of which must be in written communications:
 - English G100A, G100B, 101, 102, 104
 - Speech G100A, 100, 101, 200
 - Business Correspondence 225
4. Physical education: waived for this degree.

ACCEPTANCE OF ASSOCIATE IN ARTS AND SCIENCES

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

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

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

ADMINISTRATION OF JUSTICE

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

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

CURRICULUM

Course Title	No. Crs.
FRESHMAN YEAR	
Fall Quarter	
Administration of Justice	5
English	101
Sociology	110
Physical Education	1
Winter Quarter	
Administration of Justice	101
English	104
Psychology	100
Physical Education	1
Spring Quarter	
Administration of Justice	102
Speech	100
Physical Education	282
Elective	3
SOPHOMORE YEAR	
Fall Quarter	
Administration of Justice	200
Administration of Justice	201
Political Science	202
Physical Education	1
Winter Quarter	
Administration of Justice	202
Sociology	262
Business	103
Elective	5
Physical Education	1
Spring Quarter	
Administration of Justice	204
Administration of Justice	203
Mathematics	240
Administration of Justice	206
Administration of Justice	207
Elective	5

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

ASSOCIATE DEGREE NURSING

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

CURRICULUM

Course Title	No. Crs.
FIRST YEAR	
Nursing I	101
Nursing II	102
Nursing III	103
SECOND YEAR	
Nursing IV	201
Nursing V	202
Nursing VI	203

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

*Chemistry	101 & 102 or 111	5/10
*Psychology	100	5
*Biology	201	5
Sociology	110	5
*Psychology	206	5
Speech	100 or 101	5
Biology	206, 207, 208	15
English	101	5

Non-Nursing credits 50/55
Nursing credits 53

TOTAL CREDITS 103/108

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

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

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

*Must be completed prior to Second Year Nursing 201.

BANKING AND FINANCE

This two-year program is designed for both the present financial institution employee (in-service) and the pre-service students whose purpose may be to advance their careers and/or prepare for a career in banking and finance. The program is a joint venture developed by Tacoma Community College and the financial institutions. Students who complete the banking and finance program qualify for the Associate in Technical Arts degree. Graduates are also eligible for the AID advanced certificate upon employment in the industry.

Course Title	No. Cts.
Freshman Year	
Principles of Bank Operations OR Principles of Saving Bank Operations	B&F 102 3 B&F 122 3
Bookkeeping OR Accounting	Bus 140 5 Acct 210 5
Business Math Typing	Bus 110 5 Bus 103 3
Effective English OR Business English	B&F 160 3 Eng 104 5
Money & Banking OR Economics	B&F 120 3 B&F 114 3
Accounting	Acct 220 5
Business Machines Speech Communication in the Business Organization	Bus 115 3 SP 200 5
Law & Banking I OR Business Law	B&F 112 3 Bus 200 5
Law & Banking II	B&F 113 3
Written Communication for Bankers OR Business Correspondence	B&F 156 3 Bus 225 5
Bank Credit Cards	B&F 154 3

SOPHOMORE YEAR

(Choice of concentration should be declared)

Credit	
Bank Investments	B&F 128 3
Home Mortgage Lending	B&F 134 3
Installment Credit	B&F 136 3
International Banking	B&F 138 3
Real Estate Finance	RE 165 5
Credit Administration	B&F 132 3
Analyzing Financial Statements	B&F 124 3
Algebra	Mth 101 5
Elective or Work Internship	5
Bank Operations	
Marketing for Bankers	B&F 130 3
Supervision and Personnel Management	B&F 152 3
Trust Functions and Services	B&F 142 3
Bank Management	B&F 146 3
Federal Reserve System	B&F 144 3
Introduction to Data Processing	Bus 235 5
Elective or Work Internship	5

EMERGENCY MEDICAL CARE

Emergency Medical Technician

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

Emergency Medical Technician/Paramedic

The second level of training involves over 900 hours of classroom, clinical and field internship activities. These activities train an individual to provide, under the direction of a physician, definitive medical care at the scene of an emergency. An individual completing the 900-hour program (EMC 120, 12 credits; EMC 121, 10 credits; EMC 122, 7 credits) is eligible to go before an oral board of physicians for certification in Pierce County as a Mobile Intensive Care Paramedic.

HUMAN SERVICE WORKER

The Human Service Worker program is designed to train students to work as community-oriented mental health para-professionals. Acceptance in the program is based on a personal interview, career expectations, and previous experience. Students can select either a one-year certificate course or a two-year program including some specialization and leading to an Associate in Technical Arts degree. Both courses rely heavily on field placement (internship) as a means of training. Examples of the one and two-year programs are listed below.

CURRICULUM

Course Title	No. Cts.
FIRST YEAR	
First Quarter	
Human Relations	100 2
Human Service Worker	100 1
Human Service Worker	101 5
Human Service Worker	102 5
English	101 5
Second Quarter	
English OR	104 5
Speech	100 5
Human Service Worker	103 5
Health Technology	110 3
Psychology	100 5
Third Quarter	
Human Service Worker	104 5
Sociology	262 5
Elective	(or equivalent) 262 5
SECOND YEAR	
First Quarter	
Human Service Worker 200 Series	200-205 5
Human Service Worker	191 5
Elective	5

MEDICAL SECRETARY

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

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

CURRICULUM

Course Title No. Crs.

FIRST YEAR

English	104
Biology	150
Medical Records Technology	130
Health Technology	110
Business (or typing proficiency - 45 wpm)	103

First Quarter

Business	225
Biology	151
Medical Records Technology	131
Medical Records Technology	140

Third Quarter

Speech	100
Medical Records Technology	141
Health Technology	120
Business	104
Business	115

SECOND YEAR

First Quarter

Business	130
Business	140
Psychology	100

Second Quarter

Business	141
Business	131-132

Third Quarter

Business	116
Business	235
*Health Technology	240
Elective	5

*Enrollment in this course requires permission of the program coordinator.

Human Service Worker 200 Series	200-205	5
Human Service Worker	192	5
Elective		5

Third Quarter

Human Service Worker 200 Series	200-205	5
Human Service Worker	183	5

CERTIFICATE

First Quarter

Human Relations	100	2
Human Service Worker	100	1
Human Service Worker	101	5
Human Service Worker	102	5
Health Technology	110	3

Second Quarter

English	(or equivalent) 101	5
Human Service Worker	103	5
Human Service Worker	191	5

Third Quarter

Human Service Worker	104	5
Human Service Worker	192	5
Sociology	(Or equivalent) 262	5

MEDICAL ASSISTANT

Contact Allied Health Division chairperson.

MEDICAL RECORDS TECHNICIAN

A medical records 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. Graduates may write the national examination of the American Medical Record Association.

CURRICULUM

Course Title No. Crs.

FIRST YEAR

English	104	5
Biology	206, 207, 208	15
OR		
Biology	150, 151	10
Health Technology	110	3
Medical Records Technology	130, 131	6
Medical Records Technology	140, 141	6
Business	(or equivalent) 103	3
Medical Records Technology	180	5
Speech	100	5
Business	225	5
Mathematics	97	2

SECOND YEAR

The second year MFT courses are open only to those students who are enrolled in the Medical Records Technology program, and permission of the program coordinator is required.

Health Technology	210	5
Medical Records Technology	220, 221, 222	15
Medical Records Technology	230, 231, 232	12
Business	235	5
*Elective		5

*Psychology 100 or Sociology 110

MEDICAL TRANSCRIPTIONIST

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

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

CURRICULUM

Course Title	No. Crs.
FIRST YEAR	
First Quarter	
English	104
Biology	150
Medical Records Technology	130
Business	103 or 104
Second Quarter	
Biology	151
Medical Records Technology	131
Medical Records Technology	140, 141
Health Technology	110
Third Quarter	
*Medical Records Technology	180
**Medical Records Technology	142
*Health Technology	120
Medical Records Technology	132

SECOND YEAR

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

*Select one or both.

**Enrollment in this course requires permission of the program coordinator.

RADIOLOGIC TECHNOLOGIST

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

CURRICULUM

Course Title	No. Crs.
First Quarter (Fall)	
Biology	150
Physics	105
Medical Records Technology	130
Radiologic Technology	140
Radiologic Technology	101

Second Quarter (Winter)	
Biology	151
Physics	108
Radiologic Technology	141
Radiologic Technology	120
Third Quarter (Spring)	
English	101
Physics	109
Radiologic Technology	142
Radiologic Technology	121
Fourth Quarter (Summer)	
Radiologic Technology	122
Health Technology	170

Fifth Quarter (Fall)	
Speech	100
Health Technology	210
Radiologic Technology	243
Radiologic Technology	123
Sixth Quarter (Winter)	
Psychology	100
Radiologic Technology	244
Radiologic Technology	225
Radiologic Technology	211
Seventh Quarter (Spring)	
Elective	5
Radiologic Technology	212
Radiologic Technology	213
Radiologic Technology	245
Radiologic Technology	226
Eighth Quarter (Summer)	
Radiologic Technology	227
Ninth Quarter (Fall)	
Radiologic Technology	228
Elective	5

REAL ESTATE

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

Courses have been designed to fulfill licensing requirements of the state of Washington, provide general information, and for personal improvement, as well as to prepare students to obtain various degrees and certificates. Contact the real estate coordinator for complete information.

CURRICULUM

Course Title	No. Crs.
FRESHMAN YEAR	
Real Estate	150
Business	103
Business	115
Business	110
English	104
Real Estate	170
Speech	100, 101 or 200
Real Estate	180
Business	140
Elective	5

SOPHOMORE YEAR

Economics	200	5
Real Estate	175	5
Business	225	5
Real Estate	185	5
Real Estate	180	5
Real Estate	195	3
Elective	185	5
Business	7
Business	120	5

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

RECEPTIONIST/CLERK

Receptionist/clerks perform general clerical work requiring use of a typewriter. Work includes such duties as filing records and reports, posting information to records, sorting and distributing mail, answering telephones and computing answers using calculators.

CURRICULUM

Course Title	No. Cts.
FRESHMAN YEAR	
First Quarter	
Business	103
Business	130
English	104
Speech	100, 101 or 200
Second Quarter	
Business	131
Business	133
Business	104
Business	140
Third Quarter	
Business	134 or 234
Business	115
Business	105
Business	116
SOPHOMORE YEAR	
First Quarter	
Business	101
Business	117
Elective	110
Second Quarter	
Business	225
Business	200
Business	120
Third Quarter	
Business	102
Business	121

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

RESPIRATORY THERAPY TECHNICIAN

(Inhalation Therapy Technician)
The Respiratory Therapy Technician program is a one-year training program to prepare students to work under the direction of an inhalation therapist in providing patient care relating to pulmonary diseases and disorders.

CURRICULUM

Course Title	First Quarter (Summer)	No. Cts.
Physics	105
Respiratory Therapy Technology	120
Respiratory Therapy Technology	133
Health Technology	170
Respiratory Therapy Technology	140
Second Quarter (Fall)		
Biology	150
Respiratory Therapy Technology	110
Respiratory Therapy Technology	121
Medical Records Technology	130
Respiratory Therapy Technology	141
Third Quarter (Winter)		
Biology	151
Respiratory Therapy Technology	111
Respiratory Therapy Technology	121
Respiratory Therapy Technology	130
Respiratory Therapy Technology	150
Respiratory Therapy Technology	142
Fourth Quarter (Spring)		
Respiratory Therapy Technology	131
Respiratory Therapy Technology	151
Psychology	100
Respiratory Therapy Technology	143

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

Course Title	FRESHMAN YEAR	No. Cts.
Business	103
Business	110
Business	101
English	104
Business	140

FRESHMAN OR SOPHOMORE YEAR

Speech	100, 101 or 200	5
Business	102	5
Business	115	3
Business	200	5
Any Math/Sciences	10	5
Any Humanities	5	5
Electives		20

SOPHOMORE YEAR

Business	225	5
Business	235	5
Business	120	5

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

AMERICAN INSTITUTE OF SAVINGS and LOAN

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

CAREER DEVELOPMENT PROGRAM

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

LAW ENFORCEMENT (IN SERVICE)

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

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

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.
Prerequisite: Accounting 220.
- 231 Intermediate Accounting: (5)**
The application of accounting principles to problems involving capital stock and surplus; compilation of statements; statement analysis and preparation of the statement of funds.
Prerequisite: Accounting 220. Accounting 230 is recommended.
- 237 Governmental Accounting: (5)**
This is a course in the accounting practices employed in governmental and not-for-profit organizations such as hospitals, educational entities, nursing homes, and the like.
- 240 Automated Programming 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 or Bookkeeping 140 and 141.
- 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.
Prerequisite: Permission of the instructor-coordinator.

