

**TACOMA
COMMUNITY
COLLEGE**

Catalog 1978-79

TABLE OF CONTENTS

Directory for Correspondence and Information	72
Tacoma Community College Board of Trustees	2
General Administrative Officers	2
Academic Calendar	3
The Community's College	4
Office of Admissions, Records and Financial Aids	6
Financial Aid	8
Registration Procedure	12
How to Earn Credits	13
Graduation and Degree Requirements	14
Student Rights and Responsibilities	15
Special Facilities and Services	16
Cooperative Military Training Programs	20
Degrees, Chapter on	21
Occupation Programs, Curricula	23
Course Offerings	35





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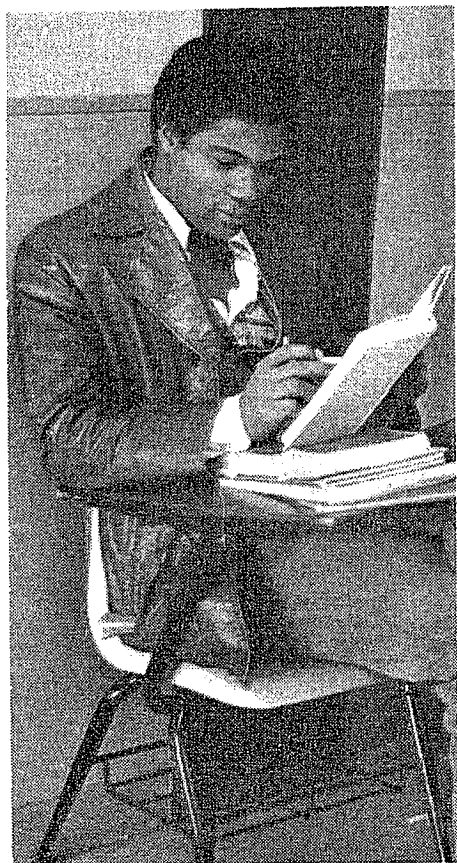
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TACOMA COMMUNITY COLLEGE



ACADEMIC CALENDAR

SUMMER QUARTER, 1978

June 19, 1978 to August 17, 1978

June 19 Summer quarter registration
 June 20 Day and night classes begin
 July 4 Independence day holiday
 July 19 First half, final exams
 July 20 Second half, classes begin
 August 17 Summer quarter final exams

FALL QUARTER, 1978

September 25, 1978 to December 15, 1978

September 25 Day and night classes begin
 September 30 Saturday classes begin
 November 10 Veterans' day, no classes
 November 22-24 Thanksgiving recess
 December 11-15 Finals exams and grading
 December 18 Grades due in records office

WINTER QUARTER, 1979

January 2, 1979 to March 13, 1979

January 1 New Year's Day Recess
 January 2 Day and night classes begin
 January 6 Saturday classes begin
 February 19 President's day recess
 March 13-19 Final exams and grading
 March 20 Grades due in the records office

SPRING QUARTER, 1979

March 26, 1979 to June 8, 1979

March 26 Day and night classes begin
 March 31 Saturday classes begin
 May 28 Memorial day recess
 June 4-8 Final exams and grading
 June 11 Grades due in records office

THIS IS TACOMA COMMUNITY COLLEGE

Tacoma Community College is a publicly supported community college serving a district which presently includes six public high schools, two private high schools, ten middle schools and 51 elementary schools within its boundaries. The college also serves special populations at the McNeil Island Federal penitentiary, the Purdy treatment center for women and at the McChord Air Force base.

History

The residents of the Tacoma-Pierce county area elected to fund and build a community college for their area over fifteen years ago. The board of directors of Tacoma School District Ten applied for authorization to build the college in 1961 which was approved in 1963 by the Washington State Board of Education. Funds for construction came from two bond issues and one millage levy from the Tacoma school district, from an allocation from the State Board and from two grants from the federal government under the Higher Education Facilities Act.

The college opened in the fall of 1965 and was dedicated February 16, 1968. Today, ten years after the dedication, the campus has grown to include 21 buildings and three portables serving over 6,000 students each quarter.

Washington State Community College System

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

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

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

The system now includes 22 districts (comprising 27 colleges) each of which is governed by a board of five trustees from the local communities. The trustees for each community college district board are also appointed by the governor.

Goals*

The goals of Tacoma Community College are designed to be consistent with those of the State Board for Community College education, and the needs of the students and the community. They are:

1. To help students identify their own personal goals and develop means of achieving them.
2. To ensure that students acquire a basic knowledge in the humanities, social sciences and natural sciences.
3. To provide opportunities for students to receive training for specific occupational careers.
4. To develop students' ability to synthesis knowledge from a variety of sources.
5. To provide opportunities for continuing education for adults in the local area to develop new job skills or update old ones.
6. To provide a system in which students are regularly advised by faculty and administrative personnel.
7. To increase the desire and ability of students to undertake self-directed learning.
8. To create an institution known widely as an intellectually exciting and stimulating place.
9. To provide evidence at regular intervals that the institution is achieving its stated goals.
10. To be concerned about the efficiency with which College operations are conducted.

* (These goal statements are under review and discussion by the Board of Trustees and have not yet been officially adopted by the Board.)

Affirmative Action Policy

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

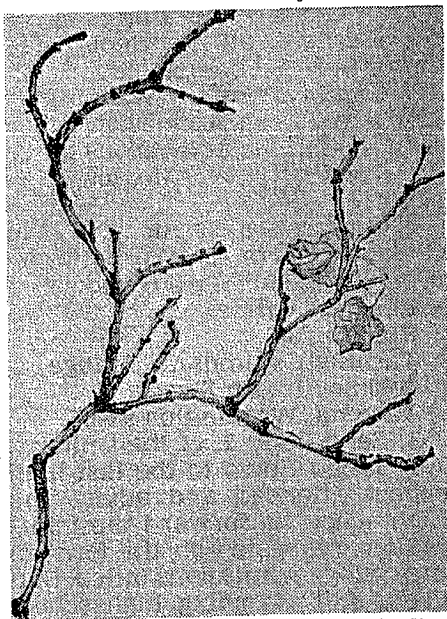
All Tacoma Community College faculty, administration and staff, and all agencies, persons, vendors and organizations with whom the college does business are required to comply with all applicable federal and state statutes and regulations designed to promote job and program responsibilities for minorities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

This function is managed in the office of the college's dean of administrative services.

Accreditation

Agencies accrediting Tacoma Community College and its programs include:

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



Mary Gilbert Photo

Serving many different people

The range of occupational programs and academic programs provides ways for many different needs to be filled. The student who wants to continue onto a four year school can work with an adviser to be sure that credits are transferable and necessary courses taken. A variety of pre-professional programs provide the first two years of training in such fields as engineering, medicine, teaching, law and architecture. Adults can complete high school, courses are offered for basic skill brushup, community service courses provide students with new skills and interests and the occupational programs offer the most up-to-date training in each field.

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.

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

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

The student should stay in touch with the academic adviser and with the transfer institution of choice on all matters relating to the specific program.

Occupational Programs

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

- Accountant
- Banking and Finance
- Machine Shorthand
- Real Estate

- Receptionist-Clerk
- Service Representative
- Associate Degree Nursing
- Emergency Medical Care
- Medical Assistant
- Medical Records Technician
- Medical Secretary
- Medical Transcriptionist
- Optometric Technician
- Radiologic Technologist
- Respiratory Therapy Technician
- Administration of Justice
- Human Service Worker
- Industrial Security and Safety

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

New occupational associate degrees are being developed in:

- Energy Management
- Geriatric Technician
- Supervision and Management
- Educational Secretary
- Teacher Assistant

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

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

For information regarding specific programs, contact the program coordinator, or the office of occupational education (756-5024; building 19).

Community Service and Continuing Education Courses

Non-credit classes in a variety of interesting areas are offered each quarter to members of the com-

munity and Tacoma Community college students. Some community service classes are also available for credit. The community service program can custom-design special courses for those 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 services and continuing education.

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

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.

Students in this program may take college classes as well as adult evening classes. The evening instruction provides opportunities for both class work and individualized assignments. Developmental classes and regular college classes can contribute towards the high school diploma as well as toward requirements for one or more of the college's associate degrees.

Extension Centers

Throughout the academic year, Tacoma Community College offers courses for credit at high schools and junior high schools in the service area so that members of the community can attend college classes in their own neighborhood.

Downtown Center

A community-based extension center to be located in the downtown Tacoma area is scheduled to be open Fall quarter, 1978.

The offerings are designed to meet specialized educational needs. They include:

1. Divisional and departmental classes.
2. An adult basic education program.
3. General adult education classes.
4. Career information and guidance services.
5. Life-long learning activities.
6. Continuing education and community services classes.
7. Occupational courses.

Serving The Student:: ADMISSIONS, RECORDS AND FINANCIAL AIDS

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 employes, 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 ask about the possibility of varying tuition fees before registering.

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



Open Door Admissions

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

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

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

Application Procedures

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

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

2. Complete and return Copy 1 of the above form together with the required \$5.00 record fee to:

Business Office
Building 6
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

3. Send Copy 2. of the Uniform Admission Form to the last high school attended and advise the high school to forward the information requested on the form to the college admissions office. Students still attending high school should arrange to have final trans-

cripts sent to the admissions office after completing grade 12.

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

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

Readmission

A student who has previously attended the college and wishes to re-enroll may apply for readmission by writing to:

Admissions and Academic
Standing Committee
Admissions Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Admission of International Students

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

1. The student must provide evidence of English proficiency at a level which will enable the individual to profit from instruction at the college level. Evidence of this ability is completion of the Test of English as a Foreign Language (TOEFL) at a score of 350 or a proficiency level of 103 from an English Language Center (ELS).

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

3. The student must provide evidence of financial responsibility. The college must receive a written statement from a source other than the applicant indicating that the student has sufficient financial resources to defray all costs. These include living expenses, cost of round trip ticket to the individual's native country and college fees. International students are not eligible for state and federal financial aid programs.

4. The student must forward with the application a "Letter of Recommendation" from an appropriate school official which will confirm his academic preparation for advanced schooling.

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

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

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

Veterans

Tacoma Community College's program offerings have been approved by the Veterans Administration for educational benefits.

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

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

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

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

nected disability was in existence.

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

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

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

Confidential Records

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

1. When the student signs a release authorization provided by the person or agency desiring to see the student's records.
2. When requested by authorized representatives of other state or federal educational agencies and institutions.
3. When the requested information is pursuant to a subpoena or court order.

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

FINANCIAL AID

Policies

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

The sole purpose of the college's Financial Aid program is to assist a maximum number of eligible students, who would otherwise be financially unable to attend college, to meet part or all of their minimum essential direct educational costs.

Because of the large number of applicants for financial aid and the variety of financial aid programs available, students are advised that most eligible students will not receive a financial award from a single source. Rather, most awards include a package built around two or more of the following: grants, loans, student employment, and special programs as outlined on the following pages.

To remain eligible for financial assistance, a student must make normal and satisfactory progress toward a degree or other acceptable program objective.

Information about the college's Financial Aid Program is available in the Financial Aid Office.

Application Procedures and Information

1. Be admitted to the college.
2. Secure Aid Forms (FAF) and general information in the Financial Aid Office, building 2A.
3. The Financial Aid Form (FAF) should be completed by all applicants for financial aid. If so indicated on the FAF, that single form also becomes the application for the Basic Grant (BEOG).
4. Mail the FAF directly to Berkeley, California, with the required fee as indicated on the form, if any.
5. As soon as the college receives a report of student eligibility from Berkeley, the student will be notified and invited to the Financial Aid office for planning and appropriate financial aid award.

6. Financial aid awards are processed to eligible students on a first come, first served basis.
7. Federal regulations require a new application each school year and no awards continue automatically.

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 Student Budget 1978-1979

	At Home	Away	Married*
Tuition and Fees	\$300	\$300	\$300
Books and Supplies	225	225	225
Room and Board	870	1,800	2,940
Transportation	495	495	495
Personal (Includes Medical-Dental)	690	690	1,290
	<hr/>	<hr/>	<hr/>
	\$2,580	\$3,510	\$5,250

*Single parent and one child may use same budget

Additional Allowances:

- Children — 1st child \$1,000, additional children \$800 after 3rd child \$400
- Day Care Allowance — \$6.25 per day (Public Assistance)
- Employment Cost — Working spouse, \$2,000 maximum

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

Supplementary Educational Opportunity Grant

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

Washington State Need Grant

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

Washington State Tuition Waiver

This state program provides limited number of college level tuition fee waivers to needy students.

Loans

Federal 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 federal 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.

College Student Help

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

Off Campus Employment

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

Placement

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

All inquiries concerning student employment must be initiated with the financial aid office, Building 2A.

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.

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.

Scholarships

Freshmen Scholarships

A majority of scholarships available for incoming freshmen are not directly controlled by the College Selection Committee. These awards are usually coordinated by the high school counselors. Interested students should contact their counselors for information. Freshmen scholarships available through the College and named by the Selection Committee are listed.

APPLICATION PROCEDURE

Secure from the Financial Aid Office, Building #2A on campus, a form entitled Scholarship Application. Complete to the best of your knowledge the information that is requested. The back page may be used for additional information that you may wish to include.

The College is committed to the philosophy of sharing available funds with those showing academic promise and financial need. Additional terms as established by the donor are observed.

Review the scholarships described in this bulletin. Carefully consider the qualifications for each award. Select one or two for consideration and list them in the application.

BY APRIL 15 return the application to the Financial Aid Office.

SELECTION PROCESS

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

AMERICAN BUSINESS WOMEN'S ASSOCIATION

Amount: \$210

Qualifications: Must be a returning sophomore female demonstrating evidence of financial need, good character and personality and promise of achievement.

AMERICAN LUTHERAN CHURCH

Amount: \$1200

Qualifications: Determined by the Lutheran Church Committee.

AUBURN HIGH SCHOOL

Amount: \$250

Qualifications: Determined by Auburn High School.

BEN CHENEY FOUNDATION

Amount: \$1500

Qualifications: The student must have played, or be playing on a Cheney Studs team regardless of age bracket or sport. Student's grades must be such that they would enable him to enroll in a college or university or to continue if already in college. The student must have exemplary conduct. Current participation in athletics is not a requirement.

BETTY KRONLUND MEMORIAL SCHOLARSHIP

Amount: \$100

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

BOEING SCHOLARSHIP

Amount: \$300

Qualifications: Awarded to a student interested in a career in engineering.

BOYS' CLUBS OF TACOMA AND PIERCE COUNTY

Amount: \$469

Qualifications: Determined by the Boys' Club Committee.

THE CABALLEROS' CLUB OF TACOMA

Amount: \$300

Qualifications: The recipient must attend a two-year or four-year institution during the academic year immediately following issuance of this scholarship. The recipient must agree to a quarterly expenditure of no more than \$100. The recipient must maintain a 2.00 G.P.A.

CHRISTIAN METHODIST EPISCOPAL CHURCH

Amount: \$100

Qualifications: Determined by the Church Committee.

THE CONTESSA CLUB

Amount: \$210

Qualifications: Must be a full time student at T.C.C. Awarded to a black student demonstrating financial need and academic promise. Selection made by the Contessa Club Scholarship Committee.

DAFFODIL CHAPTER OF WA. SCHOOL FOOD ASSOCIATION

Amount: \$100

Qualifications: Determined by the Food Association.

DAVID LASSOIE ART STUDENT AID FUND

Qualifications: At the discretion of the Chairman of the art department, recipients of financial aid from this fund will be identified and approved by the Chairman. Financial need shall be an important factor in determination of recipients.

ELKS LODGE SCHOLARSHIP

Amount: \$200

Qualifications: Student at T.C.C. demonstrating financial need and academic promise.

FEDERAL WAY HIGH SCHOOL

Amount: \$250

Qualifications: Determined by Federal Way High School.

THE FORTNIGHTLY CLUB OF GIG HARBOR

Amount: \$150

Qualifications: Determined by the Fortnightly Club.

GENESIS 'A CREATIVE BEGINNING'

Amount: \$71

Qualifications: Determined by the Genesis Committee.

THE GEORGIA GROGAN SCHOLARSHIP

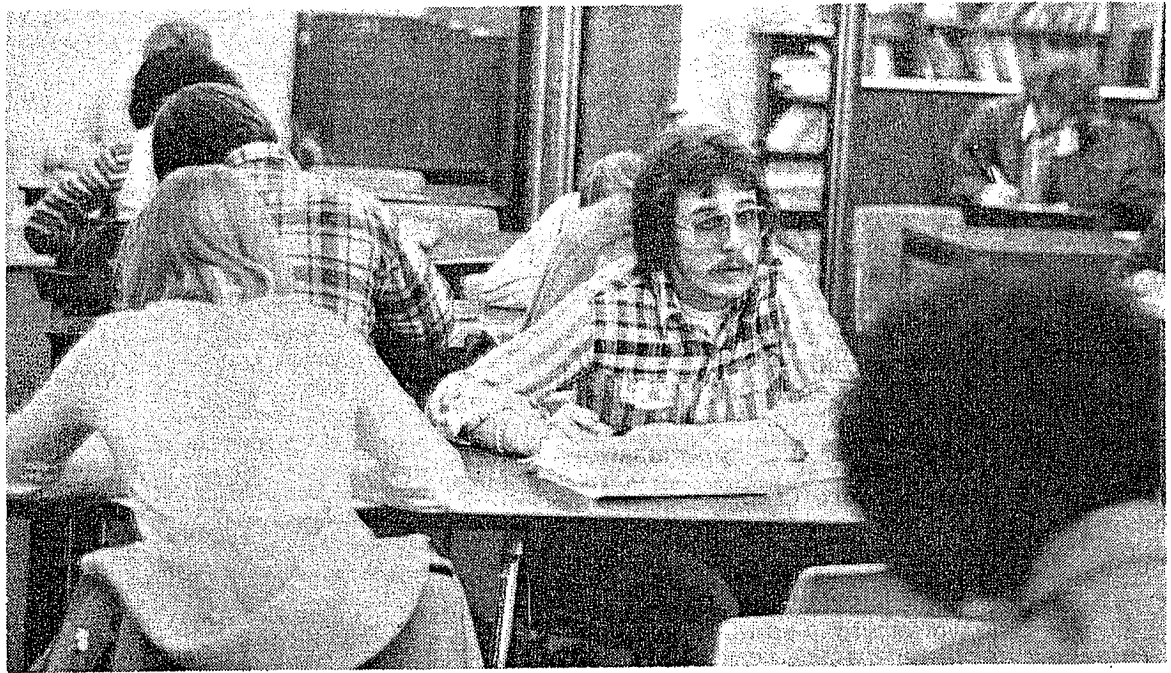
Amount: \$500

Qualifications: Recipient must be black demonstrating financial need and academic promise.

INGLEMOOR HIGH SCHOOL

Amount: \$100

Qualifications: Determined by the High School.



Mary Gilbert Photo

KARLSRUHE HIGH SCHOOL

Amount: \$550
Qualifications: Determined by the High School.

KETCHIKAN HIGH SCHOOL ALASKA

Amount: \$250
Qualifications: Determined by the High School.

WILLIAM KILWORTH SCHOLARSHIP

Amount: \$800
Qualifications: Determined by the Trust Fund Committee.

LEIF ERICKSON MEMORIAL SCHOLARSHIP

Amount: \$150
Qualifications: A sophomore student demonstrating financial need, academic promise, majoring in history, and of Scandinavian descent.

LINCOLN HIGH SCHOOL

Amount: \$250
Qualifications: Determined by the High School.

INTERNATIONAL LONGSHOREMEN'S AND WAREHOUSEMEN'S UNION AND PENSION CLUB

Amount: \$600
Qualifications: Determined by the Union and Pension Club.

MARCH OF DIMES SCHOLARSHIP

Amount: \$300
Qualifications: Determined by the March of Dimes Committee.

MASONIC LODGE OF GIG HARBOR

Amount: \$150
Qualifications: Determined by the Lodge Committee.

MISS PIERCE COUNTY SCHOLARSHIP

Amount: \$100
Qualifications: Awarded annually to the Miss Pierce County recipient.

MOUNT TAHOMA HIGH SCHOOL

Amount: \$100
Qualifications: Determined by Mount Tahoma High School.

THE MUSICIANS' ASSOCIATION OF TACOMA

Amount: \$125
Qualifications: Determined by the Musicians' Association.

NATIONAL MERIT SCHOLARSHIP CORPORATION

Amount: \$350
Qualifications: Determined by the National Merit Scholarship Committee.

NIGERIAN SCHOLARSHIP

Amount: Dispersed monthly
Qualifications: Citizen of Nigeria. Recipient chosen privately.

POTLATCH FOUNDATION SCHOLARSHIP

Amount: \$350
Qualifications: Determined by the Potlatch Scholarship Committee.

PUYALLUP VALLEY DAFFODIL FESTIVAL SCHOLARSHIP

Amount: \$1,000
Qualifications: Annual Daffodil Queen is the recipient.

ROMAN MEAL COMPANY SCHOLARSHIP

Amount: Not Specified
Qualifications: Determined by the Roman Meal Company.

TACOMA SCHOOL FOOD SERVICE ASSOCIATION

Amount: \$200
Qualifications: Returning sophomore female demonstrating financial need and academic promise.

WASHINGTON ASSOCIATION OF EDUCATIONAL SECRETARIES

Amount: \$200
Qualifications: Determined by the Association Committee.

WALLER ROAD P.T.A.

Amount: \$100
Qualifications: Determined by the P.T.A. Committee.

WILSON HIGH SCHOOL

Amount: \$250
Qualifications: Determined by the High School Committee.

