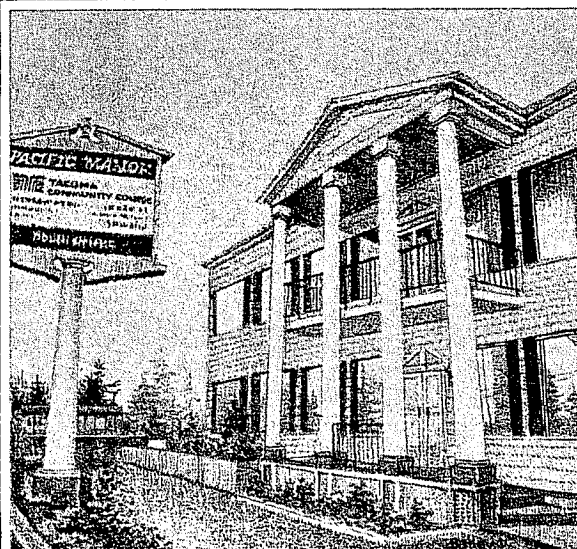
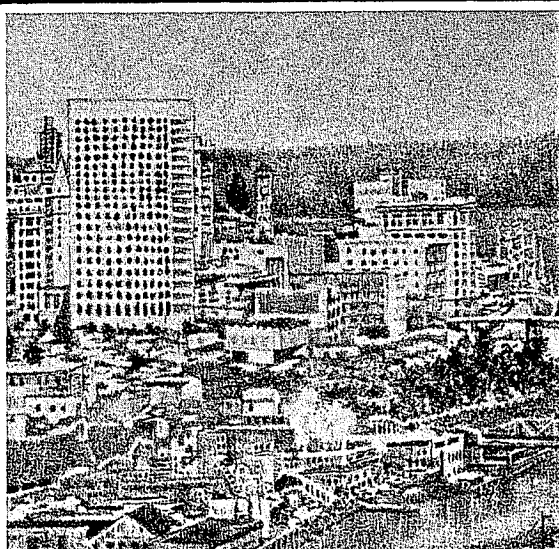
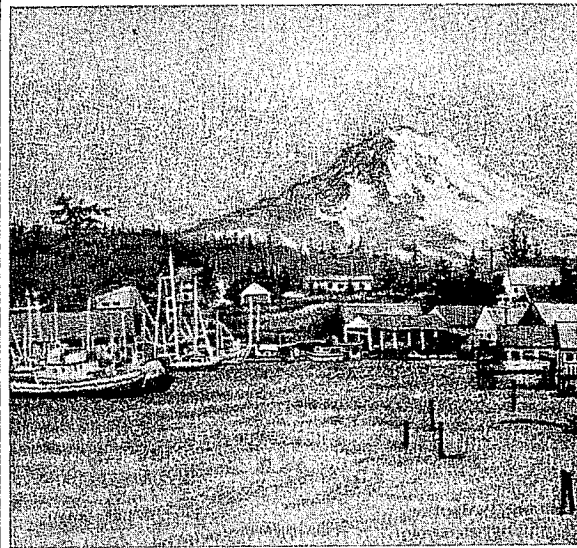
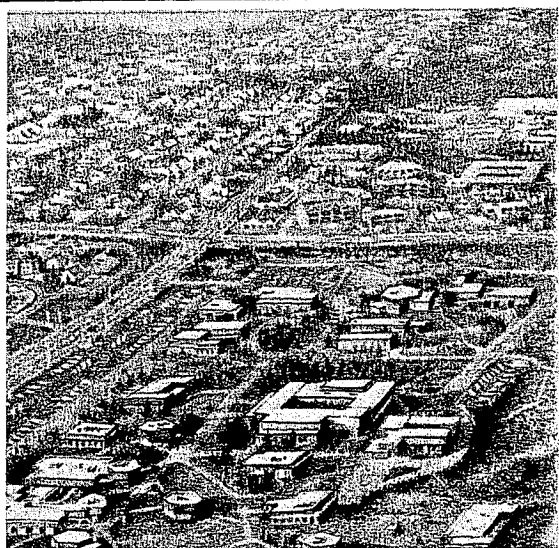




Tacoma Community College

GENERAL CATALOG 1981-83



"Quality education for Tacoma and the Gig Harbor Peninsula."

Academic Calendar

SUMMER

	Official 1981-82 (June 23-August 20, 1981)	*Tentative 1982-83 (June 22-August 19, 1982)
Summer quarter registration	June 22	June 21
Day and night classes begin	June 23	June 22
Last day for 100% refund	June 30	June 28
Independence Day recess	July 4	July 4
Last day for 50% refund	July 21	July 20
First half, final exams	July 22	July 21
Second half, classes begin	July 23	July 22
Summer quarter final exams	August 20	August 19
Grades due in Records Office	August 24	August 23

FALL

	(September 22-December 11, 1981)	(September 21-December 10, 1982)
Day and night classes begin	September 22	September 21
Last day for 100% refund	September 28	September 27
Saturday classes begin	September 26	September 25
Last day for 50% refund	October 21	October 20
Veterans' Day recess	November 11	November 11
Thanksgiving recess	November 26-28	November 25-27
Final exams and grading	December 7-12	December 6-12
Grades due in Records Office	December 14	December 13

WINTER

	(January 4-March 19, 1982)	(January 3-March 18, 1983)
New Year's Day recess	January 1	January 1
Day and night classes begin	January 4	January 3
Last day for 100% refund	January 8	January 7
Saturday classes begin	January 9	January 8
Last day for 50% refund	February 2	February 1
President's Day recess	February 15	February 14
Final exams and grading	March 15-20	March 14-19
Grades due in Records Office	March 22	March 21

SPRING

	(March 29-June 11, 1982)	(March 28-June 10, 1983)
Day and night classes begin	March 29	March 28
Last day for 100% refund	April 2	April 1
Saturday classes begin	April 3	April 2
Last day for 50% refund	April 27	April 26
Memorial Day recess	May 24	May 23
Final exams and grading	June 7-12	June 6-10
Commencement	June 10	June 9
Grades due in Records Office	June 14	June 13

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Tacoma Community College reserves the right to change any provision or requirement at any time.

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

Board of Trustees

Board of Trustees Community College District 22



Robert Hunt, Jr.
(chairman)



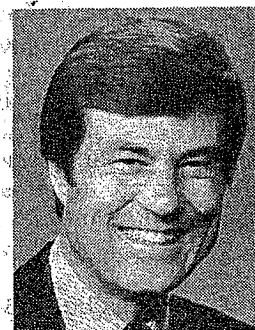
Alan P. Vandeventer
(vice chairman)



Dr. Barbara Wesley



Mrs. Ellen Pinto



Lawrence Faulk

President **Dr. Larry P. Stevens**

Executive Dean—
Education Services **David P. Habura**

Executive Dean—Planning and
Operations **Donald R. Gangnes**

Director of Financial and Management
Information Services **Tom Kimberling**

Contents

Tacoma Community College	2
Admissions Procedures	6
Financial Aid	8
Registration and Advising Procedures	13
How to Earn Credits	16
Degrees, Honors Program and Graduation	18
Special Services, Programs and Facilities	21
Student Programs and Activities	24

Occupational Programs	25
Course Descriptions	34
Faculty and Administration	73
Information Directory	80
Campus Guide	Inside Back Cover

Editor: Daniel E. Small
Cover Art: Scott Bailey
Photography: Beverly Hildebrand, Dan Small,
Wendy Foster and Mary Jo Gilbert.

Tacoma Community College

TCC . . . Serving Tacoma and the Gig Harbor Peninsula

Tacoma Community College is a comprehensive community college serving the educational needs of more than 200,000 residents of the Tacoma-Pierce County areas of the Puget Sound region of western Washington.

Situated in the shadow of majestic Mt. Rainier, the college offers its students the cultural and educational assets of an urban setting, a large landscaped campus and quality instruction in a wide variety of programs.

Approximately 160,000 Tacoma residents enjoy a centralized location with access to ocean beaches, the many waterways of Puget Sound, and the Olympic and Mt. Rainier National Parks to the north and south, all combining to offer year-round recreational opportunities.

The 25-building campus is located on a site of nearly 150 acres in west Tacoma bordered by South 12th and 19th Streets and by Pearl and Mildred Streets. Classrooms, lecture halls, student lounges, snack bars and instructor's offices are conveniently situated around a large instructional resource center.

The Tacoma Community College district includes all of Tacoma and the Pierce County portion of the Olympic Peninsula.

History of the College

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

The College opened in the fall of 1965 and was dedicated February 16, 1968. Today, the campus serves more than 7,000 students each quarter.

Washington State Community College System

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

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

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

Each of the system's 27 colleges is governed by a local board of five trustees appointed by the governor.

Mission Statement

The mission of Tacoma Community College is to make high-quality post-

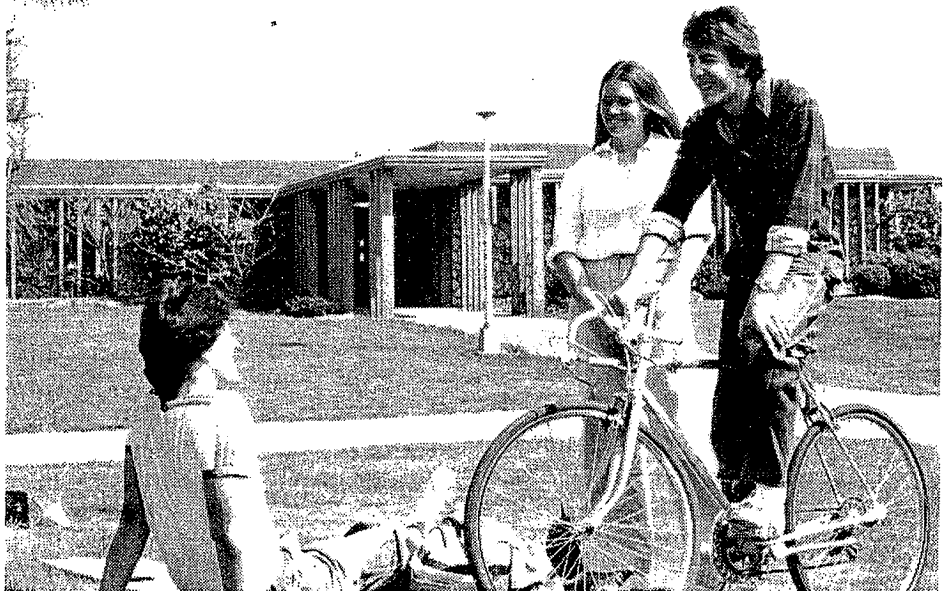
secondary education accessible to the people of Tacoma-Pierce County through a comprehensive program designed to encourage individual achievement, meeting the educational needs of the community.

The College provides a curriculum meeting the academic transfer, occupational, pre-professional-technical, developmental, and continuing education needs of the citizens of the District. The curriculum offers students both an integrated general education and the opportunity to acquire knowledge and skills preparing them for productive roles in career fields appropriate to their individual abilities and interests.

The College strives to maintain access by providing programs at a variety of sites and by keeping student costs as low as possible.

Recognizing the importance of individual contributions in maintaining a vital community, the College is committed to promoting the growth, development, and achievement of each of its students.

The College endeavors to achieve excellence in all that it undertakes.



Wondy Foster Photo

College Purposes and Goals

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

- To maintain a liberal admission policy for all citizens.
- To provide effective educational opportunities at the lowest possible cost.
- To provide a balanced, comprehensive curriculum including academic transfer education, occupational/vocational education, life-long continuing education and developmental education.
- To provide individualized academic planning and vocational counseling.
- To emphasize excellence in teaching and counseling services.
- To provide student-sponsored activities and programs.
- To provide comprehensive instruction throughout the college district.
- To utilize the community college for wide ranging community purposes.

Affirmative Action Policy

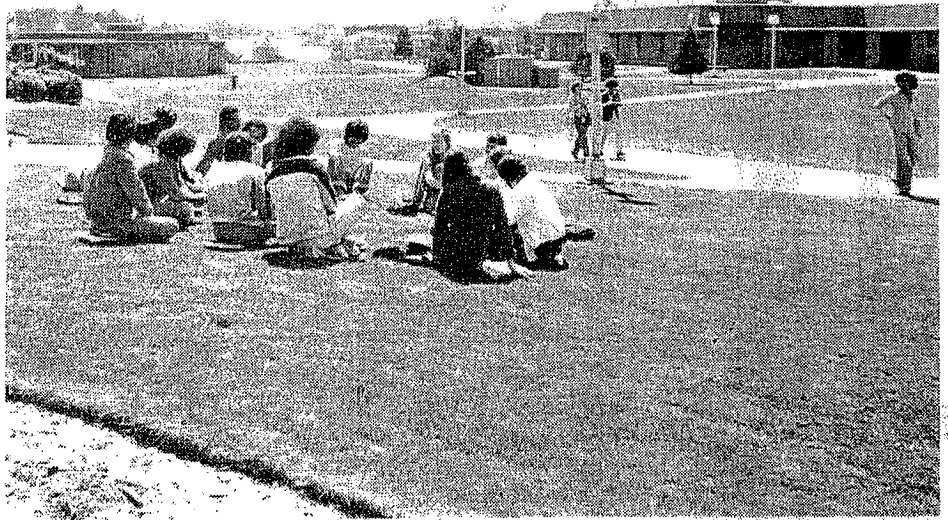
The principles of equal employment opportunity, affirmative action, and non-discrimination are fundamental to the mission, goals and objectives of Tacoma Community College. To implement these principles, the College has developed a plan which requires its staff and the agencies with whom it does business to comply with all applicable federal and state laws designed to promote equal employment and educational opportunities for minorities, women, handicapped persons and Vietnam Era veterans.

Although the responsibility for the Affirmative Action Plan is assigned to the Dean of Support Services, all management personnel share in this responsibility and perform specific supportive tasks.

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.

Serving Many Different Interests

Tacoma Community College offers a wide range of academic and occupational programs. A variety of pre-professional programs provide the first two years of training in such fields as engineering, medicine, teaching, law and architecture. And the occupational programs offer the most up-to-date training in each field.

Adults can complete high school, courses are offered for basic skill brush up, and personal interest courses provide student opportunities for exploration in new fields of interest.

Each of the many options open to you as a student are described in detail in later sections of this catalog.

University Parallel Program

The university parallel program is designed to provide students with

academic experience equal to the first two years of four-year baccalaureate or professional programs.

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

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

Students should stay in contact with their academic adviser and with the transfer institution of their choice on all matters relative to the specific program.

Honors Program

Tacoma Community College offers a special two-year academic program designed individually for each honors scholar who meets entrance requirements. Special courses have been developed so honors scholars can probe into the humanities and sciences in greater depth than normally expected of college students. Each honors scholar will meet regularly with a mentor to discuss progress, analyze difficulties and receive encouragement.

For complete honors program information, see page 20 of this catalog.



Occupational Programs

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

- Accounting
- Administration of Justice
- Banking and Finance
- Associate Degree Nursing
- Emergency Medical Care
- Human Services Program
- Medical Records Technician
- Medical Secretary
- Medical Transcriptionist
- Radiologic Technologist
- Real Estate
- Respiratory Therapy Technician
- Secretarial Office Skills
- Service Representative

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

Students who complete a two-year program may qualify for an Associate in Liberal Arts or Associate in Technical Arts degree, depending on the program goal. A work internship or

clinical experience arranged by the program coordinator is a requirement of all programs. Curricula are developed with the assistance of citizens' advisory committees.

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

Program admission is based on three factors: The applicant's qualifications; conformity of the individual's educational intent with the program goals, and an interview with the program coordinator to determine the individual's degree of interest in the program.

For information regarding specific programs, contact the program coordinator or the Office of Occupational Education (756-5024).

High School Completion and General Education Development (G.E.D.) Programs

The High School Completion program is an accredited diploma program for adults. Consideration will also be given to students referred to

the college by local school districts.

Students in this program may take college classes as well as developmental classes and simultaneously earn credits toward a high school diploma and an Associate Degree.

In addition to previously earned high school credits, elective credit may be gained through work experience, civic responsibility, and family responsibility. Courses offered include those required by the state as well as a wide variety of elective subjects.

Interested persons at least 19 years of age can also finish high school through the General Education Development (GED) program. TCC is an official testing center for the GED. Students who successfully pass each of five tests (writing, social studies, science, reading and mathematics) are awarded a high school equivalent GED certificate. Testing fee is \$10. For more information, visit Building 7 or call 756-5093.

Non-Credit Classes — Community Services

A wide variety of classes are offered on and off campus each quarter in the non-credit, community services program to all members of the community. The course offering is flexible and ever-changing to accommodate the cultural, civic, and economic educational needs of the community. Courses are offered day, evening and Saturday.

Typical programs include: fine and performing arts, business and personal skills, language and cultural studies, marine studies, pacific rim and trade studies, photography, physical fitness, sign language, self-awareness and improvement skills, and mini-afternoon classes for older citizens. All non-credit classes are financially self-supporting, financed completely by fees paid by students participating in the courses. The courses are not supported by state tax funds.

The Department of Continuing Education and Community Services maintains a cooperative relationship with community organizations and develops and facilitates seminars, workshops, symposiums and forums as a co-sponsor with community groups. For more information, contact the Department of Continuing Education and Community Services, 756-5018.

Professional/Technical Continuing Education

The Department of Continuing Education and Community Services offers a variety of courses geared toward meeting the on-going educational needs of professionals and persons in technical occupations.

The professional/technical courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills or obtain college credits, clock hours, or continuing education units (C.E.U.) necessary for special certification or licensing. Professional/technical courses are offered both as one-time-only courses and on a continuing basis. For further information, call the Department of Continuing Education, 756-5018.

Off-Campus Sites

Downtown College Center

The TCC Downtown College Center provides convenient access to educational services for those employed or living near downtown Tacoma.

The center is located at 908 Broadway in the Broadway Terrace Building, Suite 203.

The curriculum features a wide variety of career-related courses and seminars, and the center provides a learning and social setting which

makes it a comfortable place to learn and to meet others with similar interests. For student convenience, classes are scheduled in an early-morning, noon hour and after-work format.

The center features the audio-visual tutorial system (AVT) that combines printed material with recorded tapes, slides and the individual attention of a skilled instructor to provide a self-paced, open entry program in office occupations. The following AVT courses are offered on a continuing basis: BUS 103, 104, 115, 116, 117, 140, 237, 238, ACCNT 201, 202 and 203. Many other courses are offered each quarter in classroom and independent study format.

More information is available at the Downtown College Center or by calling 756-5110.

Peninsula College Center

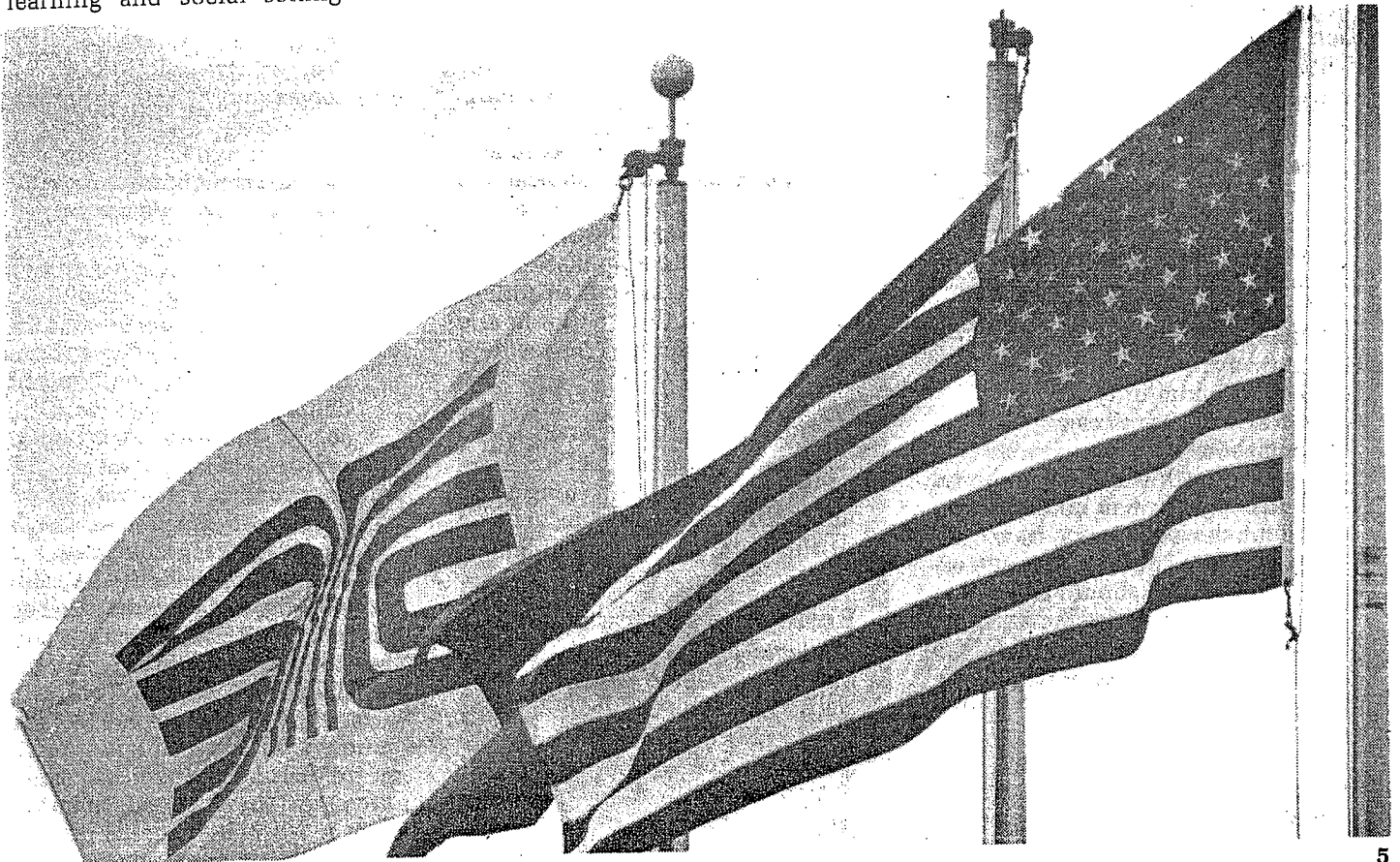
The Peninsula College Center is located at 7514 Stanich Avenue in Gig Harbor, the old Post Office Building. Its multi-faceted program includes academic credit-bearing classes in various departments as well as diverse non-credit course offerings. In addition to daytime classes, evening and Saturday classes are scheduled. Typical courses in-

clude: Business and employment skills, foreign languages, physical fitness, self-awareness and development. For more information on the Peninsula College Center, call the Department of Continuing Education, 756-5018, or the Peninsula College Center at 858-9113..

Southeast College Center

The Tacoma Community College Southeast College Center, located at 8833 Pacific Avenue South, in the Pacific Manor Office Building, provides varied course offerings to local residents. The center features the audio-visual tutorial (AVT) system that combines printed material with recorded tapes, slides, and the individual attention of a skilled instructor to provide a self-paced, open entry/open exit program in office occupations. The following courses are offered on a continuing basis: BUS 103, 104, 115, 116, 117, 140, ACCNT 201, 202 and 203. Many other courses are offered each quarter in both classroom and independent study formats.

Counseling, financial aid, and information and referral services are available at the Southeast College Center. For further information regarding center hours, courses or services, call 535-3993.



Admission Procedures

Admission Eligibility

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

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

Enrollment in particular programs depends upon the applicant's qualifications and the availability of space in the desired program.

Application Procedures

If you plan to earn a degree or certificate at TCC you must complete each of the steps listed below. Students who do not plan to pursue a degree may complete the first two steps only.

1. Obtain a state of Washington Community College Application Form from the Admissions Office or from any Washington high school.
2. Complete and return the application form to:
Admissions and Records Office
Building 2
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465
3. Request that the last high school attended forward an official transcript to the Admissions and Records Office. Students still attending high school should arrange to have final transcripts sent to the Admissions and Records Office after completing grade twelve.
4. Applicants who have attended another college should request that an official transcript from each college attended previously be mailed directly to the Admissions and Records Office. It is the

applicant's responsibility to request these transcripts.

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

Readmission

A student who has previously attended the college and wishes to re-enroll may do so by completing a Readmission Form in the Admissions and Records Office, Building 2. Initial contact may be made in person, by mail or by phone: (206) 756-5035.

Admissions and Records Office
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

Residency

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

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

Resident Certification

Students are required to provide information about their residency status when they register. It is the responsibility of each student to register under the proper residence category and to pay the correct tuition for that category. Failure to do so may result in

dismissal or holding of academic records until tuition has been paid in full.

Students may apply for a Change of Residence Status by requesting and completing the appropriate form in the Admissions and Records Office, Building 2.

Admission of International Students

Tacoma Community College is authorized under federal law to enroll non-immigrant alien students (international students). In addition to completing the application form, international students must provide the college with the following information:

1. **Evidence of English proficiency at a level that will enable him or her to profit from instruction at the college.** Completion of the Test of English as a Foreign Language (TOEFL) at a score of 400 or a proficiency level of 104 from an English Language Center (ELS) is required for, but does not guarantee, admission.

Prior to registering for classes, all international students admitted to the college are required to take a placement test to determine the level of their English language skills. Students whose placement test scores indicate they are not prepared to take a full academic course load are required to enroll in the English as a Second Language Program (ESL).

Because there is limited space in the ESL program, a limited number of students are tested each quarter. Therefore, students are encouraged to inquire well in advance of the first quarter in which they plan to enroll.