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 220; Accounting 230 and 231 are recommended.

299 Advanced Problems: (5)
Investigation of media with emphasis on development of individual skill.
Prerequisite: Permission of instructor; this course is generally recognized as an extension of a course series and is available in all areas.

ADMINISTRATION OF JUSTICE

100 Introduction to Administration of Justice: (5)
History and evolution of the police profession; ethics and professionalization; the correlation between the police, the courts and corrections in the criminal justice system; court organization procedures and functions; survey of professional career opportunities and qualifications required; overview of current police problems.

101 Criminal Law: (5)
History of law; common and statutory laws defined and distinguished; laws of arrest; act and intent; parties to crime; divisions of crime; principals and accessories; penalties. Covers Washington law relating to criminal acts with emphasis on the elements of crime and those specific sections most frequently used by field officers.

102 Criminal Evidence: (5)
Kinds of evidence; rules of evidence; conclusions, opinions and expert testimony; competency of witnesses; discussion of illegally obtained evidence; the rules of search and seizures; limitations imposed by constitutional guarantees.
Prerequisite: Criminal Justice 101 or permission of the instructor.

200 Preliminary Investigation: (5)
Preliminary investigation by patrol officers; collection, preservation, identification and recording of evidence; crime scene recording; assaults; auto theft; burglary; homicide; robbery; sex crimes; stakeouts; thefts; and narcotic and drug abuse. A two (2) hour lab is included in this class.
Prerequisite: Criminal Justice 102 or permission of the instructor.

201 Theory of Law Enforcement: (5)
The theory and philosophy of the patrol division in policing for the suppression and prevention of crime.
Prerequisite: Criminal Justice 200 or permission of the instructor.

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.
Prerequisite: Criminal Justice 201 or permission of the instructor.

203 Theory of Law Enforcement III: (3)

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.
Prerequisite: Criminal Justice 202 or permission of the instructor.

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.
Prerequisite: Criminal Justice 203 or permission of the instructor.

206 Weaponless Control: (1)

A course designed to prepare criminal justice students for the defensive control methods necessary to effecting an arrest.
Prerequisite: Criminal Justice 204 or permission of the instructor.

207 Work Experience Internship: (5)

Supervised agency work to provide practical experience in operations and methods encountered in the agency.
Prerequisite: Permission of instructor.

AEROSPACE STUDIES

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

110, 115 U.S. Military Forces in the Contemporary World:

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

210, 215 U.S. Military Forces in the Contemporary World:

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

ANTHROPOLOGY

100 Introduction to the Study of Man: (5)

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

107 Indians of North America: (5)

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

201 Principles of Physical Anthropology: (5)

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

202 Principles of Social Anthropology: (5)

An introduction to and analysis of the social and cultural variation of mankind as expressed in diverse economic, social, political, and religious systems around the world.

205 Principles of Archaeology: (5)

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

ART

The following courses have no prerequisite requirements:

- Art 100 Appreciation of the Visual Arts
- Art 105 Beginning Drawing
- Art 109 Beginning Design
- Art 131 Pottery
- Art 150 Printmaking
- Art 156 Oil Painting
- Art 158 Water Color
- Art 172 Sculpture
- Art 205 Lettering
- Art 212 Art History (Ancient through Medieval)
- Art 213 Art History (Renaissance through Modern)
- Art 220 Photography

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

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

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

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

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

100 Appreciation of the Visual Arts: (5)

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

105 Beginning Drawing: (5)

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

106, 107 Drawing: (5,5)

Further development of basic skills in rendering with emphasis on compositional concepts.
Prerequisites: Art 105 for 106; 106 for 107.

109 Beginning Design: (5)

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

110 Design: (5)

Emphasis on materials in the approach to design.
Prerequisite: Art 109.

131 Beginning Pottery: (5)

For non-majors. General introduction to building and decorating pottery. Course is offered for students interested in pottery and in obtaining 5 humanities credits but not intending to transfer to a 4-year college as an art major.
No prerequisite.

150, 151 Printmaking: (5, 5)

For non-art majors. General guidelines for the course are the same as for Art 250, 251. Course is offered for students interested in printmaking and in obtaining 5 humanities credits but not intending to transfer to a 4-year school as an art major.
No prerequisite — 150.
Prerequisite: Art 150 for 151.

156, 157 Painting: (5, 5)

For non-art majors. Beginning oil painting without prerequisites, with emphasis on developing personal skills and techniques of the media; landscape and still life.
Prerequisite: Art 156 for 157.

158 Water Color: (5)

For non-art majors. General guidelines for the course are the same as for Art 258. Course is offered for students interested in water color and in obtaining 5 humanities credits but not intending to transfer to a 4-year school as an art major.

172 Beginning Sculpture: (5)

For non-majors. Basic introduction to sculpture design, techniques and materials. Course is offered for students interested in sculpture and obtaining 5 humanities credits but not intending to transfer to a 4-year school as an art major.
No prerequisite.

205 Lettering: (5)

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

212, 213 History of Western Art: (5,5)

An introduction to the major achievements in the principal media from pre-historic times to the present. Illustrated lectures. 212: Ancient through Medieval. 213: Renaissance through Modern.
No prerequisites.

220 Photography: (5)

An introduction to the operation of still-cameras, the composition of pictures, the physical and chemical properties of film and the development of photographic prints in the darkroom. Emphasis will be on the student's improvement in both technical and aesthetic skills.

221 Photography: (5)

A second quarter study of black and white still photography. Course content covers the following: light-modifying filters, chemical capacities, types of enlargers and their varying results, factors of pictorial composition, artificial light patterns, lighting ratios, flash photography, available light photography, printing controls, print toning, retouching, mounting, expansion and contraction of film development, and increasing effective film speeds.
Prerequisite: Art 220 or equivalent.

231, 232, 233 Pottery: (5, 5, 5)

Hand-building processes, wheelthrowing, decoration techniques, glazing and firing.
Prerequisites: Art 105 and 109 (or 131) for 231; 231 for 232; and 232 for 233.

250 Printmaking: (5)

Basic principles of printmaking methods, including relief (woodcut, linoleum, block print), stencil (silkscreen) and intaglio (etching, engraving, collograph). Each student is encouraged to work in one of the above processes rather than all three, and to explore individual techniques. Each process is described and demonstrated with basic materials and techniques at the beginning of each quarter.
Prerequisites: Art 105 and 109.

251 Printmaking: (5)

If the student continues study of work from Art 250, emphasis will be given to multiple color printing in traditional and experimental techniques; selection, handling and care of printing papers; and solutions to color registration. Or the student may elect to work in a process different from that of the preceding quarter; or combinations of the various processes and techniques (woodcut with silkscreen, for example).
Prerequisite: Art 250.

256 Beginning Oil Painting: (5)

Emphasis on individual expression through the study of historical styles and methods; landscape and still life.
Prerequisite: Art 105 and 109.

257 Oil Painting: (5)

Exploration of contemporary painting styles and techniques; landscape, still life, and figure.
Prerequisite: Art 256 for 257.

258 Beginning Water Color: (5)

Study of basic techniques of water color, including projects in still life, landscape, and experimental composition.
Prerequisite: Art 105 and 109 (or 158)

259 Water Color: (5)

Principles of composition and design as well as study of color and the understanding and mastery of technical problems in handling of water colors.
Prerequisite: Art 258 for 259.

272, 273, 274 Sculpture: (5, 5, 5)

Fundamentals of sculpture composition in the round or in relief; exploration of media, tools, techniques and approaches.
Prerequisites: Art 105 and 109 (or 172) for 272; 272 for 273; 273 for 274.

299 Advanced Problems in Art: (5)

Art 299 courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require the permission of the instructor. Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium; i.e., 299C Advanced Problems in Drawing, has a prerequisite of Art 105, 106 and 107.

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

BANKING AND FINANCE

The Banking and Finance programs are designed to provide students with the maximum flexibility in achieving educational objectives consistent with their particular aspirations and career goals. (Please refer to the two-year program outline for Banking and Finance on Page 32 of this catalog.) There are a minimum number of required courses in the curriculum. Through constant revising and updating, elective offerings as determined by the American Institute of Banking give the students considerable latitude in selective courses within subject content areas which satisfy specific needs and objectives.

Information concerning course descriptions may be obtained in the Office of Occupational Education, Building 19.

BIOLOGY

G-100A Biological Science: (5)

A survey of biological principles derived from a study of the plant and animal kingdoms.

100 Basic Ecology: (5)

(A course for non-science majors.) The basic understanding of ecology; A study of the interrelationships between organisms in biological communities, the environmental factors in communities, chemical cycles, and plant and animal populations.

101 General Biology: (5)

Principles of biology for majors and non-majors. Major concepts of biology as they relate to structural and functional analysis of biological organization. Includes survey of cell physiology, reproduction, genetics, growth, development, evolution and ecology. Intended as an introduction to all other life sciences.

102 General Biology: (5)

The biology of organisms. The basic problems common to all living systems (plant and animal) and encompasses the various solutions to them in representative organisms, illuminating for the student the unity in diversity that characterizes life. Laboratory is a survey of the plant and animal kingdoms with comparative dissection and study of representative organisms.
Prerequisite: Biology 101.

103 General Biology: (5)

A molecular approach to the study of biology; an investigation of the chemistry of living systems, starting with the structure and function of the cell.
Prerequisite: High school chemistry or the equivalent, and Biology 102.

106 Contemporary Biological Problems: (5)

(A course for non-majors.) A survey of current biological problems including pollution, population, drugs, and genetic abnormalities. The course includes laboratory experience and field trips to see these problems first hand.

108 Natural History of the Pacific Northwest: (5)

A non-majors course; useful to elementary teachers and outdoor education majors.
A field and laboratory course covering phases of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips will involve classification and preparation of specimens.

111 Elementary 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: One year of high school biology.

112 Botany: Plant Kingdom: (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 lecture and laboratory course in the structure and function of the human body, designed specifically for students in health programs. Extensive laboratory work is involved, including such areas of study as histology, osteology, blood cytology and primate dissection (used for myology and organology orientation).
Prerequisite: None.

201 General Microbiology: (5)

The biological characteristics and chemical activities of bacteria, molds, yeasts, viruses, rickettsia protozoa and algae. The relationship of micro-organisms to disease is developed and the grouping of disease-spreading agents according to their methods of transmission and portal of entry. A requirement for registered nurses.
Prerequisites: Biology 101; Chemistry 101; or equivalent.

205 Human Genetics: (3)

A general course recommended for majors in the biological sciences and for those other students who are interested in the role of genetics in modern biology.
Prerequisite: Permission of instructor.

206, 207, 208 Anatomy and Physiology (5, 5, 5)

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

209 Human Physiology: (3)

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

240 Marine Biology: (5)

A field, laboratory and lecture course dealing with the occurrence, distribution and identification of marine plants and animals of Puget Sound. Special emphasis on the shore-dwelling forms and their ecological relationships and life histories. Field trips to varied environments available in the area.

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.

102 Personal Finance: (5)

A course in consumer education covering personal finance, budgeting, buying goods and services, personal income tax, insurance, investment principles and real estate transactions.

103 Typing I: (3)

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

104 Typing II: (3)

Skill development and typing of common business forms including letters, memos, tables, invoices, reports.
Prerequisite: Business 103.

105 Typing III: (3)

Advanced typing problems including complex tables, tabulations, reports. Statistical typing.
Prerequisite: Business 104.