SERVING THE STUDENT: REGISTRATION PROCEDURES

Prior to the beginning of each quarter, each applicant admitted to the college will receive detailed registration instructions from the Admissions and Records Office (Bldg. 2). Each full-time student (enrolling in ten or more credit hours) is assigned to an academic adviser (See Page 00). Each academic adviser is a Tacoma Community College instructor or counselor who works with a small group of assigned advisees. Academic advisers are assisted in the actual class scheduling and programming process by highly and specially trained peer advisers. Working together, academic and peer advisers are an integral part of the college's Educational Planning and Advising Program. It is to the student's advantage to plan a long range program with the academic adviser and work closely with academic and peer advisers in planning and completing each quarterly registration. A student may elect to work with the same adviser throughout his or her stay at the college. Assignments of academic advisers and requests for advising reassignments are coordinated through the Admissions and Records Office.

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.

Class Schedule

The Class Schedule for each quarter, indicating time, place, special fee and instructor for each class to be offered is made available to students approximately one month before the beginning of each quarter. These schedules can be obtained in the Admissions and Records Office (Building 2), the counseling and career development center (Building 7) and faculty offices.

TUITION AND FEES

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS

General Tuition Fee (10 or more credit hours)	\$41.50
Operating Fees (10 or more credit hours)	\$43.50
Services and Activities Fees (10 or more credit hours)	\$14.50
TOTAL	\$99.50
Part-time fee per credit hour	\$10.20

QUARTERLY TUITION AND FEES FOR NON-RESIDENT STUDENTS*

General Tuition Fee (10 or more credit hours)	\$131.50
Operating Fees	247.50
Services and Activities Fees (10 or more credit hours)	\$396.00
TOTAL	\$396.00
Part-time fee per credit hour	\$39.60

Other Costs

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

A list of special fees follows:

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

Allied Health

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

Arts and Humanities

Pottery 131, 231, 232, 233	\$5.50
Design 110	\$4.50
Photography 220, 221	\$5.50
Printmaking 150, 250, 251 ...	\$5.50
Sculpture 172, 273, 274	\$4.50
Music Lessons (private) ...	\$50.00

Business and Office Education

Accounting 240*	\$7.00
Business 235*	\$7.50

Mathematics and Science

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

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

Parking Permits

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

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

Refunds As prescribed by state law, a student who withdraws prior to the sixth instructional day of the quarter will be given a full refund of tuition and fees. Beginning with the sixth day of instruction and continuing through the thirtieth calendar day from the published date for the beginning of a quarter, 50% of tuition and fees will be refunded to a student withdrawing completely.

No refund will be made for a partial reduction in class credit load. As further prescribed by current law, the only exception to this refund policy is for a student called into military service.

Senior Citizen Tuition and Fee Waivers

Persons over 60 years old may be eligible for fee waivers at Tacoma Community College. Waivers are granted on a space available basis beginning the first day of class each quarter. Details are available on request from the admission office.

HOW TO EARN CREDITS

Credits and Credit Load

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

Course Audits

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

Grades and Grade Point

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

Grade points per registered	
Grade description	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
W Official withdrawal from course	0
I Incomplete	0
S Satisfactory (S grades count towards degrees but are not considered in computing grade point average.)	0
N Audit	0
R Repeat of Course	0
Z Non-credit (Community Service)	0

Incomplete Grade

An Incomplete (I) grade may be given with the instructor's approval when a student is unable to complete all of the required work in a course for exceptional reasons. The student assumes responsibility for making all arrangements for both receiving and making up an incomplete grade. Such grades remain permanently

on a student's transcript if not made up within one year.

Students receiving VA benefits or other federal financial aid are cautioned that failure to make up an "I" within a certain time limit may result in a partial loss or termination of benefits. Such students are urged to contact the Veterans Affairs office or the Financial Aid Office (Bldg. 2-A) for details.

Advanced Placement Examinations

Tacoma Community College cooperates with the Educational Testing Service and grants advanced standing and credit to participating high school seniors who have earned scores of three or higher. Qualified students should contact the appropriate division or department chairman for specific details. Participating disciplines include English, foreign languages, history and mathematics.

College-Level Examination Program (CLEP)

Tacoma Community College participates in the College Level Examination program and grants credit for successful scores on the C.L.E.P. examinations. For additional details contact the Admissions Office, Bldg. 2.

Challenging a Course

Registered students may receive credit by examination for some courses in the college curriculum. Any student wishing to challenge a course must initiate this procedure with the appropriate department chairman. Students may not challenge activity courses or courses they have taken previously. An examination fee of \$2.00 per credit hour will be charged for each course challenged. This fee must be paid to the business office prior to the examination.

Repeating a Course

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

GRADUATION AND DEGREE REQUIREMENTS

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 rectifying signature. For each transcript a fee of \$1.00 is charged. Transcripts are not released until the student has met all financial obligations to the college. Three working days are required for processing each transcript request.

Definition of Full-Time Students

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.

Degrees

(See Associate Degree Distribution Requirements, Specific Programs and Transfer Information)

Tacoma Community College grants three degrees: The Associate in Arts and Science for completion of a transfer curriculum paralleling the first two years of university study; the Associate in Technical Arts for completion of a combined academic and approved occupational or technical training program; and the Associate in Liberal Arts for completion of a two-year program 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.

Commencement

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

Scholastic Honors and Services 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" and this 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 Service Awards at the time of their graduation.

Basis for Awards

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

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.

Withdrawal From College

A student who finds it necessary to withdraw completely from Tacoma Community College is strongly urged to contact one of the college's professional counselors who will assist the withdrawing student.

By contacting a counselor, the withdrawing student can be assured that his or her college records will accurately reflect the facts relating to withdrawal. The student who does not officially withdraw and simply ceases to attend classes, may be recorded as having failed each course in which he or she is registered.

Official withdrawal for medical reasons must be approved by and coordinated with the Dean of Student Services or his/her designee.

Under other extraordinary circumstances, it is the responsibility of the Dean of Student Services to initiate and approve official withdrawal from the college.

Academic Deficiency and Standards of Progress

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

A. DEFINITIONS AND CONDITIONS

A student is considered to be academically deficient under the following conditions:

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

B. CHANGE OF PROGRAM

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

C. ACADEMIC SUSPENSION

A student who remains academically deficient for three successive quarters is subject to academic suspen-

sion for the following academic quarter.

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

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

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

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

Withdrawing from a Course

A student may withdraw from a course with a withdrawal grade (W) through 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 (W) or (E) at the discretion of the instructor. The procedure for withdrawing from a course is outlined in the following section: Change of Program.

Change of Program

Changes in a student's quarterly class schedule are permitted with the approval of the student's academic adviser. All such program course changes must be made on a Change of Program Request Form, available in the Admissions and Records Office. The Change of Program Request Form must be used in making all changes in registration: adding a class, withdrawing from a class or substituting one class for another. Students should note that this is a completely different process from official withdrawal from the college.

Academic Overloads

Under most circumstances, a student successfully completing 15

credits per quarter will be eligible to graduate with an associate degree provided all program requirements for the degree have been fulfilled. A student wishing to enroll in more than 15 credits must have the signed approval of his or her assigned adviser. In no case will overload be approved for an academically deficient student.

STUDENT RIGHTS AND RESPONSIBILITIES

Note: The college's code of Student Rights and Responsibilities adopted in 1972 was currently under review and revision at the time of catalog publication. A revised Student Code of Rights and Responsibilities will be published under separate cover and made available in the library and all college office prior to the beginning of Fall Quarter, 1978.

Disciplinary Action

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

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

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

SUSPENSION: Temporary dismissal from the college and termination of student status. Such notice will be given in writing and will specify the duration of the suspension and any special conditions which must be met before readmission.

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

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

SERVING THE STUDENT: SPECIAL FACILITIES AND SERVICES

Educational Planning and Advising

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

Central to the educational planning program is the work of the academic adviser assigned to each full-time student matriculated into a degree program. Each full-time student is strongly urged to meet his or her assigned adviser at the earliest possible time to become familiar with the valuable services the adviser can provide.

Regular and intensive use of educational planning and advising services may be arranged by contacting the assistant dean for student development in the counseling and career development center.

An educational planning resource folder is established for each full-time student at the time of admission.

This resource folder, maintained in the admissions office, is a complete record of prior educational experience, placement test scores and other relevant data. It is used by the adviser prior to each registration.

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

Counseling and Career Development

A trained and competent staff of professional counselors is available to serve students through the Counseling and Career Develop-

ment Center (Building 7). The counseling staff is available to assist students with educational, personal and career problems and planning through a wide variety of professional services and resources. Included are improvement in communications skills, social awareness and goal setting, decision making, computer assisted career exploration and up to date information on career and educational opportunities. The center's services are available to all enrolled and prospective students; and all interviews between student and counselor are confidential.

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

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

Human Development Instruction

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

Special courses in human relations and career development are offered each quarter, including summer, and are supplemented by special interest short-term workshops, seminars and independent study projects. Details are available in the counseling and career development center, Building 7.

Tutoring

Tutorial services are coordinated through the office of the tutorial coordinator in Building 8. The tutorial coordinator arranges for students who need it. Several funding sources, including VA benefits, are used to pay for the services. Students who need tutoring and students wishing to serve as tutors should apply at the tutorial coordinator's desk.

Student Programs and Activities

Tacoma Community College offers a variety of programs and services to meet out-of-class cultural, educational and learning needs of an increasingly diverse student body. Projects include: a child care center, a program for prisoners at McNeil Island, special services for international students, veterans, returning women, and other groups, intercollegiate athletics, intramurals and recreation, varied musical experiences, drama and forensics, lecture and film series, special interest clubs and organizations and the campus newspaper, *The Collegiate Challenge*.

Through the financial support provided by student government, Tacoma Community College competes in a variety of men's and women's athletic programs, supports campus dramatic productions, offers health fairs, sponsors a spring festival, as well as movies, guest speakers and performers, all scheduled throughout the year.

Many of these programs and services are developed by students themselves and represent a unique and valuable learning experience. Students interested in becoming part of the planning action can drop by or call the student program office in Building 15.

Child Care Center

Tacoma Community College's Child Care Center, presently located the Fircrest United Methodist Church, combines convenience to students with a low cost, high quality child care program. The Child Care Center serves a limited number of children between the ages of two and one-half and five who are dependents of TCC students.

The Child Care Center is open daily (closed weekends) from 8 a.m. to 5 p.m. The center, fully certified by the Washington State department of social and health services is designed to provide more than just day care. The center features a program of concept learning and creative free-play experiences and is the nucleus of a growing parent education program. Information is available by calling 756-5180.

Resources for the Handicapped

The Resource Center for handicapped students, providing individual assistance to maximize student potential offers the following services: classroom enablers, i.e. notetakers, signers, wheelchair assistance, etc.; aid in eliminating barriers, attitudinal and architectural; career counseling; tutorial services; a reference file on community services and referral where appropriate; and when necessary, procurement of available resources to achieve service accessibility for handicapped/disabled students.

The office, open from 8:30 a.m. to 4:40 p.m., is located in Building 18, room 9 and can be reached at 756-5075.

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, her goals, her problems, her identity and her first steps.

Minority Affairs

The office of minority affairs is responsible for planning, organizing, implementing and coordinating those programs, services and activities which assist in the involvement of minority students in all phases of campus life. Located in Building 8, the office develops creative approaches to meet educational and support service needs of all minority students.



FACILITIES

Learning Resource Center

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

Library

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

The staff provides personal assistance with finding and using the wide range of materials, 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, and informal reference help. A two-credit course is offered 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.

Listening and Language Lab

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

Mathematics Lab

The mathematics laboratory is one instructional mode of the mathematics department. Students may take developmental as well as college transfer mathematics in the math lab. Special tutorial assistance for students is available. The mathematics lab is located in Building 8.

Reading and Communications Skills Lab

The reading and communications skills labs provide credit courses for developmental reading and writing as well as laboratory work for study skills, vocabulary development and spelling.

Audiovisual Services

The audiovisual department in Building 7 maintains a permanent collection of audiovisual materials including a film library of about 280 titles. In addition, films are rented from other sources for classroom use.

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

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

College Bookstore

New and used textbooks for all courses at Tacoma Community College may be purchased in the bookstore. Art and classroom supplies, nursing uniforms, food coupons, and postage stamps are also available. Special orders for books may be placed by anyone. Regular business hours are 7:45 a.m. and 4 p.m., Monday through Friday. Evening hours are 6:30 p.m. to 8:30 p.m. Tuesdays and Wednesdays. The bookstore is located in Building 6. The telephone number of the bookstore is 756-5060.

Campus Parking

Each vehicle parked on campus by students and staff is required to have a parking permit. Students and employes may obtain parking permits during the registration process or in Building 1, the office of safety and security.

Parking fee per student for one quarter is \$2.00 or \$5.00 for the academic year. Cost for a second car is \$1.00 (See section on parking permits under Fees, Special and Other Costs). Permits are not transferable.

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

The college's designated parking program color-codes the parking spaces as follows:

1. Spaces designated for students are coded maroon.
2. Spaces designated for faculty and staff are coded blue.
3. Spaces designated for the handicapped or disabled are coded yellow.
4. Spaces designated for visitors are coded green.
5. Spaces designated for special permits are coded red.

Food Services

The cafeteria is located in Building 11. The cafeteria provides daily specials during the quarter, and a wide variety of short orders, desserts, refreshments, breakfasts, wholesome lunches and a salad bar. Hours are from 7 a.m. until 2 p.m. for the specials, with most elements on the menu available until 9 p.m. weekdays, except Friday.

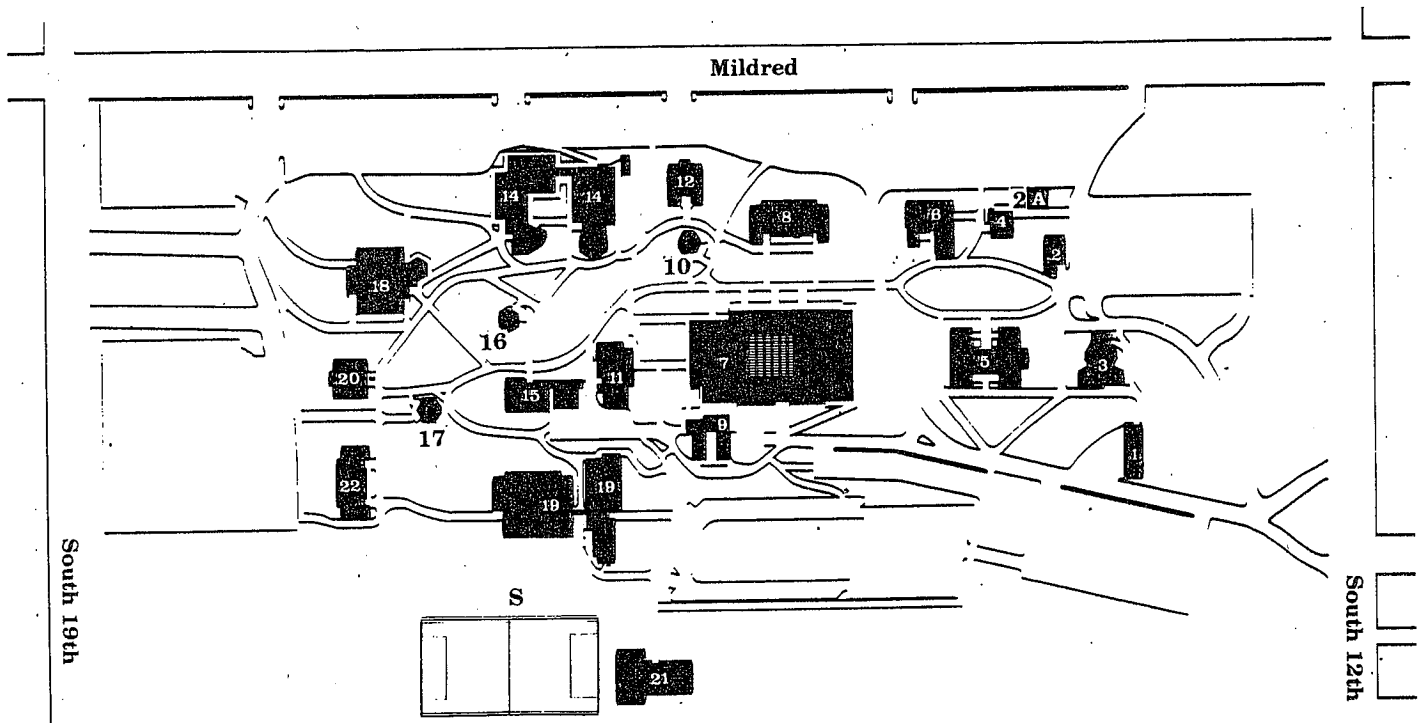
Office of Safety and Security

The office of safety and security in Building 1 is responsible for the following services: the provision of a safe and healthful educational and working environment for students and employees; the initiation and maintenance of an accident prevention programs, and the protection of persons and property.

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

CAMPUS DIRECTORY

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> 1. Maintenance Building Personnel Office, Dean of Administrative Service, Security Office, Mall 2. Admissions 2A. Financial Aid, Veterans Affairs Office, Records 3. Little Theater 4. Administration President, Dean of Instruction, Dean of Continuing Education and Community Services 5. Giaudrone Fine Arts Building | <ul style="list-style-type: none"> 6. Bookstore, Business Office, Dean of Business Services and Planning 7. Evening Supervisor, Counseling, Library and Instructional Resource Center 8. Classroom Building 9. Faculty Office Building 10. Lecture Hall 11. Cafeteria 11A. Student Quiet Lounge 12. Faculty Office Building 14. Science Building 15. College Information Office, Dean of Student Services, Student Activities, Coordinator, Student Government | <ul style="list-style-type: none"> 15A. Activities Lounge 16. Lecture Hall 17. Lecture Hall 18. Classroom Building 19. Classroom Building, Faculty Office Building Allied Health Program Wing, Business Occupations Wing, Model Office, Independent Study Lab for Business Programs 20. Faculty Office Building 21. Physical Education Building 22. Classroom Building |
|--|--|--|



COOPERATIVE MILITARY TRAINING PROGRAMS

Servicemen's Opportunity College

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

Active duty personnel interested in joining this Servicemen's Opportunity College program may obtain additional information at local military installation education offices or by contacting the Veterans Adviser.

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

Marine Corps Platoon Leaders Program

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

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

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

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



DEGREES

(See section on Graduation Requirements)

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 Science degree.

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

HUMANITIES

Art — Any Course
Drama — Any Course
English — 92, 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 90, 100, 101 or 20 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 for Business 110, Philosophy 120, Geography 205, Anthropology 201 and the math courses).

SOCIAL SCIENCES

Accounting — Any course
Anthropology — Any course

Business — Introduction to Business 101

Personal Finance 102
Business Law 200
Business Correspondence — 225
Career Development — 115
Criminal Justice — Introduction to Administration of Justice 100
Criminal Law — 101
Criminal Evidence — 102
Theory of Law Enforcement 111, 203
Economics — Any course
Education
Engineering — 120 and 270
Geography — Any course
History — Any course
Human Relations
Journalism — The Messengers —
Mass Media and Society — 209
The Mass Media and Society — 210
Survey of Radio and Television — 250

Political Science — Any course
Psychology — Any course
Social Science — 90
Sociology — Any course
Women's Studies — 101, 102, 151

Transfer Information

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

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

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

Associate in Arts and Science

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

Requirements:

1. 90 quarter hours in courses numbered 100 or above including a maximum of three physical education activity credits. Courses number 90 or below are not accepted.

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

3. Course requirements for the Associate in Arts and Science may be met by completing a program as outlined in either Option A or Option B.

Option A

Distribution Requirements:

1. English 101 and 102 10 q.h.
2. Humanities (Not all 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 on request.)

Option B

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

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

The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the dean of students.

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

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

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

MECHANICAL ENGINEERING SUGGESTED PROGRAM

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

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

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.)

Requirements:

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

Distribution Requirements:

- a. Two of the following courses, one of which must be in written communications. 10 q.h.
English 90, 91, 101, 102, 104
Speech 90, 100, 101, 200
- 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 may obtain a waiver on written request.)

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

Associate in Technical Arts

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

Requirements:

1. 90 quarter hours including:
 - a. A minimum of 45 credit hours in an approved occupational or technical program.
 - b. The completion of an approved occupational or technical program.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College. No more than six may be continuing education credits. (numbered below 70).
3. Credits must include at least two of the following courses:
English 90, 91, 101, 102, 104
Speech 90, 100, 101, 200
Business Correspondence 225
4. Physical education: Waived for this degree.

OCCUPATIONAL PROGRAMS

ACCOUNTANT

Course Title Credits

FIRST YEAR

First Quarter

Introduction to Business	Business 101	5
Fundamentals of Accounting	Accounting 210	5
Business Machines	Business 115	3

Second Quarter

Typing I	Business 103	3
Business Math	Business 110	5
Fundamentals of Accounting	Accounting 220	5
Business English	Business 104	5

Third Quarter

Speech	Speech 100 or 101 or 200	5
Intermediate Accounting	Accounting 230	5
Typing II	Business 104	3
Business Correspondence	Business 225	5

SECOND YEAR

First Quarter

Intermediate Quarter	Accounting 231	5
Auditing	Accounting 260	5
Elective		5

Course Title

Credits

Second Quarter

Tax Accounting	Accounting 250	5
Automated Programmed Accounting	Accounting 240	5
Business Law	Business 200	5

Third Quarter

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

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

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

FIRST YEAR

First Quarter

Course Title		Credits
Introduction to Administration of Justice	Administration of Justice 100	5
English	101	5
Sociology	110	5

Physical Education		1
	Second Quarter	
Criminal Law	Administration of Justice 101	5
English	102 or 104	5
Psychology	100	5
Physical Education		1
	Third Quarter	
Criminal Evidence	Administration of Justice 102	5
Speech	100	5
Physical Education	292	3
Elective		5

SECOND YEAR

	First Quarter	
Criminal Investigation	Administration of Justice 200	5
American National Government and Politics ..	Political Science 202	5
Elective (Math/Science)		5
Physical Education		1
	Second Quarter	
Introduction to Penology	Administration of Justice 201	5
Management of Police Operations	Administration of Justice 202	5
Sociology		5
Business	103	3
Physical Education		1
	Third Quarter	
Juvenile Justice Systems	Administration of Justice 203	3
Criminal Justice Planning and Administration		
	Administration of Justice 204	3
Mathematics	240	3
Weaponless Control	Administration of Justice 206	1
Elective (Math/Science)		5
Work Experience Internship (optional)		
	Administration of Justice 207	5

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

ALLIED HEALTH CORE PROGRAMS

The following programs are built around a central "CORE" course requirement. Students must have completed or be in the process of completing twenty (20) CORE credits before application will be reviewed for acceptance into any of the programs. Eight (8) of the twenty (20) CORE credits must be in Biology and Medical Terminology.