2. **Evidence of academic preparation.** The college must receive official transcripts directly from all schools attended indicating that the student has the educational background necessary to succeed in college level studies. If transcripts are not in English, they must be accompanied by authorized English translations.

3. **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. This includes living expenses and college tuition and fees. International students are not eligible for state and federal financial aid programs.

4. **The Student Evaluation Form,** signed by an official from the school the student last attended, confirming the student's preparation for advanced study.

5. **A short, handwritten autobiography of educational and work background.** The autobiography should include a statement of future plans.

6. **A Health Examination Report** indicating that health is satisfactory to perform academic studies.

7. **A signed Foreign Student Agreement Form** indicating the student's willingness to comply with college rules and Immigration and Naturalization Service regulations.

International students are subject to the same policies, regulations and procedures as native born students except as otherwise noted in this section. For further information, contact the International Student area of the Admissions and Records Office, Building 2, 756-5120.

Veterans Admission

All Tacoma Community College courses, degrees and programs outlined in this catalog are approved for VA educational assistance. To request VA educational benefits an eligible veteran or in-service person must attend an orientation session conducted in the Veterans Outreach Office, Building 19, Room 6. Please call 756-5074 for an appointment, or for additional information. Re-orientations are also scheduled by appointment for veterans returning from an absence of four or more consecutive quarters.

Eligible veterans and dependents may apply for VA education benefits under any one or more categories: (i.e. CHAP. 31, 32 and 34: — Dependents CHAP. 35. A maximum of 45 months may be allowed.)

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

CHAPTER 32 — Those who served and servicepersons currently serving who (a) entered active duty after December 31, 1976, and (b) were released under conditions other than dishonorable or continue on active duty but have completed their obligated period of service (or six years of active duty, whichever comes first), and (c) have satisfactorily contributed to the program. (Satisfactory contribution consists of the monthly deduction of \$25 to \$100 from military pay, up to a maximum of \$2700, for deposit in a special training fund.)

CHAPTER 34 — Those who served on active duty for more than 180 days any part of which occurred after January 31, 1955 and before January 1, 1977.

CHAPTER 35 — Generally survivors of deceased veterans, spouses of living veterans and children of either between 18 and 26 years old, when the death or permanent and total disability was the result of service in the Armed Forces.

Normal processing time necessary to generate the first check payment is estimated at:

CHAP. 31 — 10-12 weeks

CHAP. 32 — 8-10 weeks/or longer

CHAP. 34 — 8-10 weeks



CHAP. 35 — 8-10 weeks

ADVANCED PAY — 6-8 weeks

Note: (a) Advanced pay requested at least 45 days prior to the first day of class may be used to pay for tuition and fees during registration.

(b) Returning Veterans are encouraged to register during the first five days of the registration period to ensure expeditious handling of required VA certification and to avoid undue delay in receipt of benefits.

Veterans interested in information pertaining to any of the following other VA benefits are encouraged to call the Veterans Administration Regional Office (VARO): small business loans, home loans, upgrading of discharges, dental care, disability compensation, insurance, medical care, pension, home nursing treatment, dependent's benefits, domiciling and nursing care. Toll Free 383-3851.

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 under the following conditions:

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

All requests for release of information about present or former students, whether initiated by the student or by a third party, must be directed to the Office of Admissions and Records, Building 2.

Student Rights and Responsibilities

The college's official code of Student Rights and Responsibilities is available in the Tacoma Community College library, Building 7, and in all administrative offices including the office of the president of the TCC Associated Students.

Financial Aid

Policies

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

The sole purpose of the college's Financial Aid Program is to assist a maximum number of eligible students, who would otherwise be financially unable to attend college, to meet part or all of their minimum essential direct educational costs. Because of the large number of applicants for financial aid and the variety of financial aid programs available, students are advised that most eligible students will not receive a financial award from a single source. Rather, most awards include a package built around two or more of the following: grants, loans, student employment, and special programs as outlined on the following pages.

Application Procedures and Information

Students must complete the following steps to apply for financial aid:

1. Be admitted to the college.
2. Secure applications for financial aid — the Financial Aid Form (FAF) and the Community College Application for Student Financial Aid from the Financial Aid Office, Building 2A.
3. The Financial Aid Form (FAF) should be mailed directly to Berkeley, CA with the required fee, if any, as indicated on the form.
4. The Community College Application for Student Financial Aid should be returned directly to the Financial Aid Office. Signatures of students and parents must be notarized. Free notary service is

available on campus; ask the financial aid receptionist.

5. When the Financial Aid Office receives a report of student eligibility from Berkeley, CA and the student has returned the Community College Application for Student Financial Aid, the student will be given a financial aid award in the form of a package. **Please remember, no financial aid award can be made until the Financial Aid Office has both applications on file. Financial aid awards are given to eligible students on a first come first served basis.**
6. Federal and State regulations require that students complete new applications each school year. New applications arrive on campus each January. For maximum consideration, they should be submitted no later than February 28. Although applications will be accepted after that date, the Financial Aid Office cannot guarantee

that late applicants will receive the same amount of financial aid as those who apply early. **Remember, each school year commences with summer quarter and no awards continue automatically after the end of spring quarter.**

To be guaranteed enough financial aid to cover tuition and book costs during the first quarter of attendance, students must submit aid applications no later than the following dates:

Quarter Student Will Begin Attendance	Deadline Date For Application Submission
Summer Quarter 1981/82	May 1, 1981/82
Fall Quarter 1981/82	Aug. 1, 1981/82
Winter Quarter 1982/83	Nov. 1, 1982/83
Spring Quarter 1982/83	Feb. 1, 1982/83

Nine Month Resident Student Budget 1981-82

	Living with Parents	Living Away From Parents	Married
*Tuition & Fees	\$ 460.50	\$ 460.50	\$ 460.50
Books & Supplies	300	300	300
Room & Board	1110	2160	4320
Transportation	660	660	660
Personal (Includes Medical/Dental)	720	870	1680
Total Budget	\$3250.50	\$4450.50	\$7420.50

Additional Allowances:

- *Non-Resident Student — \$294 per quarter for added tuition costs.
- Children — First Child \$1290, additional children \$960.
- Day Care Allowance — 7 hours or more, \$7.77 per day per child. Less than 7 hours, \$1.11 per hour per child.
- Widow/Divorced With One Child — Same as married.

*Subject to Change

Determining Financial Need

Financial need is determined by comparing **Student Resources** with the **Budget** allowed for attending Tacoma Community College. The difference between **Resources** and the **Budget** is the **Student Need** which the college will attempt to meet with the variety of programs described here. Resources consist of family income and assets and are determined by the College Scholarship Service when the student's FAF is reviewed.

Notification of Awards

After a financial aid award has been made, a postcard will be mailed to each student's home requesting that he or she come to the Financial Aid Office to sign an award letter showing acceptance of the financial aid award. If the student wishes to do so, he or she may accept only portions of the financial aid. **If the student does not respond to the postcard within two weeks, the Financial Aid office reserves the right to assume the student has decided to attend Tacoma Community College and give the financial aid to another needy student.** Once the student has signed an acceptance of the financial aid award he or she will be given a copy of the award letter listing the aid awarded.

The Basic Educational Opportunity Grant (BEOG) office will mail a Student Eligibility Report (SER) directly to the student. It is important that students bring it to the Financial Aid Office immediately upon receipt. When Financial Aid office personnel receive this form, they will be able to make payment to the student.

Funds Included in a Financial Aid Award Package

GRANTS

Pell Grant (Basic Educational Opportunity Grant/BEOG)

This federal grant is designed to be the foundation of an award package. Other forms of financial aid are usually added to your aid package in addition to the Pell (Basic Grant) to meet your educational costs.

Students applying for the Pell (Basic Grant) will receive a Student Eligibility Report (SER) at their

home. Bring this report to the Tacoma Community College Financial Aid Office. You will be eligible to receive between \$212 and \$1,338 through the Pell (Basic Grant) Program. The exact amount you receive will vary depending upon your eligibility, upon whether you are paying resident or non-resident tuition costs, and upon the number of credits you register for each quarter. For example, if you are eligible to receive up to \$304 per quarter you will receive the following amounts depending upon the number of credits you register for:

When You Register For	You Receive
12 Credits or More	\$304
9-11 Credits	\$228
6-8 Credits	\$152
Less Than 6 Credits	-0-

Therefore, to receive the full amount of Basic Grant a student is eligible to receive each quarter you must register for at least 12 credits. To be eligible to receive any money through the Basic Grant Program you must register for at least 6 credits.

This grant need never be repaid unless you make a complete withdrawal from all classes or discontinue class attendance prior to the end of a quarter. For more information on how the amount of repayment is calculated contact the Financial Aid Office.

To be eligible for this grant you must register for and complete a minimum of six college level credits each quarter and must maintain a 2.00 (C) or higher grade average.

Supplemental Educational Opportunity Grant (SEOG)

This federal grant can only be given to students who are determined, as defined by the U.S. Department of Education, to have exceptional financial need. Your grant amount will range from \$200 to \$2,000 at Tacoma Community College. The Supplemental Grant is designed to supplement other aid that is awarded to you, therefore, you must accept the other types of aid offered to receive this grant.

To be eligible to receive a grant through this program you must register for and complete a minimum of six college level credits each quarter with a 2.00 (C) or higher grade average.

State Need Grant (SNG)

This state grant can only be given to students who are residents of the State of Washington. If you are eligible, the Tacoma Community College Financial Aid Office will nominate you for this grant. Final selection of recipients is made by the Washington State Council for Post Secondary Education.

Currently independent students receive \$570 per year and dependent students \$300 per year. Ask the Financial Aid Office for future amounts.

To be eligible to receive a State Need Grant you must register for and complete a minimum of 12 credits each quarter with a 2.00 (C) grade average or higher. The State Need Grant must be repaid in full if you leave school during any quarter in which you receive the grant. If you complete 0-4 credits during any quarter in which you receive a State Need Grant, your State Need Grant for the following quarter must be forfeited.

State Tuition and Fee Waiver (TFW)

This state program exempts a limited number of needy students from the payment of tuition. Waivers can only be given to students who are Washington State residents.

To be eligible to receive a Tuition and Fee Waiver you must complete a minimum of 6 credits each quarter with a 2.00 (C) or higher grade average.

SCHOLARSHIPS

A scholarship is a gift that does not have to be repaid. Some scholarships are made possible by funds received from the Federal Government, however, most are made possible by donations from private citizens or groups in the community.

Nursing Scholarship

This is a Federally funded scholarship program. Recipients may be awarded up to a maximum of \$2,000 per academic year. Actual scholarship amounts, however, are usually less depending on the individual student's eligibility and the amount of other financial aid that is also awarded to the student. To be eligible for this scholarship students must be financially needy, must register for and complete a minimum of six college level credits in the nursing program each quarter, and must maintain a 2.00 or higher grade point average.

Bureau of Indian Affairs Scholarships (BIA)

Each year the Bureau of Indian Affairs provides scholarships to help eligible Native American students meet their college costs. The amounts of the grants vary according to the financial need of the student and the funds available from the student's area BIA agency. To be eligible for a BIA Scholarship, the student must be at least one-fourth American Indian, Eskimo, or Aleut and must be enrolled in and complete a minimum of twelve college level credits each quarter with a 2.00 (C) or higher grade point average.

EMPLOYMENT

Through the work-study programs students are able to earn money that will assist them in meeting their educational expenses. An effort is made, whenever possible, to place students in employment related to their career interests. Thus, at the same time, they receive a valuable learning experience that will increase their employability.

College Work-Study (CWS)

This federally funded program provides employment opportunities either on-campus or off-campus with non-profit agencies.

State Work-Study (SWS)

This state funded program provides career related employment opportunities for students either on-campus or off-campus with profit or non-profit employers.

State Work-Study-Tutorial (SWS-Tutorial)

This new state program provides students with the opportunity to explore a career in education through working as a tutor/teaching assistant in a public school setting. Students may select to work at either the elementary, junior high, or high school level.

LOANS

A financial aid award package will sometimes include a long-term loan. Student loans allow you to postpone paying for a portion of your school expenses until you have completed your education. You must begin

repaying your loan after graduating or withdrawing from school.

Nursing Loan

Through this federally funded program, students currently enrolled in the nursing program may receive up to \$1,200 per year depending on the individual student's eligibility. Repayment begins nine months after graduation or withdrawal from college. The minimum repayment is \$30 per month and the interest rate is 3% per year. You may be allowed up to ten years to repay this loan if extraor-

tion. Scholarships available through the college and named by the Selection Committee are listed later.

Application Procedure

Secure from the Financial Aid Office, Building 2A on campus a Scholarship Application Form. Complete to the best of your knowledge the information that is requested. The College is committed to the Philosophy of sharing available funds with those showing academic promise and financial need. Additional terms as established by the

Sample Repayment Schedule Nursing Student Loan

Due Date	Principal Balance	Principal Payment	Interest Payment	Total Payment Due
4/1/83	\$200.00	\$ 30.00	-0-	\$ 30.00
5/1/83	170.00	30.00	\$.42	30.42
6/1/83	140.00	30.00	.35	30.35
7/1/83	110.00	30.00	.27	30.27
8/1/83	80.00	30.00	.20	30.20
9/1/83	50.00	30.00	.12	30.12
10/1/83	20.00	20.00	.05	20.05
		<u>\$200.00</u>	<u>\$1.41</u>	<u>\$201.41</u>

dinary circumstances exist such as prolonged unemployment. To be eligible for this loan students must be financially needy, must register for and complete a minimum of six college level credits in the nursing program each quarter, and must maintain a 2.00 (C) or higher grade point average.

The following is a sample nursing loan repayment schedule. Assume the student borrowed \$200 and discontinued attending school in June of 1982. Nine months later, in April of 1983, the first payment will be due.

What Other Types of Aid Are Available?

Even if you aren't eligible for the types of aid included in a financial aid award package, there are a variety of other financial assistance programs for which you may be eligible.

SCHOLARSHIPS

Most scholarships available for incoming students are not directly controlled by the College Selection Committee. These awards are usually coordinated by high school counselors. Interested students should contact their counselors for informa-

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

Return the application to the Financial Aid Office by April 15.

Selection Process

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

American Business

Women's Association

Amount: \$300.

Qualifications: Must be a returning female student demonstrating evidence of financial need, good character, personality and promise of achievement. Must have a minimum GPA of 2.00.

Ben Cheney Foundation

Amount: \$300.

Qualifications: Must be a second year student enrolled in an Allied Health program. Must have a minimum GPA of 2.00.

**Betty Kronlund
Memorial Scholarship**

Amount: \$100.

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

**David Lassoie Art
Student Aid Fund**

Qualifications: At the Art Department Chairman's discretion, recipients of financial aid from this fund will be identified and approved by the chairman. Financial need is an important factor in determination of recipients.

**William Kilworth
Scholarship**

Amount: \$500.

Qualifications: Must be a graduate of a Pierce County high school and a current resident of Pierce County.

**Leif Erickson
Memorial Scholarship**

Amount: \$300.

Must be a Scandinavian descent and be in need of financial assistance to continue education.

**Tacoma School Food
Service Association**

Amount: \$200.

Qualifications: Returning Sophomore female demonstrating financial need and academic promise.

Fox-Harden Scholarship

Amount: Tuition &/or books for one quarter.

Qualifications: Available to currently enrolled TCC minority students who maintain a minimum 2.00 GPA.

Tacoma Juniors Scholarship

Amount: \$50 each Spring Quarter for one student.

Qualifications: Offered to 2nd year nursing students who have a minimum 2.50 cumulative GPA and show financial need.

MRT Scholarship

Amount: Tuition for one student each quarter.

Qualifications: Applicants must be 2nd year MRT students who have a minimum 2.40 cumulative GPA and show financial need.

**Behavioral Sciences
Scholarship**

Amount: Tuition for one student each quarter.

Qualifications: Nomination by a faculty member. Financial need and scholastic ability will be major criteria for a scholarship award each quarter.

EMPLOYMENT

To find part-time work on or off campus contact the Student Employment Office, Building 2A. There are a variety of opportunities: short-term jobs, part-time jobs, full-time jobs, and one-time jobs. The Student Employment Office offers detailed information and workshops covering interviewing techniques and job search skills. In addition, they can tell you how to receive college credit for your work.

LOANS

Guaranteed Student Loan (GSL)

Students arrange these loans through local banks, credit unions, or savings and loans. Up to \$15,000 may be received by an undergraduate student through this program, however, loan amounts will vary depending upon the cost of education at the school which you are attending. The interest rate is 9% per year and repayment may extend up to ten years. Repayment begins six months after graduation or withdrawal from college. To be eligible for this loan students must register for and complete a minimum of six college level credits each quarter and must maintain a 2.00 (C) or higher grade point average. To apply for a Guaranteed Student Loan do the following:

- a. Complete a Washington State Community College Application.
- b. Complete a Guaranteed Student Loan Application.
- c. Find a lending institution willing to make the loan to you.

d. Have the Tacoma Community College Financial Aid Office complete the institutional portion of the loan application.

The following is a sample of a Guaranteed Student Loan repayment schedule. It is slightly different than the Nursing Loan repayment schedule as the interest rate is higher, 9% per year. Assume again that the student borrowed \$200 and discontinued attending school in June of 1982. Six months later in January of 1983, the first payment will be due.

Parent Loan

Parents of undergraduate students may arrange these loans through local banks, credit unions, or savings and loans. Up to \$3,000 may be borrowed per year for each student, however, again the loan amounts will vary depending on the cost of education. The interest rate is 9% per year and repayment begins 60 days after the disbursement of funds.

Emergency Assistance

Emergency assistance is available to students through the generous donations of private individuals in the community. These funds are given to students in the form of loans so that when repaid they can be used again by other students in need of emergency assistance.

A.S.T.C.C. Tuition Loan

This loan is made possible through the generosity of the Associated Students of Tacoma Community College. One dollar of each student's registration fee goes into this fund to assist other students to meet their tuition costs. Therefore, this is a loan that you as a student receive from your fellow students. Students are asked to repay loans within 30 days, however, the repayment date can be extended to the end of the quarter in

Due Date	Principal Balance	Principal Payment	Interest Payment	Total Payment Due
1/1/83	\$200.00	\$ 30.00	-0-	\$ 30.00
2/1/83	170.00	30.00	\$1.28	31.28
3/1/83	140.00	30.00	1.05	31.05
4/1/83	110.00	30.00	.83	30.83
5/1/83	80.00	30.00	.60	30.60
6/1/83	50.00	30.00	.38	30.38
7/1/83	20.00	20.00	.15	20.15
		<u>\$200.00</u>	<u>\$4.29</u>	<u>\$204.29</u>

some instances. To apply for this loan do the following:

- a. Contact the Financial Aid Office to determine the availability of funds.
- b. Complete an ASTCC Tuition Loan Application.
- c. Make an appointment to see a Financial Aid Advisor.
- d. Give the ASTCC Tuition Loan Application to the Financial Aid Advisor the day of the appointment.

Tacoma Association of Professional Mortgage Women's Book Loan

Donations from the Tacoma Association of Professional Mortgage Women have made this loan possible. Students are asked to repay this loan within 30 days, however, the repayment date can be extended to the end of the quarter in some instances. A \$2 loan fee is charged for each loan. Up to \$40 may be borrowed for books. To apply for this loan do the following:

- a. Contact the Financial Aid Office to determine the availability of funds.
- b. Complete a Tacoma Association of Professional Mortgage Women's Book Loan Application.
- c. Make an appointment to a Financial Aid Advisor.
- d. Give the Tacoma Association of Professional Mortgage Women's Book Loan Application to the Financial Aid Advisor the day of the appointment.

Emergency Loan

Loans of up to \$30 are available to students through this fund. Students are asked to repay loans within 30 days, however, the repayment date can be extended to the end of the quarter in some instances. To apply for this loan do the following:

- a. Contact the Financial Aid Office to determine the availability of funds.
- b. Complete an Emergency Loan Application.
- c. Make an appointment to see a Financial Aid Advisor.
- d. Give the Emergency Loan Application to the Financial Aid Advisor the day of the appointment.

How Will I Receive My Financial Aid?

Grants, scholarship, and loan checks may never be given to students until the first day of classes each quarter.

REGISTRATION COPIES

After registering for classes the cashier will separate the copies of your registration form. Take the pink copy to the Financial Aid Office.

PROPER IDENTIFICATION

Be sure you have proper identification (Driver's License, State or Military Identification Card, etc.) with you when requesting a check.

PROGRAMS

Pell Grant/Supplemental Grant Checks

After each quarter begins go directly to the Cashier, Building 2, to receive Pell and Supplemental Grant checks.

State Need Grant Checks

Prior to the beginning of each quarter, contact the Financial Aid Office to determine when your check will be ready. On the date specified go directly to the Financial Aid Office to receive your check.

State Tuition Waiver

Waivers to not provide students with any cash. They waive student tuition costs.



Nursing Scholarship Checks

After each quarter begins go directly to the Cashier, Building 2, to receive your check.

Bureau of Indian Affairs Scholarship Checks

After the beginning of each quarter go to the Financial Aid Office to receive your check.

Other Scholarship Checks

Most other scholarships do not provide students with cash. Normally these scholarships pay only tuition and/or book costs. If yours is one of the cash-paying scholarships, however, go to the Cashier, Building 2, to receive payment after the first day of classes.

Work-Study/Institutional Student Employment Checks

Students are paid monthly for the number of hours worked during the previous month. Pay days are always on the Friday closest to the fifteenth of each month. Paychecks are available from the Cashier, Building 2, after 1:00 p.m.

Nursing Student Loan Checks

After the beginning of each quarter, go to the Financial Aid Office to sign a Promissory Note and complete other necessary paperwork. After these forms are completed you will receive authorization to pick up your check from the Cashier, Building 2.

Guaranteed Student Loan/Parent Loan Checks

These checks are mailed directly to the Financial Aid Office by the lender. They may be picked up at the Financial Aid Office after the first day of classes each quarter.

Tuition Loans/Book Loans

These loans do not provide cash directly to the student. Rather, the Financial Aid Office will give you an Authorization Form which you must take to the Registration Office or Bookstore. In exchange, you will be able to complete the registration process or be given your books.

Emergency Loan Checks

The Financial Aid Office will give you a check in the amount of your Emergency Loan at the time the loan is made.

Registration and Advising Procedures

Registration

Registration is the process of enrolling students in a schedule of courses. It is a three part process. It is important that you complete each part so you will receive the best possible assistance in selecting classes that suit your ability and educational goals. To complete the process, follow these steps:

- 1. Placement evaluation.** All new students are given a test which assesses their ability in English, Reading and Mathematics. Students' test scores are used by their advisors to assist them in selecting classes that are suited to their ability.
- 2. Advising.** All students are given the opportunity to meet with a faculty advisor, who helps them select classes that are compatible with educational and career goals and abilities.
- 3. Registration.** Tuition and fees are paid in the final step of the process.

All students who plan to enroll in credit bearing classes or programs are expected to register in person. Special days are set aside for registration of new students prior to the beginning of each quarter. Students who have applied to the college are mailed registration appointments for those days. New students are not permitted to register before the new student registration day.

Continuing students also register by appointment, with appointments assigned on a priority basis according to the number of credits the student has accumulated. Students registering for continuing education and community service classes do not need an appointment and may register any time during the registration period and the first week of classes.

Students must register by the fifth day of the quarter. Unregistered students may not unofficial-

ly attend a class and register after that time. Exceptions to this deadline include courses that are classified as continuous enrollment, community service and late starting classes, as noted in the quarterly class schedule.

All financial obligations must be cleared before a student may register for a new quarter.

Student Status Definitions

Full-Time Student

Any student registered for 10 or more credit hours. Please note: 12 credit hours is considered full time for international students, veterans and for financial aid purposes.

TUITION AND FEES*

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS

	1981-82 (Effective Fall 1981)	1982-83 (Effective Summer 1982)
Full-time Student (10 or more credits)		
General Tuition Fee	\$42.50	\$42.50
Operating Fees	\$93.00	\$109.00
Service and Activities Fees	\$18.00	\$18.00*
TOTAL	\$153.50	\$169.50
Part-time Fee per credit hour (1-9 credits)	\$15.35	\$16.95

QUARTERLY TUITION AND FEES FOR NON-RESIDENT STUDENTS**

Full-time Student (10 or more credits)		
General Tuition Fee	\$134.50	\$134.50
Operating Fees	\$454.00	\$523.00
Service and Activities Fees	\$18.00	\$18.00*
TOTAL	\$606.50	\$675.50
Part-time fee per credit hour (1-9 credits)	\$60.65	\$67.55

QUARTERLY TUITION AND FEES FOR VIETNAM VETERANS

Full-time Student (10 or more credits)		
General Tuition Fee	\$35.00	\$35.00
Operating Fees	\$32.00	\$32.00
Service and Activities Fee	\$14.50	\$14.50
TOTAL	\$81.50	\$81.50
Part-time Fee per credit hour (1-9 credits)	\$8.15	\$8.15

* This fee is subject to change by the TCC Board of Trustees.

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

Part-Time Student

Any student who is registered for fewer than 10 credit hours.

First Year Student

Any student with fewer than 45 credits earned.

Second Year Student

Any student who has earned 45 or more credits.

Auditing

Enrollment in a class for no credit. Regular tuition and fees are charged.