110 Business Mathematics: (5)

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

115 Business Machines: (3)

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

116 Records Management: (3)

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

117 Machine Transcription: (3)

Transcribing mailable business related correspondence from prepared belts using correct basic language skills and using correct form.
Prerequisites: Business 103, English 104.

118 Key Punch: (2)

Introduction to key punch operation and program cards.
Prerequisite: Business 103 or permission of instructor.

120, 121, 122 **Work Experience Internship: (5, 5, 5)**
Supervised employment for those students in the following vocational programs: receptionist/clerk, service representative, real estate, banking and finance. Normally taken in the second year of the program. Prerequisite: Permission of the instructor/coordinator.

130 **Shorthand I: (5)**
A beginning course in fundamental principles and theory of Gregg Shorthand.
Prerequisite: Typing 103 or permission of the instructor.

131 **Shorthand II: (5)**
Gregg Shorthand dictation and transcription emphasizing speed building. A laboratory course utilizing multiple channel dictation equipment in addition to classroom instruction.
Prerequisite: Business 130.

133 **Shorthand Transcription: (5)**
To be taken concurrently with Business 131. A course to develop good shorthand transcription practices. Exercises include the production of readable transcripts of letters, memos, reports and tables. The review of correct grammar, punctuation and sentence structure is emphasized.
Prerequisites: Business 130, Business 103 and English 104.

134 **Office Procedures: (5)**
Serves as third quarter shorthand and a finalizing course in typing. Other projects include itinerary planning, library reference work, duplicating processes, telephone techniques, banking procedures, human relations.
Prerequisite: Business 131.

140 **Bookkeeping: (5)**
A study of basic accounting record-keeping techniques. Recommended for students without previous bookkeeping experience.

141 **Bookkeeping: (5)**
A continuation of Bookkeeping 140. Emphasis is on payroll, special journals, bad debts, depreciation, notes and accruals. Business simulation sets provide practical applications of bookkeeping principles.

143 **Small Business Management: (3)**
A course designed to provide a broad overview of the needs of small business managers. Three sections of the course cover "starting a business," "being successful in business," and "getting out of business." Guest speaker include an attorney, a banker, an estate planner, and a financial consultant. Recommended for owners and managers of small businesses plus those interested in going into business for themselves. This course is co-sponsored by the Small Business Administration.

163 **Principles of Management: (5)**
A comprehensive course in basic theory and common terms of management. The major functions of management and the skills that lead to managerial success in business firms are emphasized. Planning, organizing, directing and controlling are some of the activities included.

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; and analysis of the more common business associations existing in the business community and the resultant effect of each association.

225 **Business Correspondence: (5)**
Fundamentals of writing business correspondence; emphasis on written communications — letters, reports, memoranda, telegrams.
Prerequisites: English 104 or permission of the instructor. Business 103 is recommended.

234 **Model Office: (Variable credit 1-5)**
Designed for the advanced students in the secretarial field and/or the accounting field. Students are placed in a realistic office environment with "hands-on" usage of word processing equipment, duplicating equipment, multi-line phone equipment and accounting machines.
Prerequisite: Permission of instructor.

235 **Introduction to Data Processing: (5)**
Information processing by automated equipment, emphasis on unit record and electronic computer systems; writing of programs to solve simple problems.

256 **Statistical Analysis: (5)**
A survey of statistical techniques useful in guiding business decisions: introduction to descriptive techniques, probability, estimation, hypothesis testing, chi-square, correlation, and related concepts.
Prerequisite: Math 101.

299 **Individual Study in Business: (Variable 1-5)**
Study on an individual basis.
Prerequisite: Permission of instructor.

CAREER DEVELOPMENT

100 **College Survival and Career Planning: (2)**
This course is designed to provide students with the information they need to be successful in college. There will be opportunities for students to explore their individual goals as related to their interests, abilities and life-styles.

115 **Consumer Education: (Variable 1-3)**
A course in personal and family finance covering ways to handle money, ways to shop, purchase of basic goods and services, savings, credit, loans, legal and health services and rights.
Prerequisite: Permission of instructor.

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.
Prerequisite: Permission of instructor.

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

DRAMA

- 100 Rehearsal and Performance: (2) Maximum: 6 credits**
Participation in play production; registration will be after tryouts and cast and crew assignments. The class is composed of actors and technicians in the college-produced play. Permission of the instructor is required.
- 101 Introduction to the Theater: (5)**
A survey class designed to acquaint the student with the nature of theater art — its elements and its present state. An appreciation class with emphasis on modern American theater production practices.
- 151, 152, 153 Acting: (5, 5, 5)**
Class and laboratory study of the basic principles and techniques of acting; movement and vocal training; improvisation in pantomime and dialogue; scenes from plays are prepared and performed.
- 160 Cinema History: (5)**
An historic introduction to the motion picture. A study of silent and sound eras, and of individuals responsible for major advances in theory and technique.
- 210 Technical Production: (5)**
Lecture, laboratory course in basic theories; construction, techniques, and equipment of stage scenery, lighting, and scene painting; basic scene and lighting design; crew work on college shows required in addition to scheduled class hours.
- 299 Independent Study: (Variable 1-5)**
Individual study, project oriented, permission of the instructor required and the successful completion of the drama curriculum.

ECONOMICS

- 200 Principles of Economics: (5)**
History and development of the capitalistic system. The operation of "guided capitalism" with emphasis on the use of monetary and fiscal controls by government. Analysis of current problems including: inflation, public debt, economic growth, taxation, unemployment, and monetary devaluation.
- 201 Principles of Economics: (5)**
The theory of the market system as a method of allocating resources and distributing income and products. Analysis of current problems including: government regulation, subsidies, monopoly and taxation.
Prerequisite: Economics 200.
- 211 Survey of Economics: (5)**
A one quarter general survey of economics designed specifically for non-majors. Includes such topics as effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects. Special emphasis on current issues in economics.
No prerequisite.

EDUCATION

- 210 **Tutorial Seminar and Practicum: (Variable credit)**
Seminar in tutoring for department-approved tutors who will be tutoring students who need assistance in their course work for those departments. This course provides an opportunity for peer tutors to become more articulate and to acquire greater depth in their subject areas.
Prerequisite: Permission of instructor.

EMERGENCY MEDICAL CARE

- 110 **Emergency Medical Technician: (6)**
An 81-hour course for emergency medical technicians, including instruction in basic anatomy and physiology, life-threatening emergencies, injuries, common medical emergencies, childbirth and problems of child patients, lifting and moving patients, environmental emergencies, extrication from automobiles, and the role of an EMT.
Prerequisite: Permission of the instructor.
- 120 **Emergency Medical Technician II (Paramedic): (12)**
The first of three courses for the training of mobile intensive care paramedics. It is a lecture and laboratory course to develop concepts and skills involved in pre-hospital emergency medical care, including such topics as medical terminology, anatomy and physiology, medical emergencies, trauma, electrocardiology, resuscitation, patient assessment and pharmacology.
Prerequisites: EMC 110, one year experience as an EMT, sponsorship and permission of the instructor.
- 121 **Emergency Medical Technician III (Paramedic): (10)**
The second in a series of three courses for the training of mobile intensive care paramedics. It involves lecture and laboratory sessions and in-hospital clinical training.
Prerequisite: EMC 120.
- 122 **Emergency Medical Technician IV (Paramedic): (7)**
The third in a series of three courses for the training of mobile intensive care paramedics. It involves work in actual field operations as a mobile intensive care paramedic.
Prerequisite: EMC 121.

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 projections, 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.

131 Technical and Report Writing (Composition): (3)

(Cross reference English 105)
A practical course in various kinds of business letters, reports, and technical writing. Particular attention is given to clarity, conciseness and effectiveness of tone.
Prerequisite: English 101 or English 104, or placement test or instructor's permission.

140 Engineering Problems: (3)

Fundamentals of measurement, probability, statistics, error propagation, dimensional analysis and vector algebra.
Prerequisites: High school physics or equivalent, and Math. 105.

141 Computer Applications to Engineering Problems: (4)

(Cross reference Mathematics 114)
The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization, and basic computer statements. Dual credit will not be given for Engineering 141 and Mathematics 114.
Prerequisite: Mathematics 105 or permission.

170 Fundamentals of Material Science: (4)

Elementary principles underlying the structure and properties of materials utilized in the practice of engineering. The properties of inorganic and organic materials are related to atomic, molecular and crystalline structure. Metals, ceramics, multiphase systems, and natural and synthetic polymeric materials are included. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties.
Prerequisite: Chemistry 150.

180 Engineering Mechanics: Statics: (4)

A fundamental and vigorous course in engineering statics using the vector notation treatment.
Prerequisites: Engineering 111 and Math 124. Math 124 may be taken concurrently.

230 Engineering Mechanics: Dynamics: (4)

The dynamics of particles and rigid bodies, using the vector notation; kinematics, kinetics, energy and momentum principles applied to particles and rigid bodies.
Prerequisite: Engineering 180.

260 Thermodynamics: (4)

Introduction to the basic principles of thermodynamics, from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics together with their illustration by application to energy transformations and state changes in engineering problems.
Prerequisite: Math 126 and Physics 122.

ENGLISH: COMPOSITION

41, 42, 43 English: (5, 5, 5)

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

70, 71, 72 English: (5, 5, 5)

These courses deal with the students' basic skill deficiencies through group instruction which integrates the communication skills of reading, writing, listening, and speaking.

G-100A Beginning Writing: (5)

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

G-110B Composition: (5)

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

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 practical course in the basic skills of written communication: stress on expository prose and technical report writing as used in business.

105 Technical and Report Writing: (3)

(Cross reference Engineering 131)

Gives practice in technical writing and in the writing of various kinds of business letters and reports. Particular attention is given to clarity, conciseness and effectiveness of tone.
Prerequisite: English 101 or 104 or placement test or permission of instructor.

201 Advanced Expository Writing: (3)

An advanced course in expository writing. Particular attention is given to acquiring a personal style and finding an effective tone and voice.
Prerequisite: English Composition 101 and 102 or permission of the instructor.

ENGLISH: CREATIVE WRITING

276 Creative Writing — Fiction: (3)

A course in the writing of fiction with the intent of allowing the student to develop his own creative abilities through experimental writing in fiction and through the observation and study of works of fiction.
Prerequisite: None, however, it is desirable that the student has successfully completed English Composition 101 and 102.

277 Creative Writing — Fiction: (3)

A continuation of the writing of fiction which enables the student to continue developing his creative writing abilities in fiction.
Prerequisite: None, however, it is very desirable that the student has successfully completed English Composition 101 and 102, or Creative Writing 276.

278 Creative Writing — Poetry: (2)

A course in the writing of poetry. The student will have the opportunity of developing his own creative abilities through the writing of poetry and through the study of poetry.
Prerequisite: None, however, it is desirable that the student has successfully completed English Composition 101 and 102.

279 Creative Writing — Poetry: (2)

A continuation of the writing of poetry which enables the student to continue developing his creative writing abilities in poetry.
Prerequisite: None, however, it is very desirable that the student has successfully completed English Composition 101 and 102, or Creative Writing 278.

ENGLISH: LITERATURE

G-100C Literature: (5)

An introduction to modern fiction. A survey of 20th Century fiction, poetry and drama.

230 Studies in Children's Literature: (5)

A re-examination of children's classics such as Peter Rabbit, Mother Goose; fairy tales by Perrault and Grimm; and contemporary fantasy and fiction, emphasizing their significance in both history and literature.

231 Major Women Writers: (5)

Examines the work of women writers, primarily English and American, including such figures as Sexton, Plath, McCullers, O'Connor and Oates.
Prerequisite: None, but it is desirable that the student have successfully completed English 101 and 102.

232 Popular Fiction: (5)

Introduces the student to themes, conventions and views of popular forms of fiction, such as best sellers, science fiction, mysteries, Westerns, with emphasis on perennially popular works.
Prerequisite: None, but it is desirable that the student have successfully completed English 101 and 102 or have the permission of the instructor.