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

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

CORE

Course Title		Credits
Medical Terminology	MRT 130-131	6
Medical Transcription	MRT 140	3
Anatomy and Physiology	B10 150 - 151	10
	or 206 - 207 - 208	15
Health Care Delivery Systems	HT 110	3
Psychology	PSY 100	5
English	ENG 104	5
Typing	BUS 103	3
or equivalent or	BUS 115	
Business Correspondence	BUS 225	5

40 (45)

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 AIB advanced certificate upon employment in the industry.

FIRST YEAR

Course Title		Credits
Principles of Bank Operations OR	Banking and Finance 102	3
Principles of Saving Bank Operations	Banking and Finance 122	3
Bookkeeping OR	Business 140	5
Accounting	Accounting 210	5
Business Math	Business 110	5
Typing	Business 103	3
Effective English OR	Banking and Finance 160	3
Business English	English 104	5
Money and Banking OR	Banking and Finance 120	3
Economics	Banking and Finance 114	5
Accounting	Accounting 220	5
Speech Communication in the Business Organization OR	Speech 200	5
Speech Communications	Banking and Finance 164	3
Law & Banking I OR	Banking and Finance 112	3
Business Law	Business 200	5
Law & Banking II	Banking and Finance 113	3
Written Communication for Bankers OR	Banking and Finance 156	3
Business Correspondence	Business 225	5
Bank Credit Cards	Banking and Finance 154	3
Negotiable Instruments	Banking and Finance 111	3

SECOND YEAR

(Choice of concentration should be declared)

Course Title		Credit
Bank Investments	Banking and Finance 128	3
Home Mortgage Lending	Banking and Finance 134	3
Installment Credit	Banking and Finance 136	3
International Banking	Banking and Finance 138	3
Real Estate Finance OR	Real Estate 165	5
Real Estate Finance	Banking and Finance 236	3
Credit Administration	Banking and Finance 132	3
Analyzing Financial Statements	Banking and Finance 124	3
Elective of Work Internship		5
Bank Operations		
Elective or Work Internship		5
Bank Operations		
Marketing for Bankers	Banking and Finance 130	3
Supervision and Personnel Management	Banking and Finance 152	3
Trust Functions and Services	Banking and Finance 142	3
Bank Management	Banking and Finance 146	3
Federal Reserve System	Banking and Finance 144	3
Introduction to Data Processing	Business 235	5
Bank Management by Objectives	Banking and Finance 148	2
Commercial Banking	Banking and Finance 186	3
Management/Commercial Bank Funds	Banking and Finance 182	3
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 fighter, ambulance attendants, law enforcement officers, hospital personnel and others who are generally first in responding to life-threatening emergencies. An individual completing the 81-hour course (EMC 110, 6

credits) is eligible for certification in Washington State as an Emergency Medical Technician (EMT).

Emergency Medical Technician/Paramedic

The second level of training involves over 900 hours of classroom, clinical and field internship activities. These activities train an individual to provide, under the direction of physician, definitive medical care at the scene of an emergency. An individual completing the 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 para-professionals in social and health service agencies. Acceptance is based on a personal interview and written application. Students can select a one-year certificate course, or a two-year program leading to an Associate in Technical Arts degree. Both courses rely heavily on field placement (internship) as a means of training. Examples of the one and two-year programs are listed below.

Course Title	Credits
FIRST YEAR	
First Quarter	
Human Relations	100 2
Introduction to the Human Service	Human Service Worker 100 2
Community Resources	Human Service Worker 101 3
Principles of Interviewing	Human Service Worker 102 5
Composition	English 101 5
Second Quarter	
Composition	English 102 5
OR	
Interpersonal Speech Communication	Speech 100 5
Counseling Techniques	Human Service Worker 103 5
General Psychology	Psychology 100 5
Third Quarter	
Systems Change Skills	Human Service Worker 104 5
Race Relations	Sociology (or equivalent) 262 5
Introduction to Sociology	Sociology 110 5

Course Title	Credit
SECOND YEAR	
First Quarter	
Survey of Alcoholism	Human Service Worker 200 5
Field Placement I	Human Service Worker 191 5
Elective	5
Second Quarter	
Helping the Juvenile	Human Service Worker 203 5
Field Placement II	Human Service Worker 192 5
Elective	5
Third Quarter	
Family Counseling	Human Service Worker 202 5
Psychology of Adjustment	Psychology 170 5
Field Placement III	Human Service Worker 193 5

CERTIFICATE

First Quarter	
Human Relations	100 2
Introduction to the Human Services	Human Service Worker 100 2
Community Resources	Human Service Worker 101 3
Principles of Interviewing	Human Service Worker 102 5
General Psychology	Psychology 100 5
Second Quarter	
English	101 5
Counseling Techniques	Human Service Worker 103 5
Field Placement I	Human Service Worker 191 5
Third Quarter	
Systems Change Skills	Human Service Worker 104 5
Field Placement II	Human Service Worker 192 5
Race Relations	Sociology (or equivalent) 262 5

MACHINE SHORTHAND

Course Title	Required Courses	Credits
Machine Reporting I	Business 170	5
Typing I	Business 103	3
Business English	English 104	5
Medical Terminology	Health Technology 130	3
Introduction to Business	Business 101	5
Business Law	Business 200	5
Introduction to Admin. of Justice	Administration of Justice 100	5
Machine Reporting II	Business 171	5
Machine Reporting III	Business 174	5
Court Orientation & Transcription	Business 175	5
Machine Reporting IV	Business 270	5
Testimony	Business 272	5
Jury Charge	Business 276	5
Adv. Transcription & Reporting Practicum	Business 279	5
Business Math	Business 110	5
Typing II	Business 104	3
Typing III	Business 105	3
Records Management	Business 116	3
Machine Transcription	Business 117	3
Business Correspondence	Business 225	5
Real Estate Law	Real Estate 160	5
Medical Terminology II	Medical Records Terminology 131	3
English Composition	English 101	5
English Composition	English 102	5
Interpersonal Speech Communication	Speech 100	5
Criminal Law	Administration of Justice 101	5
Criminal Evidence	Administration of Justice 102	5
Survey of Physical Science	100	5
Fundamentals of Accounting	Accounting 210	5
Metric System	Mathematics 85	1
Amer. Gov't and Politics	Political Science 202	5
Introduction to Data Processing	Business 235	5

MEDICAL ASSISTANT

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

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

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

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

PROGRAM REQUIREMENTS

Course Title	Credits
FIRST YEAR	
Bookkeeping	BUS 140 5
Math for Nurses	ML 97 2
Terminology	HT 132* 3
Transcription	MRT 141* 3
Medical Office Procedures	HT 120 3
SECOND YEAR	
Introduction to Disease	HT 210 5
Legal Concepts	HT 225* 3
Speech	SP 100 5
Orientation & Ethics	MA 210 5
Laboratory Techniques	MA 221* 5
Exam Room Techniques	MA 230 5
MA Externship I	MA 231* 2
MA Externship II	MA 232* 8
Elective (Optional)	5

MEDICAL RECORD TECHNICIAN*

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

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

FIRST YEAR

Course Title	Credits
Medical Transcription II	MRT 141 3
Introduction to Health Record Management	MRT 180 5
Speech.....	SP 100 5

SECOND YEAR

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

*Program accreditation status: AMA-AMRA approved, 1982

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 the financial details (billing, payments, etc.), interviewing and preparing patients prior to examination and keeping and transcribing medical records.

Two programs are available. Upon completing first year requirements, the student is eligible to receive a certificate and is prepared for employment. The completion of the two-year program qualifies 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.

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

FIRST YEAR

Course Title	Credits
Medical Transcription II	MRT 141* 3
Medical Office Procedures	HT 120 3
Typing II	BUS 104 3
Business Machines	BUS 115 3

SECOND YEAR

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

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.

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

FIRST YEAR

Course Title		Credits
Medical Transcription II	MRT 141	3
Medical Transcription III	MRT 142	3
Medical Terminology III	HT 132	3
Introduction to Health Record Management or	MRT 180	5
Medical Office Procedures	HT 120	3

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.

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.

FIRST YEAR

Course Title		Credits
Nursing I	Nursing 101	8
Nursing II	Nursing 102	5
Nursing III	Nursing 103	5
Mathematics for Health Occupations	Mathematics 97	2
Nursing IV	Nursing 104	5
Nursing V	Nursing 105	5

SECOND YEAR

Nursing VI	Nursing 201	8
Nursing VI	Nursing 202	10
Nursing VII	Nursing 203	11

Other courses required for completion:

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

*Chemistry	101 & 102 or 111	5/10
*Psychology	100	5

*General Microbiology	Biology 201	5
Sociology	110	5
*Human Growth and Development	Psychology 206	5
Speech	100 or 101	5
Anatomy and Physiology	Biology 206, 207, 208,	15
English	101	5

Non-Nursing Credits 51/57
 Nursing Credits 57
TOTAL CREDITS 114

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

- Biology 201 (General Microbiology)
- Biology 206, 207, 208, (Anatomy and Physiology)
- 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 Associate Degree Nursing program coordinator before enrolling in these courses.

*Must be completed prior to Second Year Nursing 201.

OPTOMETRIC TECHNOLOGY PROGRAM*

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

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

FIRST YEAR

Course Title	Credits
Medical Office Procedures	HT 120 3
Psychology	PSYCH 100 5
Medical Transcription II	MRT 140 3

SECOND YEAR

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

*Program Accreditation Status: Applied for

RADIOLOGIC TECHNOLOGIST*

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

First Quarter (Fall)

Course Title		Credits
Anatomy and Physiology	Biology 150	5
Radiation Physics I	Physics 108	5
Medical Terminology I	Health Technology 130	3
Positioning & Techniques I	Radiologic Technology 140	3
Introduction to Radiologic Technology ..	Radiologic Technology 101	3

Second Quarter (Winter)

Anatomy & Physiology	Biology 151	5
Radiation Physics II	Physics 109	5
Positioning & Techniques II	Radiologic Technology 141	3
Radiographic Clinic I	Radiologic Technology 120	3
Fundamentals of Patient Care	Health Technology 170	3

Third Quarter (Spring)

English	English 90/101	5
Positioning & Techniques III	Radiologic Technology 142	3
Radiographic Clinic II	Radiologic Technology 121	5

Fourth Quarter (Summer)

Radiographic Clinic III	Radiologic Technology 122	5
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Fifth Quarter (Fall)

English	English 104/102	5
Speech (alternate)	100	5
Positioning & Techniques IV	Radiologic Technology 243	2
Radiographic Clinic IV	Radiologic Technology 123	5
Radiographic Anatomy	Radiologic Technology 214	3

Sixth Quarter (Winter)

Special Radiographic Procedures	Radiologic Technology 211	3
Radiation Physics III	Physics 110	3
Radiologic Pathology	Radiologic Technology 214	3
Positioning & Techniques V	Radiologic Technology 244	2

Seventh Quarter (Spring)

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

Eighth Quarter (Summer)

Radiographic Clinic VII	Radiologic Technology 227	5
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Ninth Quarter (Fall)

Radiographic Clinic VIII	Radiologic Technology 228	5
Independent Study	Radiologic Technology 200	1-5

*Accreditation status: Approved JRCRT — AMA

REAL ESTATE

FIRST YEAR

Course Title		Credits
Principles of Real Estate	Real Estate 150	5
Typing I	Business 103	3
Business Machines	Business 115	3
Business Math	Business 110	5
Business English	English 104	5
Real Estate Appraisal I	Real Estate 170	5
Speech	Speech 100 or 200	5
Real Estate Law	Real Estate 160	5
Bookkeeping	Business 140	5

SECOND YEAR

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

RECEPTIONIST-CLERK PROGRAM

FIRST YEAR

Course Title		Credits
Typing I	Business 103	3
Shorthand I	Business 130	5
Business English	English 104	5
Speech	Speech 100 or 101 or 200	4
Second Quarter		
Shorthand II	Business 131	5
Shorthand Transcription (taken with Business 131)	Business 133	5
Typing II	Business 104	3
Bookkeeping	Business 140	5
Third Quarter		
Office Procedures	Business 134	5
Business Machines	Business 115	3
Typing III	Business 105	3
Records Management	Business 116	3

SECOND YEAR

First Quarter		
Introduction to Business	Business 101	5
Machine Transcription	Business 117	3
Business Math	Business 110	5
Second Quarter		
Business Correspondence	Business 225	5
Business Law	Business 200	5
Work Internship	Business 120	5
Third Quarter		
Personal Finance	Business 102	5
Model Office	Business 234	1-5

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.

First Quarter (Summer)

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

Second Quarter (Fall)

Anatomy and Physiology	Biology 150	5
Respiratory Therapy Theory .	Respiratory Therapy Technology 110	3
Respiratory Therapy Equipment		
	Respiratory Therapy Technology 121	2
Medical Terminology I	Health Technology 130	3
Clinical Training	Respiratory Therapy Technology 141	3

Third Quarter (Winter)

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

Fourth Quarter (Spring)

Pulmonary Functions	Respiratory Therapy Technology 131	2
Respiratory Therapy Seminar	Respiratory Therapy Technology 151	2
Psychology	100	5
Clinical Training	Respiratory Therapy Technology 143	5
Clinical Training	Respiratory Therapy Technology 143	5

Fifth Quarter (Summer)

Clinical Training	Respiratory Therapy Technology 144	5
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*Accreditation: Approved JRCITE — AMA

SERVICE REPRESENTATIVE

Course Title		Credits
FIRST YEAR		
Typing I	Business 103	3
Business Math	Business 110	5
Introduction to Business	Business 101	5
Business English	Business 104	5
Bookkeeping	Business 140	5
FIRST OR SECOND YEAR		
Speech	Business Speech 100 or 101 or 200	5
Personal Finance	Business 102	5
Business Machines	Business 115	5
Business Law	Business 200	5
Any Math/Sciences		10
Any Humanities		5
Electives		20
SECOND YEAR		
Business Correspondence	Business 225	5
Introduction to Data Processing	Business 235	5
Work Internship	Business 120	5

SUPERVISION AND MANAGEMENT

Opportunities in Management

The Supervision and Management, currently under development at Tacoma Community College, offers the employed person the opportunity to develop credentials and skills in those areas necessary for advancement and success in leadership positions.

Certificates and Degree

In addition to the Associate Degree, two certificates of Achievement are offered recognizing levels of proficiency as the candidate progresses toward the degree.

The first certificate is earned through successful completion of 30 approved credit hours with a grade-point average of 2.0 or better.

For the Advanced Certificate, 60 approved credit hours are required.

The Associate Degree requires 90 credit hours in a combined occupational and academic program.

Part-time and Evening Classes

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

Credits for Work Experience

Individuals officially enrolled in the Associate degree program may earn up to a maximum of 24 credit hours of work experience based on evaluation of previous supervisory and/or managerial work experience.

A maximum of 12 credit hours of work experience may be applied to the first certificate, and a maximum of 18 to the Advanced Certificate in Supervision and Management.

Who is Eligible?

Participants in the program must be either employed in business, industry or government service OR recommended for employment by an appropriate official or group, or by the program coordinator.

Community Based

The program was developed by a committee of representatives from local business, industry, and government to meet needs for employment development and to provide additional qualified supervisory personnel for the Tacoma-Pierce County area.

COURSE OFFERINGS

ACCOUNTING

ACCOUNTING 210

FUNDAMENTALS OF ACCOUNTING: (5)

Introduction to structure, development and interpretation of accounting entity.

ACCOUNTING 220

FUNDAMENTALS OF ACCOUNTING: (5)

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

Prerequisite: Accounting 210.

ACCOUNTING 230

INTERMEDIATE ACCOUNTING (5)

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

Prerequisite: Accounting 220.

ACCOUNTING 231

INTERMEDIATE ACCOUNTING: (5)

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

Prerequisite: Accounting 220. Accounting 230 is recommended.

ACCOUNTING 237

GOVERNMENTAL ACCOUNTING: (5)

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

ACCOUNTING 240

AUTOMATED PROGRAMMING ACCOUNTING: (5)

Transfer of manual processing methods to automated procedures. Problems to be programmed will consist of accounting concepts learned in Accounting 210. For-tran language.

Prerequisites: Accounting 210 or Book-keeping 140 and 141.

ACCOUNTING 245

COST ACCOUNTING: (5)

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

Prerequisite: Accounting 220.

ACCOUNTING 250

TAX ACCOUNTING: (5)

Individual income tax, including determination of taxable income and deductions, 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.

ACCOUNTING 255

PRACTICUM IN ACCOUNTING: (5)

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

Prerequisite: Permission of the instructor-coordinator.

ACCOUNTING 260

AUDITING: (5)

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

Prerequisite: Accounting 220. Accounting 230 and 231 are recommended.

ACCOUNTING 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

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 system; court organization procedures and functions; survey of professional career opportunities and qualifications required; overview of current police problems.

ADMINISTRATION OF JUSTICE 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.

ADMINISTRATION OF JUSTICE 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: Administration of Justice 101 or permission of the instructor.

ADMINISTRATION OF JUSTICE 110

INTRODUCTION TO SECURITY SYSTEMS: (5)

First of a series of courses in new industrial security and safety program. An overview of the private securities role in the criminal justice system.

Prerequisites: Administration of Justice 100 and 102.

ADMINISTRATION OF JUSTICE 200

CRIMINAL INVESTIGATION: (5)

Preliminary investigation by patrol officers; collection, preservation, identification and recording of evidence; crime scene recording; assaults; auto theft; burglary; homicide; robbery; sex crimes; stakeouts; thefts; narcotic and drug abuse.

Prerequisite: Administration of Justice 102 or permission of the instructor.

ADMINISTRATION OF JUSTICE 201

INTRODUCTION TO PENOLOGY: (5)

An overview of corrections in the United States today with special emphasis on prison, jails, case law, changing philosophy of punishment and future developments in penology. No prerequisite.

ADMINISTRATION OF JUSTICE 202

MANAGEMENT OF POLICE OPERATIONS: (5)

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

Prerequisite: Administration of Justice 100, 101-102.

ADMINISTRATION OF JUSTICE 203

JUVENILE JUSTICE SYSTEM: (3)

Theory and philosophy of the juvenile division in policing the juvenile population; the philosophy of the juvenile court and the juvenile probation unit in dealing with wards of the court.

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

ADMINISTRATION OF JUSTICE 204

CRIMINAL JUSTICE PLANNING AND ADMINISTRATION: (3)

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

Prerequisite: Administration of Justice 100 - 101 - 102.

ADMINISTRATION OF JUSTICE 206

WEAPONLESS CONTROL: (1)

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

Prerequisite: Administration of Justice 204 or permission of the instructor.

ADMINISTRATION OF JUSTICE 207

WORK EXPERIENCE INTERNSHIP: (5)

Supervised agency work to provide practical experience in operations and methods encountered in the criminal justice system.

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.

AEROSPACE STUDIES 110, 115

U.S. MILITARY FORCES IN THE CONTEMPORARY WORLD: (2½ CREDITS PER TERM)

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

AEROSPACE STUDIES 210, 215

U.S. MILITARY FORCES IN THE CONTEMPORARY WORLD: (2½ CREDITS PER TERM)

Introduction to U.S. defense policy.

ANTHROPOLOGY

ANTHROPOLOGY 90

THE AMERICAN CHARACTER AND CULTURE: (5)

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

ANTHROPOLOGY 100

INTRODUCTION TO ANTHROPOLOGY: (5)

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

ANTHROPOLOGY 107

INDIANS OF NORTH AMERICA: (5)

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

ANTHROPOLOGY 201

PRINCIPLES OF PHYSICAL ANTHROPOLOGY: (5)

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

ANTHROPOLOGY 202

PRINCIPLES OF SOCIAL ANTHROPOLOGY: (5)

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

ANTHROPOLOGY 205

PRINCIPLES OF ARCHAEOLOGY: (5)

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

ANTHROPOLOGY 299

INDEPENDENT STUDY: (VARIABLE 1-5)

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

Prerequisite: Anthropology 100 and permission of instructor.

ART

The following courses have no prerequisite requirements:

Art 100 Appreciation of the Visual Arts

Art 105 Beginning Drawing

Art 109 Beginning Design

Art 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 (Ancient 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.

ART 100

APPRECIATION OF THE VISUAL ARTS: (5)

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

ART 105

BEGINNING DRAWING: (5)

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

ART 106

DRAWING: (5)

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

Prerequisites: Art 105.

ART 107

FIGURE DRAWING: (5)

Drawing from the posed model (clothed and nude) including an introduction to surface anatomy, development of form consciousness and exploration of figure composition.

Prerequisites: Art 105 and 106 or 105 and permission of instructor.

ART 109

BEGINNING DESIGN: (5)

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

ART 110

DESIGN: (5)

Emphasis on materials in the approach to design.

Prerequisites: Art 109.

ART 131

BEGINNING POTTERY: (5)

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

ART 150, 151

PRINTMAKING: (5, 5)

For non-art majors. Fundamentals of hand-printing processes. Basic technical methods of making silkscreen, relief, and intaglio prints. appreciation of the print as a work of art.

Note: Silkscreen and Relief Printing during fall quarter. Silkscreen and intaglio during winter quarter.

Prerequisites: Art 150 - none. Art 151 - Art 150.

ART 156, 157

PAINTING: (5, 5)

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

156 prerequisite: None.

157 prerequisite: Art 156.

ART 158

WATER COLOR: (5)

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

ART 172

BEGINNING SCULPTURE: (5)

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

ART 205

LETTERING: (5)

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

ART 212, 213

HISTORY OF WESTERN ART: (5,5)

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.