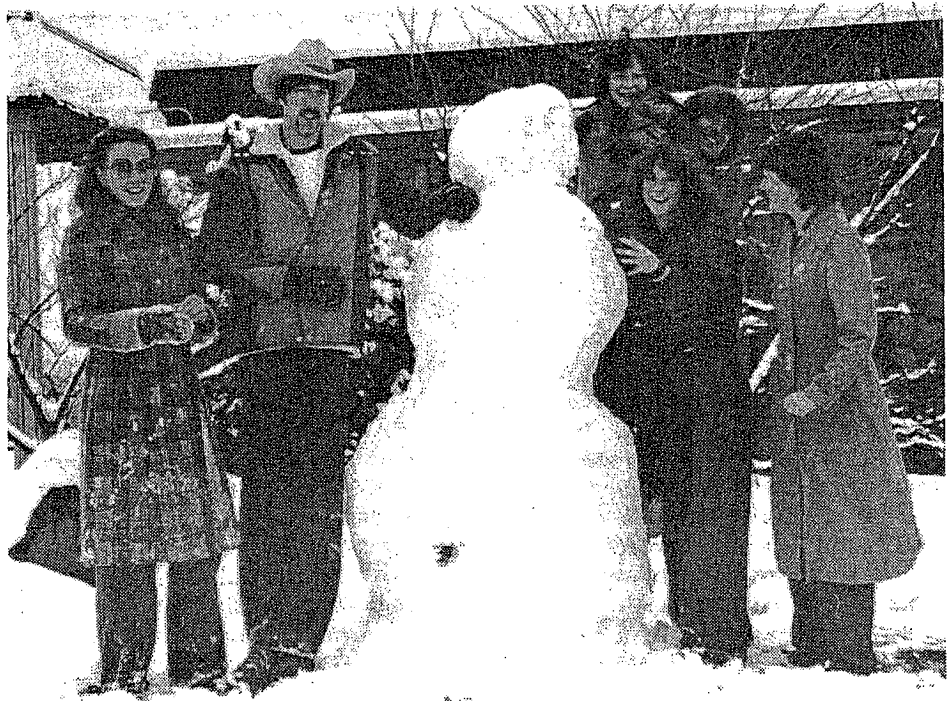
Concurrent Registration With Other Institutions

Tacoma Community College cooperates with Fort Steilacoom, Highline, Green River and the Seattle Community Colleges in offering a concurrent registration program.

Students showing proof of full tuition and fee payment may register for additional course work at one of these schools. The total combined quarterly tuition charged to state residents will not exceed \$153.50 in 1981-82, and \$170.50 in 1982-83. Application fee, lab fees, special fees and parking fees are charged at each institution when a concurrent enrollment is processed. Concurrent registration forms may be obtained in the Admissions and Records Office, Building 2.

Other Costs

Special fees are charged to cover costs in some Tacoma Community College laboratory courses. Examples of some courses requiring special fees are: nursing, radiologic technology and several other allied health courses; art, photography, printmaking, sculpture, astronomy, biology, chemistry, engineering physics, geology and oceanography and various physical education activity courses. Nominal charges are made for program changes, official transcripts and parking. Additional fees may be charged for individual instruction, student deposits and other incidentals. A complete listing of special fees is included in the quarterly class schedule. Students may purchase books and supplies at the bookstore.



Parking Permits

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

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

Class Schedule

A schedule of classes is published each quarter listing time, place, special fees and instructor for each class offered by the college, on campus and in several off campus sites. Schedules are available to students approximately one month before the beginning of each quarter in the Admissions and Records Office, Building 2.

Senior Citizen Tuition and Fee Waivers

Students who are 60 years of age or older are eligible for fee waivers at Tacoma Community College.

Waivers are granted on a space available basis. If a class is full and the instructor signs an overload slip to admit the senior citizen, the class is considered to have available space.

Senior citizens can register for any college credit, continuing education or community service class with space available on the first day of classes. Waivers will not be applied

to more than two courses per individual per quarter. Administration charges are \$2.50 per course, to a maximum of \$5.00. Students may audit courses or enroll for credit.

Any senior citizen can enroll for classes during regular registration but must pay regular tuition and fees. Students are responsible for their own books, supplies, laboratory fees and parking. Waivers are not granted to people who plan to use credits to improve credentials or employment status. (It is the student's responsibility to inform the college of the intended use of credits.)

Refund Policy

Refunds are given only for official withdrawals. A Change of Program Form must be completed by the student requesting a refund. The following schedule is prescribed by state law and there are no exceptions, regardless of when the class starts during the quarter:

100% Refund Through the 5th day of the quarter

50% Refund From the 6th through the 30th day of the quarter

100% refund will be granted when a class is cancelled or when the college is in error. The only exception to this policy is for a student called into military service. Community Service Personal Interest non-credit classes are exempt from this policy.

Change of Student Program

All changes in student quarterly class schedules must be made on a Change of Program Form available in the Admissions and Records Office, Building 2. The Change of Program Form must be used in making all changes in registration: adding a class, substituting one class for another, withdrawing from a class, making a complete withdrawal from the college, changing from credit to audit status, or changing number of credits.

Withdrawal from a Course or the College

A Change of Program Form must be completed in order to withdraw from a course. A student may withdraw from a course and automatically receive a grade of "W" through the first four weeks of the quarter. Beginning with the fifth week and continuing through the remainder of the quarter, a student who withdraws from a course will be assigned a grade of "W" or "E", at the discretion of the instructor. A Change of Program Form must also be completed in order to withdraw from the college.

The student who does not officially withdraw and simply ceases to attend classes may be recorded as having failed each course in which he or she is registered.

Official withdrawal for medical reasons, for those students who are physically unable to personally process their own withdrawal, must be approved and coordinated with the Dean of Support Services or his or her designee.

Educational Planning and Advising

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

Central to the educational planning program is the work of the academic adviser. An adviser is assigned to each full-time student (those enrolled in ten or more credit hours.) Each academic adviser is a

Tacoma Community College instructor or counselor who works with a small group of assigned advisees. Each full-time student is strongly urged to meet his or her assigned adviser at the earliest possible time to become familiar with the valuable services the adviser can provide.

A student may elect to work with the same adviser throughout his or her stay at the college. Academic adviser assignments or advising reassignment are coordinated through the Counseling Office, Building 7.

Regular and intensive use of educational planning and advising may be arranged by contacting the Counseling and Career Development Center, Building 7.

An educational planning resource folder is established for each full-time student at the time of admission. This folder, maintained in the Admissions Office, is a complete record of prior educational experience, placement test scores and other relevant data. It is used by the adviser prior to each registration.

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



How to Earn Credits

Credits

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

Full-Time Student

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

Credit Load

The normal credit load for a full-time student is 15 credits per quarter. This load will enable most students to graduate with an associate degree in two years. Students who wish to take more than 20 credits must have permission of the registrar.

Course Audits

A student may audit any course by paying regular tuition and fees. The student shall be allowed to participate in all course activities but will not receive credits and will not be issued a grade for the course. Changes in credit or audit status may be made by completing a Change of Program Form. Changes must be made during the first four weeks of the quarter. Instructor permission is required.

Grades and Grade Point

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

Grade	Description	Grade Points Per Registered Credit
A	Honor	4
B	Good	3
C	Average	2
D	Minimum level of achievement for passing grade	1
E	Failed to complete minimum requirements	0
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 (Higher grade and corresponding grade points used in computing resultant GPA)	0
Z	Non-Credit (Community Service)	0

Official Transcripts

An official transcript is a copy of the student's academic record at Tacoma Community College which has been certified by the Registrar and is embossed with the college seal. A fee of \$1.00 is charged for each transcript. Student signatures are required for all transcript requests. Transcripts are not released until the student has met all financial obligations to the college. Transcript request forms are available in the Admissions and Records Office.

Incomplete Grade

An incomplete grade (I) may be given at the discretion of the instructor when a student is unable to complete

all of the required work in a course. The student assumes responsibility for making all arrangements with the instructor to make up course work. Incomplete grades remain permanently on a student's transcript if not made up within one year.

For students receiving VA benefits or other federal financial aid, failure to make up an I grade within a certain time period may result in a partial loss or termination of benefits. These students should contact the Veterans Affairs Office or the Financial Aid Office, both located in Building 2A.

Change of Grade

Grade changes must be submitted on the Grade Change Form. Completed forms must be returned by the instructor to the Admissions and Records Office, Building 2.

Advanced Placement Examinations and Credit

Tacoma Community College cooperates with the Educational Testing Service and grants advanced standing and credit to participating high school seniors who have earned scores of three (3) or higher.

A student who wishes to receive credit for Advanced Placement must have his test score sent to the appropriate department head. Upon receipt of a student's test score, the department head will notify the Records Office in writing of the number of credits to be granted. The transcript of a student receiving Advanced Placement credit will identify the course(s) for which credit is granted. The transcript will show a grade of S for each such course. Each course will be noted as follows: "(course title) — Credit by Examination: AP."

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

DEPARTMENTAL POLICIES:

English — A student scoring a 3 or 4 on the composition and literature

examination will be granted 10 credits for English 101 and 102. A student scoring 5 will receive 15 credits for English 101, 102, and 258 (Introduction to Fiction).

Mathematics — A student scoring 3 on the calculus AB or BC examination will receive 5 credits for Math 124. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.

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

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

College-Level Examination Program (CLEP)

Tacoma Community College participates in the College Level Examination Program and grants credit for successful scores on the CLEP examinations. The acceptable level of scores on the CLEP General Examinations is the 45th percentile for general areas. Division and department requirements for specific areas may vary. Credit is granted for subject examinations when approved by the appropriate department. For further details contact the Admissions Office, Building 2.

Challenging a Course

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

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

A student who successfully chal-

lenges a course will receive an "S" grade for the course.

Repeating a Course

A student may repeat a course in order to raise his or her grade point average. In computing the cumulative grade point average at Tacoma Community College, the higher grade earned for repeated courses will be used. Students may request that repeated courses be so noted on their transcript by completing the Repeated Course Change Form in the Office of Admissions and Records. However, the original course and grade will remain on the transcript.

Academic Deficiency Policy*

A student who is attempting 10 credits or more is academically deficient under the following conditions:

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

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

Academic Suspension*

Academic Suspension A student who remains academically deficient for three successive quarters is subject to academic suspension for the

following academic quarter.

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

1. Removal of probationary and enrollment sanctions.
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 office of the Dean of Education 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.

Veterans and International Students are subject to additional policies regarding Standards of Progress. *Policy is subject to revision.

Veterans Academic Standards of Progress

Veterans Academic Standards of Progress are to be followed in addition to Tacoma Community College standards. A copy of the standards of progress can be obtained in the Office of Veterans Affairs, Building 2A, or the Veterans Outreach Office, Building 9, Room 6.



Degrees, Honors Program and Graduation

Degrees

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

General Requirements for All Degrees

General requirements for all degrees are as follows:

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

Transfer Information

Many four-year institutions in Washington 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.

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

Note: Transfer student admissions policies of various colleges and universities are subject to change. Students who intend to transfer to a four-year institution are encouraged to be in contact with that institution as well as with their faculty adviser to ensure that their course of study at Tacoma Community College will meet criteria established by the institution to which they wish to transfer.

Associate in Arts and Science

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

Requirements

1. 90 quarter hours in courses numbered 100 or above including a maximum of three physical education activity credits. Courses numbered 99 or below are not accepted.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. Course requirements for the Associate in Arts and Science degree may be met by completing a program as outlined in either Option A or Option B.

Option A

Distribution Requirements:

1. English 101 and 102 10 q.h.
 2. Humanities
(Not all in one field) 20 q.h.
 3. Social Sciences
(Not all from one field) 20 q.h.
 4. Math/Science (Must include 5 credits in a laboratory science) 15 q.h.
 5. Physical Education (Any three activity credits) 3 q.h.
 6. Electives (Other) 22 q.h.
- TOTAL CREDITS 90 q.h.

Option B

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

The student should consult with an adviser in the field he or she plans

to enter prior to registration so that the correct program can be designed.

The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the Transcript Evaluator, Admissions and Records Office, Building 2.

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

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

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

SUGGESTED ENGINEERING PROGRAM

1st Year	Course	Credit	Quarter
Gen. Chem.	Chem 140, 150	(10)	F, W
Engr. Orien.	Engr 100	(1)	F
Comp. Progr.	Engr 141	(4)	W, S
Calculus	Math 124, 125, 126	(15)	F, W, S
Material Sci.	Engr 170	(4)	S
Engr. Comp.	Engr 101	(5)	F, W, S
Graphics*	Engr 101, 102, 103	(3-9)	F, W, S
Electives	to total	45-51	credits
2nd Year	Course	Credit	Quarter
Engr. Phys.	Phys 121, 122, 123	(15)	F, W, S
Statics	Engr 180	(4)	F
Dynamics	Engr 230	(4)	W
Diff. Equat.	Math 238	(3)	F, W
Linear Equat.	Math 205	(5)	S
Electives	to total	45-51	credits
TOTAL			90

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

Associate in Liberal Arts

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

(Requirements for this degree differ for military personnel and dependents applying under terms of the Servicemen's Opportunity College (SOC) agreement. For further information contact the veteran's adviser in Building 2A.)

Requirements:

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

Distribution Requirements:

1. Two of the following courses, one of which must be written communications 10 q.h.
English 90, 91, 101, 102, 104
Speech 90, 100, 101, 200
 2. Humanities 10 q.h.
 3. Social Science 10 q.h.
 4. Math/Science 10 q.h.
 5. Physical Education (Any three activity credits) 3 q.h.
 6. Electives (Other) 47 q.h.
- TOTAL CREDITS 90 q.h.

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

Associate in 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 two or more of the following courses, at least one of which must be English or Business Correspondence 225:
English 90, 91, 101, 102, 104
Speech 90, 100, 101, 200
Business Correspondence 225
4. Physical Education: Waived for this degree.

Transfer Programs

Tacoma Community College provides the majority of freshman and sophomore level course work in a wide variety of disciplines leading to the Bachelor's Degree at a four-year college or university. Students are advised to consult the current catalog of the four-year institution to which they plan to transfer for specific major department requirements.

Completion of More Than One Degree

A student may earn more than one degree from TCC. In addition to meeting the specific requirements for each degree (including a minimum of 90 credits) a candidate for more than one degree must have earned an additional 30 credits for each additional degree. (Example: 120 credits for a second degree and 150 credits for a third degree.)

Courses Applicable to Associate Degree Distribution Requirements

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

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

HUMANITIES

Art — Any course
Drama — Any course
English — 92, 201 through 290
Journalism — Newspaper Workshop 100, 201 through 203
Languages — French, German, Spanish
Music — Any course
Philosophy — Any course
Speech — Any course (Speech 90, 100, 101, 200 may be used instead as "Communications" for A.L.A. and A.T.A. degrees)

MATH/SCIENCE

Anthropology 201
Astronomy 101
Biology — Any course
Business 110 (for A.L.A. degree only)
Chemistry — Any course
Engineering — Any course
Forestry — Any course
Geography 205
Geology — Any course
Home and Family Life 110 (Nutrition)
Mathematics — Any course (Business Math is not a math course)
Oceanography — Any course
Philosophy 120
Physical Science — Any course
Physics — Any course
(All the above courses qualify as laboratory sciences except Anthropology 201, Business 110, Geography 205, HFL 110, the Math courses and Philosophy 120.)

SOCIAL SCIENCES

Accounting — Any course
Anthropology — Any course
Business — 101, 102, 200, 225, 256
Administration of Justice — Any course except ADJ 200, 206, and 207
Economics — Any course
Education — 200
Geography — Any course
Journalism 209
Political Science — Any course
Psychology — Any course
Social Service 101
Sociology — Any course

Application for Associate Degrees

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

Graduating students should contact their academic advisers to begin the application procedure and to check their records against the requirements listed in the Tacoma Community College catalog for the degree they are requesting. Self-advising students should sign the Associate Degree Application Form as their own adviser.

Transfer students must have all transcripts from other colleges on file in Office of Admissions and Records, Building 2A.

Honors Program

The Honors Program is a two-year course of study designed to provide the able student with a solid foundation in the major academic disciplines. Honors scholars are expected to probe into the humanities and sciences in greater depth than is normally expected of college students. To this end, special courses have been developed, and each Honors scholar will meet regularly with a mentor to discuss progress, to analyze difficulties and to receive encouragement.

Honors scholars will be expected to develop individual responsibility and initiative, to reject the pattern of "doing the minimum necessary to get by," and to invest themselves heavily in the pursuit of knowledge. They will be expected to see beyond the obvious, to synthesize knowledge from various disciplines — in short, to allow their long suppressed innate creativity to resurface.

Honors Scholar Selection Criteria

- 3.5 overall high school GPA
- or 3.0 overall grade prediction (Washington Pre-College Test or equivalent)
- or 3.5 college GPA for minimum of 20 quarter hours
- or interview with the Honors Scholar Selection Committee

Honors Scholar Graduation Requirements

Honors scholars must complete at least 36 quarter hours of specially designed courses; maintain 3.2 cumulative GPA; satisfactory attendance record at mentor conferences; participation in Honors Colloquium 200 during each quarter of attendance at TCC; and completion of all requirements for Associate of Arts and Sciences degree.

Honors Curriculum

Required Courses:

One American Studies Course:

American Studies 201 — the Colonial Period: 17th, 18th Centuries

American Studies 202 — the National Period: 19th Century

American Studies 203 — the Global Period: 20th Century

English 125 — Honors Freshman English

Philosophy 119 — Critical Thinking

Philosophy 260 — Philosophy of Science

English 201 — Advanced Composition

Honors 200 — Honors Colloquium

(Honors students must take Honors 200 each quarter they are in the Honors program.)

Recognition

Upon successful completion of the Honors Program, Honors Scholars will receive a special Honors Scholar Associate of Arts and Sciences degree. In addition, a notation reflecting exceptional accomplishment will appear on the scholar's college transcript.

Application for

Honors Scholar Status

To apply for admission into the Honors Program either attach a request to the Tacoma Community College admission form or contact the Director of the Honors Program.

Honors Scholarship

The Honors Program awards four scholarships annually (renewable each quarter). Two are given to returning students and two to new students. Applications may be made to the Director of the Honors Program.

Commencement

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

Scholastic Honors and Service Awards

Basis for Awards

Computations for these awards are based on all credits, earned either at Tacoma Community College or transferred from other institutions, which are eligible for degree computation. For commencement program purposes, scholastic honors are computed prior to the end of Spring quarter. Additions or deletions will be made to these lists if the last quarter of college work changes a student's qualifications.

President's Medal

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

President's List

The President's List, announced annually at commencement, includes those students who have earned at least 24 credit hours at the college and who have at least a 3.60 cumulative grade point average. A student who has qualified for the recognition shall be graduated "with distinction" and this shall be noted by a "High Honors" seal on his or her diploma.

Honors

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

Dean's List

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

Service Awards

Individuals who have contributed to the growth of the college may be recognized with Service Awards at the time of their graduation.

Special Services, Programs and Facilities

Counseling and Career Development

A trained and competent staff of professional counselors is available to serve students through the Counseling and Career Development Center in Building 7. The counseling staff can assist students with educational, personal and career problems and planning through a wide variety of professional services and resources.

Included are improvement in communication skills, social awareness and goal setting, decision making, computer assisted career exploration and up-to-date information on career and educational opportunities. The center's services are available to all enrolled and prospective students. All interviews between student and counselor are confidential.

The special needs of developmental, exploratory (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.

Student Development and Career Development Instruction

Student Development instruction serves to enhance and expand the opportunities provided through the traditional instructional programs.

Special courses in human relations and career development are offered each quarter and are supplemented by special interest short-term workshops, seminars and independent study projects. Details are available in the Counseling and Career Development Center, Building 7.

Tutoring

Tutorial services are coordinated through the office of tutorial coordinator in Building 8. Tutors are available to assist students in many subject areas. Several funding sources, including VA benefits, are used to pay for the services. Students who need tutoring and students wishing to serve as tutors should apply with the tutorial coordinator. Call 756-5026 for more information.

Developmental Education

Developmental Education is part of the coordinated system of learning assistance services which support the individual's educational goal. The objective of the program is to provide each student with an opportunity to overcome deficiencies and assess and develop talents and strengths.

The program offers special courses in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas. Adult competency courses and courses for personal enrichment are also offered. Many developmental education courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student. The High School Completion and Adult Basic Education programs are part of Developmental Education. For information visit Building 8 or call 756-5029.

Adult Basic Education

Tacoma Community College offers an Adult Basic Education program that is designed to bring the student's skill level up to Grade 7 or above so that he or she may enter a high school completion or occupational training program. Adult Basic Education offers a full daytime program of free classes in reading, writing, arithmetic and everyday living skills. For more information call 756-5029.

Drop In Assistance Learning (DIAL) Center

The DIAL (Drop In Assistance Learning) Center helps students in such skills as mathematics, writing, spelling and reading through the Adult Basic Education and Individual Education programs. GED preparation and adult high school completion courses are offered through individualized programs. For more information visit Building 8 or call 756-5144.

College Services For The Community

In an effort to serve the entire campus community, many college services are available to the general public as well as students and employees. The college library is open evenings and Saturdays, free to the public; special events, films and concerts are scheduled throughout the school year; meeting rooms may be rented at nominal rates by community groups; college drama and musical events are performed each quarter and many visiting musical groups appear on campus throughout the year.

Career Resource Center

The Career Resource Center in Building 7 offers a variety of resources for student exploration of career opportunities. These resources include career information files, the "Occupation Outlook Handbook," audio cassettes, filmstrips, and the career computer. Students may learn the nature of various occupations, training required, the employment outlook, earnings, and working conditions.

The Center also has catalogs from all two and four-year academic and occupation-oriented institutions and specific transfer requirements for Washington colleges.

Educational Opportunities Program (EOP)

The EOP is designed to increase the involvement of minority and disadvantaged students in all phases of college life through the development and implementation of innovative approaches to meet the educational and support service needs of these student populations. Staff of the EOP are responsible for planning, implementing and coordinating the services and activities which evolve from this program.

Resources for the Handicapped

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

Located in Building 18, the office is open from 8:30 to 4:30 p.m. weekdays. For information call 756-5075.

Cooperative Education

The Cooperative Education program at Tacoma Community College provides opportunities for students in all academic disciplines to earn up to 15 college credits for supervised on-the-job learning experience related to their course majors or career interests. Students work individually with appropriately qualified faculty members who assist in establishing specific learning objectives, offer guidance through the experiences, evaluate student learning, and assign letter grades.

Cooperative Education students work in a wide variety of Tacoma area business and industrial firms and social service and government agencies. In some cases, following the review and approval of the Cooperative Education staff, a job already held may be used as the basis of the supervised Cooperative Education learning experience. The program is open to all students.

An informational meeting in the Cooperative Education office precedes registration for the course. Interested students should visit the Cooperative Education office in Building 9, Rooms 22-25, or call 756-5058.

Servicemen's Opportunity College

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

Active duty personnel interested in joining this program may obtain additional information at local military installation education offices or by contacting the Veterans Adviser in Building 2A.

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

Learning Resource Center

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

Student Employment Office

To find part-time work on or off campus, students should contact the Student Employment Office in Building 2A. There are a variety of opportunities: short term jobs, part-time jobs, full-time jobs, and one-time jobs. The Student Employment Office offers detailed information and workshops covering interviewing techniques and job search skills. In addition, members of the staff can help you learn how to receive college credit for your work. For more information call 756-5194.



Library-Media Services

Library-Media, located in building 7, includes the library, audiovisual services and the listening/language laboratory. The library is open weekdays, evenings, and Saturdays. It includes nearly 90,000 books, nearly 400 periodical titles, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented, and files of microform, pamphlets, clippings, maps, and college catalogs are also available. Interlibrary loan services are provided, and there is a special book collection of high-interest, low reading level material for developmental students. The staff personally assists students in locating and using the wide range of library materials. A two-credit course in library reference techniques is offered.

The audiovisual department maintains a permanent collection of materials, including a growing number of videotapes and a film library of about 380 titles. In addition, films are rented from other sources for instructional use. Facilities include a studio for videotaping plus equipment for television and slide-tape presentations. There is a sight and sound center for individual students' use of audiovisual materials. Here, for example, videotapes used in conjunction with television courses can be viewed on monitors.

The listening language laboratory is used for class and individual language practice, vocabulary drill, and listening skill development. Audio tapes for courses are located here. The laboratory also produces and duplicates audiotapes.

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 open membership. Individuals and other organizations in the community have also provided a number of significant gifts.

Mathematics Lab

The mathematics laboratory is one instructional mode of the mathematics department. Students may take developmental and college mathematics courses in the lab or receive individualized instruction and special tutorial assistance. The Mathematics lab is located in Building 8.



Beverly Hildebrand Photo

Reading and Writing Skills Lab

The reading and writing labs provide credit courses for developmental reading and writing and laboratory work to improve study skills, vocabulary development and spelling. The labs are located in Building 8.

College Bookstore

New and used textbooks for all courses at Tacoma Community College may be purchased in the bookstore. Art and classroom supplies, nursing uniforms, postage stamps and monthly bus passes are also available. Special orders for books may be placed by anyone. Regular business hours are 8 a.m. to 4 p.m., Monday through Friday. The bookstore is located in Building 6, 756-5040.

Food Services

The cafeteria, located in Building 11, provides daily specials during the quarter, a wide variety of short orders, desserts, refreshments, breakfasts, wholesome lunches, seasonal fresh fruits, and a salad bar. Hours are 7 a.m. to 9 p.m., Monday through Thursday and 7 a.m. to 2 p.m. Friday. Other services (such as catering and

facilities use for receptions, dinners, luncheons, etc.) can be provided on request. Call 756-5085 for information.

Child Care Center

Tacoma Community College's Child Care Center is a state-certified non-profit service provided for students, faculty and staff. Plans are underway to build a new center on campus during the 1981-82 school year. Center hours are 8 a.m. to 4 p.m. daily. The center accepts children from 2½ to 6 years-of-age, and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is on a sliding fee scale, based on parents' income.