233 Religious Themes in Literature: (5)

Examines a number of universal religious themes expressed in literature, including such subjects as the dualism of good and evil; baptism, rebirth and transfiguration; the demonic; original sin; the doctrine of the fall; the Christ figure.
Prerequisite: None, but it is desirable that the student have successfully completed English 101 and 102 or have the permission of the instructor.

240 World Literature: (5)

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

241 World Literature: (5)

A survey of representative Western European works from the Middle Ages to the present, including authors from Dante to Camus.

242 World Literature: (5)

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

- 250 Introduction to Shakespeare: (5)**
An introduction to Shakespeare through a study of several of his tragedies, histories, and comedies.
- 257 Introduction to Poetry: (5)**
(For non-majors.)
A study of poetry based on readings primarily from British and American sources.
- 258 Introduction to Fiction: (5)**
(For non-majors.)
A study of fiction based on readings of short stories and novels.
- 259 Introduction to Modern Drama: (5)**
(For non-majors.)
A study of modern drama based on readings of twentieth century plays.
- 264 English Literature: From Beowulf through Donne: (5)**
A survey of English literature from the beginnings to 1600, with emphasis on major figures and types; includes Beowulf, Chaucer, Spenser, and Shakespeare.
- 265 English Literature: From Milton through Fielding: (5)**
A survey of English literature from John Bunyan to William Blake, with emphasis on Milton, Pope, Swift, Fielding, and Johnson.
- 266 English Literature: From Blake through Hardy: (5)**
A survey of English literature from William Blake to Thomas Hardy, with emphasis on the Romantics and Victorians.
- 267 American Literature: From the Beginnings to 1860: (5)**
A survey of American literature from the beginning through the Civil War, with emphasis on Edwards, Franklin, Cooper, Hawthorne, Thoreau, Emerson, and Melville.
- 268 American Literature: From 1860 to 1918: (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 1910 to 1950: (5)**
A survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Steinbeck, Warren and Wright; and on selected poets, including Frost, Eliot, Stevens, Ginsburg, Ciardi, and Jarrell.
- 270 Afro-American Writers: (5)**
A survey of Afro-American literature from 1750 to the present.
- 271 Contemporary American Fiction: (5)**
A study of contemporary American fiction; includes works of authors such as Baldwin, Gardner, Heller, Kesey, Malamud, O'Connor, and Roth.
- 272 Chicano Writers: (5)**
A study of current Mexican American literature to provide a better understanding of the Mexican-American people in the United States and their struggle to find a meaningful function in society.

FORESTRY

- 101 Introduction to Forestry: (2)**
Basic concepts of forestry, including subject matter common to the areas of management, engineering, and products.
- 102 Development of Forestry: (2)**
Exploration of the fields of forest engineering and forest products.
- 103 Development of Forestry: (2)**
Exploration of the field of forestry management. Examination of private and public forest policies and their effect upon all areas of forestry.

FRENCH

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.
Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" on page 16 of the catalog, and consult with your course instructor.

- 101, 102, 103 Elementary French: (5, 5, 5)**
Open enrollment (student may register for any level at any time during any quarter).
Variable credit (5 to 15 credits may be earned over three quarters).
A programmed introduction to the French language and culture. Laboratory work alternates with classroom sessions and permits student to work at his own pace. Students without previous French register for 101; others will be properly placed by the instructor at or after registration.
- 201, 202, 203 Intermediate French: (5, 5, 5)**
201: Intensive grammar review with conversation and reading.
202: Introductory composition with conversation and reading.
203: Introduction to modern novels and plays with conversation.
Prerequisites: French 103 or equivalent. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.
- 299 French Seminar: (Variable credit)**
Individual programs; admission by permission of instructor.

GEOGRAPHY

- 100 Introduction to Geography: (5)**
Introduction to the fields of geography with emphasis on the major concepts and methods related to the study of geography.
- 200 World Regional Geography: (5)**
A study of the regions including analysis and interpretation of the cultural, economic, and resource patterns.
- 205 Physical Geography: (5)**
An examination of the physical features of geography including land formations, climates, soils, vegetation, minerals, and water resources as these relate to human habitation; laboratory and field trips.

GEOLOGY

- G-100A Introduction to Geology: (5)**
A survey of basic topics in geology, such as time, volcanos, oceans, rocks and minerals, and the history of life; laboratory and field trips included.
- 101 Physical Geology: (5)**
A survey of the basic principles of physical geology including the origin of rocks, mountains, and ocean basins, and modification of the earth's surface by streams, glaciers and earthquakes; practical application of scientific principles to the identification of rocks and minerals; laboratory and field trips.
- 103 Earth History: (5)**
The historical development of North America including the origin and evolution of oceans, the landscape, and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips.
Prerequisite: Geology 101 or Oceanography 101.
- 208 Geology of the Northwest: (5)**
A study of the geological history of Washington, Oregon, Idaho, and adjacent areas; laboratory and field trips.
Prerequisite: Geology 101 or Oceanography 101.
- 210 Environmental Geology: (5)**
An introductory course dealing with the geological factors important in man's natural environment. Topics covered include soils, rocks, earthquakes, landslides, volcanos, natural resources, geologic hazards, land use, and geologic factors and consequences of pollution. A class problem involving some aspect of local environmental geology will be undertaken, and laboratory and field trips will be included.
- 291 Glacial Geology of the Northwest: (3)**
A study of the nature, origin and effects of glaciers in the Northwest. Field trips to several areas of western Washington and laboratory study are included.
- 292 Rocks, Minerals, and Fossils of Washington: (2)**
A study of the rocks, minerals, and fossils found in Washington, including the relationship between the rocks and fossils and the evolution of the landscape of Washington. Field trip and laboratory study included.
- 293 Volcanos of the Pacific Northwest: (3)**
A study of the nature, origin, products and hazards of volcanos in the Pacific Northwest. Field trips and laboratory study are included.
- 294 Environmental Geology Problems: (3)**
A study of the nature, origin, hazards, and solutions of environmental geology problems in the Puget Sound region, such as landslides, erosion, earthquakes, etc. Field trips and laboratory work are included.
- 299 Independent Study: (1-5 Variable Credit)**
Individual study.
Prerequisite: Permission of instructor.

General Geology Field Excursion: (10)

(Any two of the following courses: Geology 101, 103, 208, 210, 299.)
Study of earth history, geology of the Pacific Northwest and geological aspects of the environment by examination of the natural setting of selected areas of Washington, Oregon, Idaho, Montana, Wyoming and Canada.

Prerequisite: Permission of the instructor.

GERMAN

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

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" on page 16 of the catalog, and consult with your course instructor.

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

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

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

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

210, 220, 230 German Conversation: (3, 3, 3)

Advanced conversation in German on up-to-date topics. Students who received credit for German (201, 202, 203) will not receive credit for Conversational German (210, 220, 230) or Reading and Writing German (211, 221, 231) sequences.
Prerequisite: 2 years of high school German or its equivalent and permission of the instructor.

211, 221, 231 Reading and Writing German: (2, 2, 2)

A course designed to give the students: (a) essentials of effective writing in German, (b) an interest and appreciation for German literature. Students who received credit for conversational German (210, 220, 230) or Reading and Writing German (211, 221, 231) sequences.
Prerequisite: 2 years of high school German or its equivalent; and permission of the instructor.

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, Medicare and Medicaid.

210 Introduction to Disease: (5)

A course in which the causative factors in the more common diseases are considered in relation to incidence and transmission of the disease, treatment modalities, prophylaxis and immunities.
Prerequisite: Biology 150 and 151; or Biology 206, 207, 208.

170 Fundamentals of Patient Care: (3)

Course designed to introduce health care workers to selected aspects of direct patient care. Emphasis is placed upon those basic concepts that are the responsibility of all who come in contact with the patient.

240 Work Internship-Medical Secretary: (5)

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

HISTORY

G-100A The Modern World: (5)

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

G-100B United States Civilization: (5)

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

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

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

111 History of Civilization: (5)

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

112 History of Civilization: (5)

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

113 History of Civilization: (5)

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

149 African Civilization: (5)

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

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

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

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

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

211 Chinese Civilization: (5)

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

230 Japanese Civilization: (5)

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

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

A study of the evolution of American social patterns in the 17th and 18th Centuries with emphasis on European and English influences in politics and economics, the American Revolution, and problems of the new nation.

242 United States History: 19th Century: (5)

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

243 United States History: 20th Century: (5)

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

260 Russian History: (5)

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

267 History of Tacoma and the Pacific Northwest: (5)

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

280 America and the Cold War: (5)

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

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

An historical study of the evolution of philosophical, religious, economic, and social ideas, with an emphasis on the influence of Puritanism, the Enlightenment, Transcendentalism, Social Darwinism, Pragmatism, Freudianism, and Existentialism have on the development of American culture and institutions.

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

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

HOME and FAMILY LIFE EDUCATION

105 Bachelor Living: (2)
Overview of problems of the single person concerning selection of food, clothing and housing, money management, consumer credit, and self-improvement in decision-making.

110 Nutrition: (5)
Human nutritional needs, meeting requirements at different cost levels, relationships between food and health, digestion, metabolism.

112 Meal Management and Preparation: (2)
Application of nutrition research, scientific principles of menu planning, demonstrations of food selection and preparation.

115 Consumer Education: (3)
A course in personal and family finance, covering personal finances, planning and budgeting of money, time and energy, purchasing goods and services, savings, credit and installment buying, insurance, and taxes.

131 Family Relationships: (5)
Preparation for marriage, concepts of modern families, principles underlying family growth and development patterns, interpersonal relationships in marriage including wholesome adjustments of family members.

135 Child Development: (5)
Growth and guidance of young children, their mental, emotional, physical and social development, meeting the needs of children in the family, observation of young children.

HUMAN RELATIONS

100 Human Relations: (2)
A course designed to permit each student to begin with the most common of subject matters, himself; through group encounter, emphasis is placed on development of the individual's human potential, communication skills, decision-making ability and relationships with others. May be repeated once by permission of the instructor for an additional two credits.

103 Drug Education: (3)
The objectives of the course are to provide: An increased awareness of why drugs are used; an accurate up-to-date researched overview of the physiological and psychological effects of widely abused drugs; an overview of available treatment in the Tacoma area; and the development of basic communication skills for increased personal and community effectiveness in dealing with drug abusing individuals.

299 Individual Study in Human Relations: (Variable Credit)
Independent observation, analysis, and reporting of a selected problem in human relations.

HUMAN SERVICE WORKER

100 Introduction to the Human Services: (1)
An overview of the human service field and the various paraprofessional roles within the major disciplines. Emphasis is placed on the human service worker curriculum and the occupational and educational alternatives for the students in the program.
Prerequisite: Permission of the instructor.

101 Survey of Institutions: (5)

A comprehensive orientation to institutions and agencies and the human needs to which they address themselves. Emphasis is placed on the agencies of state social and health services, i.e., DVR, PA, and other Tacoma-Pierce County agencies, i.e., hospitals, Goodwill, BASIC, HELP. Sociological aspects of institutions such as growth, resistance to change will be included. Field visits and invited speakers will be utilized to prepare students for future employment in these agencies.
Prerequisite: Permission of the instructor.

102 Principles of Interviewing: (5)

Introduction to the principles of interviewing including purpose, structure, techniques of observation and recording, and ethical and legal responsibilities of the interviewer. Interviewing skills and style will be developed through utilization of simulations and audio-visual techniques.
Prerequisite: Permission of the instructor.

103 Counseling Techniques: (5)

Introduction to the principles, concepts and processes related to counseling. Role and function of the helping person including need assessment, interventive strategies, referral methods and follow-up are included. The case study approach utilizing simulations and audio-visual techniques will be emphasized.
Prerequisites: Human Service Worker 102 and permission of the instructor.

104 Systems Change Skills: (5)

An introduction to basic community organization skills emphasizing the understanding of factors which lead to dysfunction of community need-meeting systems. The roles of the change agent in relation to those systems will be explored.
Prerequisite: Permission of the instructor.