ART 220

PHOTOGRAPHY: (5)

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

ART 221

PHOTOGRAPHY: (5)

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

Prerequisite: Art 220 or equivalent.

ART 231, 232, 233

POTTERY: (5, 5, 5)

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

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

ART 250

PRINTMAKING: (5)

Fundamentals of hand printing processes. Technical methods for making silkscreen, relief, and intaglio prints. General emphasis is given to the print as a form of creative expression. Students will be engaged in problems relating to multi-color printing, color mixture, selection of papers, care and handling of prints, etc...

Note: Silkscreen and Relief Printing during fall quarter. Silkscreen and intaglio during winter quarter.

Prerequisites: Art 105 and 109, or Art 150.

ART 251

PRINTMAKING: (5)

Continuation of Art 250. Multiple color printing in traditional and experimental techniques; selection, handling and care of printing papers; solutions to color registration or exploration of new processes.

Prerequisites: Art 250.

ART 256

BEGINNING OIL PAINTING: (5)

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

Prerequisites: Art 105 and 109.

ART 257

OIL PAINTING: (5)

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

Prerequisites: Art 256.

ART 258

BEGINNING WATER COLOR: (5)

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

Prerequisites: Art 105 and 109 (or Art 158).

ART 259

WATER COLOR: (5)

Principles of composition and design as well as study of color and the understanding and mastery of technical problems in handling of water colors.

Prerequisites: Art 258.

ART 272, 273, 274

SCULPTURE: (5, 5, 5)

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

Prerequisites: Art 105 and 109 (or Art 172) for 272; 272 for 273; 273 for 274.

ART 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

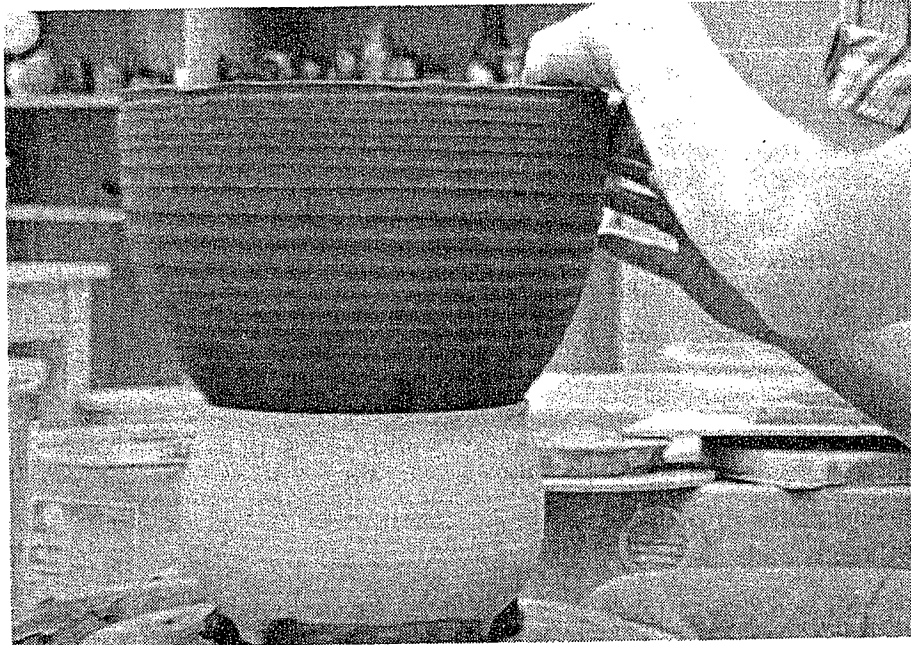
299H Sculpture

299I Water Color

ASTRONOMY

ASTRONOMY 101: (5)

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



BANKING AND FINANCE

The Banking and Finance 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 in this catalog.) There are a minimum number of required courses in the curriculum. Through constant revising and updating, elective offerings as determined by the American Institute of Banking give 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. (756-5024)

BIOLOGY

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

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

BIOLOGY 70

NATURAL SCIENCE: (5)

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

BIOLOGY 90

INTRODUCTION TO BIOLOGICAL SCIENCE: (5)

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

BIOLOGY 100

INTRODUCTION TO BIOLOGY: (5)

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

BIOLOGY 101

GENERAL BIOLOGY: (5)

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

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

BIOLOGY 102

GENERAL BIOLOGY: (5)

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

Prerequisite: Biology 101

BIOLOGY 103

GENERAL BIOLOGY: (5)

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

Prerequisite: Chem 100 or equivalent and Biol 101 or equivalent.

BIOLOGY 105

BASIC ECOLOGY: (5)

(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. Laboratory and field trips included. No biology prerequisite required.

BIOLOGY 106

CONTEMPORARY BIOLOGICAL PROBLEMS: (5)

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

BIOLOGY 108

NATURAL HISTORY OF THE PACIFIC NORTHWEST: (5)

(For non-majors) Lecture, field, and laboratory course covering phases of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips. No biology prerequisite required.

BIOLOGY 111

ELEMENTARY BOTANY: (5)

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

BIOLOGY 112

BOTANY: PLANT KINGDOM: (5)

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

BIOLOGY 113

TAXONOMY OF FLOWERING PLANTS: (5)

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

BIOLOGY 120

HUMAN HEREDITY: (5)

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

BIOLOGY 133

MICROBIOLOGY: (2)

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

Prerequisite: Student must register through Respiratory Therapy Technician Program.

BIOLOGY 150, 151

ANATOMY AND PHYSIOLOGY: (5, 5)

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

Prerequisite: None.

BIOLOGY 201

GENERAL MICROBIOLOGY: (5)

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

Prerequisites: Biology 101; Chemistry 101; or equivalent.

BIOLOGY 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.

Prerequisite: 206 for 207; 207 for 208.

BIOLOGY 209

HUMAN PHYSIOLOGY: (3)

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

BIOLOGY 240

MARINE BIOLOGY: (5)

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

BIOLOGY 294

FIELD STUDIES: (VARIABLE CREDIT 1-5)

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

BUSINESS

BUSINESS 101

BUSINESS: AN INTRODUCTORY ANALYSIS: (5)

An analysis of: (a) the role and significance of business in our society, (b) typed and formation of business enterprises, (c) operation and management of business and, (d) the problems faced by modern business.

BUSINESS 102

PERSONAL FINANCE: (5)

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

BUSINESS 103

TYPING I: (3)

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

BUSINESS 104

TYPING II: (3)

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

Prerequisites: Business 103.

BUSINESS 105

TYPING III: (3)

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

Prerequisites: Business 104.

BUSINESS 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.

BUSINESS 115

BUSINESS MACHINES: (3)

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

BUSINESS 116

RECORDS MANAGEMENT: (3)

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

BUSINESS 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.

BUSINESS 118

KEY PUNCH: (2)

Introduction to key punch operation and program cards.

Prerequisites: Business 103 or permission of instructor.

BUSINESS 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.

Prerequisites: Permission of the instructor/coordinator.

BUSINESS 130

SHORTHAND I: (5)

Beginning course in fundamental principles and theory of Gregg Shorthand.

Prerequisites: Typing 103 or permission of the instructor.

BUSINESS 131

SHORTHAND II: (5)

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

Prerequisites: Business 130.

BUSINESS 133

SHORTHAND TRANSCRIPTION: (5)

Taken concurrently with Business 131. To develop good shorthand transcription practices. Includes production of mailable transcripts of letters, memos, reports and tables. Review of correct grammar, punctuation and sentence structure is emphasized.

Prerequisites: Business 130, Business 103 and English 104.

BUSINESS 134

OFFICE PROCEDURES: (5)

Third quarter shorthand and a finalizing course in typing. In addition, includes itinerary planning, library reference work, duplicating processes, telephone techniques, banking procedures, human relations.

Prerequisites: Business 131.

BUSINESS 140

BOOKKEEPING: (5)

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

BUSINESS 141

BOOKKEEPING: (5)

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

BUSINESS 143

SMALL BUSINESS MANAGEMENT: (3)

Broad overview of the needs of small business managers. Includes starting a business, "being successful in business," "getting out of business." Outside consultants in special areas. Recommended for owners and managers of small businesses as well as those interested in going into business for themselves. Co-sponsored by the Small Business Administration.

BUSINESS 163

PRINCIPLES OF MANAGEMENT: (5)

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

BUSINESS 170

MACHINE REPORTING I: (5)

Introduction of machine theory and techniques with emphasis on recording, reading and transcribing practice.

Prerequisites: Business 103, English 104 or concurrent enrollment in both courses.

BUSINESS 171

MACHINE REPORTING II: (5)

Continuation of Business 170. Mastery of the machine shorthand theory and technique. Instruction and practice to develop recording, reading and typewriting transcription skills.

Prerequisites: Business 104 or concurrent enrollment, Business 170.

BUSINESS 174

MACHINE REPORTING III: (5)

Continuation of Business 171. Additional instruction and practice to establish, develop and strengthen the link between theory, dictation, transcription and reporting skill. Emphasis placed on reliability.

Prerequisites: Business 105 or concurrent enrollment, Business 171. Course to be taken concurrently with Business 175.

BUSINESS 175

COURT ORIENTATION AND TRANSCRIPTION: (5)

Lectures on court etiquette, the duties of the court reporter, the "do's and don'ts of reporting," courtroom visitation and the introduction of transcription from paper tape with the aim of transcription rate speed building.

Prerequisites: Business 117 or concurrent enrollment in Business 174.

BUSINESS 200

BUSINESS LAW: (5)

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

BUSINESS 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.

BUSINESS 234

MODEL OFFICE: (VARIABLE CREDIT 1-5)

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

Prerequisites: Permission of instructor.

BUSINESS 235

INTRODUCTION TO DATA PROCESSING: (5)

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

BUSINESS 256

STATISTICAL ANALYSIS: (5)

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

Prerequisites: Math 101.

BUSINESS 270

MACHINE REPORTING IV: (5)

Continuation of Business 174 with emphasis on speed building on specialized terminology, straight matter, and regular correspondence. Emphasis on accuracy tolerance of 3 per cent and the development of endurance.

Prerequisites: Business 175.

BUSINESS 272

TESTIMONY: (5)

Development of multiple-voice dictation, including insurance, condemnation proceedings, medical burden or proof, weighing evidence, duties of the reporter on depositions, and scheduled classroom visits involving introductory experience in taking testimony.

Prerequisites: Business 270.

BUSINESS 276

JURY CHARGE: (5)

Designed to provide the student with actual jury charge and opinion with selections of legal opinion, solid matter, medical and dental testimony, miscellaneous court material such as real estate and land descriptions. Scheduled courtroom visits involving experience in taking actual testimony.

Prerequisites: Business 272.

BUSINESS 279

ADVANCED TRANSCRIPTION AND REPORTING PRACTICUM: (5)

Emphasis on transcription speed and accuracy from shorthand notes and live dictation. Court and conference experience in taking notes under the supervision of a qualified reporter.

Prerequisites: Business 170-276 inclusive.

BUSINESS 299

INDIVIDUAL STUDY IN BUSINESS: (VARIABLE 1-5)

Study on an individual basis.

Prerequisites: Permission of instructor.

CAREER DEVELOPMENT

CAREER DEVELOPMENT 100

COLLEGE SURVIVAL AND CAREER PLANNING: (2)

Provides students with the information they need to be successful in college and help in the selection of a career. Opportunities for students to explore their individual goals as related to their interests, abilities and life-styles.

CAREER DEVELOPMENT 115

CONSUMER EDUCATION: (VARIABLE 1-3)

Personal and family finance. Includes ways to handle money, ways to shop, purchase of basic goods and services, savings, credit, loans, legal and health services and rights. A basic course in everyday consumer problems and rights.

Prerequisite: Permission of instructor.

CAREER DEVELOPMENT 200

CAREER PLANNING: (VARIABLE 1-5)

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

Prerequisite: Permission of instructor.

CHEMISTRY

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

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

CHEMISTRY 100

PRINCIPLES OF CHEMISTRY AND PHYSICS: (5)

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

CHEMISTRY 101

SURVEY OF CHEMISTRY: (5)

(For non-science and non-engineering majors.) 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.

CHEMISTRY 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.

CHEMISTRY 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.

CHEMISTRY 111

CHEMISTRY FOR THE NURSING PROFESSION: (5)

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

Prerequisites: High school chemistry or Chemistry 100.

CHEMISTRY 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.

CHEMISTRY 150

GENERAL CHEMISTRY: (5)

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

Prerequisite: Chemistry 140.

CHEMISTRY 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.

CHEMISTRY 221

QUANTITATIVE ANALYSIS: (5)

Volumetric and gravimetric analysis.

Prerequisite: Chemistry 160.

CHEMISTRY 231

ORGANIC CHEMISTRY: (5)

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

Prerequisite: Chemistry 160.

CHEMISTRY 232

ORGANIC CHEMISTRY: (5)

Continuation of Chemistry 231.

Prerequisite: Chemistry 231.

CHEMISTRY 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

DRAMA 100

REHEARSAL AND PERFORMANCE: (2)

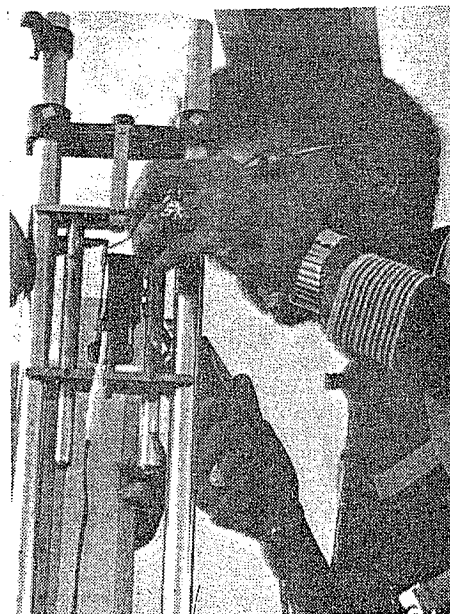
MAXIMUM: 6 CREDITS

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

DRAMA 101

INTRODUCTION TO THE THEATER: (5)

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



Mary Gilbert Photo

DRAMA 151, 152, 153

ACTING: (5, 5, 5)

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

DRAMA 160

CINEMA HISTORY: (5)

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

DRAMA 210

TECHNICAL PRODUCTION: (5)

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

DRAMA 299

INDEPENDENT STUDY: (VARIABLE 1-5)

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

ECONOMICS

ECONOMICS 200

PRINCIPLES OF ECONOMICS: (5)

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

ECONOMICS 201

PRINCIPLES OF ECONOMICS: (5)

Theory of the market system as a method of allocating resources and distributing income and products. Analysis of current problems and including government regulation, subsidies, monopoly and taxation. Micro emphasis.

Prerequisites: Economics 200.

ECONOMICS 211

SURVEY OF ECONOMICS: (5)

(For non-majors.) Survey of economics including effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects; current issues in economics. Macro and micro emphasis. No prerequisite.

EDUCATION

EDUCATION 210

TUTORIAL SEMINAR AND PRACTICUM: (VARIABLE CREDIT)

Seminar in tutoring for department-approved tutors working with students who need assistance in course work in those departments. Provides an opportunity for peer tutors to become more articulate and to acquire greater depth in their subject areas.

Prerequisites: Permission of instructor.

EDUCATION 211

MATH TUTORING PRACTICUM: (VARIABLE CREDIT 1-2)

Provides students in Math 103 practice in teaching and familiarizing themselves with the many arithmetic teaching aids used in the elementary schools. Under the direction of the math lab supervisor, each tutor is assigned to basic arithmetic works with four or five students on individualized prescribed plans.

Prerequisites: Math 103, or be taking Math 103 concurrently, or permission of instructor.

EMERGENCY MEDICAL CARE

EMERGENCY MEDICAL CARE 110

EMERGENCY MEDICAL TECHNICIAN: (6)

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

Prerequisite: Permission of the instructor.

EMERGENCY MEDICAL CARE 120

EMERGENCY MEDICAL TECHNICIAN I (PARAMEDIC): (12)

First of three courses for the training of mobile intensive care paramedics. Lecture and laboratory course to develop concepts and skills involved in pre-hospital emergency medical care, including such topics as medical terminology, anatomy and physiology, medical emergencies, trauma, electrocardiology, resuscitation, patient assessment and pharmacology.

Prerequisites: EMC110, one year experience as an EMT, sponsorship and permission of the instructor. Sponsor must have advanced life support capabilities.

EMERGENCY MEDICAL CARE 121

EMERGENCY MEDICAL TECHNICIAN II (PARAMEDIC) (CLINICAL): (10)

Second in series of three courses for the training of mobile intensive care paramedics. Involves lecture and laboratory sessions in-hospital clinical training and field internship.

Prerequisite: EMC 120.

EMERGENCY MEDICAL CARE 122

EMERGENCY MEDICAL TECHNICIAN III (PARAMEDIC) (FIELD): (7)

Third in series of three courses for the training of mobile intensive care paramedics. Involves work in actual field operations as a mobile intensive care paramedic.

Prerequisite: EMC 121.

ENGINEERING

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

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

ENGINEERING 100

ENGINEERING ORIENTATION: (1)

Introductory view of the fields of engineering including lectures, discussions and reading assignments; designed to acquaint the student with the fields of engineering and the opportunities in each.

ENGINEERING 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.

ENGINEERING 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.

ENGINEERING 120

ENERGY: PAST, PRESENT AND FUTURE: (2)

Historical perspective of the development of energy use: an in-depth investigation of present and future energy options including fossil fuels, hydro-electric, nuclear, solar and other energy sources.

ENGINEERING 131

TECHNICAL AND REPORT WRITING (COMPOSITION): (3)

(CROSS REFERENCE ENGLISH 105)
Practical course in various kinds of business letters, reports and technical writing. Particular attention is given to clarity, conciseness and effectiveness of tone.

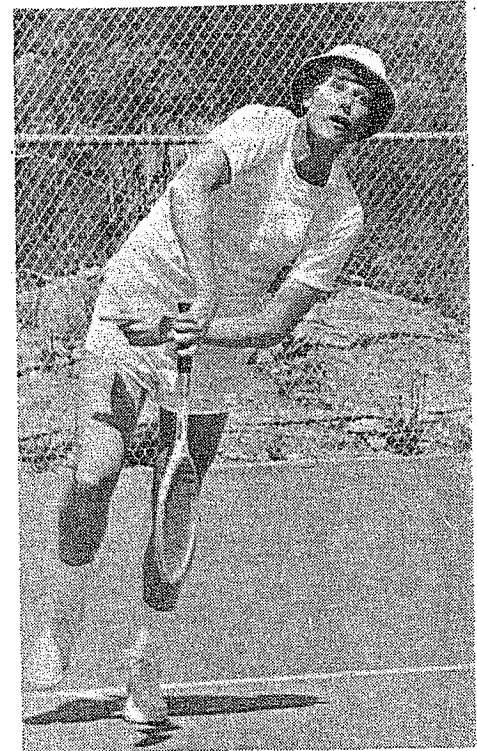
Prerequisite: English 101 or English 104, or placement test or instructor's permission.

ENGINEERING 140

ENGINEERING PROBLEMS: (3)

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

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



ENGINEERING 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 of instructor.

ENGINEERING 161

PLANE SURVEYING: (3)

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

Prerequisite: Trigonometry.

ENGINEERING 170

FUNDAMENTALS OF MATERIAL SCIENCE: (4)

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

Prerequisite: Chemistry 150 or permission of instructor.

ENGINEERING 180

ENGINEERING MECHANICS:
STATICS: (4)

Fundamental and vigorous course in engineering statics using the vector notation treatment.

Prerequisite: Engineering 111 and Math 124. Math 124 may be taken concurrently.

ENGINEERING 190

BASIC SWITCHING THEORY: (4)

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

Prerequisite: Math 124, which may be taken concurrently.

ENGINEERING 220

INTRODUCTION TO MECHANICS OF MATERIALS: (4)

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

Prerequisite: Engineering 180

ENGINEERING 230

ENGINEERING MECHANICS:
DYNAMICS: (4)

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

Prerequisite: Engineering 180 or Physics 121.

ENGINEERING 251

FUNDAMENTALS OF ELECTRONIC
CIRCUITS: (4)

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

Prerequisite: Physics 122.

ENGINEERING 260

THERMODYNAMICS: (4)

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

Prerequisite: Chemistry 150 or permission of instructor.

ENGINEERING 270

ENVIRONMENTAL IMPACT AND THE
LAW: (2)

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

ENGINEERING 299

INDEPENDENT STUDY (VARIABLE
CREDIT 1-5)

Prerequisite: Permission of instructor.

ENGLISH COMPOSITION

ENGLISH 70, 71, 72

ENGLISH: (5, 5, 5)

Courses deal with students' basic skill deficiencies through group instruction.

ENGLISH 80

GRAMMAR REVIEW: (1)

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

ENGLISH 81

SENTENCE STRUCTURE REVIEW: (1)

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

ENGLISH 82

PUNCTUATION REVIEW: (1)

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

ENGLISH 83

VOCABULARY DEVELOPMENT: (1)

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

ENGLISH 84

SPELLING REVIEW: (1)

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

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

ENGLISH 90

BEGINNING WRITING: (5)

Introduction to writing techniques and review of basic skills.

ENGLISH 91

COMPOSITION: (5)

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

ENGLISH 97, 98, 99

ENGLISH AS A SECOND LANGUAGE:
COMPOSITION: (5, 5, 5)

Intensive study of English, enabling the foreign student to become more proficient in the reading and writing of English. This sequence of courses is directly tied into ESL 91, 92, 93 and ELS 150, 151 and 152.

ENGLISH 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.

ENGLISH 103

COMPOSITION: RESEARCH PAPER
WRITING: (3)

Study and application of the techniques of library research. Requires the completion of a series of library research drills and a library research paper.

Prerequisite: English 101.

ENGLISH 104

COMPREHENSIVE ENGLISH COMPOSITION: (5)

Practical course in basic skills of written communication; stress on expository prose and technical report writing as used in business.