A unique feature of the center is its parent cooperative program. Participating parents pay less than the sliding fee scale and are required to work two hours each week in the center. Three college credits are awarded if parents attend a Positive Parenting class. For further information visit the center or call 756-5180.

Office of Safety and Security

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

Campus Parking

Each vehicle parked on campus on a regular basis is required to have a parking permit which authorizes its owner/driver to park in designated spaces. Students and employees who park on campus may obtain parking permits in Building 1. Failure to obtain a parking permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

A schedule of parking fees is given to each student during the registration process and to each employee at the time of his/her initial hire.

Student Programs and Activities

Student Programs and Activities

Student programs and activities are an integral part of each student's educational experience. Their purpose goes beyond extra-curricular activities to one which provides a setting for learning activities outside the formal classroom. To this end, the Student Programs office plans events in cultural, social, recreational and educational areas to meet the need and interests of all Tacoma Community College students.

Programs include: a child care center; student government; tutorial services; financial assistance for minority students; intercollegiate athletics; intramurals, varied musical experiences; special interest clubs, the campus newspaper, THE COLLEGIATE CHALLENGE; and the student literary magazine, TRILLIUM. Activities sponsored by ASTCC include well-known lectures, films, dances, panel discussions, concerts, theatrical productions, field trips, workshops, outdoor activities and health fairs.

Students interested in helping plan activities can drop by or call the student programs office in Building 15.

Clubs and Organizations

Many opportunities are available for student participation in club and organization activities. Current campus clubs center around academic interests, ethnic awareness, recreation and military affiliation. Interested students are encouraged to contact the Student Programs and Activities office, Building 15, for information on joining a club or forming a new one.

Student Government

The new Tacoma Community College student government model, based on the New England Town Hall concept, provides for direct represen-

tation of students in establishing the policies and procedures which directly affect student life.

By eliminating "at-large" elections of senators and admitting to the senate any interested TCC student who concurrently enrolls in a two credit leadership training course, the new government model encourages maximum student participation. Executive officers, rather than standing for election, are selected by the ASTCC Advisory Board on the basis of their qualifications and interests. The model consists of three essential components: the Student Senate, the executive officers and the Advisory Board. Any student interested in becoming an ASTCC senator or executive officer should contact the student programs Office in Building 15.

Intercollegiate Athletics

Tacoma Community College competes in a variety of men's and women's athletic programs under the supervision of the Athletic Director. Athletic teams participate in leagues

set by the Washington State Athletic Association of Community Colleges. (AACC)

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

Athletic facilities include the TCC gym, Minniti Field with its baseball and softball fields; a new all weather 400 meter track and soccer field, tennis courts and use of Oakbrook Country Club as home course for the golf team.

Intramural Activities

A wide variety of intramural athletic activities are planned each year according to student interest and availability of facilities. Activities include: basketball, volleyball, badminton, tennis, softball, soccer, archery, fencing and a TCC bowling league. A coed intramural volleyball team competes with other community colleges. More information on intramurals may be obtained from the athletic director.



Occupational Programs

ACCOUNTING

Coordinator: Sam Heritage, 756-5070

A two year college program which prepares students to meet specific job needs in the community. Emphasis is placed on professional accounting skills as well as communicative and office skills. The program leads to an Associate of Technical Arts degree and may be pursued by day, evening and part-time students.

This program is undergoing extensive revision. Interested students should inquire at the Admissions and Records Office, Building 2 for current program information.

ADMINISTRATION OF JUSTICE

Program Coordinator, 756-5076

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

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

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

FIRST YEAR

First Quarter

Course Title		Credits
Introduction to Administration of Justice	ADJ 100	5
English	ENGL 101	5
Sociology	SOC 110	5
Physical Education		1

Second Quarter

Criminal Law	ADJ 101	5
English	ENGL 102 or 104	5
Psychology	PSYCH 100	5
Physical Education		1

Third Quarter

Criminal Evidence	ADJ 102	5
Speech	SPCH 100	5
Physical Education	PE 292	5
Elective (Humanities)		5

SECOND YEAR

First Quarter

Course Title		Credits
Criminal Investigation	ADJ 200	5

American National Government and Politics	POLSC 202	5
Elective (Math/Science)		5
Physical Education		1

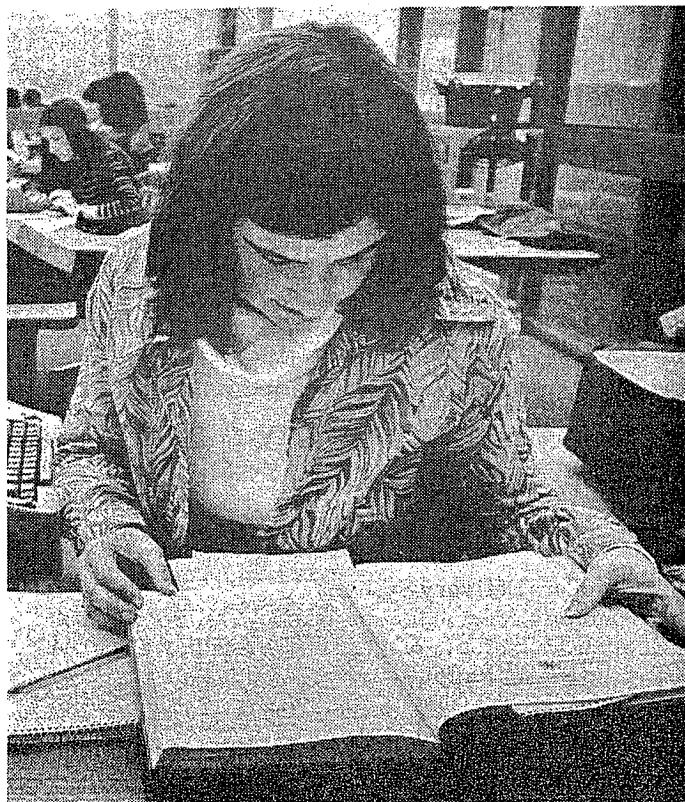
Second Quarter

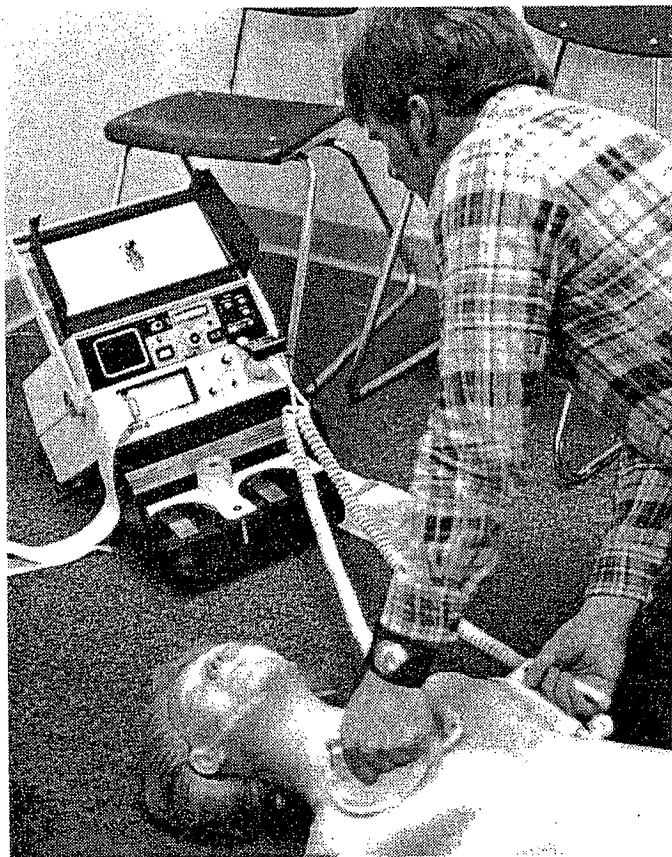
Introduction to Penology	ADJ 201	5
Management of Police Operations	ADJ 202	5
Sociology	SOC 262	5
Business	BUS 103	5
Physical Education		1

Third Quarter

Juvenile Justice Systems	ADJ 203	3
Criminal Justice Planning and Administration	ADJ 204	3
Mathematics	MATH 240	3
Weaponless Control	ADJ 206	1
Elective (Math/Science)		5
Work Experience Internship (Optional)	ADJ 207	5

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





Beverly Hildebrand Photo

ALLIED HEALTH CORE PROGRAMS

The following programs are built around a central "CORE" course requirement. Students must have completed or be enrolled in CORE courses before application will be reviewed for acceptance into any of the programs. Two of the CORE courses must be in Biology and Medical Terminology.

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

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

CORE applicants must demonstrate competency in Biology and Medical Terminology by mid-quarter. Applicants will submit transcripts and/or current grades to the Allied Health office.

CORE COURSES

Course Title		Credits
Medical Terminology	HT 130-131	6
Medical Transcription	MRT 140	3
Anatomy and Physiology	BIO 150-151 or 206 - 207 - 208	10 15
Health Care Delivery Systems	HT 110	5
Psychology	PSYCH 100	5
English	ENG 104	5
Typing (or equivalent)	BUS 103	5
Speech	SPCH 100	5
Business Correspondence	BUS 225	5
Math	MATH 90 or MATH 101	5

54-59

BANKING AND FINANCE

Coordinator: Norman Marshall, 756-5070

This two-year program is designed for financial institution employees. The program is a joint venture of Tacoma Community College and the financial institutions. Students who complete the banking and finance program qualify for the Associate in Technical Arts Degree.

FIRST YEAR

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

SECOND YEAR

(Choice of concentration should be declared)

Course Title		Credits
Bank Investments	B&F 128	3
Installment Credit	B&F 136	3
International Banking	B&F 138	3
Real Estate Finance OR	REAL 165	3
Real Estate Finance	B&F 236	3
Credit Administration	B&F 132	3
Analyzing Financial Statements I	B&F 224	3
Analyzing Financial Statements II	B&F 225	3
Algebra	MATH 101	5
Elective or Work Internship	B&F 120, 121, 122	5
Bank Operations	B&F 102	3
Marketing For Bankers	B&F 130	3
Supervision and Personnel Management	B&F 152	3
Trust Functions and Services	B&F 142	3
Trust Management	B&F 242	3
Branch Management	B&F 246	3
Bank Management	B&F 146	3
Federal Reserve System	B&F 144	3
Introduction to Data Processing	BUS 235	5
Psychology	B&F 200	3
Introduction to Commercial Lending	B&F 240	3

EMERGENCY MEDICAL CARE

Coordinator: KristieLee J. Bolar, 756-5164

Emergency Medical Technician

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

Emergency Medical Technician/Paramedic

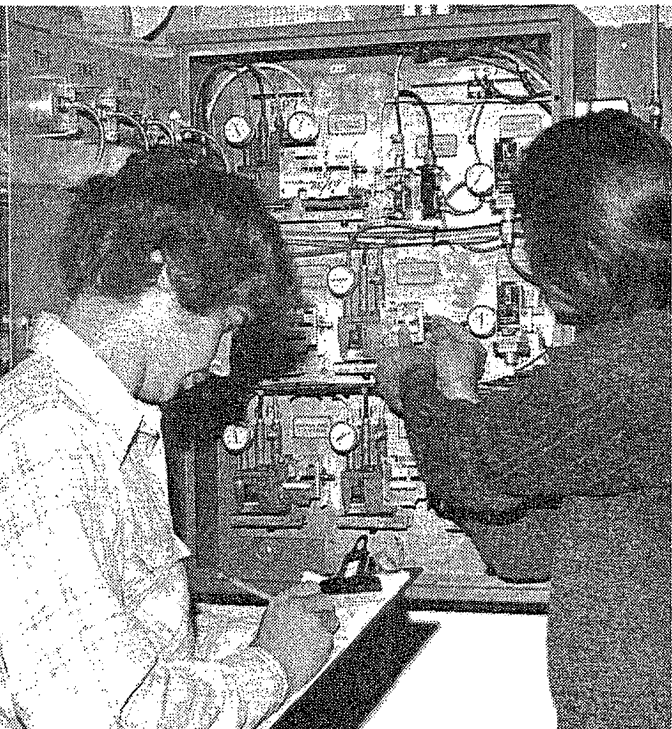
The second level of training involves over 1200 hours of classroom, clinical and field internship activities. These activities train an individual to provide, under the direction of physician, definitive medical care at the scene of an emergency. An individual completing the 1200 hour program (EMC 120, 12 credits; EMC 130, 6 credits; EMC 121, 10 credits; EMC 131, 7 credits; EMC 122, 7 credits; EMC 132, 10 credits) is eligible for state certification as a Mobile Intensive Care Paramedic.

ENERGY MANAGEMENT

Coordinator: Ivonna McCabe, 756-5059

Energy Management is a two-year program designed to graduate technicians who can work in the field of energy utilization and conservation. They will assist with planning, designing, installing and monitoring existing and new systems of heating, ventilation, air conditioning, and lighting of new and existing structures.

The program is also designed for those already working in the field who wish to improve and upgrade their knowledge and skills. Students should complete basic algebra and right triangle trigonometry before starting the first quarter.



FIRST YEAR

First Quarter

Course Title		Credits
General Physics	PHYS 114	5
Principles of Chemistry and Physics	CHEM 100	5
Fundamentals of Energy Technology	ENM 120	3
Schematic and Blueprint Reading	ENGR 104	3

Second Quarter

General Physics	PHYS 115	5
Survey of Inorganic Chemistry	CHEM 101	5
Energy Economics	ECON 101	3
Fundamentals of Electricity/Electronics	ELEC 101	5

Third Quarter

General Physics	PHYS 116	5
Survey of Organic and Biochemistry	CHEM 102	5
Energy Production Systems	ENM 111	3
Mechanical Devices and Systems	ENM 112	5

SECOND YEAR

Fourth Quarter

Electromechanical Devices	ELEC 221	5
Electronic Devices and Systems	ELEC 222	4
Fluid Power Systems	ENM 231	5
Energy Audits	ENM 240	3

Fifth Quarter

Elect. Power & Illumination Systems	ELEC 223	5
Microcomputer Operations	COMSC 201	4
Heating, Ventilation & Air Cond.	ENM 232	4
Energy Conservation	ENM 233	5

Sixth Quarter

Technical Communications	SPCH 200	5
Microcomputer Hardware	COMSC 211	4
Instrumentation and Controls	ELEC 241	5
Codes and Regulations	ENM 243	1
Solar Energy	ENM 244	3

HUMAN SERVICES PROGRAM

Coordinator: Jerry Shulenbarger, 756-5076

The Human Services Program is designed to train students to work as para-professionals in social and health service agencies. Acceptance is based on a personal interview with the coordinator. Students can select a one-year certificate program, or a two-year program leading to an Associate in Technical Arts degree. Both programs rely heavily on field placement (internship) as a means of training. Examples of the one and two-year programs are listed below.

TYPICAL TWO-YEAR PROGRAM*

FIRST YEAR

Course Title		Credits
English	ENGL 101	5
Introduction to Human Services	HSW 100	2
Community Resources	HSW 101	3
Interviewing	HSW 102	5
English	ENGL 102	5
Counseling	HSW 103	5
Sociology	SOC 110	5
Family Counseling	HSW 202	5
Systems Change Skills	HSW 104	5
Psychology	PSYCH 100	5

SECOND YEAR

Race Relations	SOC 262	5
Sociology of Marriage and Family	SOC 152	5
Field Placement	HSW 191	5
Alcoholism	HSW 200	5
Human Growth and Development	PSYCH 206	5
Field Placement	HSW 192	5
Stress Management	HSW 207	5
Psychology of Adjustment	PSYCH 170	5
Field Placement	HSW 193	5

*Continuing academic advising is provided to adjust the program to meet the needs of individual students. See the Coordinator of the program for further information.

TYPICAL ONE YEAR CERTIFICATE*

First Quarter		
Course Title		Credits
Introduction to the Human Services	HSW 100	2
Community Resources	HSW 101	3
Principles of Interviewing	HSW 102	5
General Psychology	PSYCH 100	5
Second Quarter		
English	ENGL 101	5
Counseling Techniques	HSW 103	5
Field Placement I	HSW 191	5
Third Quarter		
Systems Use Skills	HSW 104	5
Field Placement II	HSW 192	5
Ethnic Studies	SOC 262 or equivalent	5

*Continued academic advising is provided to adjust the program to meet the needs of individual students. See the Coordinator of the program for further information.

MEDICAL RECORDS TECHNICIAN

Coordinator: Marion Miller, 756-5163

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 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 of health data consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Graduates are able to 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 Terminology III	HT 132*	3
Medical Transcription II	MRT 141*	3
Introduction to Health Record Management	MRT 180	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
Clinical Application III	MRT 232*	5
Introduction to Data Processing	BUS 235	5

*Prerequisite required.

MRT-HT credits: 60
Non MRT-HT credits: 45

Transfer information: Upon completion of the TCC, Medical Records Technician program and successful writing of the national examination, students may transfer and complete baccalaureate programs at:

Seattle University, Seattle, Wa.
Loma Linda, Loma Linda, Ca.
Stephens College, Columbia, Mo.
Carroll College, Helena, Mt.

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

MEDICAL SECRETARY

Coordinator: Marion Miller, 756-5163

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

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

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

FIRST YEAR

Course Title		Credits
Medical Terminology III	HT 132*	3
Medical Transcription II	MRT 141*	3
Medical Office Procedures	HT 120	5
Typing II	BUS 104	5
Business Machines	BUS 115	3

SECOND YEAR

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

*Prerequisite required.

MEDICAL TRANSCRIPTIONIST

Coordinator: Marion Miller, 756-5163

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

After completion of three quarters of study, the student will be able to understand and use medical terminology, transcribe medical reports of all types with speed and accuracy, 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

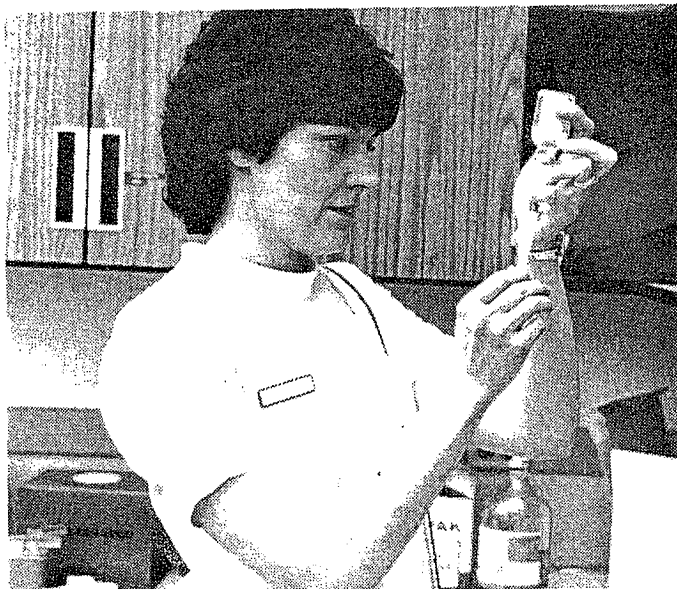
Course Title		Credits
Medical Transcription II	MRT 141*	3
Medical Transcription III	MRT 142*	3
Medical Terminology III	HT 132*	3
Introduction to Health Record Management	MRT 180	5

*Prerequisite required.

SECOND YEAR

73

If, upon successful completion of the three-quarter sequence, the student desires to continue in medical secretarial training, he/she 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 successfully complete two years.



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NURSING, ASSOCIATE DEGREE

Coordinator: Joan Wilson, 756-5163

The Associate Degree Nursing program prepares students to perform nursing activities in hospitals, nursing homes, clinics and physician's offices. The program is approved by the Washington State Board of Nursing, and National League for nursing. Graduates of the program will be eligible to take the examination for licensing as a Registered Nurse.

FIRST YEAR

Course Title		Credits
Fundamentals of Nursing	NURS 126	8
Medical-Surgical Nursing	NURS 127	10
Medical-Surgical Aspects of Adult & Child Care (Part I)	NURS 128	9
Mathematics for Health Occupations ...	MATH 97	2
Nursing Practice Lab I	NURS 130	2
Nursing Practice Lab III	NURS 131	2
Nursing Practice Lab III	NURS 132	2

SECOND YEAR

Medical-Surgical Aspects of Adult & Child Care (Part II)	NURS 226	9
Medical-Surgical Aspects of Adult & Child Care (Part III)	NURS 227	12
Maternity Nursing	NURS 228	5
Psychiatric Nursing	NURS 229	5

Other courses required for completion:

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

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

Non-Nursing Credits 52-57

Nursing Credits 57

TOTAL CREDITS 114

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

BIOL 210 (General Microbiology)	PSYCH 100 SOC 110
BIOL 206, 207, 208 (Anatomy and Physiology)	SPCH 100 or 101 Social Science Elective
CHEM 101, 102	(5 credits)
ENGL 101, 102	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.

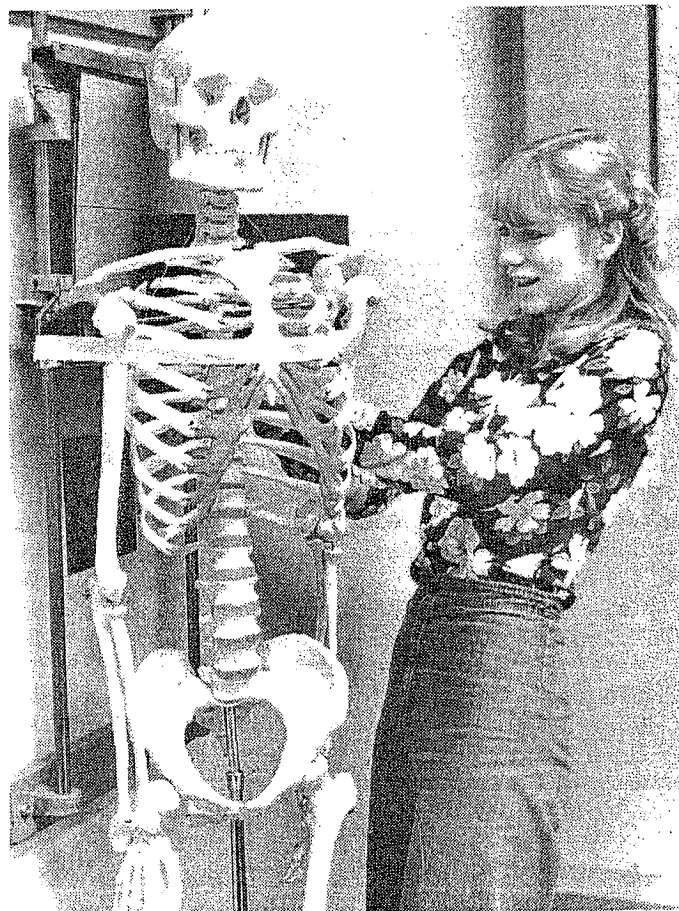
*Must be completed prior to Second Year Nursing.

RADIOLOGIC TECHNOLOGIST

Coordinator: Royal Domingo, 756-5163

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

Course Title		Credits
First Quarter (Fall)		
Anatomy and Physiology	BIO 150	5
Medical Terminology I	HT 130	3
Radiographic Positioning and Techniques I	RT 140	3
Introduction to Radiologic Technology	RT 101	3
Independent Study	RT 299 (1-5)	
Second Quarter (Winter)		
Anatomy and Physiology II	BIO 151	5
Radiographic Positioning and Techniques II	RT 141	3
Radiographic Clinic I	RT 120	3
Radiation Physics I	PHYS 108	5
Independent Study	RT 299 (1-5)	
Third Quarter (Spring)		
English	ENGL 101	5
Radiation Physics II	PHYS 109	5
Radiographic Positioning and Techniques III	RT 142	3



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Radiographic Clinic II	RT 121	3
Independent Study	RT 299 (1-5)	

Fourth Quarter (Summer)

Radiographic Clinic III	RT 122	7
Elective		5
Independent Study	RT 299 (1-5)	

Fifth Quarter (Fall)

English/Speech	ENGL 102/SPCH 100	5
Radiographic Anatomy and Physiology	RT 214	3
Radiographic Positioning and Techniques IV	RT 243	2
Radiographic Clinic IV	RT 123	5
Independent Study	RT 299 (1-5)	

Sixth Quarter (Winter)

Radiographic Positioning and Techniques V	RT 244	2
Radiographic Clinic V	RT 225	5
Special Radiographic Procedures	RT 211	3
Radiologic Pathology	RT 215	3
Independent Study	RT 299 (1-5)	

Seventh Quarter (Spring)

Radiation Therapy and Nuclear Medicine	RT 212	3
Department Management	RT 213	2
Radiographic Positioning and Techniques VI	RT 245	2
Radiographic Clinic VI	RT 226	5
Independent Study	RT 299 (1-5)	

Eighth Quarter (Summer)

Radiographic Clinic VII	RT 227	5
Elective		5
Independent Study	RT 299 (1-5)	

Ninth Quarter (Fall)

Radiographic Clinic VIII	RT 228	5
Independent Study	RT 299 (1-5)	

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

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

- University of Nevada, Las Vegas
- Arizona State University
- Idaho State University
- Loma Linda University, Loma Linda, California
- Northern Arizona University, Flagstaff, Arizona

REAL ESTATE

A program designed to provide both the beginning student and the working real estate professional with detailed knowledge of a wide variety of topics in real estate.

The program offers many courses for the real estate professional which have been approved for Washington State continuing education clock-hour requirements. This program is undergoing extensive revision. Interested students should inquire at the Admissions and Records Office, Building 2 for current program information.