191, 192, 193 Field Placement I, II, III: (5, 5, 5)

Provision of actual work experience in human service agencies. Students work with people with problems in the helping agencies. Individual and group supervision will be provided by the college and shared with the agency supervisor. Students will work 160 hours per quarter in an agency. One-year students will take two quarters of field placement, and two-year students will take all three quarters. Students will meet weekly on campus to share their experiences and further develop skills.
Prerequisite: Permission of the instructor.

200 Alcoholism: (5)

This survey course is designed as an introduction to the physiological, psychological, and socio-cultural aspects of alcoholism. Techniques for assessing the degree of involvement with alcoholism will be explored. This course, and the following one, have been offered in response to proposed certification requirements for all workers in alcoholism agencies.

201 Treatment of Alcoholism: (5)

Treatment modalities in present use and the complementary counseling techniques will be studied. This will include the emergent disease theory and treatment, conditioned aversion techniques, and the psychological-educational approach. Referral methods and the role of AA will also be included in the presentations.

- 202 Family Counseling: (5)**
Students will learn how family groups differ from other groups and how this affects the counseling and helping processes. Different approaches to family counseling will be discussed and the appropriateness of certain approaches for certain families will be appraised.
- 203 Helping the Juvenile: (5)**
Students will explore the tasks of childhood and adolescence, and the effects of meeting or failing to meet these tasks will be examined. Special attention will be given to problems of development, i.e. withdrawal, rebellion, school performance, suicide, drug abuse, alcoholism, life and career choices. Tapes will be examined to add further depth to the lecture materials.
- 204 Boarding Home Management: (5)**
Students will become aware of the general elements of boarding or sheltered home management. These elements include philosophy, screening applicants, establishing a suitable population, health care, first aid, nutrition, budgeting, behavior problems, motivation, self-help skills, and legal problems. Individual projects may include setting up a new home, interviewing various managers to develop a feeling for differing philosophies, assisting in the transfer of a patient from an instituting to an existing home.
- 205 Therapeutic Approaches: (5)**
Students will review the major therapeutic approaches, Rogers, Ellis, Glasser, Perls, etc., and will have the opportunity to examine one theory in depth. Tapes and typewritten materials will be used as study material. Counseling tapes by students will be critiqued.
- G-100A Introduction to the Humanities: (5)**
HUMANITIES
An introduction to the Humanities as illustrated through great themes. It will help acquaint the student with the art, music and drama resources in his own community. This course will partially fulfill the Humanities requirement for the Associate in Liberal Arts degree.
- 100 Newspaper Workshop: (2) Maximum: 12 crs.**
JOURNALISM
(6 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. Course includes one hour per week of classroom critique and instruction.
- 201 Reporting: (5)**
Orientation of the reporter to his responsibilities; techniques of news gathering; news handling; newspaper and wire-service organization; basic news writing practice; structure of the story; style, grammar, syntax. Four days of lecture per week with two days of lab (work on THE COLLEGIATE CHALLENGE).
- 202 News and Feature Writing: (5)**
Intensive practice in news writing; reporting on current community affairs; techniques of feature writing; book and movie reviews; interviews, special subject reporting; editorial page and editorial writing. Four days of lecture per week with two days of lab (work on THE COLLEGIATE CHALLENGE).
Prerequisite: Journalism 201 or permission of the instructor.

203 Copy Editing and Makeup: (5)

The importance of style, proofing, editing copy, writing headlines; outlines; planning page layouts; typography. Four days of lecture per week with two days of lab (work on THE COLLEGIATE CHALLENGE).
Prerequisite: Journalism 201 or permission of instructor.

209 The Messengers — Mass Media and Society: (3)
An independent study course concerning the impact of television, radio, and newspapers on the public.

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.

299 Specialized Campus Publications: (2)
Gives practical experience in planning, writing, editing and producing a campus publication other than THE COLLEGIATE CHALLENGE.
Prerequisites: Journalism 100 and 201.

LIBRARY SCIENCE

100 Reference Methods: (2)
An individualized introduction to basic library information resources; identification and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic reference. Permission of instructor required.

MATHEMATICS

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

70, 71, 72 Basic Mathematics Skills: (3, 3, 3)

Courses in basic arithmetic skills. Students must take a qualifying test to enter Math 70. Thereafter, students proceed at their own learning rate from one level of arithmetic to another. Students shall continue in those courses each quarter upon recommendation of the math lab supervisor.
Prerequisite: None.

80 Whole Numbers: (2)

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

81 Fractions: (1)

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

- 82 Decimals: (1)**
For the student who needs a basic review in operating with decimals. The topics included in the course are decimal fractions, adding, subtracting, multiplying and dividing decimals, and rounding decimals.
Prerequisites: Math 81 or equivalent.
- 83 Percentages: (1)**
For the student who needs a basic review in operating with percentage. The topics include percent, equations and percent, discount and interest.
Prerequisites: Math 81 and 82 or equivalent.
- 84 Measurement: (1)**
For the student who needs a basic review in measurement. The course contains the study of the following measurements: ruler, distance, area, volumes, weight and fluids.
- 85 Metric System: (1)**
For the student who needs a basic introduction to the metric system. The course contains such topics as the unit measurements in the metric system, area, volume, weight and conversion tables.
- 86 Review Arithmetic: (5)**
For the individual who needs a review of basic mathematics, including the arithmetic of whole numbers, fractions, decimals and percentages.
- 87 Math Shortcuts: (1)**
For the person who would like to learn arithmetic shortcuts in order to increase speed and accuracy in using numbers. The student will also learn through estimating answers to avoid serious errors in calculations.
- 88 Introduction to Elementary Algebra: (3)**
A beginning course in elementary algebra, specifically designed for students with no algebra background and for those needing more than a review. This course with Math 90 is equivalent to the first year of high school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations, and formulas.
- 90 Algebra Review: (5)**
A review of the first year of high school algebra.
- 91 Introduction to Word Problems: (1)**
For the student who lacks the ability to solve verbal problems. The course contains instruction on how to solve mixture, motion and work word problems.
Prerequisite: Math 90.
- 92 Plane Geometry: (5)**
The course contains a basic review of geometric concepts needed for college algebra, trigonometry, calculus, and other related math courses.
Prerequisites: One year of high school algebra or Math 90.

- 94 Slide Rule: (1)**
For the student who needs to be able to use the slide rule for computational work. Topics will include the use of the slide rule for multiplication, division, squaring and square roots, cubes and cube roots.
Prerequisite: One year of high school algebra or Math 90.
- 95 Logarithms: (1)**
For the student who needs an understanding of logarithms and their use in computation. Topics will include: properties of logarithms, common logs, characteristics, mantissa, and computations with logarithms.
Prerequisite: One year of high school algebra or Math 90.
- 96 Trigonometry of Right Triangles: (1)**
For the student who needs to be able to work with right triangles in the science and applied areas. Topics will include: definitions of the trigonometric function, use of trig. tables, solutions of right triangles and applied problems.
Prerequisite: One year of high school algebra or Math 90.
- 97 Mathematics for Health Occupations: (2)**
For the student in health occupations who needs to be able to calculate dosages. This course must be taken by nursing students and is recommended for other health occupations students. It should be taken before or concurrently with the first clinical course.
Prerequisite: Math 88 or equivalent.
- 101 Intermediate Algebra: (5)**
Fundamental algebraic operations and concepts; similar to the third term of high school algebra.
Prerequisites: One year of high school algebra or Math 90, and one year of geometry. Permission of math instructor required.
- 103 Fundamentals of Mathematics: (5)**
(For the general college student and for prospective elementary teachers)
Topics selected from set theory, logic, number systems, geometry and base notation; emphasis on gaining insight into basic concepts of mathematics.
Prerequisite: Math 90 or equivalent.
- 105 College Algebra: (5)**
Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential, and logarithmic functions and relations.
Prerequisite: One and one-half years of high school algebra or Math 101.
- 106 Plane Trigonometry: (5)**
Trigonometric functions, identities, equations, inverse functions, graphs, logarithms, and solution of triangles.
Prerequisites: One and one-half years of high school algebra or Math 101 and one year of high school geometry.
- 107 Analytical Geometry: (2)**
A course designed to prepare students for a beginning course in calculus, but may be used for review. Topics on coordinates, inequalities, absolute values, directed distance, distance and mid-point formulas, slope, parallel and perpendicular lines, angle between two lines, graphs and equation, intercepts, symmetry and asymptotes, conic sections, translations, and eccentricity are included in the course.
Prerequisite: Math 105.

108 Vectors: (1)

For students of the physical sciences, engineering, and technical fields. The course contains topics on coordinates, directed line segments, vector addition and subtraction, magnitude, unit vectors, scalar and vector products, and vector and scalar fields.
Prerequisite: Plane Geometry or Math 107 or equivalent.

109 Logic and Set Theory: (2)

For the liberal arts students who need a basic introduction to the mathematics of logical thinking. The course contains such topics as logic statements, truth tables, tautologies, arguments, formal proofs, set theory and applications.
Prerequisite: Math 101 or equivalent.

110 Business Mathematics: (5)

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

114 Elementary Computer Programming: (4)

(Cross reference Engineering 141)
Programming and coding of problems for automatic digital computers; preparation of flow charts, loops, and subroutines; execution of programs by machine. Dual credit will not be given to both Math 114 and Engineering 141.
Prerequisite: Mathematics 101 or equivalent.

124, 125, 126 Analytic Geometry and Calculus: (5, 5, 5)

124 — Includes topics from analytic geometry, limits, and introduction to differentiation, applications of the derivative and an introduction to integration;
125 — Includes topics from applications of integration, differentiation and integration of the transcendental functions and methods of integration;
126 — Includes topics from vectors (both two and three dimensional), improper integrals, polar coordinates, analytic geometry and infinite series.
Prerequisites: Math 105 and 106 or equivalent for 124; 124 for 125; and 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.

205 Elementary Linear Algebra: (5)

For students in the natural, physical and social sciences with topics from systems of equations, vectors, matrices, determinants, linear transformations, and linear operators.
Prerequisite: Math 124 or instructor permission.

238 Elements of Differential Equations: (3)

Elementary methods of solution and linear differential equations of second and higher order.
Prerequisite: Math 126.

240 Introduction to Statistics: (3)

A general course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions, and organization of data.
Prerequisite: Mathematics 90 or one year of high school algebra.

241 Introduction to Probability: (3)

For students in biology, government, physics, sociology, economics, psychology, engineering, astronomy, and business administration. Such topics as frequency and relative frequency, sample spaces and events, complementary events, combinations of events and probability, binomial distribution, permutations and combinations are contained in the course.
Prerequisite: Math 101 or equivalent.

MEDICAL RECORDS TECHNOLOGY

130, 131 Medical Terminology I and II: (3, 3)

Study of terms relating to anatomy and areas of medical science and the paramedical specialties. Includes prefixes, suffixes, word stems, abbreviations and disease, operation and drug terms.
Prerequisite: 130 for 131.

132 Medical Terminology III: (3)

The course includes instruction and practice in identifying, defining and spelling terms related to systemic disorders, geriatrics and psychogeriatrics, oncology, anesthesiology, pharmacology, physical therapy, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. Recommended for Medical Records Technology and Medical Secretary students. Required for Medical Transcriptionists.
Prerequisite: Medical Record Technology 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.

142 Medical Transcription III: (3)

A specialty course in medical transcription for persons enrolled in the Medical Transcription, Medical Records Technology or Medical Secretary programs. The course includes instruction and practice in transcribing from actual dictation belts. In addition, the student will spend 60 hours in clinical experience at one of the hospitals participating in the program.
Prerequisite: Medical Record Technology 140-141; or experience, and permission of the program coordinator.

180 Introduction to Medical Record Science: (5)

A study of the history of medical records; introduction to the medical record department and the development, analysis and use of the medical record. Professional ethics of the medical record profession; standards of record keeping.
Prerequisite: Enrollment in the Medical Records Technology program or permission of the instructor.