ENGLISH 105

TECHNICAL AND REPORT WRITING:
(3)

(CROSS REFERENCE ENGINEERING 131)

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

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

ENGLISH 201

ADVANCED EXPOSITORY WRITING:
(5)

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

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

ENGLISH: LITERATURE

ENGLISH 92

LITERATURE: (5)

Introduction to modern fiction. A survey of the 20th Century fiction poetry and drama.

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

ENGLISH 230

STUDIES IN CHILDREN'S LITERATURE: (5)

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

ENGLISH 231

MAJOR WOMEN WRITERS: (5)

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

ENGLISH 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.

ENGLISH 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; the original sin; the doctrine of the fall; the Christ figure.

ENGLISH 234

INTRODUCTION TO MYTHOLOGY AND FOLK STORIES: (5)

A study of myths and folk tales as they have affected and still do affect our literature and culture. The emphasis will be on the study of Western European myths and related folk tales.

ENGLISH 240

WORLD LITERATURE: (5)

Survey of classics of the ancient world, representative Greek dramas and works of the Roman writers.

ENGLISH 241

WORLD LITERATURE: (5)

Survey of representative Western European works from the Middle Ages to the present.

ENGLISH 242

WORLD LITERATURE: (5)

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

ENGLISH 250

INTRODUCTION TO SHAKESPEARE:
(5)

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

ENGLISH 257

INTRODUCTION TO POETRY: (5)

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

ENGLISH 258

INTRODUCTION TO FICTION: (5)

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

ENGLISH 259

INTRODUCTION TO MODERN DRAMA:
(5)

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

ENGLISH 264

ENGLISH LITERATURE: FROM BEOWULF THROUGH DONNE: (5)

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



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ENGLISH 265

ENGLISH LITERATURE: FROM MILTON THROUGH FIELDING: (5)

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

ENGLISH 266

ENGLISH LITERATURE: FROM BLAKE THROUGH HARDY: (5)

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

ENGLISH 267

AMERICAN LITERATURE: FROM THE BEGINNING TO 1860: (5)

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

ENGLISH 268

AMERICAN LITERATURE: FROM 1860 TO 1918: (5)

Survey of American literature from the Civil War to the close of World War I, with emphasis on Whitman, James, Howells, Adams, Twain, Norris, and Dreiser.

ENGLISH 269

AMERICAN LITERATURE: FROM 1910 TO 1950: (5)

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.

ENGLISH 270

AFRO-AMERICAN WRITERS: (5)

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

ENGLISH 271

CONTEMPORARY AMERICAN FICTION: (5)

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

ENGLISH 272

CHICANOWRITERS: (5)

Study of current Mexican American literature.

ENGLISH 276

CREATIVE WRITING—FICTION: (3)

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

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

ENGLISH 277

CREATIVE WRITING—FICTION: (3)

Continuation of fiction writing.
Prerequisite: None. However, English 101 and 102 desirable, or English 276.

ENGLISH 278

CREATIVE WRITING—POETRY: (2)

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

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

ENGLISH 279

CREATIVE WRITING—POETRY: (2)

Continuation of poetry writing.
Prerequisite: None. However, English 101 and 102 desirable, or English 278.

ENGLISH AS A SECOND LANGUAGE

ESL 91, 92, & 93

ELEMENTARY ENGLISH: (5, 5, 5)

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

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

ESL 97, 98, 99

(See English 97, 98, 99)

COMPOSITION: (5, 5, 5)

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

ESL 150, 151, 152

INTERMEDIATE ENGLISH: (5, 5)

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

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

FORESTRY

FORESTRY 101

INTRODUCTION TO FORESTRY: (2)

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

FORESTRY 102

DEVELOPMENT OF FORESTRY: (2)

Exploration of the fields of forest engineering and forest products.

FORESTRY 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.

FRENCH 101, 102, 103

ELEMENTARY FRENCH: (5, 5, 5)

The foundations of acceptable pronunciation, correct grammar, reading and listening are covered in the sequence of 101, 102, 103. The language laboratory is used for oral-aural practice. Students without previous French register for 101. Others will be placed by the instructor.

FRENCH 199

SPECIAL PROBLEMS: (2)

The French phonic system for singers.

GEOGRAPHY

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.

GEOGRAPHY 200

WORLD REGIONAL GEOGRAPHY: (5)

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

GEOGRAPHY 205

PHYSICAL GEOGRAPHY: (5)

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

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

GEOLOGY 90

INTRODUCTION TO GEOLOGY: (5)

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

GEOLOGY 101

PHYSICAL GEOLOGY: (5)

Survey of basic principles of physical geology including the origin of rocks, mountains and ocean basins, and modification of the earth's surface by streams, glaciers and earthquakes; practical application of scientific principles to the identification of rocks and minerals; laboratory and field trips.

GEOLOGY 103

EARTH HISTORY: (5)

Historical development of North America including the origin and evolution of oceans, the landscape and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

GEOLOGY 112

GLACIERS AND VOLCANOS OF THE NORTHWEST (5)

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

GEOLOGY 113

GEOLOGY OF NATIONAL PARKS AND MONUMENTS: (5)

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

GEOLOGY 208

GEOLOGY OF THE NORTHWEST: (5)

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

Prerequisite: Geology 101 or Oceanography 101, or permission of instructor.

GEOLOGY 294

FIELD STUDIES: (VARIABLE CREDIT 1-5)

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

GEOLOGY 299

INDEPENDENT STUDY: (VARIABLE CREDIT 1-5)

Independent observation, analysis, and reporting of a selected topic in Geology

Prerequisite: Permission of instructor.

GENERAL GEOLOGY

FIELD EXCURSION

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

Prerequisite: Permission of instructor; offered summer only.

GERMAN

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

Intermediate credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with your course instructor.

GERMAN 101, 102, 103

ELEMENTARY GERMAN: (5, 5, 5)

Introduction to the German language. Language Laboratory used for practice.

Prerequisites: German 101 for 102; 102 for 103.

GERMAN 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.

GERMAN 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.

Prerequisites: 2 years of high school German or its equivalent and permission of the instructor.

GERMAN 211, 221, 231

READING AND WRITING GERMAN: (2, 2, 2)

Essentials of effective writing in German; German literature. 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.

Prerequisites: 2 years of high school German or its equivalent and permission of the instructor.

GERMAN 299

GERMAN SEMINAR: (VARIABLE CREDIT 1-5)

Individual programs. Permission of instructor required.

HEALTH TECHNOLOGY

HEALTH TECHNOLOGY 110

HEALTH CARE DELIVERY SYSTEMS: (3)

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

HEALTH TECHNOLOGY 120

MEDICAL OFFICE PROCEDURES: (3)
Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments and handling of insurance claims, including Medicare and Medicaid.
Offered spring quarter.

HEALTH TECHNOLOGY 130-131

MEDICAL TERMINOLOGY I & II: (3, 3)
A sequential course including the study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Independent study or classroom.
Offered Fall, Winter, and Spring Quarter.

HEALTH TECHNOLOGY 132

MEDICAL TERMINOLOGY III: (3)
Continued instruction and practice in identifying, defining and spelling terms related to systemic disorders, geriatrics and psychogeriatrics, oncology, anesthesiology, pharmacology, physical therapy, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests.
(Recommended for MRT and MS. Required for Medical Transcriptionists)
Offered Spring Quarter.
Prerequisite: H.T. 130-131.

HEALTH TECHNOLOGY 170

INTRODUCTION TO FUNDAMENTALS OF PATIENT CARE: (3)
This course assists the student to function effectively in the hospital. Emphasis will be placed on observation, communication, and the recognition that the patient and his health problems are the foci of activities of all members of the health team. Basic nursing technical skills will be emphasized.

HEALTH TECHNOLOGY 210

INTRODUCTION TO DISEASE: (5)
Lecture course covering selected general medical conditions and diseases of specific organ systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis.
Prerequisite: Biology 150-151 or 206, 207, 208.

HEALTH TECHNOLOGY 225

LEGAL CONCEPTS FOR THE HEALTH FIELD: (3)
Principles of law as applied to the health fields, with particular reference to all phases of medical record practice, including release of medical information, courses and legal proceedings, hospital records in court, authorizations and consents.
Prerequisite: Permission of instructor.

HEALTH TECHNOLOGY 240

WORK INTERNSHIP-MEDICAL SECRETARY: (5)
Supervised employment to provide practical experience in the duties of a medical secretary.
Prerequisite: Permission of instructor.

HISTORY

HISTORY 90

THE MODERN WORLD: (5)
Political, historical and economic problems of the world today through background studies of areas of the world.

HISTORY 91

UNITED STATES CIVILIZATION: COLONIZATION TO 1865: (5)
A developmental course that surveys the history of the United States from the Colonial era through the Civil War (1865). Special emphasis is placed on methods of learning in the study of history.

HISTORY 92

UNITED STATES CIVILIZATION: 1865 TO PRESENT: (5)
A developmental course that surveys the history from the Reconstruction period (1865) to the present. Special emphasis is placed on methods of learning in the study of history.

HISTORY 94

WASHINGTON STATE HISTORY: (5)
Topical approach to the study of current social, political and economic aspects of Washington State. Areas to be studied are: urban-rural problems, minority concerns, environmental-industrial relations, and state-Federal relations.

HISTORY 110

THE FAR EAST IN THE MODERN WORLD: (5)
The emergence of the Far East from areas of exploitation to importance in economics, political and cultural affairs of the modern world. A recognition of the value systems of the respective cultures. Contemporary problems. Emphasis on 20th Century with necessary background.

HISTORY 111

HISTORY OF CIVILIZATION: (5)
Development of man from prehistoric days to the 15th Century; social, political, cultural and economic aspects.

HISTORY 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.

HISTORY 113

HISTORY OF CIVILIZATION: (5)
Modern civilization from 1815 to the present; impact of industrialization on the world, conflict or economic and political ideologies.

HISTORY 150

AFRO-AMERICAN HISTORY: COLONIAL PERIOD TO 1915: (5)
Study of the struggle of Afro-Americans against segregation and discrimination in the United States since 1915; emphasis placed on cultural contributions to American life.

HISTORY 151

AFRO-AMERICAN HISTORY: 1915 TO PRESENT: (5)
Study of the struggle of Afro-Americans against segregation and discrimination in the United States since 1915; emphasis placed on cultural contributions to American life.

HISTORY 211

CHINESE CIVILIZATION: (5)
Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) through the period of the Communist regime.

HISTORY 230

JAPANESE CIVILIZATION: (5)

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

HISTORY 241

UNITED STATES HISTORY: 17TH, 18TH CENTURIES (5)

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

HISTORY 242

UNITED STATES HISTORY: 19TH CENTURY: (5)

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

HISTORY 243

UNITED STATES HISTORY: 20TH CENTURY: (5)

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

HISTORY 245

HERSTORY: (3)

Historical study of women's groups and individual women who affected change in America's social, economic and political development and the responses of the larger society to women's activism.

HISTORY 246

INTRODUCTION TO HISTORY: (2)

Introduction to history as a means for evaluating present problems, ideas, events and institutions. Emphasis on history as an essential medium for transmitting culture.

HISTORY 260

RUSSIAN HISTORY: (5)

Russian's material civilization (arts, literature, history included); political, social and legal institutions and thought in relation to the general development of Russian society in the 20th Century.

HISTORY 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.

HISTORY 267

HISTORY OF TACOMA AND THE PACIFIC NORTHWEST: (5)

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

HISTORY 280

RECENT AMERICAN HISTORY: 1945 TO PRESENT: (5)

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.

HISTORY 284

VALUES AND IDEAS IN FOUR CENTURIES OF AMERICA'S DEVELOPMENT: (5)

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

HISTORY 289

EVOLUTION OF THE IDEA OF RACE IN WESTERN THOUGHT: (5)

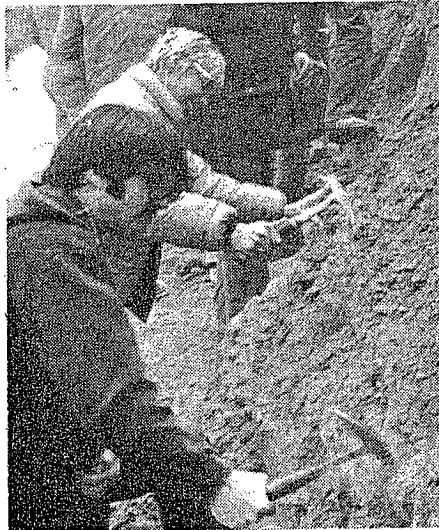
Western man's formulations of race theories with emphasis on the influence ideas of racial supremacy have had on Western man's contacts with non-Westerner since 1400's; includes an analysis of the role of superstition, religion and science.

HISTORY 299

INDEPENDENT STUDY: (VARIABLE CREDIT 1-5)

Independent observation, analysis and reporting of selected problems.

Prerequisites: Permission of instructor.



HOME AND FAMILY LIFE EDUCATION

Students may register for below 100 (non-transferable) or over 100 (transferable) classes. Classes with two numbers are taught together; course requirements and goals differ.

CONSUMER 90

LIVING SINGLE: (2)

Living single in a couple oriented society: developing values, making decisions. Selecting food, housing and managing money.

CONSUMER 92/150

LIVING SPACES: (3)

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

CONSUMER 99

THE CONSUMER AND THE MARKET PLACE: (5)

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

FOODS 92

NUTRITION FOR THE FAMILY: (3)

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

HOME AND FAMILY LIFE 90

INTRODUCTION TO HUMAN LIFE STUDIES: (5)

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

HOME AND FAMILY LIFE 92/142

COPING WITH STRESS IN TODAY'S SOCIETY: (3)

Origins of stress, ways of managing. Interrelationships of physical and mental health and the ability to cope.

HOME AND FAMILY LIFE 97/136

PARENT-CHILD INTERACTIONS: (5)

Leading theories of interacting with children, disciplining and dealing with problem behavior.

HOME AND FAMILY LIFE 110

NUTRITION: (5)

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

HOME AND FAMILY LIFE 112

MEAL MANAGEMENT AND PREPARATION: (2)

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

HOME AND FAMILY LIFE 115

CONSUMER EDUCATION: (3)

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

HOME AND FAMILY LIFE 93/131

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.

HOME AND FAMILY LIFE 94/135

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.

HUMANITIES

HUMANITIES 90

INTRODUCTION TO THE HUMANITIES: (5)

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

HUMAN RELATIONS

HUMAN RELATIONS 100

HUMAN RELATIONS: (2)

Through group encounter, emphasis is placed on development of the individual's human potential, communication skills, decision-making ability and relationships with others. May be repeated once by permission of the instructor for an additional two credits.

HUMAN RELATIONS 103

DRUG EDUCATION: (3)

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

HUMAN RELATIONS 299

INDIVIDUAL STUDY IN HUMAN RELATIONS: (VARIABLE CREDIT 1-5)

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

HUMAN SERVICE WORKER

HUMAN SERVICE WORKER 100

INTRODUCTION TO THE HUMAN SERVICES: (2)

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

HUMAN SERVICE WORKER 101

COMMUNITY RESOURCES: (3)

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

Prerequisite: Permission of instructor.

HUMAN SERVICE WORKER 102

PRINCIPLES OF INTERVIEWING: (5)

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

Prerequisite: Permission of instructor.

HUMAN SERVICE WORKER 103

COUNSELING TECHNIQUES: (5)

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

Prerequisites: Human Service Worker 102 and permission of instructor.

HUMAN SERVICE WORKER 104

SYSTEMS CHANGE SKILLS: (5)

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

Prerequisite: Permission of the instructor.

HUMAN SERVICE WORKER 191, 192, 193

FIELD PLACEMENT I, II, III: (5, 5, 5)

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

Prerequisite: Permission of the instructor.

HUMAN SERVICE WORKER 200

ALCOHOLISM: (5)

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

No prerequisite.

HUMAN SERVICE WORKER 201

TREATMENT OF ALCOHOLISM: (5)

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

HUMAN SERVICE WORKER 202

FAMILY COUNSELING: (5)

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

HUMAN SERVICE WORKER 203

HELPING THE JUVENILE: (5)

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

HUMAN SERVICE WORKER 204

BOARDING HOME MANAGEMENT: (5)

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

HUMAN SERVICE WORKER 205

THERAPEUTIC APPROACHES: (5)

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

JOURNALISM

JOURNALISM 100

NEWSPAPER WORKSHOP: (2) MAXIMUM: 12 CREDITS

(6 credits applicable to humanities distribution requirement.) Practical experience in problems of newspaper production; students work in various capacities on the staff of *The Collegiate Challenge*. Course includes one hour per week of classroom critique and instruction.

JOURNALISM 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 hours of lecture per week with two hours of lab (work on *The Collegiate Challenge*).

JOURNALISM 202

NEWS AND FEATURE WRITING: (5)

Intensive practice in news writing; reporting on current community affairs; techniques of feature writing; book and movie reviews; interviews, special subject reporting; editorial page and editorial writing. Four hours of lecture per week with two hours of lab (work on *The Collegiate Challenge*).

Prerequisite: Journalism 201 or permission of instructor.

JOURNALISM 203

COPY EDITING AND MAKEUP: (5)

The importance of style; proofing; editing copy; writing headlines; cutlines; planning page layouts; typography. Four hours of lecture per week with two hours of lab (work on *The Collegiate Challenge*).

Prerequisite: Journalism 201 or 202 or permission of instructor.

JOURNALISM 209

THE MESSENGERS—MASS MEDIA AND SOCIETY: (3)

Independent study course concerning the impact of television, radio and newspapers on the public. Course content presented through audiotapes.

Prerequisite: Permission of instructor.

JOURNALISM 210

THE MASS MEDIA AND SOCIETY: (5)

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

JOURNALISM 250

SURVEY OF RADIO AND TELEVISION: (3)

History of the industry — both radio and television — and its organization and regulation.

JOURNALISM 299

SPECIALIZED CAMPUS PUBLICATIONS: (2)

Practical experience in planning, writing, editing and producing a campus publication other than *The Collegiate Challenge*.

Prerequisite: Journalism 100 and 201.

LIBRARY SCIENCE

LIBRARY SCIENCE 100

REFERENCE METHODS: (2)

Individualized introduction to basic library information resources; identification and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic reference.

Prerequisite: Permission of instructor. English 101 strongly recommended.

MATHEMATICS

TCC offers several skills building courses in arithmetic and algebra. Many of these courses are available in two modes: classroom lecture and independent tutorial. In choosing these courses, a student should first contact a mathematics instructor for placement and for consideration of the mode of instruction best suited for them.

Students desiring a course for general exploratory and degree distribution requirements should consider Math 103. Students considering a major in mathematics, engineering, or a science will normally need Math 105, 106, 124, 126, 128. However, the special programs section and the appropriate academic advisor should be consulted before registration.

MATHEMATICS 70, 71, 72

BASIC MATHEMATICS SKILLS: (VARIABLE CREDIT 1-3)

After a qualifying test, students proceed at their own learning rate from one level of arithmetic to another. Students continue in those courses each quarter upon recommendation of the math lab supervisor.

MATHEMATICS 80

WHOLE NUMBERS: (2)

Basic review in operating with whole numbers using the four fundamental operations.

MATHEMATICS 81

FRACTIONS: (1)

Basic review in operations with fractions. Includes topics on least common denominators and addition, subtraction, multiplication and division of fractions.

MATHEMATICS 82

DECIMALS: (1)

Basic review in operating with decimals. Includes decimal fractions, adding, subtracting, multiplying and dividing decimals and rounding decimals.

Prerequisite: Math 81 or equivalent.

MATHEMATICS 83

PERCENTAGES: (1)

Basic review in operating with percentages. Includes percent, equations and percent, discount and interest.

Prerequisite: Math 81 and 82 or equivalent.

MATHEMATICS 84

MEASUREMENT: (1)

Basic review in measurement. Includes the study of ruler, distance, area, volumes, weight and fluids.

MATHEMATICS 85

METRIC SYSTEM: (1)

Basic introduction to the metric system. Includes unit measurements in the metric system, area, volume, weight and conversion tables.

MATHEMATICS 86

REVIEW ARITHMETIC: (5)

Review of basic mathematics, including the arithmetic of whole numbers, fractions, decimals and percentages.

MATHEMATICS 87

MATH SHORTCUTS: (1)

Arithmetic shortcuts to increase speed and accuracy in using numbers. Includes estimating answers to avoid serious errors in calculations.

MATHEMATICS 88

INTRODUCTION TO ELEMENTARY ALGEBRA: (3)

Beginning elementary algebra specifically designed for students with no algebra background and for those needing more than a review. This course with Math 90 is equivalent to the first year of high school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations and formulas.

MATHEMATICS 90

ALGEBRA REVIEW: (5)

Review of the first year of high school algebra.

MATHEMATICS 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.

MATHEMATICS 92

PLANE GEOMETRY: (5)

Basic review of geometric concepts needed for college algebra, trigonometry, calculus and other related math courses.

Prerequisite: One year of high school algebra or Math 90.

MATHEMATICS 93

MINICALCULATOR: (1)

Using the minicalculator for addition, subtraction, multiplication, division, square roots, determining interest and making conversions to the metric system.

MATHEMATICS 94

BASIC VOC-TECH MATH I: (1-3)

An introductory course in basic mathematics for voc-tech students. It contains a review of arithmetic, measurements and conversions, an introduction to algebra, equations and formulas, ratio and proportion, an introduction to geometry, graphs, right triangle trigonometry and vectors with emphasis toward voc-tech applications.

Prerequisite: Math 86.

MATHEMATICS 95

BASIC VOC-TECH MATH II: (1-2)

A course designed as a follow-up to Math 94. Students will study the mathematics that is applicable to a select vocation. The occupations include electronics, electricity, drafting, machine shop, automotive technology, diesel mechanics, forestry, aviation, welding, real estate, agriculture, waste-water technology, construction, police-fire science, wood products, industrial mechanics, nursing, machine tools, clerical, forest products, food processing and marketing.