RESPIRATORY THERAPY TECHNICIAN

Coordinator: Bill Leffler, 756-5163

(Inhalation Therapy Technician)

The Respiratory Therapy Technician program is a one-year training program to prepare students to work under the direction of an inhalation therapist in providing patient care relating to pulmonary diseases and disorders. Upon completion the student is eligible to take the national certification exam.

Course Title	Credits
First Quarter (Summer)	
Physics for Health Occupations	PHYS 105 5
Respiratory Therapy Equipment	RTT 120 2
Microbiology	RTT 133 2
Fundamentals of Patient Care	HT 170 3
Clinical Training	RTT 140 3
Medical Terminology	HT 130 3
Second Quarter (Fall)	
Anatomy and Physiology	BIOL 150 5
Respiratory and Therapy Theory	RTT 110 3
Respiratory Therapy Equipment II	RTT 121 2
Clinical Training	RTT 141 3
Third Quarter (Winter)	
Anatomy and Physiology	BIOL 151 5
Respiratory Therapy Theory	RTT 111 3
Respiratory Therapy Equipment	RTT 122 2
Respiratory Therapy Seminar	RTT 150 1
Clinical Training	RTT 142 5
Fourth Quarter (Spring)	
Pulmonary Functions	RTT 131 3
Respiratory Therapy Seminar	RTT 151 2
Psychology	PSYCH 100 5
Clinical Training	RTT 143 5
Pharmacology	RTT 130 2
Fifth Quarter (Summer)	
Clinical Training	RTT 144 8

RTT credits: 46
Non RTT credits: 26
Total credits: 72

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the Joint Review Committee for Respiratory Therapy Education (JRCRT).

SECRETARIAL OFFICE SKILLS

Coordinator: Lorraine Stephan, 756-5076

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



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SECRETARY

FIRST YEAR

Course Title	Credits
First Quarter	
Typing I	BUS 103 5
Shorthand I	BUS 130 5
Business English	ENGL 104 5
Speech	SPCH 100 or 101 or 200 5
Second Quarter	
Shorthand II	BUS 131 5
Shorthand Transcription (taken with BUS 131)	BUS 133 2
Typing II	BUS 104 5
Bookkeeping	BUS 140 5
Third Quarter	
Office Procedures	BUS 134 5
Shorthand III	BUS 135 5
Business Machines	BUS 115 3
Word Processing/Memory	BUS 228 2
Records Management	BUS 116 3

SECOND YEAR

First Quarter	
Introduction to Business	BUS 101 5
Machine Transcription	BUS 117 3
Business Math	BUS 110 5
Word Processing/IBM Mag Card II	BUS 229 2
Second Quarter	
Business Correspondence	BUS 225 5
Word Processing/Vydec	BUS 230 2
Work Internship	BUS 120 5
Third Quarter	
Personal Finance	BUS 102 5
Business Law	BUS 200 5

RECEPTIONIST-CLERK

Suggested Program

A one year certificate qualifies students for entry level positions as office clerk. Placement at ENG 90 and MATH 86 levels or better required.

Course Title		Credits
First Quarter		
Typing I	BUS-103	5
Business English	ENG 104	5
Speech	SPCH 100	5
Second Quarter		
Typing II	BUS 104	5
Business Math	BUS 110	5
Records Management	BUS 116	3
Machine Transcription	BUS 117	3
Third Quarter		
Intro to Data Processing	BUS 235	5
Office Procedures	BUS 134	5
Work Internship	BUS 120	5

WORD PROCESSOR

This one-year Certificate prepares students for employment in electronic word processing centers. Grade of "B" or better in BUS 103 (or equivalent) required for admission into the program.

Course Title		Credits
First Quarter		
Typing II	BUS 104	5
Business English	ENG 104	5
Interpersonal Speech	SPCH 100	5
Second Quarter		
Business Correspondence	BUS 225	5
Word Processing/Mag Card II	BUS 229	2
or		
Word Processing/Memory	BUS 228	2
Machine Transcription	BUS 117	3
Records Management	BUS 116	3
Third Quarter		
Word Processing/Vydec	BUS 230	2
Office Procedures	BUS 134	5
Work Experience	BUS 120	5
Word Processing/Alpha Micro	BUS 231	2

SERVICE REPRESENTATIVE

Coordinator: Michiko Freeman, 756-5070

This two year career-oriented program prepares individuals for service positions in industries such as telephone companies, insurance offices, department stores, utilities, airlines and banks. Students who complete the service representative program qualify for the Associate in Technical Arts Degree.

FIRST YEAR

Course Title		Credits
Typing I or II	BUS 103 or 104	5
Business Math	BUS 110	5
Introduction to Business	BUS 101	5
Business English	ENGL 104	5
Bookkeeping	BUS 140	5

FIRST OR SECOND YEAR

Speech	SPCH 100 or 101 or 200	5
Personal Finance	BUS 102	5
Business Machines	BUS 115	5
Business Law	BUS 200	5
Any Math/Science		10
Any Humanities		5
Electives		20

SECOND YEAR

Business Correspondence	BUS 225	5
Introduction to Data Processing	BUS 235	5
Work Internship	BUS 123	5

SUPERVISION AND MANAGEMENT

Coordinator: Norman Marshall, 756-5070

The Supervision and Management Program offers the opportunity to acquire and/or improve the skills necessary for success in managerial positions.

The class schedule is designed for people holding a full-time job. Classes are offered during non-working hours.

Three programs are available. A certificate of achievement is awarded after successful completion of 30 approved credit hours. An advanced certificate of achievement is awarded after successful completion of 60 approved credit hours. The Associate in Technical Arts degree is awarded after successful completion of 90 credit hours in a combined occupational and academic program.

The program's faculty brings many years of supervisory and management experience into the classroom setting.

PROGRAM COURSES

Course Title		Credits
Principles of Supervision	SMG 101	3
Management Techniques	SMG 270	3
Management Communications	SMG 201	3
Principles of Management	BUS 163	5
Planning and Control Through		
Effective Budgeting	SMG 150	3
Principles of Labor Relations	SMG 222	3
Principles of Personnel		
Management	SMG 250	3
Survey of Sociology	SOC 110	5
Supervising the Marginal Worker	SMG 120	3
Supervision and Group Behavior	SMG 131	3
Interpersonal Speech Communication	SPCH 100	5
Effective Public Relations	SMG 210	3
Conflict and Changes in the		
Work Force	SMG 130	3
Principles of Economics	ECON 200	5
Principles of Economics	ECON 201	5
Selecting and Training Employees	SMG 125	3
Case Studies in Supervision	SMG 285	3
Effective Business Letters	BUS 223	3
Dictation for Managers	BUS 224	3
The Psychology of Adjustment	PSYCH 170	5
Public Speech Communication	SPCH 101	5
How Government Works	POLSC 220	5

- *Supervision and Management Seminars SMG 179 1
- *Work Experience Internship Up to 15 credits

ALTERNATES (You may substitute)

- SMG 160, Women in Management for SMG 210, Effective Public Relations
- SMG 161, Career Advancement for Women for SMG 130, Conflict and Changes in the Work Force
- SMG 265, Business and Society for SMG 285, Case Studies in Supervision
- SMG 240, Production Management for SMG 125, Selecting and Training Employees

With prior work experience, you may challenge:

- SMG 150, Planning and Control through Effective Budgeting
- SMG 210, Effective Public Relations
- SMG 222, Principles of Labor Relations
- SMG 250, Principles of Personnel Management

With prior college level education you may challenge:

- SMG 163, Principles of Management
- ECON 200, Principles of Economics
- ECON 210, Principles of Economics
- SPCH 100, Interpersonal Speech Communications
- SOC 110, Survey of Sociology
- PSYCH 170, The Psychology of Adjustment
- POLSC 220, How Government Works

*Courses marked with an asterisk are electives.

Requirements of Associate in Technical Arts are:

A total of 90 credit hours. A minimum of 30 of the last 45 applicable credits must be earned at Tacoma Community College. A minimum of 15 quarter hours must be earned in courses taken at TCC that are not entitled SMG.

UNIQUE VOCATIONAL PROGRAMS IN THE STATE OF WASHINGTON

A number of the 22 community college districts in Washington offer vocational programs that are one of a kind in the state. If you are interested in any of the programs listed below, contact the community college where they are offered.

BELLEVUE COMMUNITY COLLEGE

3000 Landerholm Circle, Bellevue 98007;
Diagnostic Ultrasound Technology; Medical Photography.

COMUMBIA BASIN COLLEGE

2600 North 20th, Pasco 98301;
Nuclear Technology.

EDMONDS COMMUNITY COLLEGE

2000 68th Ave. W., Lynnwood 98036;
Dental Office Management; Mobile Home Setup; Podiatric Assistant; Power Sewing Mechanics; Traffic Engineering Technology; Well Drilling.

FORT STEILACOOM COMMUNITY COLLEGE

9401 Farwest Drive S.W., Tacoma 98498;
Animal Technology; Claims Adjusting; Logging Technology; Motorcycle Repair Technology.

GREEN RIVER COMMUNITY COLLEGE

12401 S.E. 320th, Auburn 98002
Air Traffic Control; Micrographics; Occupational Therapy Assistant; Physical Therapy Assistant; Professional Entertainment; Water and Waste Water Operation.

HIGHLINE COMMUNITY COLLEGE

Midway 98301
Diving Technology; Manufacturing Engineer Technology.

NORTH SEATTLE COMMUNITY COLLEGE

9600 College Way North, Seattle 98103;
Communications Electronics; Computer Electronics; Electrical Power Technology; Electromechanical Technology.

SEATTLE CENTRAL COMMUNITY COLLEGE

1701 Broadway, Seattle 98122;
Dental Laboratory Technician; Marine Carpentry; Marine Deck Officer; Marine Engineer; Ophthalmic Technician; Sign Language Interpreter; Tailoring; Technical Illustration.

SHORELINE COMMUNITY COLLEGE

16101 Greenwood Ave. N., Seattle 98133;
Biological Laboratory Technology; Foundation Administration; Histology; Oceanographic/Biology Technology; Purchasing; Small Band Management; Visual Communications.

SKAGIT VALLEY COLLEGE

2405 College Way, Mount Vernon 98273;
Marine Maintenance Technology and Boat Building; Natural Resources Technology.

SOUTH SEATTLE COMMUNITY COLLEGE

6000 16th Ave. S.W., Seattle 98106;
Food Dispensing Equipment Technology; Heavy Equipment Operator; Metallurgy Technology; Safety Engineering Technology; Service Station Operations and Management.

SPOKANE COMMUNITY COLLEGE

North 1810 Greene Street, Spokane 99207;
Cardio-Pulmonary Technology; Echo-Cardiographic Technology; Industrial Electricity; Natural Resources; Polygraph Technology; Upholstery; Water Resources.

SPOKANE FALLS COMMUNITY COLLEGE

West 3410 Fort George Wright Drive, Spokane 99204;
Camera Repair; Chiropractic Assistant; Hearing Impaired Service; Micro-processor Programmer; Photo-Journalism; Saddlemaking; Silk Screening; Jewelry Making and Repair; Musical Instrument Service and Repair.

TACOMA COMMUNITY COLLEGE

5900 South 12th, Tacoma 98465;
Energy Management Technician.

WENATCHEE VALLEY COLLEGE

1300 Fifth Street, Wenatchee 98801;
Ski Instructor/Resort Management.

Course Descriptions

ACCOUNTING

ACCNT 201

Principles of Accounting (3)

Introduction to structure, development and interpretation of accounting data and financial statements derived from operations of a business. Course is offered in a self-paced business lab setting. ACCNT 201, 202, and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 202

Principles of Accounting (3)

Continuation of ACCNT 201. Emphasis on the distinguishing elements of partnership and corporate accounting. Course is offered in a self-paced business lab setting. ACCNT 201, 202, and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 203

Principles of Accounting (3)

Continuation of ACCNT 202. Emphasis on managerial accounting and distinguishing elements of manufacturing. This course is offered in a self-paced business lab setting. ACCNT 201, 202, and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 210

Fundamentals of Accounting (5)

Introduction to structure, development and interpretation of accounting data and financial statements derived from the operations of a business.

ACCNT 220

Fundamentals of Accounting (5)

Continuation of ACCNT 210. Emphasis is on the distinguishing elements of manufacturing, partnership and corporate accounting; decision making.
Prerequisite: ACCNT 210.

ACCNT 230

Intermediate Accounting (5)

Application of accounting principles to problems involving receivables; inventories; investments; depreciation methods; intangible assets and deferred charges.
Prerequisite: ACCNT 220.

ACCNT 231

Intermediate Accounting (5)

Application of accounting principles to problems involving capital stock and surplus; compilation of statements; statement analysis and preparation of the statement of funds.
Prerequisite: ACCNT 220. ACCNT 230 is recommended.



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ACCNT 237

Governmental Accounting (5)

Accounting practices employed in governmental and not-for-profit organizations such as hospitals, educational entities and nursing homes.
Prerequisite: ACCNT 220.

ACCNT 240

Automated Programming Accounting (5)

Transfer of manual processing methods to automated procedures. Use of a sample accounting package gives students an opportunity to practice concepts in previous accounting courses.
Prerequisite: ACCNT 210 or BUS 140 and 141.

ACCNT 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: ACCNT 220.

ACCNT 250

Tax Accounting (5)

Individual income tax, including determination of taxable income and deductions, preparation of individual tax return. 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: ACCNT 210.

ACCNT 255

Practicum in Accounting (5)

Cooperative work experience in acceptable positions in accounting or related office work.
Prerequisite: Permission of instructor-coordinator.

ACCNT 260

Auditing (5)

Course in the auditing procedures relating to assets, equities, revenue and expense and the preparation of reports; intended to acquaint the student with the duties of the auditor and his analysis of accounting records.
Prerequisite: ACCNT 220, ACCNT 230, and 231 are recommended.

ACCNT 299

Advanced Problems (5)

Investigation of media with emphasis on development of individual skill.
Prerequisite: Permission of instructor. This course is generally recognized as an extension of a course series and is available in all areas.

ADMINISTRATION OF JUSTICE

ADJ 100 Introduction to Administration of Justice (5)

History and evolution of the police profession, ethics and professionalization, the correlation between the police, the courts and corrections in the criminal justice system, court organization procedures and functions, survey of professional career opportunities and qualifications required; overview of current police problems.

ADJ 101 Criminal Law (5)

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

ADJ 102 Criminal Evidence (5)

Kinds of evidence, rules of evidence; conclusions, opinions and expert testimony; competency of witnesses, discussion of illegally obtained evidence, the rules of search and seizures; limitations imposed by constitutional guarantees. Prerequisite: ADJ 101 or permission of instructor.

ADJ 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: ADJ 102 or permission of instructor.

ADJ 201 Introduction to Penology (5)

An overview of corrections in the United States today with special emphasis on prison, jails, case law, changing philosophy of punishment and future developments in penology.

ADJ 202 Management of Police Operations (5)

Problems of police organization and management; the allocation of police resources for police services; new aspects of team policing vs. tradition; public and community relations; relationships with other criminal justice agencies. Prerequisite: ADJ 100, 101, 102.

ADJ 203 Juvenile Justice System (3)

Theory and philosophy of the juvenile division in policing the juvenile population; the philosophy of the juvenile court and the juvenile probation unit in dealing with wards of the court. Prerequisite: ADJ 202 or permission of instructor.

ADJ 204 Criminal Justice Planning and Administration (3)

An in-depth view of the correctional and law enforcement planning process through the use of management by objectives. Prerequisite: ADJ 100, 101, 102.

ADJ 205 Crime and Justice in America (3)

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

ADJ 206 Weaponless Control (1)

Preparation of administration of justice students for defensive control methods necessary to effect an arrest. Prerequisite: ADJ 204 or permission of instructor.

ADJ 207 Internship in Criminal Justice (5)

Supervised agency work to provide practical experience in operations and methods in the criminal justice system and security services provided to private industry. Prerequisite: Permission of instructor.

ADULT BASIC EDUCATION

ABE 60 Adult Basic Education

This no fee, no credit, continuous enrollment program offers persons 18 years of age or older basic skill instruction in reading, writing, arithmetic and everyday living skills. The instruction is individualized, and students work from their present skill level to their highest possible skill level. Students may enroll any time during the quarter with the permission of the instructor.

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.

AS 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.

AS 210, 215 U.S. Military Forces in the Contemporary World (2½ credits per term)

Introduction to aspects of U.S. defense policy.

ARMY ROTC

Through an agreement with Seattle University, TCC students may take Army ROTC courses. Both two and four year programs are offered for transfer credit. Classes meet at Fort Steilacoom Community College. For further information call Major Parker at 626-5775.

AMERICAN STUDIES

These courses investigate the historical, literary, intellectual, ethnic, and artistic backgrounds of the United States. The major idea-complexes which have given the American people their distinctive character will be analyzed from an integrative perspective. Students will have a unique opportunity to develop a sense of language, historical reasoning, and cultural relationships in an interdisciplinary study. Credits are earned in humanities and social science. Students are not required to take courses in sequence.

AMERS 201 The Colonial Period: 17th, 18th Centuries (10)

Study of American history, literature, and institutions during the time of European discovery and colonization, the developing disputes over the administration of the British trading empire, the Revolution and eventual separation from the mother country, and the beginnings of the American Union under the Articles of Confederation and the 1787 Constitution. Special emphasis is given to selected English/American literary forms and conventions of the 17th and 18th centuries in order to understand colonial culture, character, mind, and values.

AMERS 202

The National Period: 19th Century (10)

Study of United States history, literature, and institutions during the time of the early republic, the developing sectional tensions over land acquisitions, reform and slavery, the Civil War and Reconstruction, and large industrial corporations after the war. Special emphasis is given to selected American literary forms and conventions of the 19th century in order to understand the culture, character, mind, and values of the nationalist era.

AMERS 203

The Global Period: 20th Century (10)

Study of the United States during the time of the Populist-Progressive movement, the prosperous Twenties, the depression Thirties, World War II, and the Cold War. Special emphasis is given to selected American literary forms and conventions of the 20th century in order to understand American responses to industrial-technological-urban developments, the mass production — consumption society, internal reform efforts, and global intervention in foreign relations.

ANTHROPOLOGY

ANTHR 100

Introduction to Anthropology (5)

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

ANTHR 107

Indians of North America (5)

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

ANTHR 109

The American Character and Culture (5)

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

ANTHR 201

Principles of Physical Anthropology (5)

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

ANTHR 202

Principles of Social Anthropology (5)

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

ANTHR 205

Principles of Archaeology (5)

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

ANTHR 206

Introduction to Medical Anthropology (5)

Introductory investigation of cultural illness, curative practices, medicine, and health care in various cultures. Will have special emphasis on the role of "cures" and the function of health care within a cultural matrix.

ANTHR 299

Independent Study (1-5)

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

Prerequisite: Permission of instructor.

ART

The following courses have no prerequisite requirements:

- ART 100 Appreciation of the Visual Arts
- ART 105 Beginning Drawing
- ART 109 Beginning Design
- ART 115 Three Dimensional Design
- ART 131 Pottery
- ART 150 Printmaking
- ART 156 Oil Painting
- ART 158 Water Color

ART 172 Sculpture

ART 201 Art History (Ancient through Medieval)

ART 202 Art History (Renaissance through Modern)

ART 220 Photography

ART 240 Lettering

The basic drawing and design courses are requirements for advanced art courses. Check the advanced course listings for specific prerequisites. When necessary a basic course could be taken concurrently with an advanced art course. It is generally recommended that art majors planning to transfer sign up for the advanced art courses after completing the basic prerequisites.

Most four year colleges require art majors to complete additional quarters of both drawing and design. A student planning to transfer should check the requirements of the college or university of his/her choice.

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

ART 100

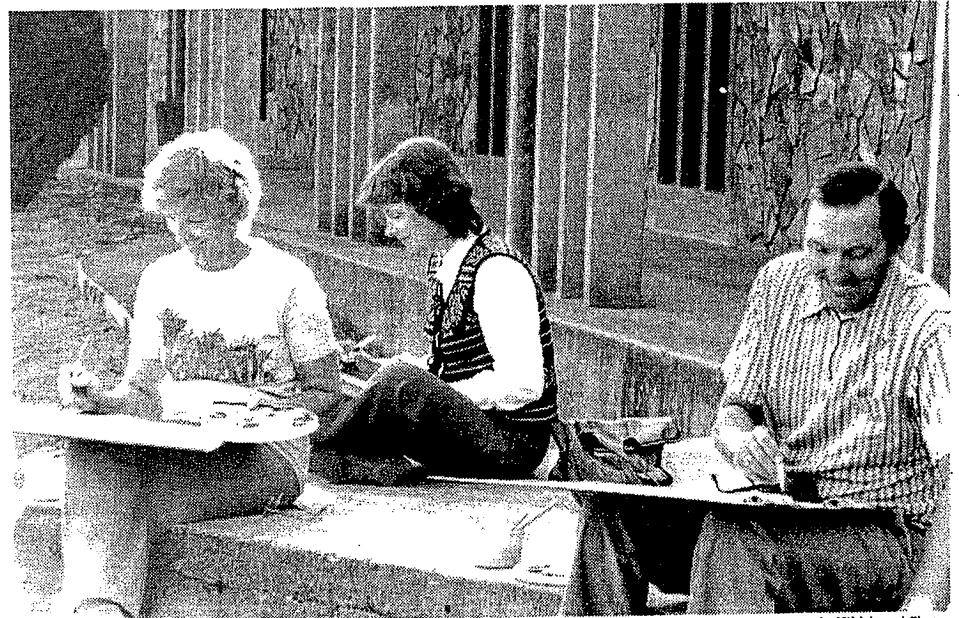
Appreciation of the Visual Arts (5)

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

ART 101

Introduction to Art Techniques (5)

This course is for non-art majors and is designed to introduce the student to materials and techniques in drawing, painting, printmaking and sculpture. Projects are designed for students with no art background.



Beverly Hildebrand Photo

ART 105
Beginning Drawing (5)

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

ART 106
Beginning Design (5)

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

ART 110
Beginning Design (5)

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

ART 115
Three-Dimensional Design (5)

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

ART 131
Beginning Pottery (5)

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

ART 140
Introduction to Graphic Design (3)

Introduction to fundamental concepts of visual communications, practice in the development of converting verbal concepts into visual form, introduction to techniques of layout and design.

ART 141
Graphic Design, Problem Solving (3)

Development of visual solutions to verbal concepts using a variety of media while exploring graphic techniques and processes.

ART 150
Beginning Printmaking (5)

Studies in traditional print techniques and processes including STENCIL, RELIEF, ETCHING, and SURFACE methods. Historical and contemporary print developments serve as background material for technical application.

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.
Prerequisite: ART 156 - none; ART 156 for 157.



Beverly Hildebrand Photo

ART 158
Water Color (5)

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

ART 172
Beginning Sculpture (5)

Introduction to sculpture design, materials, techniques and tools. Emphasis on diversity of materials and various approaches to sculptural form — modeling, carving, casting and fabrication.

ART 185
Careers in Art (1)

Independent study course with attention directed to gathering information on career possibilities. Students will gather information from several sources: TCC Career Center, Library, and local business/industry sources.

ART 201
**History of Western Art:
Ancient through Medieval (5)**

A historical examination of the major artistic achievements of man in Western culture beginning with the ancient civilizations that influenced Western art and its early development in Greece, Rome and Medieval Europe.

ART 202
**History of Western Art:
Renaissance to Modern (5)**

A historical examination of the major artistic achievements in Western culture from the artistic styles of 14th century Italy through the art movements of the 20th century.

ART 206
Portraiture (5)

Drawing, painting and sculptural concepts of portraiture. Attention is directed to bone and muscle structure, expressive organization and individual characterization as related to the portrait.
Prerequisite: ART 105 and 106 or 105 and instructor's permission. Instructor's permission is based on approval of previous work.

ART 207
Figure Drawing (5)

Drawing from the posed model (clothed and nude) including an introduction to surface anatomy, development of form consciousness and exploration of figure composition.
Prerequisite: ART 105 and 106 or 105 and instructor's permission. Instructor's permission is based on approval of previous work.

ART 210
Design (5)

Emphasis on materials in the approach to design. Two-dimensional design.
Prerequisite: ART 110.

ART 211
Enameling on Copper (5)

Enamel design applied to bowls, small plaques and jewelry. Basic techniques for the beginner as well as exploratory processes for the practicing enamelist.
Prerequisite: None, ART 110 recommended.

ART 215
**Design and Materials:
Wood (5, 5)**

Woodworking techniques of carving, tooling and fabrication applied to functional and decorative three-dimensional art forms in wood. Emphasis on design, craftsmanship and the proper use of tools and materials. Maximum of 10 credit hours.
Prerequisite: ART 115.

ART 216
**Design and Materials:
Metal (5)**

Basic techniques of forming, casting and fabrication to create functional and decorative art forms in metal. Emphasis on design, craftsmanship and the proper use of tools and materials.
Prerequisite: ART 115.

ART 220

Photography (5)

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

ART 221

Photography (5)

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

ART 231, 232, 233

Pottery (5, 5, 5)

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

Prerequisite: ART 105 and 109 (or 131) for 231; 231 for 232, 232 for 233.

ART 240

Lettering (5)

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

ART 241

Lettering (5)

Advanced problems in calligraphy with emphasis on layout and design. Introduction to posters, booklets, manuscripts, and three dimensional letters.

ART 250

Printmaking-Silkscreen (5)

Studies include traditional and contemporary stencil techniques, registration methods, properties of inks, and selection of printing surfaces. Introduces problems of layout and design of poster, textile, and fine art printing.

Prerequisite: ART 105 and 110 (or ART 150 for non-majors).