- 220, 221, 222 **Medical Record Science I, II and III: (5, 5, 5)**
Three quarter sequence in which the student of medical record science studies numbering, filing and retention of records, classifications, indexes and registers, health statistics, medical staff structure, records for other health facilities, accrediting and licensing agencies, records in ancillary departments, admitting office procedures, problem-oriented system, legal aspects of medical records, health data presentation. Integrated with Directed Practice 230, 231, 232.
Prerequisite: Enrollment in the Medical Records Technology program.
- 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 — 15 hours per week in a clinical facility. Requirements for directed practice may vary with the background of the student.
Prerequisite: Enrollment in the Medical Technology program.
- 299 **Individual Study in Medical Records Technology: (Variable credit 1-5)**
An independent learning activity, designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.
- ## MUSIC
- 100 **Choral Singing: (1)**
Preparation and performance of selected choral works; open to all students without audition; includes class preparation and all scheduled rehearsals and performances.
- 101 **Fundamentals of Music: (5)**
(Required for all music majors and recommended for all education majors. It is suggested that students who enroll for Music 101 should also enroll for Music 122.)
Fundamentals of music and basic musicianship, scales, triads, and elementary harmony; pitch intervals, rhythm, melody recognition and a vocal orientation to music symbols and notations.
- 102, 103 **Music Theory: (5, 5)**
A study of basic musical concepts involving the usage and analysis of non-chromatic and chromatic harmony, form, and analysis; pitch intervals, rhythm, and melody recognition with strong emphasis on vocal and keyboard work.
Prerequisites: Music 101 for 102; 102 for 103.
- 107 **Introduction to Music: (5)**
(For the general college student; recommended for education majors.)
A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary readings and listening experiences designed to foster understanding of common musical forms, idioms, periods, and styles.
- 117 **Survey of Jazz History: (3)**
An in-depth study of the evolution of jazz as a mainstream in music.
- 118 **Survey of Electronic Music: (3)**
An in-depth study of the evolution of electronic music through history. Exploration of the techniques of the magnetic tape recorder and the electronic music synthesizer.
- 119 **Survey of 20th Century Music: (3)**
An in-depth study of all of the major directions of the music of the 20th Century.
- 121 **Class Applied Music: Voice: (1)**
Class instruction in performance.
Prerequisite: Permission of instructor.
- 122 **Class Applied Music: Piano: (1)**
Class instruction in performance.
- 123 **Class Applied Music: Guitar: (1)**
Class instruction in performance.
- 130 **Private Vocal or Instrumental Instruction: (2)**
A — Piano; B — Violin; C — Voice; D — Violoncello; E — Double Bass; F — Trumpet; G — Flute; H — Oboe; I — Clarinet; J — Bassoon; K — Horn; L — Guitar; M — Trombone; N — Tuba; O — Harp; P — Percussion; T — Saxophone; U — Viola; V — Organ; W — Music Composition; X — Synthesizer.
Prerequisite: Permission of instructor.
- 140 **Concert Band: (1)**
Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.
- 160 **Symphony Orchestra: (1)**
Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.
- 170 **Ensembles: (1)**
Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.
Prerequisite: Permission of instructor.
- 171 **Jazz Workshop Band: (3)**
Preparation and performance of contemporary music, including rehearsal and performance.
- 200 **Choral Singing: (1)**
A continuation of Music 100. Includes class preparation and all scheduled rehearsals and performances.
- 201, 202, 203 **Second-Year Theory: (5, 5, 5)**
A study of contrapuntal practices from the Baroque period until today; the musical analysis and the harmony as used in the 18th, 19th and 20th Centuries; the presentation and development of a practical, functional understanding of music literature and styles after 1750.
Prerequisite: Music 103 or instructor permission for 201; 201 for 202; 202 for 203.
- 240 **Concert Band: (1)**
A continuation of Music 140. Includes class preparation and all scheduled rehearsals and performances.

260 Symphony Orchestra: (1)
Preparation and performance of orchestra literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Music 160.

270 Ensembles: (1)
Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.
Prerequisite: Music 170.

271 Jazz Workshop Band: (3)
Preparation and performance of contemporary music, including rehearsal and performance.
Prerequisite: Music 171.

NURSING, ASSOCIATE DEGREE

101 Nursing I: (7)
Learning experiences designed to develop basic skills in patient care, based on the premise that the nursing process incorporates assessing, planning care, implementing the plan and evaluating the results. Skills in the physical care of the patient are taught along with principles of communication, observation, reporting and recording. Also some identification in the historical background, educational patterns and projected practices of nursing. (4 hours lecture — 6 hours laboratory per week.)

102 Nursing II: (7) (Mental Health)
Learning experiences designed to develop attitudes of acceptance, understanding and respect for the dignity of individuals, regardless of behavior. Skills in communication and interpersonal relationships are developed, and an opportunity is provided for students to establish therapeutic relationships with selected patients. Also, opportunities are provided for continued development of experience with the nursing process in a medical surgical setting. (4 hours lecture — 6 hours laboratory per week.)
Prerequisites: Nursing 101; Psychology 100 or concurrently.

103 Nursing III: (7) (Maternal & Infant)
Learning experiences designed to provide an opportunity to study and participate in the care of the mother throughout the normal maternal cycle, and to participate in the care of the newborn infant. Also, opportunities are provided for continued development of experience with the nursing process in a medical surgical setting. (4 hours lecture — 6 hours laboratory per week.)
Prerequisites: Nursing 102; Biology 201; Psychology 206 or concurrently.

201, 202, 203 Nursing IV, V, VI: (8, 12, 12)
Learning experiences designed to provide an opportunity to develop more advanced concepts and skills in patient care. A sequence of three courses involving a chronological development of the illnesses and/or accidents which affect various age groups, including principles of medical and surgical treatment, asepsis, rehabilitation, teaching, pharmacology and team nursing. The daily needs of people are further developed along with emphasis on the nursing needs of patients. (Nursing 201: 4 hours lecture — 8 hours laboratory per week; Nursing 202: 5 hours lecture — 14 hours laboratory per week; Nursing 203: 4 hours lecture — 16 hours laboratory per week.)
Prerequisites: Nursing 103; Psychology 206; Biology 201, 206, 207, 208; Nursing 201 for 202; Nursing 202 for 203.

299 Individualized Studies in Nursing: (Variable credit 1-5)

An independent learning activity, designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner.

CONTINUING EDUCATION NURSING

210 Patient Care Management: (2)
Opportunity for licensed nurses (R.N. or L.P.N.) to increase their understanding and skill in the management aspects of patient care. This includes assessing, planning, and evaluating for the care of groups of patients in a variety of settings.
Prerequisite: Licensure, either R.N. or L.P.N.

211 Patient Assessment: (2)
This course is designed to provide additional knowledge for the currently employed nurse. The emphasis on patient assessment is in keeping with the current trends of nursing practice. It provides another item in the data base of the plan of care for the patient.
Prerequisite: Licensure, either R.N. or L.P.N.

212 The Problem-Oriented Medical Record: (2)
To acquaint the practicing nurse with the basic components of the problem-oriented medical record and to develop skill in utilization of this type of record.
Prerequisite: Licensure, either R.N. or L.P.N.

213 Advanced Concepts of Maternity Nursing: (1)
An opportunity for the licensed practitioner to increase her understanding of the concepts and techniques of maternity nursing as it is practiced today.
Prerequisite: Licensure, either R.N. or L.P.N.

214 Nursing of the Cancer Patient: (2)
A course designed to increase the knowledge and skill of nurses relative to the care of the patient who has cancer.
Prerequisite: Licensure, either R.N. or L.P.N.

215 Intensive Care Nursing: (2)
A course designed to increase the knowledge and skill of practitioners relative to the patient who is in the intensive care unit.
Prerequisite: Licensure, either R.N. or L.P.N.

216 Geriatric Nursing: (2)
A course designed to increase the knowledge of the aging process and associated problems and to consider approaches to the solution of such problems.
Prerequisite: Licensure, either R.N. or L.P.N.

217 Coronary Care Nursing: (2)
A course designed to increase the knowledge and skill of the practitioner's relation to the patient who is in a coronary care unit.
Prerequisite: Licensure, either R.N. or L.P.N.

218 Advanced Coronary Care: (2)
A course designed to further increase the knowledge and skill of the practitioner employed in the coronary care unit.
Prerequisite: Licensure, either R.N. or L.P.N., and completion of a basic coronary care course.

OCEANOGRAPHY

- 101 Survey of Oceanography: (5)**
A study of the Marine environment and processes such as nature and origin of ocean basins, seawater, sediment, waves, tides, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized.
- 299 Independent Study: (Variable credit 1-15)**
Individual study.
Prerequisite: Permission of instructor.

PHILOSOPHY

- 100 Introduction to Philosophy: (5)**
Students will develop an awareness of the impact of ideas on society and themselves. To this end, discussions of the role of language in intellectual endeavors, types of knowledge, religion, science, conceptions of reality, and conceptions of morality will serve as vehicles.
- 119 Critical Thinking: (5)**
The structure of ordinary language; relationships between classes; deductive and inductive inference; syllogistic reasoning; types of definition; informal fallacies; aesthetic and ethical reasoning; the development of a critical approach to all situations susceptible of intellectual treatment.
- 120 Introduction to Logics: (5)**
Conditions for clear statement and valid reasoning; formal systems of logic and their application; inductive reasoning; probability theory and methods by which theories and laws are established in daily life and in the sciences.
Prerequisite: Philosophy 119 or permission.
- 200 Oriental Philosophy: (5)**
The examination of major philosophies and philosophers that have shaped the mind of the Oriental. Special attention is given to Confucianism, Legalism, Taoism, Buddhism, particularly Zen Buddhism.
- 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 or moral problems; reading and discussions of Plato, Hume, Kant, Bentham, Mill, Moore, Hare, and others.
Prerequisite: Philosophy 100.
- 267 Problems in Philosophy of Religion: (5)**
An analysis of such problems in Western religious thought as the existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

PHYSICAL EDUCATION

In order to receive the Associate in Liberal Arts or Associate in Arts and Sciences degrees, it is necessary to obtain three physical education activity credits. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

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

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

The physical education requirement may be waived only with the approval of the 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 Slimnastics
- 202w Advanced Slimnastics
- 103w Self Defense for Women
- 106m Body Conditioning
- 108m Weight Training
- 208m Advanced Weight Training

AQUATICS: 1 CREDIT EACH

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

DANCE: 1 CREDIT EACH

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

INDIVIDUAL SPORTS: 1 CREDIT EACH

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

DUAL SPORTS: 1 CREDIT EACH

- 126 Beginning Badminton
- 127 Fencing
- 128 Beginning Tennis
(student furnishes 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
- 233w Advanced Basketball
- 134m Softball
- 134w Softball
- 135m Soccer
- 135w Speedball and Soccer
- 136 Volleyball
- 236 Intermediate Volleyball

VARSITY SPORTS: 1 CREDIT EACH

- 140m Varsity Basketball
- 140w Varsity Basketball
- 141m Varsity Baseball
- 142m Varsity Track
- 143m Varsity Cross Country
- 144m Varsity Wrestling
- 145 Varsity Golf
- 146m Varsity Tennis
- 146w Varsity Tennis
- 147 Varsity Skiing
- 148 Varsity Swimming
- 149 Varsity Gymnastics
- 150m Varsity Soccer
- 151w Varsity Volleyball
- 152w Varsity Softball

SPECIAL PHYSICAL EDUCATION

- 160 Physical Education for the Exceptional Adult

PHYSICAL EDUCATION — PROFESSIONAL COURSES

- G-100A Healthful Living: (5)
Considers the major concerns of present day health education. These are (1) mental health, (2) personal health, (3) family living, (4) health hazards and (5) environmental health.
- 190 Introduction to Physical and Health Education: (2)
Survey of and orientation to the professional fields of physical education, health education, recreational leadership, coaching history and philosophies, personnel qualification, training and preparation, opportunities, organizations, and related fields. Coeducational.
- 250 Contemporary Health Concepts: (3)
Investigation of contemporary health problems and the study of the scientific concepts and knowledge essential to the comprehension and solution of these problems within society. Coeducational.
- 290 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, recreational 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

100 Survey of Physical Science: (5)

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

PHYSICS

105 Physics for Health Occupations: (5)

Basic concepts of physics; measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. This course is to serve as background for courses in para-medical science.
Prerequisite: Math 101 or equivalent.