Prerequisite: Math 94.

MATHEMATICS 96

TRIGONOMETRY OF RIGHT TRIANGLES: (1)

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.

MATHEMATICS 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.



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MATHEMATICS 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.

MATHEMATICS 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.

MATHEMATICS 105

COLLEGE ALGEBRA: (5)

Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential and logarithmic functions and relations.

Prerequisites: One and one-half years of high school algebra or Math 101.

MATHEMATICS 106

PLANE TRIGONOMETRY: (5)

Trigonometric functions, identities, equations, inverse functions, graphs, logarithms and solution of triangles.

Prerequisite: One and one-half years of high school algebra or Math 101 and one year of high school geometry.

MATHEMATICS 107

ANALYTICAL GEOMETRY: (2)

Designed to prepare students for a beginning course in calculus. May be used for view.

Prerequisite: Math 105 and 106 or equivalent.

MATHEMATICS 108

VECTORS: (1)

For students of the physical sciences, engineering and technical fields. Includes topics on coordinates, directed line segments, vector addition and subtraction, magnitude, unit vectors, scalar and vector products and vector and scalar fields.

Prerequisite: Plane Geometry or Math 107 or equivalent.

MATHEMATICS 109

LOGIC AND SET THEORY: (2)

Introduction to the mathematics of logical thinking. Includes such topics as logic statements, truth tables, tautologies, arguments, formal proofs, set theory and applications.

Prerequisite: Math 101 or equivalent.

MATHEMATICS 110

BUSINESS MATHEMATICS: (5)

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

MATHEMATICS 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.

MATHEMATICS 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; 125 for 126.

MATHEMATICS 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.

MATHEMATICS 205

ELEMENTARY LINEAR ALGEBRA: (5)

For students in the natural, physical and social sciences. Topics include systems of equations, vectors, matrices, determinants, linear transformations and linear operators.

Prerequisite: Math 124 or instructor permission.

MATHEMATICS 238

ELEMENTS OF DIFFERENTIAL EQUATIONS: (3)

Elementary methods of solution and linear differential equations of second and higher order.

Prerequisite: Math 126.

MATHEMATICS 240

INTRODUCTION TO STATISTICS: (3)

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.

MATHEMATICS 241

INTRODUCTION TO PROBABILITY: (3)

(For students in biology, government, physics, sociology, economics, psychology, engineering, astronomy and business administration.) Includes frequency and relative frequency, sample spaces and events, complementary events, combinations of events and probability, binomial distribution, permutations and combinations.

Prerequisite: Math 101 or equivalent.

MEDICAL ASSISTANT

MEDICAL ASSISTANT 210

ORIENTATION AND ETHICS: (5)

This course is designed to introduce the student to the Medical Assistant profession, differentiating between administrative and clinical responsibilities, educational qualifications, and employment opportunities. Emphasis will be placed on professional attitudes and the fundamentals of meeting the special needs of patients.

General knowledge and understanding of the various principles of medical ethics, history of medicine and the identification of medical specialties will be developed.

Prerequisite: Permission of instructor.

MEDICAL ASSISTANT 220

LABORATORY TECHNIQUES: (5)

This course is designed for the student to gain basic knowledge and understanding of the purpose, techniques, and recording of laboratory procedures, including X-ray, physiology, electrocardiography and collection of specimens.

Prerequisite: Enrollment in the Medical Assistant Program.

MEDICAL ASSISTANT 230

EXAM ROOM TECHNIQUES: (5)

This course is designed to introduce the Medical Assistant student to selected aspects of exam room techniques and clinical procedures associated with medical practice in the physician's office.

Emphasis is placed on those concepts that are the responsibility of the Medical Assistant who comes in contact with the patient. These include, but are not limited to exam room techniques, medication and pharmacology, assisting with emergencies, sterilization procedures, and care and use of equipment.

Prerequisite: Enrollment in Medical Assistant Program.

MEDICAL ASSISTANT 231

MEDICAL ASSISTANT EXTERNSHIP I: (2)

The purpose of this course is an introduction in providing the student with the opportunity to practice basic administrative and clinical medical office skills in a physician's office setting, and to obtain an exposure to the office working environment.

Prerequisite: Enrollment in MA program.

MEDICAL ASSISTANT 232

MEDICAL ASSISTANT EXTERNSHIP II: (8)

An experience in one or more clinical settings, which provides the student an opportunity to perform an equal balance of clinical and administrative medical office procedures, related to prior didactic portion of the program, with increasing independence and confidence.

Prerequisite: Enrollment in MA program.



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MEDICAL RECORDS TECHNOLOGY

MEDICAL RECORDS TECHNOLOGY 140-141

MEDICAL TRANSCRIPTION I & II: (3,3)

A sequential course involving skills in electric typewriting and machine transcription of medical reports for hospitals, clinics and physicians' offices; including transcription of history/physical examinations, consultations, X-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references.

Prerequisite: HT 130 - 131 or concurrently, typing speed of 45 wpm.

MEDICAL RECORDS TECHNOLOGY 142

MEDICAL TRANSCRIPTION III: (3)

Specialty course in medical transcription, including instruction and practice in transcribing from actual dictation belts. Students will spend 40 hours in clinical experience at one of the hospitals participating in the program.

Prerequisite: MRT 140-141.

MEDICAL RECORDS TECHNOLOGY 180

INTRODUCTION TO HEALTH RECORD MANAGEMENT: (5)

An introduction to health records and health record procedures, including a study of the development, content and format of the record, both conventional and problem oriented, quantitative and qualitative analysis of records according to standards, numbering, filing, and preservation of records, preparation and use of health record statistics, forms design and professional ethics. Offered Spring Quarter.

Prerequisite: MRT enrollment or permission.

MEDICAL RECORDS TECHNOLOGY 220

ORGANIZATION OF HEALTH RECORDS: (5)

Survey of the history of hospitals and the origin and development of medical records; study of the history, objectives and codes of ethics of the professional organization for medical record technicians; functions of medical record department, including indepth study of quantitative analysis, securing and preserving medical records, methods of record storage and retrieval procedure; medical record practices including coding and indexing procedures.

Prerequisite: MRT Enrollment.

MEDICAL RECORDS TECHNOLOGY 221

HEALTH DATA:

STANDARDS AND PRESENTATION: (5)

Indepth study of hospital statistics, including sources, definitions, collection and reporting; presentation and analyses of health data, including sources and use of health data in United States Vital and Public Health statistics; orientation to medical staff organization and responsibilities; standards for hospital accreditation and role of governmental agencies in approval, certification and licensure.

Prerequisite: MRT Enrollment.

MEDICAL RECORDS TECHNOLOGY 222

HEALTH INFORMATION MANAGEMENT: (5)

Development of management skills, including planning, organizing, directing and controlling with emphasis on situations encountered in the management of health record services within the hospital. Also continuous development and improvement of modern health record delivery systems, including the specialized areas of ambulatory care, psychiatric, long-term care and tumor registry record keeping.

Prerequisite: MRT Enrollment.

MEDICAL RECORDS TECHNOLOGY 230-231-232

CLINICAL APPLICATION: (12)

Practical experience performing medical record duties in the campus laboratory and in local health facilities to give the student the opportunity to actively participate in the performance of technical duties. 230 — introduction to clinical training (6 hrs/week); 231 - 15 hours/week on site; 232 - 15 hours/week on site.

Requirements for directed practice may vary with the background of the student.

Prerequisite: MRT Enrollment

MEDICAL RECORDS TECHNOLOGY 299

INDIVIDUAL STUDY IN MRT: (1-5)

Individual study of an aspect of medical record technology in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken.

Prerequisite; Permission of instructor.

MUSIC

MUSIC 100

CONCERT CHOIR: (2)

Preparation to performance of a great variety of classical, romantic and contemporary and "pop" choral music. Student enjoyment and enrichment are major goals.

MUSIC 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 vocal orientation to music symbols and notations.

MUSIC 102, 103

MUSIC THEORY: (5, 5)

Basic musical concepts involving the usage and analysis of nonchromatic 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.

MUSIC 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.

MUSIC 117

SURVEY OF JAZZ HISTORY: (3)

In-depth study of the evolution of jazz as a mainstream in music.

MUSIC 118

SURVEY OF ELECTRONIC MUSIC: (3)

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.

MUSIC 119

SURVEY OF 20TH CENTURY MUSIC: (3)

In-depth study of all of major directions of the music of the 20th Century.

MUSIC 121

CLASS APPLIED MUSIC: VOICE: (1)

Class instruction in performance.
Prerequisite: Permission of instructor.

MUSIC 122

CLASS APPLIED MUSIC: PIANO: (1)

Class instruction in performance.

MUSIC 123

CLASS APPLIED MUSIC: GUITAR: (1)

Class instruction in performance.

MUSIC 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.

MUSIC 140

CONCERT BAND: (1)

Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Permission of instructor.

MUSIC 160

SYMPHONY ORCHESTRA: (1)

Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Permission of instructor.

MUSIC 170

SWING CHOIR: (3)

Basic preparation and performance of popular choral styles; Singing ballads, blues, rock, swing and jazz and other current music; professionally oriented with emphasis on choreography and showmanship. By auditions only. High degree of demand on student's time.

MUSIC 171

JAZZ WORKSHOP BAND: (3)

Preparation and performance of contemporary music, including rehearsal and performance.

Prerequisite: Permission of instructor.

MUSIC 199

ENSEMBLES: (1)

Preparation and performance of chamber music in all mediums, including rehearsal and performance.

Prerequisite: Permission of instructor.

MUSIC 200

CONCERT CHOIR: (2)

Preparation to performance of a great variety of classical, romantic and contemporary and "pop" choral music. Student enjoyment and enrichment are major goals.

MUSIC 201, 202, 203

SECOND-YEAR THEORY: (5, 5, 5)

Study of contrapuntal practices from the Baroque period until today; musical analysis and harmony as used in the 18th, 19th, and 20th centuries; presentation and development of a practical, functional understanding of music literature and styles after 1750.

Prerequisite: Music 103 or instructor permission for 201; 201 for 202; 202 for 203.

MUSIC 240

CONCERT BAND: (1)

Continuation of Music 140. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Permission of instructor.



MUSIC 260

SYMPHONY ORCHESTRA: (1)

Preparation and performance of orchestra literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Music 160.

MUSIC 270

SWING CHOIR: (3)

Basic preparation and performance of popular choral styles; Singing ballads, blues, rock, swing and jazz and other current music; professionally oriented with emphasis on choreography and showmanship. By auditions only. High degree of demand on student's time.

Prerequisite: Music 170

MUSIC 271

JAZZ WORKSHOP BAND: (3)

Preparation and performance of contemporary music, including rehearsal and performance.

Prerequisite: Music 171.

NURSING, ASSOCIATE DEGREE

NURSING 101

NURSING I: (8)

Learning experiences designed to develop basic skills in patient care, based on the physiologic needs of the patient and the utilization of problem solving techniques. Skills in the physical care of the patient are taught using a variety of techniques, and principles of observation, recording and reporting are included. Identification of the role of the nurse and the educational patterns of nursing today. (3 hours lecture, 10 hours laboratory per week.)

Prerequisite: Enrollment in nursing program.

NURSING 102

NURSING II: (5)

Learning experiences designed to further develop skills in providing care based on psychological needs of the patient. Emphasis on self-awareness of emotion and attitude as they influence relationships with others and respect for the dignity of the individual regardless of his psychopathological manifestations. (5 hours lecture, 10 hours laboratory per week for 5 weeks.)

Prerequisites: Nursing 101; Psychology 100 or concurrently.

NURSING 103

NURSING III: (5)

Learning experiences designed to provide an opportunity to acquire basic nursing skills utilized in medical-surgical nursing. Included is care of the patient experiencing surgery; preoperative preparation, observation of surgery, postoperative nursing care. Principles of basic nutrition and drug therapy. (5 hours lecture, 10 hours laboratory per week for 5 weeks.)

Prerequisites: Nursing 101; Psychology 100 or concurrently.

NURSING 104

NURSING IV: (5)

Learning experiences designed to provide an opportunity to acquire basic nursing skills utilized in medical-surgical nursing, including the administration of medications. Concepts related to pharmacology, asepsis and legal responsibilities are applied in the administration of medications. (5 hours lecture, 10 hours laboratory per week for 5 weeks.)

Prerequisites: Nursing 102, 103; Mathematics 97 or concurrently.

NURSING 105

NURSING V: (5)

Learning experiences designed to provide an opportunity to acquire basic nursing skills utilized in caring for the mother and newborn infant during the maternity cycle. Concepts of patient teaching, diet therapy, pharmacology and asepsis are applied to the emotional and physical needs of the mother and newborn. (5 hours lecture, 10 hours laboratory per week for 5 weeks.)

Prerequisites: Nursing 102, 103.

NURSING 201, 202, 203

NURSING VI, VII, VIII: (8, 10, 11)

Learning experiences designed to develop skills in patient assessment and the planning and implementation of patient care. In three courses concerned with illnesses and injuries which affect man throughout his life cycle, this sequence emphasizes pathophysiology as well as individual growth and development from birth through old age. Medical-surgical patient care continues to be emphasized in laboratory experience; operating room experience is provided and exposure to rehabilitation nursing is arranged as well as experience in some of the other specialty areas of medical-surgical nursing. (201 — 4 hours lecture, 8 hours laboratory each week; 202 — 5 hours lecture, 10 hours laboratory each week; 203 — 3 hours lecture, 16 hours laboratory each week.)

Prerequisites: Nursing first year; Psychology 206; Biology 201, 206, 207, 208; Nursing 201 for 202; Nursing 202 for 203.

NURSING 299

INDIVIDUALIZED STUDIES IN NURSING: (VARIABLE CREDIT 1-5)

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

Prerequisite: Permission of instructor.

NURSING, CONTINUING EDUCATION

NURSING 210

PATIENT CARE MANAGEMENT: (2)

For licensed nurses (R.N. or L.P.N.) to increase their understanding and skill in the management aspects of patient care. Includes assessing, planning and evaluating for the care of groups of patients in a variety of settings.

Prerequisite: Licensure; either R.N., or L.P.N.

NURSING 211

PATIENT ASSESSMENT: (2)

Provides additional knowledge for the currently employed nurse. Emphasis on patient assessment is in keeping with the current trends of nursing practice. Provides another item in the data base of the plan of care for the patient.

Prerequisite: Licensure, either R.N. or L.P.N.

NURSING 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.

NURSING 213

ADVANCED CONCEPTS OF MATERNITY NURSING: (2)

Opportunity for the licensed practitioner to increase her understanding of the concepts and techniques of maternity nursing as it is practiced today.

Prerequisite: Licensure, either R.N. or L.P.N.

NURSING 214

NURSING OF THE CANCER PATIENT: (2)

Designed to increase the knowledge and skill of nurses relative to the care of the patient who has cancer.

Prerequisite: Licensure, either R.N. or L.P.N.

NURSING 215

INTENSIVE CARE NURSING: (2)

Designed to increase the knowledge and skill of practitioners relative to the patient who is in the intensive care unit.

Prerequisite: Licensure, either R.N. or L.P.N.

NURSING 216

GERIATRIC NURSING: (2)

Designed to increase the knowledge of the aging process and associated problems and to consider approaches to the solution of such problems.

Prerequisite: Licensure, either R.N. or L.P.N.

NURSING 217

CORONARY CARE NURSING: (2)

Designed to increase the knowledge and skill of the practitioner's relation to the patient who is in a coronary care unit.

Prerequisite: Licensure, either R.N. or L.P.N.

NURSING 218

ADVANCED CORONARY CARE: (2)

Designed to further increase the knowledge and skill of the practitioner employed in the coronary care unit.

Prerequisite: Licensure, either R.N. or L.P.N., and completion of a basic coronary care course.

OCEANOGRAPHY

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

OCEANOGRAPHY 101

SURVEY OF OCEANOGRAPHY: (5)

Marine environment and processes such as nature and origin of ocean basins, seawater, sediment, waves, tides, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized. Laboratory and field trips included.

OCEANOGRAPHY 102

THE OCEAN WORLD: (5)

Study of the benefits and problems created by human beings in utilization of the earth's environments, with emphasis on Puget Sound region. Laboratory and field trips included.

OCEANOGRAPHY 103

LIFE IN THE OCEAN: (5) (Biology 240—Marine Biology)

Life in the marine environment. The occurrence, distribution, and identification of marine plants and animals. Special emphasis on the Puget Sound shore-dwelling forms, their ecological relationships, and life histories. Field trips to varied environments in the area, laboratory included.

OCEANOGRAPHY 294

FIELD STUDIES: (VARIABLE CREDIT 1-5)

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

OCEANOGRAPHY 299

INDEPENDENT STUDY: (VARIABLE CREDIT 1-5)

Independent observation, analysis, and reporting of a selected topic in oceanography.

Prerequisite: Permission of instructor.

OPTOMETRIC TECHNICIAN PROGRAM

OPTOMETRIC TECHNICIAN 220

INTRODUCTION TO SCIENCE OF OPTOMETRICS: (3)

The introductory course in the science of optometric technology, dealing with the history and background of optometry and optometric techniques; the role and function of the optometric technician; and the anatomy and physiology of the eye with basic ophthalmic pharmacology.

Enrollment, H.T. 120

OPTOMETRIC TECHNICIAN 221

VISUAL SCIENCE: (5)

Deals with the principles of light reflection and refraction, lenses and prisms. It includes the anomalies of vision and their correction, as well as the introduction of the pathologies of blindness.

OPTOMETRIC TECHNICIAN 222

MECHANICAL OPTICS (5) (3 Lecture, 4 Lab)

Includes the principles involved in the use of optic materials, as well as practice using such materials. It also includes the use of ophthalmic materials:

- frame styling and adjusting
- frame dispensing and repair
- lens production (lay out, cut, edge, etc.)
- Multi focal, tinted and plastic lenses
- lens prescription

OPTOMETRIC TECHNICIAN 223

CONTACT LENSES: (5) (3 Lecture, 4 Lab)

Deals with the history and the principles of contact lenses, their fabrication and modifications, the uses of the ophthalmometer, keratometer, and radioscope. It also includes principles of patient education and aspects of patient rehabilitation and the use of public and private agencies involved in the care of the visually handicapped.

OPTOMETRIC TECHNICIAN 230

CLINICAL APPLICATION I: (3) (1 Lecture, 4 Lab)

This introductory course in the clinical aspects of optometric technology. This includes field trips and selected experiences in the campus lab as

- preliminary testing techniques and procedures in
 - visual acuities
 - vision screening
 - ocular hygiene
- visual fields
- lens handling
- frame handling
- prescription development and refraction
- patient assessment

OPTOMETRIC TECHNICIAN 231

CLINICAL APPLICATION II: (5)

Offers an opportunity to apply those principles and procedures previously learned, to the optometric office setting including:

- visual acuities
- visual screening
- ocular hygiene
- visual fields
- tonometry
- preparation for, and assisting with eye examinations

OPTOMETRIC TECHNICIAN 232

CLINICAL APPLICATION III: (7)

Continues the opportunity of applying theory to practice, and allows for experience relative to office practice. It includes such activities as:

- verification of lenses
- instruction of patient relative to contact lenses, insertion, removal, and care of contacts
- instrumentation of contacts
- other selected activities under the direction of the various doctors of optometry

Also included, continued experience related to outer office activities.

OPTOMETRIC TECHNICIAN 299

INDIVIDUAL STUDY IN OPTOMETRIC 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.

Prerequisite: Permission of instructor. end page 219

PHILOSOPHY

PHILOSOPHY 100

INTRODUCTION TO PHILOSOPHY: (5)

The impact of ideas on society and individuals. discussions of the role of language in intellectual endeavors, types of knowledge, religion, science, conceptions of reality and conceptions of morality.

PHILOSOPHY 119

CRITICAL THINKING: (5)

Structure of ordinary language; relationships between classes; deductive and inductive inference; syllogistic reasoning; types of definition; informal fallacies; aesthetic and ethical reasoning; the development of a critical approach to all situations susceptible to intellectual treatment.

PHILOSOPHY 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.

PHILOSOPHY 200

ORIENTAL PHILOSOPHY: (5)

Examination of major philosophers that have shaped the mind of the Oriental. Special attention is given to Confucianism, Legalism, Taoism, Buddhism, particularly Zen Buddhism.

PHILOSOPHY 215

INTRODUCTION TO ETHICS: (5)

Systematic study of typical analyses of the distinction between good and evil, right and wrong; the appeals to custom, theology, reason, human nature and happiness as standards for solutions or moral problems; reading and discussions of Plato, Hume, Kant, Bentham, Mill, Moore, Hare and others.

Prerequisite: Philosophy 100.

PHILOSOPHY 267

PROBLEMS IN PHILOSOPHY OF RELIGION: (5)

Analysis of such problems in Western religious thought as the existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

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 racket)
- 228 Intermediate Tennis
(student furnishes racket)
- 129m Wrestling
- 130m Handball
(student furnishes gloves)
- 131 Racketball
(student furnishes racket)

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

PHYSICAL EDUCATION 90

HEALTHFUL LIVING: (5)

Considers the major concerns of present day health education: (1) mental health, (2) personal health, (3) family living, (4) health hazards, (5) environmental health.

PHYSICAL EDUCATION 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.

PHYSICAL EDUCATION 250

CONTEMPORARY HEALTH CONCEPTS: (3)

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

PHYSICAL EDUCATION 290

OFFICIATING: (2)

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

PHYSICAL EDUCATION 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.

PHYSICAL EDUCATION 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.

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

PHYSICAL SCIENCE 100

SURVEY OF PHYSICAL SCIENCE: (5)

Concepts, laws and principles of the physical universe. Emphasis will be given to energy concepts, the metric system, electricity, magnetism, waves, and the structure of matter. Laboratory included.

PHYSICS

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

PHYSICS 105

PHYSICS FOR HEALTH OCCUPATIONS: (5)

Basic concepts of physics; measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. Background for courses in para-medical science.

Prerequisite: Math 101 or equivalent.