Mary Jo Gilbert Photo

ART 251

Printmaking-Etching (5)

Traditional and contemporary etching and related Intaglio techniques applied to metal, plastic and constructed plates. Selection and properties of papers, and inking techniques are studied. Historical and contemporary developments serve as background material for technical application.

Prerequisite: ART 105 and 110 (or ART 150 for non-majors).

ART 256

Beginning Oil Painting (5)

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

Prerequisite: ART 105 and 109.

ART 257

Oil Painting (5)

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

Prerequisite: ART 256.

ART 258

Beginning Water Color (5)

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

Prerequisite: ART 105 and 109 (or ART 158).

ART 259

Water Color (5)

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

Prerequisite: ART 258.

ART 272

Sculpture: Modeling and Casting (5, 5)

Basic experiences in direct modeling, in the construction of molds and in the casting of various materials. Emphasis on design, craftsmanship and the proper use of tools and materials. Maximum of 10 credit hours.

Prerequisite: ART 105 and ART 115 (or ART 172 for non-art majors).

ART 273

Sculpture: Carving (5, 5)

Introduction to tools, techniques and materials used in the carving approach to sculpture. Emphasis on design and craftsmanship. Maximum of 10 credit hours.

Prerequisite: ART 105 and ART 115 (or ART 172 for non-art majors).

ART 274

Sculpture:

Fabrication Techniques (5, 5)

Introduction to building sculptural forms through the use of the materials, techniques, and equipment of modern industry — woodworking tools and machinery, metal working techniques (welding, brazing, etc.) and other processes where materials are joined to build up forms. Good design and craftsmanship are stressed.

Prerequisite: ART 105 and ART 115 (or ART 172 for non-art majors).

ART 299

Advanced Problems in Art (5)

These courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require permission of the instructor.

Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium; Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART 105, 106, and 107.

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

BANKING AND FINANCE

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

Information concerning course descriptions may be obtained from the program coordinator, 756-5070.

BIOLOGY

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 111, 112, 113, 120, 240 and HORT 101.

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

BIOL 70

Natural Science (5)

An introduction to selected basic topics which have controlled and shaped the Natural History of the Pacific Northwest. Such topics could include the water cycle, weather, plant and animal life, marine and alpine environments, earthquakes, volcanos, soils, environmental problems, and others. For students with no prior knowledge of biology.

BIOL 90

Introduction to Biological Science (5)

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

BIOL 100

Introduction to Biology (5)

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

BIOL 101

General Biology (5)

(For science majors.) Principles of the structure and function of animals, plants and plant-like organisms. Includes survey of cell physiology, reproduction, genetics, evolution, and ecology. Prerequisite: High School biology and High School chemistry or equivalent.

BIOL 102

General Biology (5)

(For science majors.) Basic problems common to all living systems (plant and animal) and solutions to problems in representative organisms. Laboratory is a survey of the plant and animal kingdoms with comparative dissection and study of representative organisms. Prerequisite: BIOL 101.

BIOL 103

General Biology (5)

(For science majors.) A molecular approach to the study of cells and their organelles. The biochemical aspects of cell physiology will be examined. Prerequisite: CHEM 101 or equivalent and BIOL 101 or equivalent.

BIOL 105

Basic Ecology (5)

(For non-majors.) The basic understanding of ecology. A study of the interrelationships between organisms in biological communities, the environmental factors in communities, chemical cycles and plant and animal populations. Laboratory and field trips included. No Biology prerequisite required.

BIOL 106

Contemporary Biology Problems (5)

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

BIOL 108

Natural History of the Pacific Northwest (5)

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

BIOL 133

Microbiology (2)

Basic principles of microbiology, identification and physiology of microorganisms; treatment of the problems of infections and immunization; cleaning and sterilization of equipment relating to respiratory care. Prerequisite: Student must register through Respiratory Therapy Technician Program.

BIOL 140

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. No prerequisites.

BIOL 150, 151

Anatomy and Physiology (5, 5)

Lecture and extensive laboratory. Structure and function of the human body, designed for students in health programs. Includes histology, osteology, blood cytology and primate dissection (used for myology and organology orientation.) Prerequisite: 150 for 151. BIOL 100 recommended.

BIOL 179

The Biology of Aging (5)

A study of the aging process, from the cellular level to the tissue and organ level, and through the whole body level of humans including the effects of environmental and genetic factors in the pathobiology of aging. Prerequisite: BIOL 100 or equivalent.

BIOL 201

General Microbiology (5)

Biological characteristics and chemical activities of bacteria, molds, yeasts, viruses, rickettsia, protozoa and algae. Includes relationship of micro-organisms to disease and grouping of disease-spreading agents according to their methods of transmission and portal of entry. Requirement for registered nurses. Prerequisite: BIOL 101; CHEM 101; or equivalent.

BIOL 206, 207, 208

Anatomy and Physiology (5, 5, 5)

A study of the structure and function of the human body, utilizing a systemic approach. Includes extensive laboratory studies and is primarily designed for students preparing for medical studies such as nursing, pre-medicine, pre-dentistry and physical therapy. Prerequisite: BIOL 100, CHEM 100 (CHEM 100 can be taken concurrently with 206 and CHEM 101 concurrently with 207).

BIOL 220

Medical Laboratory Techniques (5)

Study of the major laboratory tests performed routinely in the physician's office, as well as an introduction to laboratory and other diagnostic procedures initiated or requested by the physician. Prerequisite: MRT 130 and 131; BIOL 150 and 151. May be taken concurrently with BIOL 151. Students must register through the Medical Assistant Program.

BIOL 294

Field Studies (1-5)

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

BUSINESS

BUS 101

Business: An Introductory Analysis (5)

An analysis of: the role and significance of business in our society, types and formations of business enterprises, operation and management of business and the problems faced by modern business.

BUS 102

Personal Finance (5)

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

BUS 103

Typing I (5)

Typing fundamentals including mastery of the keyboard, centering, tabulations, memos, letters and manuscripts. Prerequisite: Placement in ENGL 90 and MATH 90 or above, or instructor approval.

BUS 104

Typing II (5)

Skill and speed development and typing of common business forms including letters, memos, tables, invoices, reports. Prerequisite: BUS 103 or equivalent.

BUS 105

Typing III (5)

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

BUS 110

Business Mathematics (5)

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

BUS 111

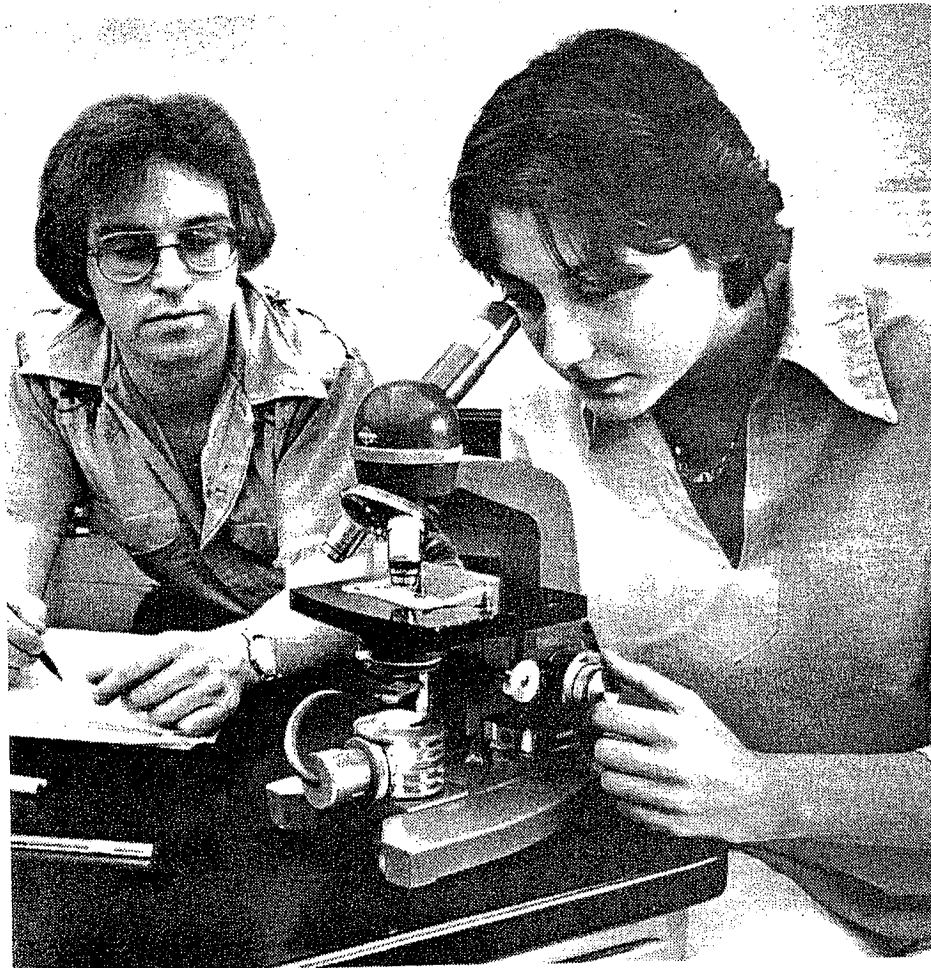
Grantsmanship (4)

Provides instruction and training in the development of proposals for funding. A comprehensive study of proposal elements will be undertaken as students develop their proposal projects. Major topics include: development of ideas, researching funding sources, proposal elements, goals and objectives, budgeting and evaluation.

BUS 115

Business Machines (3)

Instruction and practice in operating electronic calculators to solve common business problems. (Business 110 recommended.)



BUS 116
Records Management (3)

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

BUS 117
Machine Transcription (3)

Transcribing mailable business related correspondence from prepared materials. Prerequisite: BUS 103, ENGL 104.

BUS 118
Key Punch (2)

Introductory course covering machine parts and operations, program cards and data cards. Prerequisite: BUS 103 or equivalent.

BUS 120, 121, 123
Work Experience
Internship (5, 5, 5)

Supervised employment for those students in the following vocational programs: secretarial office skills, service representative, banking and finance, supervision and management. Normally taken in the second year of the program. Prerequisite: Permission of the program instructor/coordinator.

BUS 130
Shorthand I (5)

Beginning course in fundamental principles and theory of shorthand. Prerequisite: BUS 103 or equivalent.

BUS 131
Shorthand II (5)

Shorthand dictation and transcription, emphasizing speed building. Laboratory course utilizing multiple channel dictation equipment in addition to classroom instruction. Prerequisite: BUS 130.

BUS 133
Shorthand Transcription (2)

Taken concurrently with BUS 131. To develop good shorthand transcription practices. Includes production of mailable transcripts of letters, memos, reports and tables. Review of correct grammar, punctuation and sentence structure is emphasized. Prerequisite: BUS 130, BUS 103 and ENGL 104.

BUS 134
Office Procedures (5)

Third quarter shorthand and finalizing course in typing. Also includes itinerary planning, library reference work, duplicating processes, telephone techniques, banking procedures, human relations. Prerequisite: BUS 131.

BUS 135
Shorthand III (5)

Taken concurrently with BUS 134. Further speed development and transcription practice. Prerequisite: BUS 131, 133.



BUS 140
Bookkeeping I (5)

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

BUS 141
Bookkeeping II (5)

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

BUS 143
Small Business Management (3)

Broad overview of the needs of small business managers. Includes starting a business, "being successful in business," "getting out of business," for themselves. Co-sponsored by the Small Business Administration.

BUS 144, 145
Small Business
Management II and III

Each course includes a series of three mini-courses. Subjects covered include: record keeping, tax management, business and personnel insurance, marketing and merchandising, business and consumer law, small claims court and personnel management. Each mini-course is geared to the needs of the small business owner/operator.

BUS 150
Professional Selling (3)

A study of the principles of salesmanship and a theoretical and practical understanding of personal selling. Students practice sales presentations and case studies are used to provide experiences in analyzing actual situations.

BUS 163
Principles of Management (5)

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

BUS 185
Careers in Business (1)

An opportunity for students to explore career options in business and to learn about their own values and career interests. Class includes familiarization with career lab and associated materials, guest speakers from industry and government and class projects and exercises designed to help students plan for the future.

BUS 200
Business Law (5)

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

BUS 225
Business Communications (5)

Fundamentals of writing business correspondence; emphasis on written communications—letters, reports, memoranda, and preparation for seeking employment. Prerequisite: BUS 103, ENGL 104, or permission of instructor.

BUS 228
Word Processing/IBM
Memory Typewriter (2)

Basic word processing concepts. Instruction on electronic keyboard. Office correspondence applications including transcription from tape input. Good basic English skills, proofreading and editing skills essential. Prerequisite: BUS 104 (or equivalent), BUS 117, ENGL 104, or permission of instructor.

BUS 229
Word Processing/IBM
Mag Card II (2)

Basic word processing concepts. Instruction on electronic keyboard including magnetic card storage, electronic memory, office applications of tables, reports and correspondence. Also includes transcription from tape input. Good basic English skills, proofreading and editing skills essential.

Prerequisite: BUS 104 (or equivalent), BUS 117, ENGL 104, permission of instructor.

BUS 230
Word Processing/Vydec (2)

Modern word processing equipment with CRT screen; floppy disc storage and retrieval. High speed printer. Good basic English skills, proofreading and editing skills essential.

Prerequisite: BUS 104 (or equivalent), BUS 117, ENGL 104, permission of instructor.

BUS 235
Introduction to
Data Processing (3)

Overview of computer field, emphasis on terminology and use of computer in organizations. Students write several programs in the BASIC language.

BUS 237
Data Processing Concepts
and Applications (3)

Review of the evolution and theory of computer systems including operating principles, present systems, hardware and software. Special emphasis on computer applications in the business world. Students should not enroll in both BUS 237 and BUS 235.

BUS 238
Data Processing: Programming
Lab (BASIC Language) (2)

A mastery approach to computer programming in the BASIC language. Includes instruction and practice in writing simple computer programs using all of the fundamental commands. Includes approximately 20 hours hands-on experience with the computer. Students should not enroll in both BUS 238 and BUS 235.

BUS 240
Introduction to Marketing (5)

Analysis of marketing concepts, consumer demand and behavior, marketing functions of the firm, institutions in the marketing channel, product, price and promotion strategies.

Prerequisite: None, ECON 201 recommended.

BUS 256
Statistical Analysis (5)

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

Prerequisite: MATH 101.

BUS 299
Individual Study in Business (1-5)

Study on an individual basis.

Prerequisite: Permission of instructor.

CAREER DEVELOPMENT

For course details, see Human Development.

CHEMISTRY

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

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

CHEM 100
Principles of Chemistry
and Physics (5)

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



Beverly Hildebrand Photo

CHEM 101
Survey of Inorganic Chemistry (5)

(For non-science and non-engineering majors.) Examination of molecular theory, quantitative relationships, solutions, acids, bases, salts and nuclear chemistry.

Prerequisite: High school chemistry or CHEM 100, and high school algebra or MATH 101. MATH 101 may be taken concurrently.

CHEM 102
Survey of Organic and
Biochemistry (5)

(For non-science majors.) Organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins and carbohydrates. Students planning to take CHEM 231 should not take CHEM 102.

Prerequisite: CHEM 101.

CHEM 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.

Prerequisite: High School chemistry or CHEM 100, and MATH 101 or two years of high school algebra.

CHEM 150
General Chemistry (5)

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

Prerequisite: CHEM 140.

CHEM 160
General Chemistry:
Qualitative Analysis (6)

Solubility, equilibria, complex ions, electro-chemistry oxidation-reduction, nuclear reactions and organic chemistry; semi-micro qualitative analysis for common cations and anions.

Prerequisite: CHEM 150.

CHEM 231
Organic Chemistry (5)

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

Prerequisite: CHEM 160.

CHEM 232
Organic Chemistry (5)

Continuation of CHEM 231.

Prerequisite: CHEM 231.

CHEM 233

Organic Chemistry (5)

Continuation of CHEM 232 with emphasis on the study of polyfunctional compounds, natural products and an introduction to biochemistry. Laboratory work includes qualitative organic analysis and instrumental analysis of organic compounds.

Prerequisite: CHEM 232.

COMPUTER SCIENCE

The college offers several courses involving computer applications which are not listed under this heading. These are: Business 235, Introduction to Data Processing; Engineering 141, Computer Applications to Engineering Problems; and Accounting 240, Automated Programmed Accounting.

COMSC 101

Micro Computer Operations (4)

This course covers the operation and programming of microcomputers used by energy conservation technicians. Topics studied are general concepts such as computer codes, binary arithmetic and major components of most computers. The major emphasis of the course is on computer programming with an introduction to an assembly language and elements of the BASIC language. Typical energy related data and problems are studied.

Prerequisite: Permission of instructor/coordinator.

COMSC 111

Microcomputer Hardware (4)

This course provides an introduction to the hardware associated with microcomputers used in energy conservation applications. Elements of a complete microcomputer system are studied, beginning with a typical microprocessor and continuing through most peripheral devices. Digital-to-analog and analog-to-digital techniques and data communication ideas are also covered. Applications of these techniques to actual control problems are illustrated.

Prerequisite: Permission of instructor/coordinator and COMSC 101.

COMSC 140

Introduction to Computer Programming: Basic Language (4)

A course which presents essential concepts of computer programming using the BASIC language as the means of communications. Topics covered include: history of computers and programming languages, elements of BASIC language, programming techniques, flowcharts and data structures.

Prerequisite: MATH 101 or instructor's permission.



COOPERATIVE EDUCATION

(Credit for work-related learning)

Cooperative Education is a work-related course open to all students interested in earning the Associate of Liberal Arts or the Associate of Arts and Sciences degree. Supervised by a faculty member, the student participates in a three-way learning contract involving student, faculty supervisor, and employer. Learning on the job corresponds to the student's academic or career goals. Credits and grades are based on job-hours worked and on the completion of objectives specified in the contract.

A total of 15 credits can be earned; the student may take the course for up to five credits each quarter. The student's job may be a new one or, with the review and approval of the Cooperative Education Staff, one presently held. Volunteer positions may in some cases be approved.

Interested students should contact the Cooperative Education office, Building 9, 756-5058, prior to registering for the course.

DRAMA

DRAMA 100

Rehearsal and Performance (2) (Maximum: 6 Credits)

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

DRAMA 101

Introduction to the Theater (5)

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

DRAMA 151, 152, 153

Acting (5, 5, 5)

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

DRAMA 160

Cinema History (5)

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

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 (1-5)

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

ECONOMICS

ECON 101

Energy Economics (3)

This course develops the techniques necessary to evaluate the economic impact of current levels of energy production and use. The format enables students to apply appropriate tools to many energy-related decisions in the construction redesign maintenance of buildings and related systems. The course also includes financial analysis of alternate energy applications.

ECON 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.

ECON 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 including government regulation, subsidies, monopoly and taxation.

ECON 211

General Economics (5)

A one quarter general survey of economics designed specifically for non-majors. Includes such topics as effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects. Special emphasis on current issues in economics.

EDUCATION

ED 200

Sociology of Education (5)

Functions of education in society, the social foundations of education and related social problems. (Same course as SOC 253.)

ELECTRICITY

ELEC 101

Fundamentals of Electricity and Electronics (5)

This course provides the student with basic knowledge and skills in DC and AC electrical circuits including circuit analysis, recognition and use of electrical components and electrical measurement instruments. Topics presented include voltage, resistance, current, power, Ohm's Law, inductors, capacitors, series and parallel circuits, phase resonance and circuit transients.

Prerequisite: Permission of instructor/coordinator.

ELEC 221

Electro Mechanical Devices (5)

Course is designed to provide the student with a working knowledge of control elements in electrical circuits, transformers, motors and generators. Topics include switches, circuit breakers, relays, fuses, transformers, DC and AC motors and generators.

Prerequisite: Permission of instructor/coordinator and ELEC 101.

ELEC 222

Electronic Devices and Systems (4)

Course is designed to provide students with a working knowledge of modern electronic devices and the circuits in which they are employed. Electronic trouble-shooting techniques are stressed throughout the course. Topics include rectifiers, transistors, SCR's and triacs, vacuum and gaseous tubes, filters, amplifier circuits, operational amplifiers, noise reduction, digital circuits and display devices.

Prerequisite: Permission of instructor/coordinator and PHYS 116.

ELEC 223

Electrical power and Illumination Systems (5)

This course is designed to provide students with practical knowledge of electrical distribution systems with specific emphasis on illumination systems. Topics include three-phase electrical systems, generating stations, high-voltage transmission and distribution systems, industrial and residential power distribution, wiring and electrical codes, illumination measurements, and indoor and outdoor lighting systems.

Prerequisite: Permission of instructor/coordinator and ELEC 221.

ELEC 241

Instrumentation and Controls (5)

This course provides students with practical knowledge and skills in the specification, use and calibration of measuring devices and the principles and applications of automatic control processes. It stresses the integration of knowledge gained in previous courses through the detailed examination of control systems for electrical power production, heating, air conditioning and manufacturing.

Prerequisite: Permission of instructor/coordinator and ELEC 222, 223.

EMERGENCY MEDICAL CARE

EMC 110

Emergency Medical Technician (6)

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

Prerequisite: Permission of instructor.

EMC 120

Emergency Medical Technician II (Paramedic)

First of three courses for the training of mobile intensive care paramedics. Lecture and laboratory course to develop concepts and skills involved in pre-hospital emergency medical care, including such topics as medical terminology, anatomy and physiology, medical emergencies, trauma, electrocardiology, resuscitation, patient assessment and pharmacology. Enrollment in Clinical EMC 130 concurrent. (12 hours lecture, 6 hours lab.)

Prerequisite: EMC 110, one year experience as an EMT, sponsorship and permission of the instructor.

EMC 121

Emergency Medical Technician III (Paramedic)

Second in a series of three courses for the training of mobile intensive care paramedics. Involves lecture and laboratory sessions. Enrollment in Clinical EMC 131 concurrent. (10 hours lecture, 7 hours lab per week.)

Prerequisite: EMC 120.

EMC 122

Emergency Medical Technician IV (Paramedic)

Third in a series of three courses for the training of mobile intensive care paramedics. Enrollment in Clinical EMC 132 concurrent. (7 hours lecture, 10 hours lab per week.)

Prerequisite: EMC 121.

EMC 130, 131, 132

Clinical Applications For Emergency Medical Care (23)

Involves work in actual field operation as a mobile intensive care paramedic.

Prerequisite: Enrollment in program.

ENERGY MANAGEMENT

ENM 105

Solar Heating in Practice (2)

Course is designed as an introduction to alternative energy sources that can be utilized by homeowners and others to reduce home energy costs. Various active and passive solar applications will be studied with emphasis on do-it-yourself construction. Topics include solar home and water heating, heat collectors, materials, equipment, consumer awareness and effective home energy planning.

ENM 111

Energy Production Systems (3)

An in-depth technical study of processes and equipment used to convert energy resources and fuels into useful energy forms, such as electricity, heat and motion or light. This course will enable students to select optimum energy sources and equipment for maximum economy, availability, efficiency and/or environmental quality.

Prerequisite: Permission of instructor/coordinator and ENM 120.

**ENM 112
Mechanical Devices
and Systems (5)**

This course provides a study of the principles, concepts, and applications of various mechanisms that may be encountered in industrial applications of energy use and conservation. Topics included are operational principles, uses, maintenance, troubleshooting, and repair and replacement procedures of mechanical components and systems. Practical maintenance and installation of equipment and selection and specification of proper replacement components from manufacturers catalogs is included. Prerequisite: Permission of instructor/coordinator.

**ENM 120
Fundamentals of
Energy Technology (3)**

This course is designed to give the student an overview of the field of energy conservation and use and provide descriptions of job functions typical of energy technicians. Course material is organized to show the compatibility of the total curriculum and the purpose of the approach chosen. Same course as ENGR 120. Dual credit will not be given for ENM 120 and ENGR 120.

**ENM 231
Fluid Power Systems (5)**

This course is designed to give the student an overview of fluid power technology and a working knowledge of the components used in fluid power circuits. Hydraulic and pneumatic systems will be discussed with emphasis troubleshooting and maintenance procedures for each. Topics will include fundamentals of fluid dynamics, conventional fluid circuits and fluid power components. Prerequisite: Permission of instructor/coordinator and PHYS 116.

**ENM 232
Heating, Ventilating and
Air Conditioning (4)**

This course provides an overview of heating, ventilating and air conditioning systems and a working knowledge of each component and sub-system. Emphasis is placed on proper operation and maintenance to achieve maximum system performance. Prerequisite: Permission of instructor/coordinator and PHYS 116.

**ENM 233
Energy Conservation (5)**

This course provides technical knowledge and specific skills required to perform conservation measures relative to the most common energy uses. Students will learn and utilize the basic principles of energy conservation and efficiency. Prerequisite: Permission of instructor/coordinator and ENM 111.

**ENM 240
Energy Audits (3)**

This course provides an overview of the purpose, objectives and mechanics of the energy audit process. Full background and procedural instructions precede case studies and laboratory practice in auditing. Audit analyses are undertaken with students recommending remedial actions based on analyses of the practice audits. Prerequisite: Permission of instructor/coordinator and ENM 233.

**ENM 243
Codes and Regulations (1)**

This course provides the energy technician with a basic understanding of the many codes and regulations imposed upon each area of responsibility. Also familiarizes students with many national codes and provides instructions on how to locate and use state and local codes. Prerequisite: Permission of instructor/coordinator.

**ENM 244
Solar Energy**

An introduction to the theory and practice of solar energy utilization. The course will include a study of: available solar energy; efficiency of solar energy collection; design of typical passive and active solar energy installations; and cost effectiveness of solar energy utilization. Laboratory work using Lennox Solar installation simulators will be included.