108, 109 Radiation Physics I & II: (5, 5)

Development of the physical principles of radiology: X-ray circuits, X-ray tubes, transformers, X-ray generator, nature and spectra of X-rays, introduction of radiation and matter, factors affecting image quality, design and application of X-ray equipment, radioactivity and nuclear medicine, and radiation protection.

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

(For general education students.)
Development of basic mechanics, sound, light, electricity and magnetism, electronics, and modern physics.
Prerequisites: Math 101 or equivalent for 114 (Math 101 may be taken concurrently; trigonometry of right triangles is 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 waves, sound, light, and thermodynamics; 123—emphasis on electricity and magnetism.

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

290 Computer Applications in Physics: (Variable credit 1-3)

Topics to be chosen from: solutions to physics problems by curve fitting through least squares and Chebyshev; solutions to systems involving simultaneous equations, root finding algorithms; numerical solutions to differential equations; and numerical integrations and differentiations.

Prerequisite: Physics 122 or taken concurrently, Engineering 141.

POLITICAL SCIENCE

- G-100A Introduction to Political Science: (5)**
Study of the principles, structure, and functions of political institutions; their behavior and processes.
- G-100B Introduction to American Government: (5)**
Study of the three branches of the government and their operations with particular emphasis on contemporary problems and their relationship to the government.
- 201 Introduction to Government and Politics: (5)**
Study of ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior, and processes.
- 202 American National Government and Politics: (5)**
Survey of the Constitution, three branches of government, and the processes through which public policy is formulated, enacted into law, and executed.
- 203 International Politics: (5)**
Role of the nation state and the system and forces that influence the behavior of the state.

PSYCHOLOGY

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

RADIOLOGIC TECHNOLOGY

- 101 Introduction to Radiologic Technology: (3)**
An introduction to the health team and the profession of radiologic technology. This course will include: medical ethics and medical-legal considerations, radiation protection of patients and personnel, film processing and chemistry; to enable the student to enter into clinical practicum.
- 120 Radiographic Clinic I: (3)**
To learn and demonstrate the basic positioning techniques for radiography of the upper and lower extremities to include pelvis and shoulder girdle. (16 hours per week at hospital)
Prerequisites: R.T. 101, 140, and permission of the instructor.
- 121 Radiographic Clinic II: (3)**
Student will learn and demonstrate basic positioning techniques in radiography of the complete spine, skull, facial bones and paranasal sinuses. (16 hours per week at hospital)
Prerequisites: R.T. 120, 141, and permission of the instructor.
- 122 Radiographic Clinic III: (5)**
Clinical practicum: 35 hours per week at hospital.
Prerequisites: R.T. 121 and permission of the instructor.
- 123 Radiographic Clinic IV: (5)**
To learn and demonstrate basic positioning techniques for radiography of the respiratory system, digestive system, biliary system and urinary system. (24 hours per week at hospital)
Prerequisites: R.T. 122, 142, and permission of the instructor.
- 140 Positioning and Techniques I: (3)**
The student will learn and demonstrate basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle, and thoracic cage.
- 141 Positioning and Techniques II: (3)**
The student will learn and demonstrate basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses.
Prerequisites: R.T. 120, 140; Biology 150.
- 142 Positioning and Techniques III: (3)**
The student will learn and demonstrate positioning techniques in radiography of the respiratory system, G.I. and biliary system, and the urinary system.
Prerequisites: R.T. 121, 141; Biology 151.
- 211 Special Radiographic Procedures: (3)**
Contrast media and common examinations utilizing contrast agents. Introduction cardio-vascular and neurosurgical procedures.
Prerequisites: R.T. 123, 225, and permission of the instructor.
- 212 Radiation Therapy and Nuclear Medicine: (3)**
An introductory course to the specialized fields of nuclear medicine and radiation therapy which includes physical principles, modalities of radiation therapy, and application of radioisotopes in therapeutic and diagnostic studies. (Clinical training is given in addition to the above.)
Prerequisites: R.T. 225, 243; Radiation Physics I and II; and permission of the instructor.

- 213 **Departmental Management: (2)**
A course to aid the advanced student in exploring career opportunities. Course also covers job descriptions in radiologic technology, personnel management, purchasing practices and teaching techniques.
Prerequisites: R.T. 101, 225, 243, and permission of the instructor.
- 225 **Radiographic Clinic V: (5)**
Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, spinal column.
Prerequisites: R.T. 123, 140, and permission of the instructor.
- 226 **Radiographic Clinic VI: (5)**
Advanced positioning of the skull, mastoids, middle ear, special views. Surgical and pediatric procedures. (24 hours per week at hospital)
Prerequisites: R.T. 225, 141, and permission of the instructor.
- 227 **Radiographic Clinic VII: (5)**
Clinical practicum: 40 hours per week at hospital. Prerequisites: R.T. 226 and permission of the instructor.
- 228 **Radiographic Clinic VIII: (5)**
Special procedures: arteriograms, pneumoencephalograms, selective arteriograms. (33 hours per week at hospital)
Prerequisites: R.T. 211, 227, and permission of the instructor.
- 243 **Positioning and Techniques IV: (2)**
The student will demonstrate advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column.
Prerequisite: R.T. 140.
- 244 **Positioning & Techniques V: (2)**
The student will demonstrate advanced positioning of the skull, inner ear, mastoids.
- 245 **Positioning & Techniques VI: (2)**
The student will learn use of radiographic apparatus used for special procedures such as arteriograms, pneumoencephalograms, selective arteriograms. Types of machines, film used, processing methods, etc.
- 299 **Individual Study in Radiologic Technology: (Variable credit 1-5)**
An independent learning activity, designed jointly by the student and instructor, to improve and/or increase the knowledge and skill of the learner.

READING

- 70, 71, 72 **Basic Reading Skills: (3, 3, 3)**
Designed for the student lacking reading skills necessary for Developmental Education courses. Includes diagnostic testing and individualized instruction.
- 110 **Developmental Reading: (2)**
Course is diagnostic in nature to allow the student insight regarding his strengths and weaknesses in reading. 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

- 125 **Principles and Procedures of Escrow: (5)**
Covers the facets of closing a real estate transaction through escrow. Will develop an understanding of the complexities involved. Covers history through current laws and methods via workshop and lecture for the novice and the experienced. Fulfills the requirements of accreditation for escrow agents.
- 130 **Real Estate Professional Practices: (3)**
A course designed specifically to provide the knowledge and attitude to improve relationships between the broker, salesman and clients. Covers ethics, agency law, advertising regulations, earnest money agreements and other agency responsibilities and acts of the broker and salesman. This course is designed for newly licensed salespeople.
- 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.
- 165 **Real Estate Finance: (5)**
The procedures and problems associated with servicing real estate loans; a study of institutions engaged in financing real property transactions; analysis of practices and risks involved in financing and investing.
Prerequisite: Real Estate 150 or permission of instructor.
- 170 **Real Estate Appraisal I: (5)**
The principles and techniques used in determining the value of real property. The application of cost, income, and market data approaches to value.
Prerequisite: Real Estate 150 or permission of instructor.
- 175 **Real Estate Appraisal II: (5)**
Further study of real estate appraising emphasizing study of building material and equipment, cost estimates, depreciation, the cost approach, gross income estimates, expense analysis, capitalizations, market data approach, commercial investment property, correlation and final value estimate and the appraisal report.
- 180 **Real Estate Office Administration: (5)**
Practical administration of real estate brokerage, including all managerial functions with special emphasis on brokerage, budgets, sales management, sales training, and market analysis.
Prerequisite: Real Estate 150 or permission of the instructor.

- 185 Real Estate Property Management: (5)**
Important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies, and financial result analysis.
Prerequisite: Real Estate 150 or permission of instructor.
- 195 Real Estate Sales Practices: (3)**
Essentials and procedures in the skills of selling, ethics, and legal responsibilities as they specifically pertain to real estate salesmen.
- 225 Real Estate Advanced Sales Practices: (5)**
Covers the phases of day-to-day operations in real estate sales, locating listings, obtaining the listing, servicing the listing, locating prospects, qualifying the buyer, showing real property, negotiating the sale, and organizing the sale. Includes methods to help real estate practitioners organize their time, develop referral business and evaluate their own progress.
Prerequisite: Real Estate 150 or permission of instructor.
- RESPIRATORY THERAPY TECHNOLOGY**
- 110, 111 Respiratory Therapy Theory: (3, 3)**
Basic theory and principles of respiratory care science.
Prerequisite: Health Technology 150, Health Technology 160, Respiratory Therapy Technology 140 or permission of instructor; 110 for 111.
- 120, 121, 122 Respiratory Therapy Equipment: (2, 2, 2)**
Rationale, indications and procedures of the equipment used in respiratory therapy.
Prerequisite: Health Technology 160 or permission of instructor; 120 for 121; 121 for 122.
- 130 Pharmacology: (2)**
Basic principles of pharmacology; dosages, weights and measures, proper administration. Rationale, indications and contraindications of medications peculiar to diagnosis and treatment in respiratory therapy.
- 131 Pulmonary Functions: (2)**
Basic concepts in pulmonary diagnostic techniques.
Prerequisite: Respiratory Therapy Technology 110; Respiratory Therapy Technology 120, or permission of instructor.
- 133 Microbiology: (2)**
Basic principles of microbiology; a brief treatment of the classification, morphology, identification and physiology of microorganisms and an in-depth treatment of the problems of infections and immunization, and the cleaning and sterilization of equipment relating to respiratory therapy.
- 140, 141, 142, 143 Clinical Training: (3, 3, 5, 5)**
Practical experience in the application of the knowledge and skills involved in respiratory therapy, including the maintenance and operation of equipment. Clinical training includes rotation through respiratory therapy centers and involves the following number of hours: 140 — 3 hours per week; 141 — 9 hours per week; 142 — 15 hours per week; 143 — 15 hours per week.
Prerequisite: Permission of instructor; 140 for 141; 141 for 142; and 142 for 143.

- 150, 151 Respiratory Therapy Seminar: (1, 2)**
Weekly discussions on specific topics of respiratory therapy.
Prerequisites: Respiratory Therapy Technology 111; Respiratory Therapy Technology 121; Respiratory Therapy Technology 131; and Respiratory Therapy Technology 142; or permission of instructor.

299 Individual Study in Respiratory Therapy Technology: (Variable credit 1-5)

An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the learner.

SOCIAL SCIENCE

- G-100A An Introduction to the Social Sciences: (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.

SOCIAL SERVICES

- 101 Introduction to Social Work: (5)**
A survey of the concepts and philosophy of social work with special emphasis on recent developments in the social work field. The various kinds of social work as helping aides will be examined and observed through community agencies. This course is a prerequisite to working in social services under credit arrangements.
- 220 Internship in Social Services: (5)**
An intensive internship in a social service agency under direction of competent agency personnel. Discussion of the positive and negative aspects of this experience will take place in seminar setting, and readings relevant to agency experience will be assigned and discussed.
Prerequisite: Social Services 101.
- 221 Advanced Internship in Social Services: (5)**
Continuation of student involvement in a social service agency with generally increasing duties and responsibilities in the chosen agency. Discussions, assigned readings, and projects will be developed in the seminar to complement the experience of agency work.
Prerequisites: Social Services 101 and Social Services 220.

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.
- 141 Human Sexuality: (5)**
A study of the physiological, psychological, and sociological determinants of human sexual behavior and problems related to the sexual functioning of persons within society including sex role differentiation and identification.