PHYSICS 108, 109, 110

RADIATION PHYSICS I, II, AND III: (5, 5, 3)

This course emphasizes the application of physical principles of Medical Radiography: It includes the structure and physical properties of matter, direct and alternating current magnetism, mechanics, energy, wave motion, thermodynamics, optics, quantum concepts, protection of X-ray tubes, image quality, application of X-ray equipment, radiation protection and other ionizing modalities.

Prerequisite: Math 90 or equivalent: Physics 105 is recommended.

PHYSICS 114, 115, 116

GENERAL PHYSICS: (5, 5, 5)

(For Liberal Arts students and certain professions.) Development of basic mechanics, sound, light, electricity and magnetism, electronics and modern physics.

Prerequisite: Math 101 or equivalent for 114 (Math 101 may be taken concurrently; trigonometry of right triangles is also recommended); 114 for 115; 115 for 116.

PHYSICS 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 motion, emphasis on theories and applications for problem solving; 122 — Emphasis on waves, sound, light and thermodynamics. 123 — Emphasis on electricity and magnetism.

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

PHYSICS 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.

PHYSICS 299

INDEPENDENT STUDY: (VARIABLE CREDIT 1-5)

Prerequisite: Permission of Instructor.

POLITICAL SCIENCE

POLITICAL SCIENCE 90

INTRODUCTION TO POLITICAL SCIENCE: (5)

Principles, structure and functions of political institutions; their behavior and processes.

POLITICAL SCIENCE 91

INTRODUCTION TO AMERICAN GOVERNMENT: (5)

The three branches of the government and their operations with particular emphasis on contemporary problems and their relationship to the government.

POLITICAL SCIENCE 201

INTRODUCTION TO GOVERNMENT AND POLITICS: (5)

Ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior and processes.

POLITICAL SCIENCE 202

AMERICAN NATIONAL GOVERNMENT AND POLITICS: (5)

Survey of the Constitution, three branches of government, and processes through which public policy is formulated, enacted into law and executed.

POLITICAL SCIENCE 203

INTERNATIONAL POLITICS: (5)

Role of the nation state and the system and forces that influence the behavior of the state.

PSYCHOLOGY

PSYCHOLOGY 90

PSYCHOLOGY: (5)

Basic problems in individual relationships with emphasis on psychology as it applies to everyday situations in today's world.

PSYCHOLOGY 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.

PSYCHOLOGY 170

PSYCHOLOGY OF ADJUSTMENT: (5)

(For non-majors.) Study of patterns of adjustment and maladjustment used by humans coping with personal and interpersonal environments.

PSYCHOLOGY 201

INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY: (5)

Introduction to basic experimental and research design. Emphasis is placed on student involvement in the use of the scientific method to study behavioral sciences. Individual and group projects involving humans and animals.

Prerequisite: Psychology 100.

PSYCHOLOGY 205

INTRODUCTION TO PERSONALITY: (5)

Introduction to development and dynamics of personality, the causes of individual differences, personality change and techniques of measuring aspects of personality.

Prerequisite: Psychology 100.

PSYCHOLOGY 206

HUMAN GROWTH AND DEVELOPMENT: (5)

Analysis of physical and psychological development of the human organism. Theoretical and practical aspects of parent-child relationships investigated.

Prerequisite: Psychology 100.

PSYCHOLOGY 299

INDIVIDUAL STUDY IN PSYCHOLOGY: (VARIABLE CREDIT 1-5)

Independent observation, analysis and reporting of a selected problem.

Prerequisites: Psychology 100 and permission of instructor.

RADIOLOGIC TECHNOLOGY

RADIOLOGIC TECHNOLOGY 101

INTRODUCTION TO RADIOLOGIC TECHNOLOGY: (3)

Introduction to the health team and the profession of radiologic technology. Includes medical ethics and medical-legal considerations, radiation, protection of patients and personnel, film processing and chemistry to enable the student to enter into clinical practicum.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 122

RADIOGRAPHIC CLINIC III: (5)

Clinical practicum: 35 hours per week at hospital.

Prerequisites: R. T. 121 and permission of the instructor.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 212

RADIATION THERAPY AND NUCLEAR MEDICINE: (3)

Introduction to the specialized fields of nuclear medicine and radiation therapy which includes physical principles, modalities of radiation therapy, and application of radioisotopes in therapeutic and diagnostic studies. (Clinical training is also given.)

Prerequisites: R.T. 225, 243; Radiation Physics I and II; and permission of the instructor.

RADIOLOGIC TECHNOLOGY 213

DEPARTMENTAL MANAGEMENT: (2)

To aid the advanced student in exploring career opportunities. Course also covers job descriptions in radiologic technology, personnel management, purchasing practices and teaching techniques.

Prerequisites: R.T. 101, 225, 243, and permission of the instructor.

RADIOLOGIC TECHNOLOGY 214

RADIOLOGIC ANATOMY: (3)

A survey and review of systemic anatomy pertinent to radiologic procedures with emphasis on cross-sectional anatomy as used with radiographic imaging devices and other ionizing imaging modalities.

Prerequisites: Biology 150, 151, R.T. 141. Permission of Instructor.

RADIOLOGIC TECHNOLOGY 215

RADIOLOGIC PATHOLOGY: (3)

Causes of common diseases, includes conditions of illness, and the radiologic diagnostic procedure used to detect pathology, the effect of pathology on radiographic film quality, diagnosis and treatment.

Prerequisites: Biology 150, 151, R.T. 214, and permission of instructor.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 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.

RADIOLOGIC TECHNOLOGY 227

RADIOGRAPHIC CLINIC VII: (5)

Clinical practicum: 40 hours per week at hospital

Prerequisites: R.T. 226 and permission of the instructor.

RADIOLOGIC TECHNOLOGY 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 instructor.

RADIOLOGIC TECHNOLOGY 243

POSITIONING AND TECHNIQUES IV: (2)

Student will demonstrate advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column.

Prerequisite: R.T. 140.

RADIOLOGIC TECHNOLOGY 244

POSITIONING AND TECHNIQUES V: (2)

Student will demonstrate advanced positioning of the skull, inner ear, mastoids.

Prerequisites: R.T. 211, 227, and permission of instructor.

RADIOLOGIC TECHNOLOGY 245

POSITIONING AND TECHNIQUES VI: (2)

Student will learn use of radiographic apparatus used for special procedures such as arteriograms, pneumoencephalograms, selective arteriograms. Types of machines, film used, processing methods, etc.

Prerequisites: R.T. 211, 227 and permission of instructor.

RADIOLOGIC TECHNOLOGY 299

INDIVIDUAL STUDY IN RADIOLOGIC TECHNOLOGY: (VARIABLE CREDIT: 1-5)

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

Prerequisite: Permission of instructor.

READING

READING 70, 71, 72

BASIC READING SKILLS: (3, 3, 3)

For the student lacking reading skills necessary for developmental education courses. Includes diagnostic testing and individualized instruction.

READING 80

READING SKILLS: (1)

A course designed to aid the student in developing reading skill techniques. After individual diagnosis, each student is assigned a specific course of study to develop reading skill.

READING 110

DEVELOPMENTAL READING: (2)

Course is diagnostic in nature to allow the student insight regarding his strengths and weaknesses in reading. Individualized instruction.

READING 111

ACCELERATED READING: (2)

Continuation of Reading 110 with added emphasis on speed, skimming and scanning; designed to increase total reading effectiveness by developing secondary skills.

Prerequisite: Reading 110 or reading score above 50th percentile.

REAL ESTATE

REAL ESTATE 120, 121, 122

WORK EXPERIENCE: (5, 5, 5)

Supervised employment in real estate related fields.

Prerequisite: Permission of instructor.

REAL ESTATE 125

PRINCIPLES AND PROCEDURES OF ESCROW: (5)

Covers the facets of closing real estate transaction through escrow. Will develop an understanding of the complexities involved. Covers history through current laws and methods via workshop and lecture for the novice and the experienced.

REAL ESTATE 130

REAL ESTATE PROFESSIONAL PRACTICES: (3)

Designed specifically to provide knowledge and attitude to improve relationships between the broker, salesman and clients. Covers ethics, agency law, advertising regulations, earnest money agreements and other agency responsibilities and acts of the broker and salesman. Course designed for newly licensed salespeople.

REAL ESTATE 150

PRINCIPLES OF REAL ESTATE: (5)

Factors affecting real estate, urban land economics, legal descriptions, regulations of land use; principles of value and real estate evaluation; ownership, nature and classification of land management of property, law and market analysis.

REAL ESTATE 160

REAL ESTATE LAW: (5)

Principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof.

Prerequisite: Real Estate 150 or permission of instructor.

REAL ESTATE 165

REAL ESTATE FINANCE: (5)

Procedures and problems associated with servicing real estate loans; a study of institutions engaged in financing real property transactions; analysis of practices and risks involved in financing and investing. Historical analysis of lending.

Prerequisite: Real Estate 150 or permission of instructor.

REAL ESTATE 170

REAL ESTATE APPRAISAL I: (5)

Principles and techniques used in determining the value of real property. Application of cost, income and market data approaches to value. Emphasis on residential appraising.

Prerequisite: Real Estate 150 or permission of instructor.

REAL ESTATE 175

REAL ESTATE APPRAISAL II: (5)

Further study of real estate appraising emphasizing study of building material and equipment, cost estimates, depreciation, the cost approach, gross income estimates, expense analysis, capitalizations, market data approach, correlation and final value estimate and the appraisal report. Emphasis on commercial appraising.

Prerequisite: Real Estate 150 or permission of instructor.

REAL ESTATE 180

REAL ESTATE OFFICE ADMINISTRATION: (5)

Practical administration of real estate brokerage, including all managerial functions with emphasis on brokerage, budgets, sales management, sales training and market analysis.

Prerequisite: Real Estate 150 or permission of instructor.

REAL ESTATE 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.

REAL ESTATE 195

REAL ESTATE SALES PRACTICES: (3)

Essentials and procedures in the skills of selling, ethics and legal responsibilities as they specifically pertain to real estate salespeople. Includes methods to help real estate practitioners organize their time, develop referral business and evaluate their own progress.

Real Estate 150, or Real Estate 130, or permission of instructor.

REAL ESTATE 225

REAL ESTATE ADVANCED SALES PRACTICES: (5)

Covers the phases of day-to-day operations in real estate sales, locating listings, obtaining the listing, servicing the listing, locating prospects, qualifying the buyer, showing real property, negotiating the sale and servicing the sale. Includes study of human motivation and how it relates to success in sales.

Prerequisite: Real Estate 150, Real Estate 130, or permission of instructor.

REAL ESTATE 245

ECONOMICS AND ENVIRONMENTAL ISSUES OF REAL ESTATE: (5)

Economics of land development, economic significance of real estate, principles of human ecology, land use regulations, rights of private property ownership, SEPA, the "taking issue."

Prerequisite: Real Estate 150, licensed real estate person, or permission of instructor.

REAL ESTATE 299

INDIVIDUAL STUDY IN REAL ESTATE: (VARIABLE CREDIT 1-5)

Independent observation, analysis and reporting of a selected problem.

Prerequisite: Permission of instructor.

RESPIRATORY THERAPY TECHNOLOGY RESPIRATORY THERAPY TECHNOLOGY 110, 111

RESPIRATORY THERAPY THEORY: (3,3)

Basic theory and principles of respiratory care science.

Prerequisites: Respiratory Therapy Technology 150, Respiratory Therapy Technology 160, Respiratory Therapy Technology 140 or permission of instructor, 110 for 111, Biology 150-151 or concurrent.

RESPIRATORY THERAPY TECHNOLOGY 120, 121, 122

RESPIRATORY THERAPY THEORY: (2,2,2)

Rationale, indications and procedures of the equipment used in respiratory therapy.

Prerequisites: Health Technology 160 or permission of instructor; 120 for 121; 121 for 122.

RESPIRATORY THERAPY TECHNOLOGY 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.

RESPIRATORY THERAPY TECHNOLOGY 131

PULMONARY FUNCTIONS: (2)

Basic concepts in pulmonary diagnostic techniques.

Prerequisite: Respiratory Therapy Technology 110; Respiratory Therapy Technology 120, or permission of instructor.

RESPIRATORY THERAPY TECHNOLOGY 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.

RESPIRATORY THERAPY TECHNOLOGY 140, 141, 142, 143

CLINICAL TRAINING: (3,3,5,5)

Practical experience in the application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes rotation through respiratory therapy centers and involves the following number of hours: 140 — 3 hours per week; 141 — 9 hours per week; 142 — 15 hours per week; 143 — 15 hours per week.

Prerequisites: Permission of instructor; 140 for 141; 141 for 142; 142 for 143.

RESPIRATORY THERAPY TECHNOLOGY 144

RESPIRATORY THERAPY PRACTICUM: (5)

Practical experience in the application of knowledge and skills involved in respiratory therapy.

Challenge for this course is based upon previous developmental experiences and an equivalency examination.

RESPIRATORY THERAPY TECHNOLOGY 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.

RESPIRATORY THERAPY TECHNOLOGY 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.

Prerequisite: Permission of instructor. end page 247.

SOCIAL SCIENCE

SOCIAL SCIENCE 90

INTRODUCTION TO THE SOCIAL SCIENCES: (5)

Developmental introduction to the social sciences. Awareness of social world through study of integrated materials from several social sciences.

SOCIAL SERVICES

SOCIAL SERVICES 101

INTRODUCTION TO SOCIAL WORK: (5)

Survey of the concepts and philosophy of social work with special emphasis on recent developments in the social work field. Various kinds of social work as helping aides will be examined and observed through community agencies. Prerequisite to working in social services under credit arrangements.

SOCIAL SERVICES 220

INTERNSHIP IN SOCIAL SERVICES: (5)

Intensive internship in a social service agency under direction of competent agency personnel. Discussion of the positive and negative aspects of this experience will be submitted to the instructor in a written report. Readings relevant to agency experience may be assigned and discussed.

Prerequisite: Social Services 101.

SOCIAL SERVICES 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.

Prerequisites: Social Services 101 and Social Services 220.

SOCIOLOGY

SOCIOLOGY 90

CONTEMPORARY SOCIOLOGICAL PROBLEMS: (5)

Practical study of selected social issues and social problems.

SOCIOLOGY 110

SURVEY OF SOCIOLOGY: (5)

Introduction to sociological concepts, theories and methods; application of the sociological perspective.

SOCIOLOGY 141

HUMAN SEXUALITY: (5)

Physiological, psychological and sociological determinants of human sexual behavior and problems related to the sexual functioning of persons within society including sex role differentiation and identification.

SOCIOLOGY 152

MARRIAGE AND THE FAMILY: (5)

Study of intimacy, love, procreation, sex roles, marital roles, sexuality, marital conflict, marital counseling, marital patterns, and emerging alternatives to marriage.

SOCIOLOGY 230

POPULATION STUDIES—HUMAN ECOLOGY: (5)

Determinants and consequences of population change, composition and distribution as related to problems and processes of urban, regional and world growth and development.

Prerequisite: Sociology 110.

SOCIOLOGY 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.

SOCIOLOGY 253

SOCIOLOGY OF EDUCATION: (5)

Functions of education in society, the social foundations of education and related social problems.

SOCIOLOGY 262

RACE RELATIONS: (5)

Designed to give students a deeper awareness of the problems facing the American people in the area of race relations, primarily focusing on racial, ethnic and social minorities.

Prerequisite: Sociology 110.

SOCIOLOGY 270

SOCIAL PROBLEMS: (5)

Analysis of selected social problems from pathology, disorganization, value-conflict, deviance, and labeling perspectives. Examines societal problems related to health, drugs, crime, violence, poverty, prejudice, sexism, family, sexuality, social institutions, and population.

Prerequisite: Sociology 110.

SOCIOLOGY 271

DEVIANANT BEHAVIOR: (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: Sociology 110.

SOCIOLOGY 299

INDIVIDUAL STUDY: (VARIABLE CREDIT 1-5)

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

Prerequisites: Completed 15 credit hours of course work in sociology and permission of instructor.

SPANISH

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

Intermediate credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with your course instructor.

SPANISH 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 placed by the instructor.

SPANISH 201, 202, 203

INTERMEDIATE SPANISH: (5, 5, 5)

201: Grammar review, reading and intensive practice in conversation through games and student presentations for class discussion.

202: Grammar review, reading, composition imitating models from literary selections. Conversation on relevant subjects.

203: Reading, composition, conversation to discuss current events as well as reading assignments.

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.

SPANISH 210, 220, 230

SPANISH CONVERSATION: (3, 3, 3)

Advanced conversation. Students who receive 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.

Prerequisites: 2 years of high school Spanish or its equivalent and permission of the instructor.

SPANISH 211, 221, 231

READING AND WRITING SPANISH: (2, 2, 2)

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, 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.

SPANISH 299

SPANISH SEMINAR: (VARIABLE CREDIT 1-5)

Individual programs.

Prerequisite: Permission of instructor.

SPANISH 299A

CONTEMPORARY LATIN AMERICAN WRITERS: (3)

Survey of the most significant writings of Argentina's Jorge Luis Borges and Chile's Nobel Prize winners Gabriela Mistral and Pablo Neruda.

SPANISH 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 the country's defeat in the Spanish-American War.

SPANISH 299C

LATIN AMERICAN LITERATURE, COLONIAL PERIOD: (2)

The Conquest of Mexico through the eye witness accounts of Bernal Diaz del Castillo and Hernando Cortez.

SPEECH

SPEECH 90

SPEECH COMMUNICATION: (5)

Designed for the student with limited experience in speech communication skills. 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.

SPEECH 100

INTERPERSONAL SPEECH COMMUNICATION: (5)

Introductory transfer course designed to increase a student's understanding of the interpersonal process in one-to-one, small group and speaker-to-audience communication. Students will increase their skill in developing effective communication relationships, expressing themselves and listening to others.

SPEECH 101

PUBLIC SPEECH COMMUNICATION: (5)

Introductory transfer course designed to increase student's ability to prepare and deliver oral presentations to an audience. Skills are developed in subject analysis, audience analysis and adaptation, organization, formulation of sound arguments, and various practical methods of oral presentation.

NOTE: Either Speech 100 or Speech 101 may be transferred as the basic course in Speech.

SPEECH 140

ORAL INTERPRETATION: (5)

Oral interpretation is reading aloud an author's printed work to a listening audience. Emphasis is placed on vocal techniques needed to communicate effectively the images and ideas in poetry and other forms of literature.

SPEECH 200

ORGANIZATIONAL SPEECH COMMUNICATION: (5)

Deals with the speech communication problems unique to business, professional and governmental organizations. Increases student's understanding of organizational structures, channels of communication and the importance of interpersonal communication skills in employee motivation and supervision. Develops practical skills in relating to others on the job, listening, small group problem solving and interviewing.

SPEECH 201

CONFERENCE LEADERSHIP: (3)

A course for managers and supervisors with leadership responsibility for business meetings and small group conferences. The student will learn how to organize and lead meetings in business, industrial, and governmental contexts, as well as how to prepare and deliver oral presentations.

Prerequisite: Speech 100, 200, or management experience.

SPEECH 230

ESSENTIALS OF ARGUMENT: (5)

Critical thinking and logical reasoning is emphasized through study of arguments found in today's social and public issues. The student will evaluate evidence, analyze logical conclusions and identify false arguments to develop an ability to use argument and evidence more effectively.

SPEECH 235

PARLIAMENTARY PROCEDURE: (2)

Training in how to effectively conduct meetings. Includes a study of parliamentary procedure based on contemporary authorities and common sense.

SPEECH 299

INDIVIDUAL STUDY IN SPEECH: (VARIABLE CREDIT 1-5)

Independent observation, analysis and reporting of a selected problem for advanced students in speech.

Prerequisite: Permission of instructor.

STUDY SKILLS

STUDY SKILLS 70

STUDY TECHNIQUES: (2)

Introduces and develops basic study techniques and develops positive attitudes toward good study habits, self confidence and realistic educational goals.

STUDY SKILLS 80

LIBRARY ORIENTATION WORKSHOP: (1)

Instruction in how to locate and use information in the library. Laboratory assignments to be completed by the student.

STUDY SKILLS 90

COLLEGE SKILLS: (5)

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

WOMEN'S STUDIES 100

ASSERTIVENESS TRAINING: (3)

Designed for the individual who wants to make a change in self image by learning to assert feelings and thoughts in a positive manner. Techniques in self appraisal, goal evaluation and communication skills.

WOMEN'S STUDIES 101

LIFE PLANNING: (3)

Exploration of skills, aptitudes, interests, values, including why it is important to consider personal attributes in successful life and career planning. Exploration of community resources useful in realizing meaningful goals and/or career decisions.

WOMEN'S STUDIES 102

SELF EXPLORATION IN A CHANGING SOCIETY: (3)

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

WOMEN'S STUDIES 110

THE WOMAN ALONE: (3)

For anyone, married, divorced, single, widowed, with or without a family. Participation class helps the individual identify, evaluate, and understand the experience of "being alone." Emphasis on changing roles and problems of women in today's society. Includes verbal and non verbal communication, family relationships, male and female relationships, current sex-role issues.

WOMEN'S STUDIES 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. 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.

WOMEN'S STUDIES 151

VALUES CLARIFICATION: (3)

Identification of individual values and how these affect goals, decisions, and interaction with others. Communication skills and value relationships explored. A participation class.
end page 261

Faculty and Administration

ADAMS, ROBERT C.

Sociology-Anthropology

Centralia Community College; B.A., M.A., Western Washington State.

AIKEN, RICHARD S.

Librarian

University of Maryland; B.Ed., University of Nebraska (Omaha); M.L.S., 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.

Chairman, Division of Allied Health

B.A., Augustana College; M.Ed., University of Washington; Providence Hospital Seattle University; Northwestern University.

ANDERSON, WILLIAM G.

Psychology

B.S., M.Ed., University of Idaho; University of Washington.

BATDORF, RICHARD L.

Dean of Student Services

B.A., M.A., Ed.D., Washington State University.