ENGINEERING

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: ENGR 100, 101, 102, 103, 104, 120, 131, 141, 161.

The engineering transfer program has two schedules. Sequence classes in math, science and engineering science begin Fall quarter for the day program and Winter quarter for the evening program.

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

**ENGR 100
Engineering Orientation (1)**

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



ENGR 101, 102

Engineering Graphics (3, 3)

Drawing. Acquaints the student with the use of instruments, scales, lettering and line work, work on orthographic projections, reading and interpretation of engineering drawings, diagrams, notes and other forms of graphic representation. Prerequisite: ENGR 101 for 102.

ENGR 103

Applied Descriptive Geometry (3)

Use of graphics in the solution of problems in different fields of engineering; includes point, line, plane problems, intersections, developments and vectors in three dimensions. Prerequisite: ENGR 102.

ENGR 104

Schematic and Blueprint Reading (3)

Designed to familiarize students with the standard symbols and techniques used in schematics of electrical, mechanical, hydraulic and pneumatic systems and structural blueprints. The laboratory stresses identification of parts and relationships of the schematic or blueprint to the system it describes. Prerequisite: Permission of instructor/coordinator.

ENGR 120

Fundamentals of Energy Technology (3)

This course is designed to give the student an overview of the field of energy conservation and use and to provide descriptions of job functions typical of energy technicians. Course material is organized to show the compatibility of the total curriculum and the purpose of the approach chosen. Same course as ENM 120. Dual credit will not be given for ENM 120 and ENGR 120.

ENGR 131

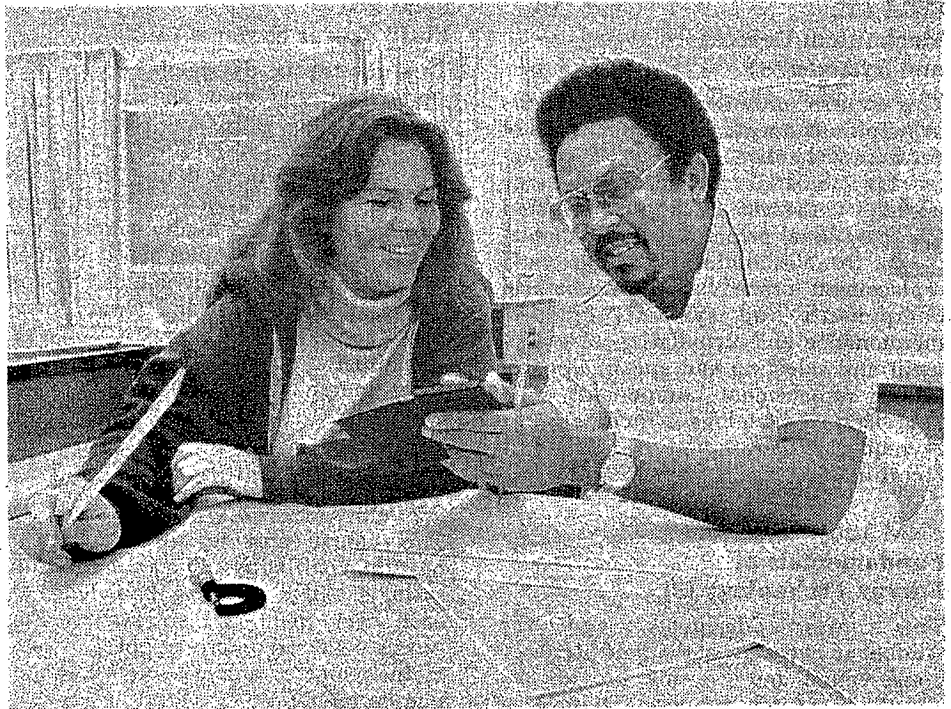
Technical and Report Writing (Composition) (3)

A practical course in organizing technical information and writing reports for business and science. Attention given to clarity, conciseness and effectiveness of tone. Same course as ENGL 105. Prerequisite: ENGL 101 or ENGL 104, or placement test or instructor's permission.

ENGR 140

Engineering Problems (3)

Fundamentals of measurement, probability, statistics, error propagation, dimensional analysis and vector algebra. Prerequisite: MATH 105. MATH 105 may be taken concurrently.



ENGR 141

Computer Applications to Engineering Problems (4)

The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization and basic computer statements. Prerequisite: MATH 105 or permission of instructor.

ENGR 161

Plane Surveying (3)

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

ENGR 170

Fundamentals of Material Science (4)

Elementary principles underlying the structure and properties of materials utilized in the practice of engineering. The properties of inorganic and organic materials are related to atomic, molecular and crystalline structure. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties. Prerequisite: CHEM 150 or permission of instructor.

ENGR 180

Engineering Mechanics: Statics (4)

Fundamental course in engineering statics using the vector notation treatment. Prerequisite: MATH 125, which may be taken concurrently.

ENGR 190

Basic Switching Theory (4)

The algebra of sets; Boolean Algebra; symbolic logic and the algebra of propositions; switching algebra; relay circuits and control problems; circuits for arithmetic computation; introduction to probability in finite sample spaces. Prerequisite: MATH 124, which may be taken concurrently.

ENGR 220

Introduction to Mechanics of Materials (4)

Introduction to the concepts of stress, deformation and strain in solid materials. Development of elastic behavior of structural and machine elements in tension, bending of torsion. Prerequisite: ENGR 180.

ENGR 230

Engineering Mechanics: Dynamics (4)

Dynamics of particles and rigid bodies, using the vector notation; kinematics, kinetics, energy and momentum principles applied to particles and rigid bodies. Prerequisite: ENGR 180 or PHYS 121.

ENGR 251

Fundamentals of Electronic Circuits (4)

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: PHYS 122.

ENGR 260**Thermodynamics (4)**

Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic law of thermodynamics together with their illustration by application to energy transformation and state changes in engineering problems.
Prerequisite: PHYS 121 and CHEM 150 or permission of instructor.

ENGR 270**Environmental Impact and the Law (2)**

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

ENGR 271**Ethical Issues in Engineering (2)**

An introduction to the concepts of ethical theory; ethical problems confronted by practicing engineers and their professional organization, rather than on general societal impacts of technology; ethical aspects of issues such as competitive bidding, advertising of professional services, criticism and work peers, risk assessment, product liability, the formulation and enforcement of codes of ethics, patents and trade secrets, and "whistle-blowing."

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

Prerequisite: Permission of instructor.

ENGLISH COMPOSITION**ENGL 70, 71, 72
English (5, 5, 5)**

Courses deal with students' basic skill deficiencies in writing, spelling, and grammar through individualized and small group instruction.

ENGL 80**Grammar Review (1)**

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

ENGL 81**Sentence Structure Review (1)**

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

ENGL 82**Punctuation Review (1)**

A review of punctuation and mechanics. Exercises provide application.

**ENGL 83****Vocabulary Development (1)**

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

ENGL 84**Spelling (2)**

Reviews commonly confused words, capitalization, use of apostrophes, plurals, pronunciation and common spelling rules.

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

ENGL 90**Beginning Writing (5)**

An introduction to writing based on improving basic skills and sharpening students' abilities to observe closely.

ENGL 91**Composition (5)**

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

ENGL 101**College Freshman Composition (5)**

Application of the basic rules of composition through exercises in expository, descriptive and argumentative writing. Emphasis on developing ideas fully, organizing them effectively, and expressing them clearly.

ENGL 102**College Freshman Composition (5)**

Application and further development of writing principles covered in English 101. The writing — primarily analytical — is based on the reading and discussion of literature.

ENGL 104**Business English (5)**

An introduction to current business writing practices, including careful attention to mechanics, punctuation, and grammar.

ENGL 105**Technical and Report Writing (3)**

A practical course in organizing technical information and in writing reports for business and science. Attention given to clarity, conciseness, and effectiveness of tone. Same course as Engineering 131.
Prerequisite: ENGL 101 or 104 or placement test or permission of instructor.

ENGL 125**College Freshman Composition — Honors (5)**

An accelerated course in freshman composition with emphasis on style — particularly tone, figurative language and sentence structure.
Prerequisite: Honors scholar status or permission of instructor.

ENGL 185**Careers in English (1)**

A survey of the occupations which are generally open to English majors.

ENGL 201**Advanced Expository Writing (5)**

Advanced course in expository writing. Attention given to acquiring a personal style and finding an effective tone and voice.
Prerequisite: ENGL 101 and 102 or permission of instructor.

ENGLISH AS A SECOND LANGUAGE

ESL 93 Basic Grammar and Oral Practice (10)

A basic grammar and speaking course for non-native English speaking students. This course is designed to improve pronunciation, listening comprehension, and speaking ability and stresses grammar and related oral drills, vocabulary, and spelling.

Prerequisite: Placement test.

ESL 94 Reading and Speaking Skills (5)

A reading and speaking course for non-native English speaking students. This course stresses improving reading comprehension, increasing vocabulary, and speaking clearly and grammatically.

Prerequisite: ESL 93 or placement test.

ESL 97 Writing I (5)

Composition for non-native English speaking students. This course introduces the process of writing "compositions": i.e., a series of sentences which are about a single subject and which have unity and coherence from one sentence to the next.

Prerequisite: Placement test.

ESL 98 Writing II (5)

The second of three writing courses for non-native English speaking students. This course emphasizes the skills needed to write effective paragraphs, including topic and concluding sentences and specific details.

Prerequisite: ESL 97 or placement test.

ESL 99 Writing III (5)

The third of three writing courses for non-native English speaking students. This course emphasizes the organization and development of different types of paragraphs (descriptive, comparison/contrast, etc.). Students will also write at least one 300-500 word theme.

Prerequisite: ESL 98 or placement test.

ESL 150 Oral/Aural Practice and Reading (5)

An intermediate level listening, speaking, and reading course for non-native English speaking students. This course stresses vocabulary building, spelling, and the improvement of pronunciation and comprehension of spoken and written English.

Prerequisite: ESL 94.

ENGLISH LITERATURE

Courses in American Studies 201, 202, and 203, investigate historical, literary, intellectual, ethnic and artistic backgrounds of America. See American Studies section pages 35-36.

ENGL 92 Literature (5)

Introduction to literature through a survey of 20th Century fiction, poetry, and drama.

There are no prerequisites for English Literature courses numbered 230 and above; however, ENGL 101 or permission of instructor is advisable.

ENGL 230 Studies in Children's Literature (5)

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

ENGL 231 Major Women Writers (5)

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

ENGL 232 Popular Fiction (5)

Introduces the student to themes, conventions, and views of popular forms of fiction, such as bestselling science fiction, mysteries, and Westerns, with emphasis on perennially popular works.

ENGL 233 Religious Themes in Literature (5)

Examines a number of universal religious themes expressed in literature, including such subjects as the dualism of good and evil; baptism, rebirth and transfiguration; the demonic; original sin; the doctrine of the fall; the Christ figure.

ENGL 234 Introduction to Mythology (5)

A survey of the mythic basis of much literature (Greek, Roman, Norse, American, Indian, Polynesian and modern) with emphasis on the psychology of myth and the relationship between myth and religion.

ENGL 239 Literary Expressions of Aging (5)

Through the study of poetry, fiction and drama, the course explores the lives and experiences of the elderly — their anxieties, their insults, their triumphs and their losses.

ENGL 240 World Literature: From Ancient Greece to Medieval Europe (5)

A survey of the classics of ancient Greece and Rome through the early Renaissance in Europe with attention to Homer, Virgil, Dante, Petrarch, and Chaucer.

ENGL 241 World Literature: Masterpieces of Western European Literature (5)

A survey of representative Western European works from the Middle Ages to the present, concentrating on such writers as Goethe, Cervantes, Voltaire, Camus, and Dostoevsky.

ENGL 242 Contemporary World Literature (5)

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

ENGL 250 Introduction to Shakespeare (5)

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

ENGL 257 Introduction to Poetry (5)

(For non-majors.) Study of poetic elements such as structure, diction, imagery, figurative language and sound devices in order to enable students to distinguish bad poetry from good poetry.

ENGL 258 Introduction to Fiction (5)

(For non-majors.) Study of the elements of fiction such as character, plot, theme, and other literary devices to enable students to distinguish between good and bad fiction. Based on readings of short stories and novels.

ENGL 259 Introduction to Modern Drama (5)

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

ENGL 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.

ENGL 265 English Literature: From Milton through Fielding (5)

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

ENGL 266

**English Literature:
From Blake through Hardy (5)**

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

ENGL 267

**American Literature: From
the Beginnings to 1860 (5)**

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

ENGL 268

**American Literature:
From 1860 to 1910 (5)**

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

ENGL 269

**American Literature:
From 1910 to 1950 (5)**

Survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Warren and Wright; and on selected poets, including Frost, Eliot, Stevens, Ginsberg, Ciardi, and Jarrell.

ENGL 270

Afro-American Writers (5)

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

ENGL 271

Contemporary American Fiction (5)

Study of contemporary American novels and stories. Includes works of authors such as Welty, O'Connor, Oates, Malamud, Kesey, Vonnegut.

ENGL 274/275

**Creative Writing:
Poetry and Fiction (3, 3)**

Writers will bring in copies of their poems and short stories for critiquing. Structured assignments will be provided for beginning students who need such motivation. Students will work with character development through dialogue, scene report; problem development and interferences along the line of action; poems with imagery progression, specific rhythmic patterns of internal sound techniques. Students enrolled in ENGL 275 will be assigned advanced projects.

ENGL 276

Creative Writing — Fiction (3)

Writing of fiction (short story, novel), with particular attention to work of contemporary authors. Course is flexible to meet needs of individual student. Prerequisite: None, although English 101 and 102 are desirable.

ENGL 277

Creative Writing — Fiction (3)

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

ENGL 278

Creative Writing — Poetry (2)

Writing of poetry, with particular attention of work of contemporary Northwest poets. Course is flexible to meet needs of individual student. Prerequisite: None, although English 102 is desirable.

ENGL 279

Creative Writing — Poetry (2)

Continuation of poetry writing. Prerequisite: None, although English 102 or English 278 is desirable.

FORESTRY

FORES 101

Introduction to Forestry (2)

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

FORES 102

Development of Forestry (2)

Exploration of the fields of forest engineering and forest products.

FORES 103

Development of Forestry (2)

Exploration of the field of forestry management. Examination of private and public policies and their effect upon all areas of forestry.

GENERAL EDUCATION DEVELOPMENT (GED)

GED 90, 91, 92, 93, 94

General Education

Development (4, 3, 3, 2, 5)

These classes are designed for the student who wishes to take the high school equivalency test (GED). Students should be functioning at or above the 8th grade level in basic skills. Emphasis will be on the five subject and skill areas of the GED test, which include: Test I — writing skills (GED 90); Test II — social studies (GED 91); Test III — science (GED 92); Test IV — reading skills (GED 93); Test V — mathematics (GED 94). Students may enroll any time during the quarter with the permission of the instructor.

GEOGRAPHY

GEOG 100

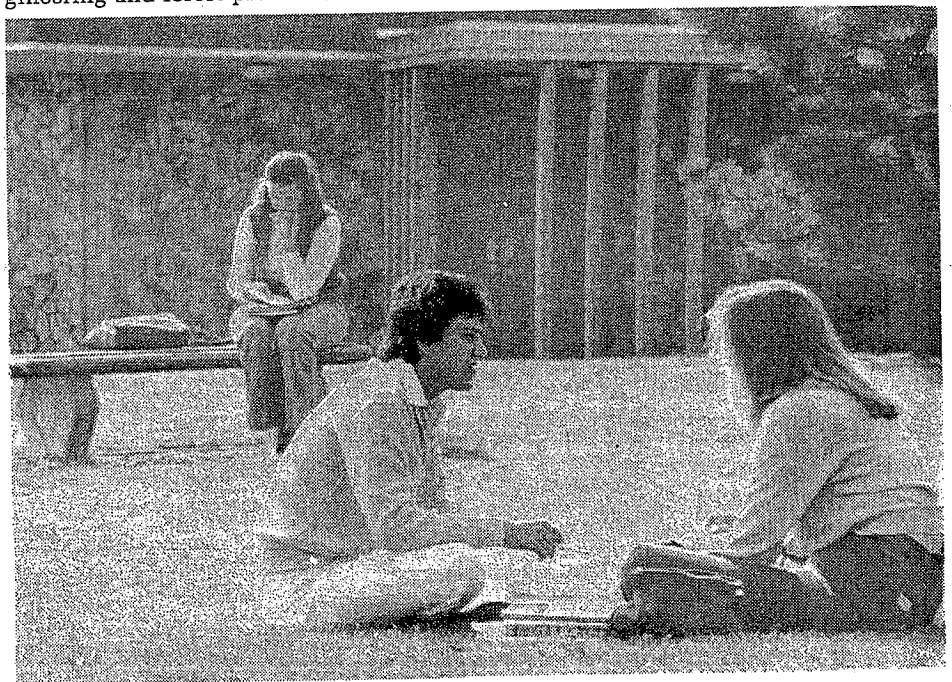
Introduction to Geography (5)

Introduction to the fields of geography with emphasis on the major concepts and methods related to the study of geography.

GEOG 200

World Regional Geography (5)

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



GEOG 205

Physical Geography (5)

Examination of the physical features of geography including land formation, climates, soils, vegetation, minerals and water resources as these relate to human habitation; laboratory and field trips.

GEOLOGY

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

GEOL 90

Introduction to Geology (5)

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

GEOL 101

Physical Geology (5)

Study of the earth and earth processes such as volcanos, earthquakes, glaciers, landslides, and rocks and minerals; laboratory and field trips.

GEOL 103

Earth History (5)

Historical development of North America including the origin and evolution of oceans, the landscape and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips.
Prerequisite: GEOL 101 or OCEAN 101.

GEOL 112

Glaciers and Volcanos (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.

GEOL 113

Geology of National Parks and Monuments (5)

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

GEOL 208

Geology of the Northwest (5)

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

GEOL 294

Field Studies (1-5)

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

GEOL 299

Independent Study (1-5)

Independent observation, analysis, and reporting of a selected topic in Geology.
Prerequisite: Permission of instructor.

GENERAL GEOLOGY FIELD EXCURSION

Study of geological principles, processes, and history by examination of the geological setting areas in the Western United States.

Prerequisite: Permission of instructor; offered summer only.

GERMAN

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

GERM 101, 102, 103

Elementary German (5, 5, 5)

Introduction to the German language. Language laboratory used for practice.
Prerequisite: GERM 101 for 102; 102 for 103.

GERM 201, 202, 203

Intermediate German (5, 5, 5)

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

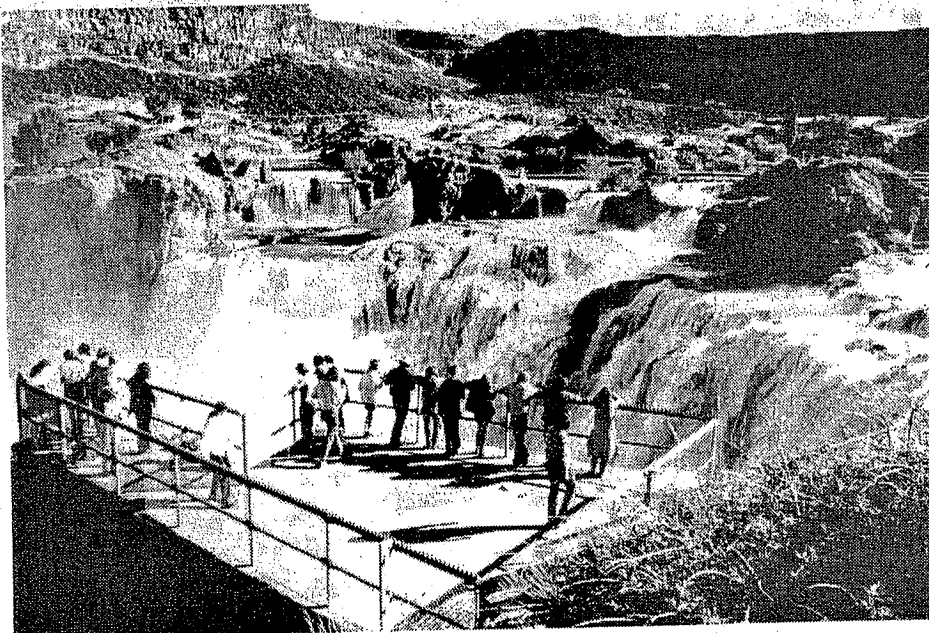
GERM 299

German Seminar (1-5)

Individual programs. Permission of instructor required.

GERONTOLOGY

A two-year Associate Degree is no longer offered by Tacoma Community College in the Gerontology Paraprofessional program. Several Gerontology related courses may be offered in other departments, including Biology, Social Service, Psychology and Sociology. Contact Bill Packard, Social and Behavioral Sciences division chairman for information at 756-5076.



HEALTH TECHNOLOGY

HT 110

Health Care Delivery Systems (5)

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

HT 120

Medical Office Procedures (5)

Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments, and handling of insurance claims, including Medicare and Medicaid. (4 hours lecture, 2 hours lab per week.) Offered Spring Quarter.

HT 130-131

Medical Terminology I & II (3, 3)

A sequential course including the study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic operative symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Offered Fall, Winter, and Spring Quarter.

HT 132

Medical Terminology III (3)

Continued instruction and practice in identifying, defining and spelling terms related to systemic disorders, geriatrics and psychogeriatrics, oncology, anesthesiology, pharmacology, physical therapy, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. Offered Spring Quarter.

HT 170

Introduction to Fundamentals of Patient Care (3)

This course assists the student to function effectively in the hospital. Emphasis will be placed on observation, communication, and the recognition that the patient and his health problems are the foci of activities of all members of the health team. Basic nursing technical skills will be emphasized.

HT 185

Careers in Health (1)

This course focuses on career opportunities in the health field, with special emphasis on each student's area of interest along with long range and immediate goal setting.

HT 210

Introduction to Disease (5)

Lecture course covering selected general medical conditions and diseases of specific organ systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis.

Prerequisite: BIOL 150-151 or 206, 207 and 208; HT 130-131.

HT 225

Legal Concepts for the Health Field (3)

Principles of law as applied to the health fields, with particular reference to all phases of medical record practice, including release of medical information, courses and legal proceedings, hospital records in court, authorizations and consents.

Prerequisite: Permission of instructor.

HT 240

Work Internship — Medical Secretary (5)

Supervised practical experience performing the duties of a medical secretary in local health facilities to give students the opportunity to actively participate in performance of a variety of job skills.

Prerequisite: Permission of instructor.

HIGH SCHOOL COMPLETION

HSC 90

Consumer Economics (5)

This course offers individual modular study of basic consumer economics for high school completion students. The course covers fundamentals of banking services, credit, tax reporting, comparison shopping, consumer services, consumer guides, consumer protection and responsible consumer guidelines.

HISTORY

HIST 90

The Modern World (5)

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

HIST 91

United States Civilization (5)

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

HIST 92

United States Civilization (5)

A developmental course that surveys history of the United States from the Reconstruction period (1865) to the present. Special emphasis is placed on methods of learning in the study of history.

HIST 94

Washington State History (5)

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

HIST 110

The Far East in the Modern World (5)

The emergence of the Far East from colonial exploitation to self-determination in the modern world. Special emphasis is given to the effect of 20th Century developments on the economic, political and religious values of each cultural area.

HIST 111

History of Civilization (5)

Development of man from prehistoric days to the 14th Century; social, political, cultural and economic aspects.

HIST 112

History of Civilization (5)

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

HIST 113

History of Civilization (5)

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

HIST 211

Chinese Civilization (5)

Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) to the present.

HIST 230

Japanese Civilization (5)

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

HIST 241

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

Study of the development of America in the 17th and 18th Centuries, with emphasis on European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation.

HIST 242

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

Study of the United States during the time of the early Republic, the developing sectional tensions over land acquisitions, reform and slavery; the Civil War and Reconstruction, and the large industrial corporations after the war.

HIST 243

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

Study of United States history during the time of the Populist-Progressive movement, the prosperous Twenties, the depression Thirties, World War II, and the Cold War.

HIST 260

Russian History (5)

Russia's material civilization as revealed in the arts, literature and history; political, economic, social and legal institutions and thought are studied in relation to the development of 20th Century Russian society.

HIST 264

**History of Washington and the
Pacific Northwest (5)**

Exploration, settlement and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

HIST 267

**History of Tacoma and the
Pacific Northwest (5)**

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

HIST 284

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

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

HIST 289

**Evolution of the Idea of Race
in Western Thought (5)**

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



**HOME AND FAMILY
LIFE EDUCATION**

HFL 90

**Introduction to Human
Life Studies (5)**

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

HFL 91

Nutrition for the Family (3)

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

HFL 95

**The Consumer and the
Market Place (5)**

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

HFL 96

Parenting Skills (3)

Methods of communicating with children and managing behavior. Relationship of child development principles to parenting practices.

HFL 107

Living Spaces (3)

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

HFL 110

Nutrition (5)

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

HFL 112

Meal Management (2)

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

HFL 115

Consumer Education (3)

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

HFL 120

Clothing Education (5)

Studies significance of clothing individuals culturally, socially and psychologically; the physiological and economic aspects of textiles and clothing; and construction of clothing items and models to integrate techniques and develop skills.

HFL 121

Advanced Clothing (5)

Examines the significance of textiles and clothing to the individual in society; selection, use and care of textiles and clothing for families; brief history of costume and design. Construction of garments requiring advanced sewing skills, matching designs, linings, hand detail work, special finishes, special pressing techniques.

Prerequisite: HFL 102 and permission of instructor.