- 152 Marriage and the Family: (5)**
A study of marriage customs and their functions, premarital patterns, changing marriage mores, practical aspects of marriage, and early domestic adjustment.
- 230 Population Studies — 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. Offered spring 1976, 1978, 1980, etc.
Prerequisite: Sociology 110.
- 240 Social Psychology: (5)**
Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.
Prerequisites: Sociology 110 and Psychology 100.
- 253 Sociology of Education: (5)**
A study of the functions of education in society, the social foundations of education, and related social problems.
- 262 Race Relations: (5)**
A course designed to give students a deeper awareness of the problems facing the American people in the area of race relations, primarily focusing on racial, ethnic, and social minorities.
Prerequisite: Sociology 110.
- 270 Social Problems: (5)**
An analysis of the characteristics and processes of social disorganization in relation to population and urban problems, family disorganization, work and automation, social change, laws, courts and penal systems, and similar social problems.
Prerequisite: Sociology 110.
- 271 Deviant Behavior: (5)**
An analysis of deviant behavior from the perspective of sociological description, theory, and research. Will focus on developing an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency, and sexual deviance.
Prerequisite: Sociology 100.
- 299 Individual Study: (Variable credit)**
Independent observation, analysis and reporting of a selected problem in sociology.
Prerequisites: Completed 15 credit hours of course work in sociology and permission of instructor.

SPANISH

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.
Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" on page 16 of the catalog, and consult with your course instructor.

- 101, 102, 103 Elementary Spanish: (5, 5, 5)**
The foundations of acceptable pronunciation, correct grammar and syntax are covered in the sequence 101, 102, 103. The Language Laboratory is used for drilling in pronunciation and language usage. Conversation in Spanish is stressed from the beginning as students take part in presentations and discussions in small groups, within the classroom. Students without previous Spanish register for 101. Others will be properly placed by the instructor.
- 201, 202, 203 Intermediate Spanish: (5, 5, 5)**
201: Grammar review, reading and intensive practice in conversation through games and student presentations for class discussion.
202: Grammar review, reading, composition imitating models from literary selections. Conversation on relevant subjects such as "La paz y la guerra," "La desobediencia civil," "El año 2000," etc.
203: Reading, composition, conversation to discuss current events as well as reading assignments.
Prerequisites: Spanish 103. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.
- 210, 220, 230 Spanish Conversation: (3, 3, 3)**
Advanced conversation in Spanish on up-to-date topics. Students who received credit for Spanish (201, 202, 203) will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.
Prerequisite: 2 years of high school Spanish or its equivalent and permission of the instructor.
- 211, 221, 231 Reading and Writing Spanish: (2, 2, 2)**
A course designed to give students: (a) the essentials of effective writing in Spanish, (b) an interest and appreciation of Spanish and Latin-American literature. Students who received credit for Spanish (201, 202, 203) will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.
Prerequisite: 2 years of high school Spanish or its equivalent and permission of the instructor.
- 299 Spanish Seminars: (Variable credit)**
Individual programs; admission by permission of the instructor.
- 299A Contemporary Latin American Writers: (3)**
A survey of the most significant writings of Argentina's Jorge Luis Borges and Chile's Nobel Prize winners, Gabriela Mistral and Pablo Neruda.
- 299B Writers of the Generation of 1898: (3)**
Selected readings from Miguel de Unamuno, Pio Baroja and Ramon del Valle-Inclan; three of Spain's foremost writers, attempting to create a new national consciousness after their country's defeat in the Spanish-American War.
- 299C Golden Age of Drama: (3)**
The Golden Age of the Arts in Spain (16th and 17th centuries) through the dramatic works of Lope de Vega, Pedro Calderon de la Barca and Juan Ruiz de Alarcón.
- 299D Latin American Literature, Colonial Period: (2)**
The Conquest of Mexico through the eye witness accounts of Bernal Diaz del Castillo and Hernan Cortez.

SPEECH

- 41 General American Speech: (5)**
Designed for students for whom English is a secondary language and who wish to improve their oral English usage in accordance with the norms of general American speech. The student will learn to articulate sounds and pronounce words common to general American speech and develop skill in understanding and effectively using oral idiomatic expressions. Heavy emphasis will be placed on practice and individual evaluation.
- G-100A Speech Communication: (5)**
Designed for the student with limited experience in speech communication skills. The course will increase the student's understanding of the communication process and develop his ability to speak with others in conversation and before an audience.
- 100 Interpersonal Speech Communication: (5)**
An introductory transfer level course designed to increase a student's understanding of the interpersonal process in one-to-one, small group, and speaker-to-audience communication. Students will increase their skill in developing effective communicative relationships, expressing themselves, and listening to others. A wide range of speech communication activities are included.
- 101 Public Speech Communication: (5)**
An introductory transfer level course designed to increase a student's ability to prepare and deliver oral presentations to an audience. Skills are developed in subject analysis, audience analysis and adaptation, organization, formulation of sound arguments, and various practical methods of oral presentation.
- NOTE: Either Speech 100 or Speech 101 may be transferred as the basic course in Speech.**
- 131, 132, 133 Forensics: (1, 1, 1)**
Forensics provides training and experience in competitive speaking events through participation in classroom activities and inter-collegiate tournaments. Events include debate, extemporaneous and impromptu speaking, persuasive, expository and after-dinner speaking, and oral interpretation of literature.
Prerequisite: Prior forensics experience or permission of instructor.
- 140 Oral Interpretation: (5)**
Oral interpretation involves three basic elements: (1) an author's work; (2) the reader; and (3) the audience. It is through the skills and technique and involvement of the reader that the literary images of the author can be communicated to an audience. Emphasis is placed on vocal technique and communicative skills.
- 200 Organizational Speech Communication: (5)**
This course deals with the speech communication problems unique to business, professional and governmental organizations. It will increase a student's understanding of organizational structures, channels of communication and the importance of inter-personal communication skills in employee motivation and supervision. It will develop practical skills in relating to others on the job, listening, small group problem solving and interviewing.

220 Essentials of Argument: (5)

The student's ability to think critically and reason logically is emphasized through study and analysis of different arguments found in today's social concerns and public issues. The student will become an active participant in evaluating evidence for logical conclusions and in identifying and responding to fallacies. Through the theory and practice of debating techniques, the student will develop abilities to convince others by selection of arguments aptly supported with evidence. Especially useful for students planning careers in law or law enforcement.

231, 232, 233 Forensics: (1, 1, 1)
An extension of Forensics 131, 132, 133.
Prerequisite: Permission of the instructor.

235 Parliamentary Procedure: (2)

This course provides training in how to effectively conduct meetings. It includes a study of parliamentary procedure based on contemporary authorities and common sense.

STUDY SKILLS

41 Study Skills: (1)

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

42 Study Systems Workshop: (1)

Techniques for learning from a textbook. Emphasis will be on underlining methods and proper study techniques.

43 Lecture Notetaking Workshop: (1)

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

44 Taking Examinations Workshop: (1)

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

45 Vocabulary Development: (1)

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

46 Spelling Review: (1)

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

47 Library Orientation: (1)

Instruction in how to locate and use information in the Library with lab assignments to be completed by individual students.

70 Study Techniques: (2)

Introduces and develops basic study techniques and develops positive attitudes toward good study habits, self-confidence, and realistic educational goals. The course is designed for the student whose academic weakness is of a general nature.

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 103, 104, 105.

WOMEN'S STUDIES

100 What About Woman?: (3)

Course is designed for the woman who wants to change her self-image by learning to assert herself in a positive manner. Techniques in self-appraisal, goal evaluation and communication skills will be taught.

101 Self Exploration in a Changing Society: (3)

Course centered around information and activities planned to increase self-awareness and awareness of the self of others. Activities are used to enhance recognition and development of the individual's personal talents, skills and potentials. Participants identify and explore available resources which help each person find a place for self in an ever-changing society.

102 Self Exploration: From Here to Where: (3)

This class helps people explore their skills, aptitudes, interests, values, etc., and understand why it is important to consider personal attributes in successful life planning. Participants also explore community resources people use in moving towards meaningful goals for personal growth.

110 The Woman Alone: (3)

Course designed for the woman, whether married, divorced, single, widowed, with or without a family. This is a participation class developed to help the individual identify, evaluate and understand the experience of "being alone." Verbal and non-verbal communication, loneliness, depression, family communications, male and female relationships, are areas explored relative to the participants' daily living.

150 New Horizons and New Careers: (3)

For those returning to the labor force, seeking employment for the first time, or interested in new job options or directions. Course is designed to help assess skills and aptitudes to determine realistic personal goals. Covers evaluation of interests, skills, resume writing, interviewing, Job applications, and using community resources.

FACULTY AND ADMINISTRATIVE STAFF

The following list represents appointments as of January 1, 1976.

A

- ADAMS, ROBERT C.** Sociology-Anthropology
Centralia Community College; B.A., M.A., Western Washington State College.
- AIKEN, RICHARD S.** Librarian
University of Maryland; B.Ed., University of Nebraska (Omaha); M.L.S., University of Washington; University of Washington; University of Puget Sound.
- AMOROSO, DOREEN** Associate Dean for Learning Assistance Services
Whitman College; Washington State University; University of Washington; B.A., B.Ed., University of Puget Sound; M.L.S., University of Washington; Central Washington State College; Northwestern University; University of Southern California.
- ANDERSON, CAROLYN E., R.R.A.** Medical Records Technology
B.A., Augustana College; Northwestern University; Providence Hospital - Seattle
University; University of Washington.
- ANDERSON, WILLIAM G.** Psychology
B.S., M.Ed., University of Idaho; University of Washington.

B

- BECKER, KAREN** Career Development
B.A., Wagner College; M.A., New York University; Oregon State University; Portland State University.
- BERNFTSON, LLOYD S.** English
Chairman, Division of English and Communications B.S.Ed., North Dakota State University; Teacher's College; University of North Dakota, M.A., Washington State University.
- BETZ, JOSEPH A.** Mathematics
B.Ed., Seattle University; M.A.T., Washington State University; University of Washington; University of Oregon.
- BRIGHTWELL, KEITH** Administration of Justice Program
Los Angeles Police Academy - qualified as an expert in the field of accident investigation and narcotics; 20 years experience with the Los Angeles Police Department.
- BROWN, CARL R.** Director of Administrative Services
Huston-Tillotson College; B.S., Paul Quinn College; Texas-Southern University; M.A., Prairie View A & M College; University of Washington; Atlanta University.
- BUTSCHUN, SUZANNE M.** Mathematics
Reed College; B.S., University of Puget Sound; M.S., Oregon State University.

C

- CALL, JAMES A.** Business Manager
University of Puget Sound, B.A.
- CAMPBELL, KAREN L.** Emergency Medical Services Program
Tacoma Community College; Highline Community College; St. Joseph's Hospital, School of Nursing.
- CLARK, RUSSELL E.** Physics
Chairman, Division of Mathematics and Science University of South Dakota; University of Nevada; Central Washington State College; B.A. Western Washington State College; University of Washington; Stanford University; M.S., Oregon State University.
- CLARKE, J. ALLAN** Music
Chairperson, Division of Arts and Humanities
Phillips University; A.B., Fresno State College; University of Washington; M.A., Fresno State College; University of Washington.
- CLEE, PAUL B.** English
B.A., Whitman College; University of Kansas; M.A., University of Oregon; M.A., Central Washington State College.
- CLINE, CHARLES FRANKLIN** Drama
B.A., M.A., Washington State University; Screen Actors Workshop, Seattle.
- COX, CLARA M.** Counselor
A.B., Huston-Tillotson College; George Pepperdine College; University of Puget Sound.
- CRAWFORD, W. JAMES** Chemistry-Geology-Oceanography
B.A.Sc., University of British Columbia; M.S., Ph.D., University of Washington.

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

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

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

HUDDLESTON, NICK H. Ed./Media
A.B., University of California-Berkeley; M.S., University of Oregon.

HUDDLESTON, PAMELA F. Head Librarian
Pomona College; Sorbonne; B.A., M.A., M.L.S., University of Washington.

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

HYDE, JACK H. Earth Science
Everett Junior College; B.S., M.S., University of Washington; San Francisco State College;
Ph.D., University of Washington.

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