BECKER, KAREN

Career Development

B.A., Wagner College; M.A., New York University; Oregon State University; Portland State University.

BERNTSON, LLOYD S.

Chairman, Division of English and Communications

B.S.Ed., North Dakota State Teachers' 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, C. KEITH

Administration of Justice Program

Los Angeles Police Academy — qualified as an expert in the field of accident investigation and narcotics, 20 years experience with the Los Angeles Police Department.

BROWN, CARL R.

Dean of Management Services

Huston-Tillotson College; B.S., Paul Quinn College; Texas-Southern University; M.A., Prairie View A & M College; University of Washington, Atlanta University.

BRUNKE, TANYA

Continuing Education and Community Service

B.A., M.A., University of Puget Sound; Northern Illinois University, South Dakota State.

BUTSCHUN, SUZANNE M.

Mathematics

Reed College; B.S., University of Puget Sound; M.S., Oregon State University.

CALL, JAMES A.

Associate Dean for Business Services

University of Puget Sound, B.A.

CAMPBELL, KAREN L.

Emergency Medical Services Program

Tacoma Community College; Highline Community College; St. Joseph Hospital School of Nursing.

CLARK, RUSSELL E.

Physics

University of South Dakota; University of Nevada; Central Washington State College; B.A., Western Washington State College; University of Washington; Reed College; Stanford University; M.S., Oregon State University.

CLARKE, J. ALLAN

Associate Dean for Student Support Services

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.

DANISZEWSKI, EDWARD F.

Business

B.A., St. Martin's College; M.B.A., Stanford University; C.P.A., State of Washington; Pacific Lutheran University; Western Washington State College.

DEYOE, RICHARD J.

Counselor-Testing Officer

B.S., Miami University of Ohio; M.S., California State College — Los Angeles.

DIPPOLITO, FRANK DAVID

Art

A.A., Olympic College; B.F.A., Chicago Art Institute; M.F.A., University of Puget Sound.

DOMINGO, ROYAL W., R.T.

Radiologic Technology

Providence Hospital — Seattle University; University of Washington, California State University — Long Beach.

DUMOVICH, EVE MARY

College Information Officer

B.A., McGill University; M.A., University of Washington.

EDRINGTON, DEVON E.

Philosophy

Purdue University; B.A., University of New Mexico; University of Washington; M.A., University of Puget Sound.

FALK, RICHARD C.

Sociology

B.A., B.Ed., M.Ed., University of Puget Sound; Stanford University; Ed.D., Washington State University; Western Washington State College.

FAYE, MARIO A.

Spanish

B.A., Columbia Union College; M.A., Andrews University; Montana State University; University of Washington.

FINLEY, LOREN K.

Human Service Worker Program

B.A., Western Washington State College; M.S.W., University of Washington.

FISHER, EDWARD S.

Physical Education

B.A., Pacific Lutheran University; M.S., University of Washington.

FREEMAN, MICHIKO

Business

Tacoma Community College; B.A., M.Ed., University of Puget Sound; Pacific Lutheran University.

GALLAWAY, DOROTHY

Health Advisor; Instructor and Coordinator Medical Assistant Program

B.S.N., University of Washington.

GANGNES, DONALD R.**Dean of Business Services and Planning**

B.A., Western Washington State College; University of Washington; M.S., University of Pennsylvania; University of New York State.

GARRATT, FRANK E.**English**

B.A., M.Ed., University of Illinois; University of Washington.

GENTILI, KENNETH L.**Coordinator of Engineering Program, Physics**

B.S., University of Puget Sound; M.S., University of Idaho; University of Wyoming; University of Colorado; B.S.M.E., University of Washington.

GIROUX, RICHARD W.**Psychology**

B.A., Pacific Lutheran University; M.S., Central Washington State College; Washington State University.

GRIFFIN, PHILIP L.**Assistant Dean of Student Development**

B.A., University of Montana; Fuller Theological Seminary; M.S., California State University at Los Angeles.

GRIMES, JANET A.**Librarian**

B.A., University of Puget Sound; M.A., Ohio University; University of Edinburgh; M.L.S., University of Washington.

HAINES, JANET**Counselor**

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

HEINRICK, JOHN R.**Physical Education**

B.A., B.Ed., University of Puget Sound; M.A., Washington State University.

HENDRICKSON, DAVID C.**Accounting/Business**

B.A., Washington State University; University of Washington; M.B.A., Washington State University.

HERITAGE, SAM L.**Accounting**

Walla Walla College; B.A., University of Puget Sound; University of California; M.A., University of Puget Sound; Pacific Lutheran University; C.P.A., State of Washington.

HESS, VERNON L.**English**

B.A., Friends University; M.A., Stanford University.

HIATT, DONALD A.**Speech**

B.A., University of Puget Sound; M.A., Stanford University; University of Washington.

HO YUN-YI**History**

B.A., National Taiwan University; M.A., University of Minnesota; Ph.D., University of Minnesota, University of Puget Sound.

HOWARD, STEVEN J.**Admission and Veterans Advisor**

B.A., University of Washington; M.S., University of Southern California.

HUFFMAN, GEORGE E.**Business-History**

B.A., University of Washington; M.A., Western Washington State College.

HYDE, JACK H.**Chairman, Division of Mathematics and Science**

A.A. Everett Junior College; B.S., M.S., University of Washington; San Francisco State College; Ph.D., University of Washington.

JACOBSON, PAUL E.**Chemistry**

B.S., University of Illinois; Ph.D., Northwestern University; San Jose State College.

JAECH, WARREN KARL**Mathematics**

B.A., Pacific Lutheran University; B.Ed., University of Puget Sound; University of Washington; M.Ed., Western Washington State College.

JANSEN, LUTHER T.**Sociology**

B.A., M.A., University of Washington; M.Div., Union Theological Seminary; Columbia University.

JOHNSON, SHIRLEY**Associate Degree Nursing Program**

B.S.N., M.N., University of Washington.

JONES, MONTY B.**English**

B.A., M.Ed., Western Washington State College; University of Oregon; San Francisco State College.

KEELY, TIMOTHY R.**Economics, Business**

University of Puget Sound; Seattle University; B.A., St. Martin's College; M.B.A., University of Washington; Pacific Lutheran University, Central Washington State College.

KOSAI, JOSEPH H.

University of Washington; B.S., Eastern Oregon College; Washington State University; M.Ed., University of Puget Sound; Ph.C. University of Washington.

LATHROP, ROBERT C.**Counselor**

B.A., M.Ed., Central Washington State College; Ed.D., Washington State University.

LEWIS, RICHARD G.**English**

B.A., B.Ed., University of Puget Sound; University of California at Los Angeles; University of Washington; M.A., University of Puget Sound; Ph.D., University of Oregon.

LIEBERGESELL, VIRGINIA**English/Developmental Communications Specialist**

B.A., Mills College; M.Ed., Harvard.

LUKIN, LEONARD**English**

B.A., University of Puget Sound; Seattle University; M.A., University of Puget Sound.

MAGDEN, RONALD E.**Assistant to the Dean — Institutional Advancements Projects**

B.A., M.A., University of Idaho; Ph.D., University of Washington.

MALYON, HARLAND F.**History**

Pacific Lutheran University; M.A. University of Washington.

MCCABE, IVONNA L.**Biology**

B.S., M.S., University of Puget Sound.

MCCARTHY, JOANNE H.**English**

B.A., University of Montana; M.A., University of Puget Sound; Western Washington State College.

MCCOURT, JEROME M.**English**

A.B., Georgetown University; M.A., University of Washington.

McDADE, GEORGIA L.**English**

B.A., Southern University; M.A., Atlanta University; University of Washington.

McLAUGHLIN, TOM L.**History-Political Science**

A.A., Sacramento Junior College; B.A., Pacific Lutheran University; M.A. University of Washington; Ph.D., Washington State University.

McNEAL, EDGAR L.**Chemistry**

B.A., Washington State University; M.S., University of Pennsylvania, Reed College.

MEUWLY, KATHERYN F.**Associate Degree Nursing Program**

Diploma, Sacred Heart School of Nursing; B.S., M.Ed., Gonzaga University.

MICHAELS, PAUL S.**Art**

Washington State University; B.A., M.F.A., University Washington.

MILLER, MARION**Medical Records Technology**

B.A., Carroll College; Providence Hospital, Seattle University.

MORGAN, MURRAY**History**

B.A., University of Washington; M.S., Columbia University; University of Washington; Doctor of Humane Letters (honorary), University of Puget Sound.

MORRIS, JOAN WILSON**Associate Degree Nursing Program****Director**

Diploma, Jersey City Medical Center; B.S.N., M.S.N., Ohio State University.

MOSEID, DONALD O.**General Education-Political Science**

B.A., University of Puget Sound; M.Ed., Oregon State University.

MUNSON, KAREN**Receptionist-Clerk Program**

B.S., M.S., Montana State University; Pacific Lutheran University.

MUSE, WILLIAM M.**Biology**

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

NELSON, GENE B.**Music**

B.M., St. Olaf College; M.A., University of Iowa, Portland University, University of Nebraska, Midland Lutheran College.

PACKARD, WILLIAM S.**Sociology**

B.A., M.A., University of Washington.

PALO, MARY C.**Counselor**

B.A., Central Washington State College; Central Washington State College; Washington State University.

PASCOE, PAULA E.**Coordinator of Student Programs**

B.A., M.A., Arizona State University; Washington State University; Oregon State University; Indiana University.

PATTERSON, EDWIN R.**Counselor**

B.S., Montana State University; M.Ed., Washington State University; Oregon University System

PERCY, LOYD R.**Mathematics**

B.A., University of Puget Sound; .Ed., University of Minnesota.

PERKINS, RICHARD A.**Biology**

B.S., M.S., University of Puget Sound; Oregon State University.

POTTER, DALE E.**Chemistry**

B.S., Florida Southern College; Ph.D., University of Arizona.

POWELL, RONALD A.**Real Estate Program**

St. Martin's College; B.A., Western Washington State College; Graduate Real-estate Institute, CCIM, C.P.E.

REILLY, JOAN**Associate Degree Nursing Program**

B.S.N., Washington State University; M.S.N., St. Louis University.

RHEA, RICHARD C.**Art**

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

RHULE, ROBERT R.**Dean of Instruction**

B.A., B.Ed., M.A., University of Puget Sound; Ed.D., Washington State University.

SCHAFER, HENRY J.**Mathematics**

B.A., M.Ed., University of Puget Sound; M.A., Washington State University.

SHULENBARGER, GERALD R.**Psychology**

A.A. & S., Yakima Valley College B.A., M.Ed., Central Washington State College; Western Washington State College.

SHULL, B. HOWARD**Speech**

B.A., M.A., Pacific Lutheran University; University of Washington; University of Puget Sound.

SHUMAN, PAT**Home and Family Life/Child Care Center**

B.A., University of New Hampshire.

SIGMEN, GARY EDWARD**Economics**

B.A., University of Washington; M.A., Washington State University.

SIMONSON, CAROLYN A.**English**

B.A., Grinnell College; M.A., Northwestern University; University of Washington.

SKAGEN, MORRIS W.**Librarian**

B.A., M.B.A., M.L.S., University of Washington.

SPANGLER, RICHARD**Mathematics**

B.A.Ed., Seattle Pacific College; M.A.T., Reed College; Oberlin College.

STEADMAN, CAROLE J.**Reading and Study Skills**

A.A., Stephens College; B.Ed., M.Ed., University of Florida.

STEPHAN, LORRAINE M.**Associate Dean for Occupational Education**

B.A., M.B.A., Western Michigan University; Colby College; University of Puget Sound, Washington State University; Western Washington State College; Pacific Lutheran University; Central Washington State College.

STEVENS, LARRY P.**President**

B.S., M.Ed., Oregon State University; Ed.D., Arizona State University.

SUMMERS, CHARLES B.**Chairman, Division of Arts and Humanities**

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

SUNDGREN, ANN SHEA**Sociology**

University of Redlands; B.A., M.A., Ph.C., University of Washington.

TEMPLIN, PHYLLIS**Physical Education, Health and Recreation****Division Chairman, Athletic Director**

B.A., Pacific Lutheran University; M.Ed., Oregon State University.

THADEN, ROBERT F.**English-Business**

B.Ed., Gonzaga University; University of Washington; M.Ed., University of Puget Sound; Oregon State University; California State College at Los Angeles.

THORNBURG, ROBERT F.**History/Political Science**

B.A., University of Puget Sound; University of Puget Sound; University of California at Los Angeles; University of Missouri; Oregon State University; University of Washington.

TRACEY, DONALD E.**Art**

Burnley School of Art; B.A., Central Washington State College; M.F.A., University of Washington; University of Puget Sound; Western Washington State College; New member, AKA.

TUTTLE, JOHN H.**French**

B.A., Reed College; George Washington University; M.A., Ph.D., Columbia University; Hunter College.

URSCHER, F. M., JR.**Biology**

Wichita State University; B.S., M.S., Colorado State University; University of Washington.

WEIHS, FRANK A.**English**

Reed College; B.A., Portland State University; M.A. University of Washington.

WHISNER, DAVID R.**Music**

University of Puget Sound; B.M., M.M., Louisiana State University.

WITT, FRANK E.**Biology-Botany**

B.A., Pacific Lutheran University; University of Puget Sound; Western Washington State College; M.A.T., Washington State University; Central Washington State College.

WITTENFELD, WILLIAM P.**Mathematics**

Olympic College; B.A., Western Washington State College; University of Washington; M.A., Western Washington State College.

ZELENAK, RUTH M.**Associate Degree Nursing Program**

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

ZIMMERMAN, EDWARDS ARTHUR**Mathematics**

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

Administrative Staff

Dean of Instruction	Dr. Robert R. Rhule
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Associate Dean for Continuing Education & Community Services	Dr. Richard Batdorf
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Dean of Student Services	Philip Griffin
Associate Dean for Student Support Services	Paula Pascoe
Assistant Dean for Student Development	Carl R. Brown
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Dean of Management Services	James Call
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Director of Planning, Research & Development	Carolyn Anderson
Director of Downtown Center	Charles B. Summers
Associate Dean for Business Services	Lloyd S. Bernston
Program Assistant for Continuing Education & Community Services	Phyllis Templin
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Chairman, Division of Business and Office Education	
Chairman, Division of English and Communications	
Chairman, Division of Health, Physical Education and Recreation	
Chairman, Division of Mathematics and Science	
Chairman, Division of Social and Behavioral Science	
Department Chairman	
Art	Paul Michaels
Behavioral Science	William Packard
Business/Economics	David Hendrickson
Foreign Language	Dr. John Tuttle
History/Political Science/Geography	Dr. Yun-yi Ho
Library/Media	Morris Skagen
Life Sciences	William Muse
Mathematics	Ed Zimmerman
Music	David Whisner
Physical Sciences	Edgar McNeal
Speech/Drama	
Financial Aids Officer	
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 Counseling and Guidance Directors Association of Washington Community Colleges
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 Council of Representatives and Presidents
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 Puget Sound Regional Minority Affairs Consortium
Carl Brown
Clara Cox

**ALLIED HEALTH
PROGRAMS
CLINICAL SUPERVISORS
MEDICAL RECORD TECHNOLOGY**

Allenmore Medical Center
Marjorie Nace, R.R.A.
 Doctors Hospital of Tacoma
Patricia Harnish, R.R.A.
 Mary Bridge Children's Health Center
Patricia Harnish, R.R.A.
 Good Samaritan Hospital
Linda Ziemke, C.C.H.R.A.
 Lakewood General Hospital
Linda Studebaker, C.C.H.R.A.
 Tacoma General Hospital
Doris Wilson, R.R.A.
Allie Cobbe, R.R.A.
 St. Joseph Hospital
Marlene Critch, R.R.A.
 Western State Hospital
Marsha Plummer, R.R.A.
 Puget Sound Hospital
Myrna deMille, R.R.A.

RADIOLOGIC TECHNOLOGY
 Lakewood General Hospital
Timothy Smith, R.T.
 Good Samaritan Hospital
Lavonne Stewart, R.T.
 St. Joseph Hospital
Gary Marshall, R.T.
 Tacoma General Hospital
Robert Buchanan, R.T.
William White, R.T.

Index

Academic Calendar	3
Academic Overloads	15
Accountant	23
Accounting Courses	35
Accreditation	5
Administration of Justice Courses	35
Admission of International Students	7
Advanced Placement Examinations	13
Aerospace Studies Courses	36
Affirmative Action Policy	5
Allied Health Core Programs	24
Anthropology Courses	36
Application Procedures	6
Art Courses	36
Associate Degree Distribution Requirements	21
Associate Degree Nursing	29
Associate in Arts and Science	21
Associate in Liberal Arts	22
Associate in Technical Arts	22
Astronomy Courses	38
Awards, Basis	9
Awards, Scholastic and Service	9
Banking and Finance	25
Banking and Finance Courses	38
Biology Courses	38
Budget, Estimate for Students, 9 month 1978-79	8
Business Courses	39
Campus Directory	19
Campus Parking	18
Career Development Courses	41
Challenging a Course	13
Change of Program	16
Chemistry Courses	41
Child Care Center	17
Class Schedule	12
College Bookstore	18
College Level Examination Program	13
Commencement	14
The Community's College	4
Community Service and Continuing Education Courses	5
Concurrent Registration with other Institutions	12
Confidential Records	7
Cooperative Military Training Programs	20
Counseling and Career Development	16
Course Audits	13
Course Offerings	35
Credits and Credit Load	13

Deficiency, Academic	15
Degrees	21
Degrees, Application for Associate	14
Degrees, Chapter on	21
Directory for Correspondence and Information	72
Disciplinary Actions	15
Downtown Campus	6
Drama Courses	42
Economics Courses	42
Educational Planning and Advising	16
Education Courses	42
Emergency Medical Care	25
Emergency Medical Care Courses	43
Engineering Courses	43
English as a Second Language Courses	46
English Courses	44
Facilities	18
Fees, Special and Other Costs	12
Financial Aid	8
Financial Aid, Application Procedures and Information	8
Financial Aid is Determined, how	8
Financial Aid, Notification of Awards	9
Financial Aid Policies	8
Food Services	18
Forestry Courses	46
French Courses	46
Full-Time Student, definition of	14
Geography Courses	47
Geology Courses	47
German Courses	47
Grades and Grade Point	13
Graduation and Degree Requirements	14
Grants	9
Health Services	17
Health Technology Courses	47
History	48
Home and Family Life Education Courses	49
How to Earn Credits	13
Human Development Instruction	16
Humanities Courses	50
Human Relations Courses	50
Human Service Worker	26
Human Service Worker Courses	50
Incomplete Grade	13

Journalism Courses	51
Learning Resource Center	18
Library	18
Library Science Courses.....	51
Listening and Language Lab	18
Loans.....	9
Machine Shorthand	27
Map (Campus)	19
Marine Corps Platoon Leaders Program	20
Mathematics Courses	51
Medical Assistant	27
Medical Assistant Courses	53
Medical Records Technology Courses	54
Medical Records Technician	28
Medical Secretary	28
Medical Transcriptionist	29
Minority Affairs	17
Music Courses	55
Nursing Courses	56
Occupational Programs, Curricula	23
Occupational Programs, List	5
Oceanography Courses	57
Office of Admissions, Records and Financial Aids	6
Open Door Admissions	6
Option A Requirements	21
Option B Requirements	22
Optometric Technician Courses	57
Optometric Technology Program	30
Philosophy Courses	58
Physical Education Courses	58
Physics Courses	59
Political Science Courses	59
Psychology Courses	59
Radiologic Technologist	30
Radiologic Technology Courses	60
Reading Courses	61
Readmission	7
Real Estate	31
Real Estate Courses	61
Receptionist-Clerk Program.....	32
Refunds	13
Registration Procedure	12
Repeating a Course.....	13
Residency	6
Resident Certification	6
Resources for the Handicapped	17
Respiratory Therapy Technician	32
Respiratory Therapy Technology Courses	62

Scholarships	9
Scholarships, Application Procedure	10
Scholarships, Freshmen	9
Scholarships, List of Available	10
Senior Citizen Tuition and Fee Waiver	13
Servicemen's Opportunity College	20
Service Representative	33
Serving Many Different People	5
Social Service Courses	62
Sociology Courses	63
Spanish Courses	63
Special Facilities and Services	16
Special Financial Aid Programs	9
Speech Courses	64
Standards of Progress	15
Student Employment Opportunities	9
Student Rights and Responsibilities	15
Table of Contents	1
Tacoma Community College Board of Trustees	2
TCC Goals	4
Transcripts, Official	14
Transfer Information	21
Tuition and Fees	12
Tutoring	16
Typing Courses	64
University Parallel, description	5
Veterans	7
Washington State Community College System	4
Withdrawal from College	15
Withdrawing from a Course	15
Women's Studies Courses	64
Women's Studies Program	17

DIRECTORY FOR CORRESPONDENCE AND INFORMATION

Questions Concerning	Person or Office to Contact
Academic regulations	Dean of Instruction
Admission to TCC	TCC admissions office
Advisement	Assistant dean for student development
Adding/dropping a course	Associate dean for student support services
Athletics	Athletic director
Books and supplies	Bookstore
Occupational programs	Associate dean for occupational education or specific program chairmen
Counseling	Assistant dean for student development
Financial aids, scholarships	Office of financial aids
Health services	Health adviser
High school completion for adults	Assistant dean for student development
Learning Assistance Center	Associate dean for learning assistance services
Night and Saturday programs and courses	Associate dean for evening programs
Off-campus programs and courses	Dean of continuing education and community services
Placement and work study	Financial aids office
Public service programs	Dean of continuing education and community services
Registration	TCC admissions office
Student programs	Student program coordinator
Transfer to other colleges	Assistant dean for student development
Veterans and veterans' admission	Office of veterans' affairs
Withdrawal from college	Associate dean for student support services

Tacoma Community College
5900 So. 12th Street
Tacoma, WA. 98465
(206) 756-5000

**A publicly supported community college serving community college
district twenty-two of the State of Washington.**