HFL 131

Family Relationships (5)

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

HFL 132

Positive Parenting (3-4)

Class helps to develop and refine parenting skills to include methods of communication, behavior management, individual and family problem solving and goal setting. Leading theories on parent-child interactions will be explored with a practical emphasis. Parents whose children are enrolled at the TCC Child Care Center may receive one extra credit for participating in their child's classroom on a regular basis.

HFL 135

Child Development (5)

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

HONORS PROGRAM

A special two-year academic program is designed individually for each honors scholar who meets entrance requirements. Honors scholars are expected to probe into the humanities and sciences in greater depth than normally expected of college students. Because of this, special courses have been developed and each honors scholar will meet regularly with a mentor to discuss progress, analyze difficulties and receive encouragement.

For complete honors program information consult the degree section of this catalog, or the Honors Program Director.

HONORS 200

Honors Colloquium (1)

Honors students, faculty and community speakers interact on common concerns and issues. Bi-monthly meetings are informal and encourage students to express divergent viewpoints, confront ideas and values and develop high quality discussion.

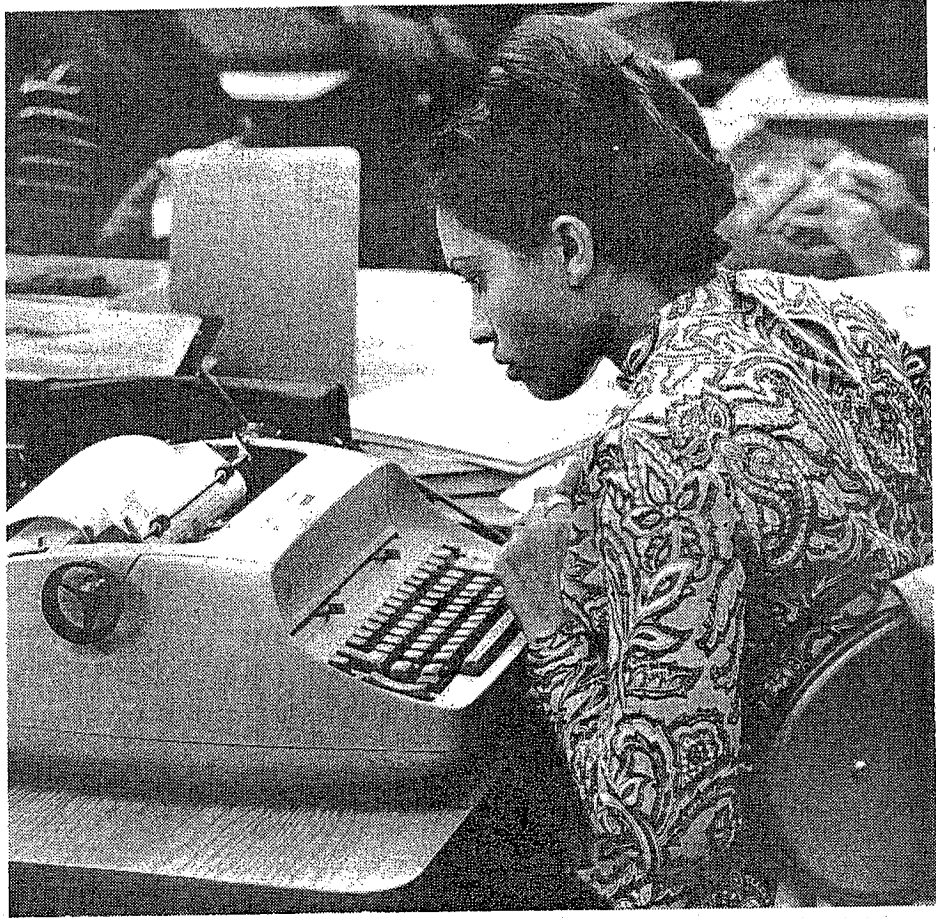
Prerequisite: Honors Scholar Status.

HORTICULTURE

HORT 101

Basic Horticultural Biology (5)

Course leads to an understanding of horticultural practices as they apply to home gardening and landscaping, greenhouse and houseplants through knowledge of plant structure, function, classification, and practical work in laboratory, garden and greenhouse.



HORT 102

Fundamentals of Horticulture (5)

Basic theories of horticultural practices, soils, nutrition, plant propagation, pruning and growth control, pest control, marketing, storage processing. Introduce branches of horticulture — study of fruit and vegetable production, floriculture, nursery culture and landscape design. Prerequisite: HORT 101 or instructor's permission.

HUMAN DEVELOPMENT

Career Development

CDP 90

Career and Life Planning (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. Enrollment may be completed at any time.

CDP 100

Career and Life Planning (2)

Provides students with help selecting a career. Opportunities for students to explore their individual goals as related to their interests, abilities and life-styles.

CDP 185

College Planning (1)

A course designed to acquaint entering students with instructional programs and support services at the college. Students will develop a plan of studies and will learn the essential of objective self-evaluation for successful performance in college studies.

CDP 299

Independent Study (Variable Credit 1-5)

Independent observation, analysis and reporting of a selected problem in career and life planning.

Prerequisite: Permission of instructor.

Human Relations

HR 100

Human Relations (2)

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

HR 101

Assertiveness Training (3)

This course is designed for students who wish to increase their assertiveness in everyday actions, express themselves honestly without undue anxiety, and exercise their own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem.

HR 102

Values Clarification (3)

Identification of individual values and how these affect goals, decisions, and interaction with others. Communications skills and value relationships are explored.

HR 104

Being Single (3)

For anyone who is divorced, widowed, living single, with or without a family. Helps the individual evaluate, understand and cope with the problems of being single. Emphasis on the changing roles of women and men in today's society.

HR 106

Exploring Human Potential (3)

Provides opportunities for participants to become familiar with unrecognized personal potential which can be brought into focus and utilized for self-fulfillment.

HR 108

Value Conflict and Self-Awareness: Native American (2)

A group experience designed to help American Indian and Alaskan Native individuals examine their position in an alien culture. This experience will help participants learn the skills needed to cope with the complex nature of cultural conflict and how that conflict prevents individual growth. Participants will become acquainted with their own positive and negative feelings, roles, values and communication processes.

HR 109

Sharing International Cultures (2)

This course will help students acquire knowledge and skills for identifying cultural traits, similarities and differences and their effects upon behavior. Participants will become aware of their ways of stereotyping others and its effect upon their day to day communication and relationships.

HR 299

Individual Study in Human Relations (1-5)

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

HUMANITIES

HUM 90

Introduction to the Humanities (5)

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

HUM 100

The Art of Being Human (5)

A survey of those human activities which throughout the ages have distinguished humanity from the beasts: drama, music, art, literature, philosophy, and religion; emphasis upon experiencing.

HUMAN RELATIONS

For course details, see Human Development.

HUMAN SERVICES PROGRAM

HSW 100

Introduction to the Human Services (2)

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

HSW 101

Community Resources (3)

Orientation to the programs and services of social, health, welfare and other human service workers in the Tacoma-Pierce County area. Field trips and invited speakers.
Prerequisite: Permission of instructor or program coordinator.

HSW 102

Principles and Techniques of Interviewing (5)

An introduction to interviewing and counseling principles and techniques. Interviewing skills and style are demonstrated and practiced.
Prerequisite: Permission of instructor or program coordinator.

HSW 103

Counseling Theory and Practice (5)

Principles, concepts and processes related to counseling. Role and function of the helping person. Includes need assessment and interventive strategies, used in each of several theoretic approaches to therapy.
Prerequisite: HSW 102 and permission of instructor.

HSW 104

Systems Use Skills (5)

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

HSW 179

Special Topic Seminars and/or Workshops (1-2)

Seminars or workshops designed to provide HSW students and interested members of the community with specific information and/or development of specific skills. Topic and skills to be determined by expressed need of students (former students and/or people working in the community in the human services field.) (An example: Crisis Intervention Seminar.)

HSW 191, 192, 193

Field Placement I, II, III (5, 5, 5)

On-job training; supervised experience in human service agencies. Students will work 150 hours per quarter in an agency. One-year students will take two quarters of field placement, and two-year students will take all three quarters. Students will meet weekly on campus to share their experiences and further develop skills.
Prerequisite: HSW 102 and/or HSW 103; permission of instructor prior to registration.

HSW 200

Alcoholism (5)

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

HSW 201

Treatment of Alcoholism (5)

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

HSW 202

Family Counseling (5)

An examination of the unique dynamics of family interaction and how change is experienced within the family. Includes the comparison of different theoretic approaches to family counseling and their intervention strategies.
Prerequisite: HSW 103 or HSW 102 or SOC 152 and consent of instructor or program coordinator.

HSW 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.

Prerequisite: Permission of instructor or program coordinator.

HSW 204

Today's Handicapped (3)

General overview of several handicapped conditions (including retardation) and legal rights. Course will also involve working with the handicapped in lab settings with individualized instructional supervision.

Prerequisite: Second year HSW Program and/or instructor's permission.

HSW 205

Therapeutic Approaches (5)

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

Prerequisite: Permission of instructor or program coordinator.

HSW 206

Polydrug Treatment (3)

Awareness of why drugs are used; overview of the physiological 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.

HSW 207

Stress Management (5)

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which manifests itself in various ways such as chronic tension, illness, and chemical abuse (alcohol and drugs). Note: This is the same course as PSYCH 207 and credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

HSW 252

Marital and Family Problems (5)

An analysis of selected marital and family pathology. Students will work independently with prepared resources, analyzing cognitive, behavioral, and affective facets of special problems and developing proposals for problem resolution.

Prerequisite: Permission of instructor.

INDIVIDUAL EDUCATION PROGRAM

IEP 70, 71, 72, 73, 74, 75, 76

Individual Education Program (1-5)

The Individual Education Program offers individualized instruction in the areas of reading, writing, study skills, spelling, basic English skills and composition, vocational and survival skills to students below an 8th grade skill level. Students may enroll any time during the quarter after an initial assessment by an instructor in the Drop in Assistance Learning (DIAL) Center.

JOURNALISM

JOUR 100

Newspaper Workshop (2-12 maximum)

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

JOUR 201

Reporting (5)

Orientation of the reporter to his or her responsibilities; techniques of news gathering; news handling; newspaper and wire-service organization; basic news writing practice, including structure of the story, style, grammar, and syntax. Four hours of lecture per week with two hours of lab (work on the Collegiate Challenge). Ability to type recommended.



JOUR 202

News and Feature Writing (5)

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

Prerequisite: JOUR 201 or permission of instructor.

JOUR 203

Copy Editing and Makeup (5)

The importance of recognizing trends in typography and style, proofing and editing copy, writing headlines and cutlines, and planning and doing page layouts. Four hours of lecture per week with two hours of lab (work on the Collegiate Challenge).

Prerequisite: JOUR 201 or permission of instructor.

JOUR 209

The Messengers — Mass Media and Society (3)

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

Prerequisite: Permission of instructor.

JOUR 299

Independent Study (1-5)

Independent observation, analysis and reporting on selected topics or problems.

LABOR STUDIES

LABOR 190

Unions and Collective Bargaining (3)

Major issues facing working people today. Topics include negotiating and enforcing a union agreement, productivity levels, automation, unemployment, inflation, and "runaway shops."

LABOR 191

Our Unions and How They Work (3)

Beginning with some of the origins of unionism in this country, this course traces the history of organized labor to the present. Special attention is paid to internal union structures, federations and bargaining councils. A final selection is devoted to labor law and the role of the government in labor struggles.

LABOR 194

Labor Economics (3)

A course which will explain the basic workings of the American economy as it relates to labor. Labor's contribution to the economy will be reviewed, as well as critical issues which relate primarily to the work force, such as unemployment and inflation. Contributions by labor toward finding remedies to present economic problems will also be discussed.

LABOR 200

History of Labor Safety (3)

A history of the American labor movement, with emphasis upon the Pacific Northwest and Tacoma.

LABOR 201

Labor Law (3)

A course which covers the rights of workers to organize on their jobs to improve conditions; to have democratically run unions; to be free from employment discrimination; and to have a healthy work place.

LIBRARY SCIENCE

LS 100

Reference Methods (2)

Individualized introduction to basic library information resources; identification and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic reference. Prerequisite: ENGL 101 and librarian's permission required.

MARINE STUDIES

This program is currently being developed. For further information contact the Math/Science division at 756-5059.

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, students should first contact a mathematics instructor for placement and for consideration of the mode of instruction best suited for them. In the course listings which follow, indication is provided noting whether the course is available through the independent tutorial math lab or classroom lecture.

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, 125, 126. However, the special programs section and the appropriate academic advisor should be consulted before registration.

MATH 70, 71, 72

Basic Mathematic Skill (1-5) (Lab Only)

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

MATH 80

Whole Numbers (2) (Lab Only)

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

MATH 81

Fractions (1) (Lab Only)

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

MATH 82

Decimals (1) (Lab Only)

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

MATH 83

Percentages (1) (Lab Only)

Basic review in operating with percentages. Includes percent, equations and percent, discount and interest. Prerequisite: MATH 81 and 82 or equivalent.

MATH 86

Review Arithmetic (5) (Lab Only)

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

MATH 87

Pre-Algebra Geometry (5) (Lab Only)

Preparation for elementary algebra and vocational math. Topics include signed numbers, variables, equations, formulas, geometric figures, measurement, and graphs. Prerequisite: MATH 86 or equivalent.

MATH 88

Introduction to Elementary Algebra (3) (Lecture or Lab)

Beginning elementary algebra specifically designed for students with no algebra background and for those needing more than a review. This course with MATH 90 is equivalent to the first year of high school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations and formulas. Prerequisite: MATH 86 or equivalent.

MATH 90

Algebra Review (5) (Lecture or Lab)

Review of the first year of high school algebra.



MATH 96**Trigonometry of Right Triangles
(1) (Lab Only)**

Work with right triangles in the science and applied areas. Topics will include definitions of the trigonometric function, use of trig. tables, solutions of right triangles and applied problems.
Prerequisite: One year of high school algebra or MATH 90.

MATH 97**Mathematics for
Health Occupations (2) (Lab Only)**

For the student in health occupations who needs to be able to calculate dosages. This course must be taken by nursing students and is recommended for other health occupations students. It should be taken before or concurrently with the first clinical course.
Prerequisite: MATH 88 or equivalent.

MATH 101**Intermediate Algebra (5)
(Lecture or Lab)**

Fundamental algebraic operations and concepts; similar to the third term of high school algebra.
Prerequisite: One year of high school algebra or MATH 90, and one year of geometry. Permission of math instructor required.

MATH 103**Fundamentals of Mathematics
(5) (Lecture Only)**

(For the general college student and for prospective elementary teachers.) Topics selected from set theory, logic, number systems, geometry and base notation; emphasis on gaining insight into basic concepts of mathematics.
Prerequisite: MATH 90 or equivalent.

MATH 105**College Algebra (5)
(Lecture or Lab)**

Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential and logarithmic functions and relations.
Prerequisite: One and one-half years of high school algebra or MATH 101.

MATH 106**Plane Trigonometry (5) (Lab Only)**

Trigonometric functions, identities, equations, inverse functions, graphs, logarithms and solution of triangles.
Prerequisite: One and one-half years of high school algebra or MATH 101 and one year of high school geometry.

MATH 110**Business Mathematics
(5) (Lab Only)**

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

MATH 124, 125, 126**Analytic Geometry and Calculus
(5, 5, 5) (Lecture Only)**

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

MATH 157**Elements of Calculus
(5) (Lecture Only)**

(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus.) The derivative, rates of change, maxima and minima, curve-fitting, the integral, area under curves.
Prerequisite: MATH 105.

MATH 205**Elementary Linear Algebra
(5) (Lecture Only)**

(For students in the natural, physical and social sciences.) Topics include systems of equation, vectors, matrices, determinants, linear transformations and linear operators.
Prerequisite: MATH 124 or instructor permission.

MATH 238**Elements of Differential Equations
(5) (Lecture Only)**

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

MATH 240**Introduction to Statistics
(3) (Lab Only)**

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

MATH 241**Introduction to Probability
(3) (Lab Only)**

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

Prerequisite: MATH 101 or equivalent.

MEDIA COURSES

Tacoma Community College offers a full array of college courses with the main instructional content available over television, newspaper, radio and telephone. Courses are provided in cooperation with local television and radio stations, the Tenzler Telephone Access System and the Tacoma News Tribune. College credits are available for all courses in an independent study format. The courses cover subjects in the humanities, social and behavioral sciences and natural and physical sciences. Detailed information on current media course offerings is included in the quarterly class schedule, or may be obtained at the audio-visual desk in the library, Building 7.

**MEDICAL RECORDS
TECHNOLOGY****MRT 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. (5 hours lab per week.)

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

MRT 142**Medical Transcription III (3)**

Specialty course in medical transcription, including instruction and practice in transcribing from actual physician dictation. Students will spend 40 hours in clinical experience at one of the hospitals participating in the program.
Prerequisite: MRT 140-141 and permission of instructor.

MRT 180
Introduction to
Health Record Management (5)

A survey of the history of medicine, including the origin and development of medical records; a study of the history, objectives and codes of ethics of the professional organization for medical record practitioners; functions of medical record departments; development, content and format of the record, both conventional and problem-oriented, including in-depth study of quantitative analysis; securing and preserving medical records; methods of record storage and retrieval procedures; functions of admitting department and other ancillary service departments. Offered Spring Quarter. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or permission of instructor.

MRT 220
Organization of Health Records (5)

A study of coding diseases and operations according to recognized nomenclatures and classifications; organizing and maintaining manual and automated indexes and registers, including in-depth study of tumor registry procedures; organization and responsibilities of the medical staff. (4 hours lecture; 2 hours lab per week.)

Prerequisite: MRT enrollment or permission of instructor.

MRT 221
Standards for & Preservation
of Health Data (5)

In-depth study of hospital statistics, including sources, definitions, collection and reporting; preservation and analyses of health data, including sources and use of health data in United States Vital and Public Health statistics; standards for hospital accreditation and role of governmental agencies in approval, certification and licensure; purpose and philosophy of quality assurance and risk management. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment.

MRT 222
Health Information
Management (5)

Development of management skills, including planning, organizing, directing and controlling with emphasis on situations encountered in the management of health record services within the hospital. Also continuous development and improvement of modern health care delivery systems, including the specialized areas of ambulatory care, psychiatric, long-term care, home health care and mental retardation, record keeping. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment.

MRT 230, 231, 232
Clinical Application (12)

Practical experience performing medical record duties in the campus laboratory and in local health facilities to give the student the opportunity to actively participate in the performance of technical duties. 230 — introduction to clinical training in campus laboratory and field trips (4 hours/week); 231 — 15 hours/week on site in acute care facilities; 232 — 15 hours/week on site in specialized situations. Requirements for directed practice may vary with the background of the student.

Prerequisite: MRT enrollment.

MRT 299
Individual Study in MRT (1-5)

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

Prerequisite: Permission of the instructor.

MUSIC

MUS 100
Concert Choir (2)

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

MUS 101
Fundamentals of Music (5)

(Required for all music majors and recommended for all education majors. It is suggested that students who enroll for MUS 101 should also enroll for MUS 122.) Fundamentals of music and basic musicianship, scales, triads and elementary harmony; pitch intervals, rhythm, melody recognition and vocal orientation to music symbols and notations.

MUS 102, 103
Music Theory (5, 5)

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

Prerequisite: MUS 101 for 102; 102 for 103.

MUS 107
Introduction to Music (5)

(For the general college student; recommended for education majors.) A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary readings and listening experiences designed to foster understanding of common musical forms, idioms, periods and styles.



MUS 117

Jazz History (3)

A course exploring the history and future possibilities of the American musical phenomenon commonly called jazz.

MUS 118

Survey of Electronic Music (3)

Study of the evolution of electronic music through history. Exploration of the techniques of the magnetic tape recorder and the electronic music synthesizer.

MUS 119

Survey of 20th Century Music (3)

A study of the primary directions of music in the 20th Century.

MUS 121

Class Applied Music: Voice (1)

Class instruction in performance.
Prerequisite: Permission of instructor.

MUS 122

Class Applied Music: Piano (1)

Class instruction in performance.

MUS 123

Class Applied Music: Guitar (1)

Class instruction in performance.

MUS 130

Private Vocal or Instrumental Instruction (2)

A — Piano; B — Violin; C — Voice; D — Violoncello; E — Double Bass; F — Trumpet; G — Flute; H — Oboe; I — Clarinet; J — Bassoon; K — Horn; L — Guitar; M — Trombone; N — Tube; O — Harp; P — Percussion; T — Saxophone; U — Viola; V — Organ; W — Music Composition; X — Synthesizer. Arranged through the Music Department Chairman.

MUS 140

Concert Band (1)

Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.

MUS 160

Symphony Orchestra (1)

Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.
Prerequisite: Permission of instructor.

MUS 170

Swing Choir (3)

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

MUS 171

Jazz Ensemble (3)

Preparation and performance of contemporary music, including rehearsal and performance.
Prerequisite: Permission of instructor.

MUS 199

Ensembles (1)

Preparation and performance of chamber music in all mediums, including rehearsal and performance.
Prerequisite: Permission of instructor.

MUS 200

Concert Choir (2)

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

MUS 201, 202, 203

Second-Year Theory (5, 5, 5)

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

Prerequisite: MUS 102 or instructor permission for 201; 201 for 202; 202 for 203.

MUS 240

Concert Band (1)

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

Prerequisite: Permission of instructor.

MUS 260

Symphony Orchestra (1)

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

Prerequisite: MUS 160.

MUS 270

Swing Choir (3)

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

MUS 271

Jazz Ensemble (3)

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

Prerequisite: MUS 171.

MUS 298

Professional Performance in Music (3)

A course designed to orient and assist vocal and instrumental music students toward developing the music techniques and showmanship needed for professional music and entertainment employment opportunities.

Prerequisite: By audition and permission of instructor.

NURSING, ASSOCIATE DEGREE

NURS 125

Fundamentals of Nursing (8)

Learning experiences are designed to develop technical skills and communication skills based on the nursing process. Concepts related to ethnicity, rehabilitation and nutrition are introduced. In addition to the classroom experience, the student is given the opportunity to provide direct patient care.

Prerequisite: Admission into the Nursing program.

NURS 127

Medical-Surgical Nursing (10)

Learning experiences are designed to develop basic nursing skills utilized in drug administration and in caring for surgical patients or a patient in isolation. Beginning skills related to obtaining a nursing history and completing a physical assessment are introduced.

Prerequisite: NURS 126, NURS 130, MATH 97.

NURS 128

Medical and Surgical Aspects of Adult and Child Care (Part I) (9)

The first in a series of three courses that provides learning experiences in the care of adults and children with common medical and surgical conditions. The student is able to continue to develop more advanced concepts and skills in patient care. Principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, society, health teaching and self-responsibility are integrated throughout the course.

Prerequisite: NURS 126, 127, 130, 131.

NURS 130

Practice Lab (2)

Designed to provide the opportunity for self-paced practice of nursing skills in a supervised laboratory setting. Competency in performing assigned skills must be demonstrated in the laboratory before performing the specific skill in the hospital.

NURS 131

Practice Lab (2)

Same description as NURS 130.

NURS 132

Practice Lab (2)

Same description as NURS 130.

NURS 226

Medical and Surgical Aspects of Adult and Child Care (Part II) (9)

The second in a series of three courses that provides learning experiences in the care of adults and children with common medical and surgical conditions. The student is able to continue to develop more advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching and self-responsibility are integrated throughout the course. Prerequisite: NURS 126, 127, 128.

NURS 227

Medical and Surgical Aspects of Adult and Child Care (Part III) (12)

Third in a series of three courses that provides learning experiences in the care of adults and children with common medical and surgical conditions. The student is able to continue to develop more advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching and self-responsibility are integrated throughout the course. Prerequisite: NURS 126, 127, 128, 226.

NURS 228

Maternity Nursing (5)

Learning experiences are designed to provide the opportunity to work with the childbearing family and to develop skills in care of the mother and newborn infant during the maternity cycle. Concepts related to ethnicity, nutrition and pharmacology are included. Prerequisite: NURS 126, 127, 128, 226, 227.

NURS 229

Psychiatric Nursing (5)

Learning experiences are designed to develop further skills in providing care based on the psychological needs of the patient. Emphasis is placed on self-awareness and a respect for the dignity of the individual, regardless of his psychopathological manifestations. Prerequisite: NURS 126, 127, 128, 226, 227, 228.

NURS 299

Individualized Studies in Nursing (1-5)

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

NURSING, CONTINUING EDUCATION

NURS 210

Patient Care Management (2)

For licensed nurses (RN or LPN) 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 RN or LPN.

NURS 211

Patient Assessment (2)

This course is designed to enable the student to develop increased knowledge and psychomotor skills in the evaluation of the physical condition of a patient. The course stresses the use of a systematic, organized approach to the evaluation of the patient with emphasis on skills used in the in-patient or institutional setting including inspection, palpation, percussion and auscultation. History-taking skills are reviewed and integrated with the newly acquired psychomotor skills. Prerequisite: Licensed RN.

NURS 212

The Problem-Oriented Medical Record (2)

To acquaint the practicing nurse with the basic components of the problem-oriented medical record and to develop skill in utilization of this type of record. Prerequisite: Licensure, either RN or LPN.

NURS 213

Advanced Concepts of Maternity Nursing (2)

Opportunity for the licensed practitioner to increase her understanding of the concepts and techniques of maternity nursing as it is practiced today. Prerequisite: Licensure, either RN or LPN.

NURS 214

Nursing of the Cancer Patient (2)

Designed to increase the knowledge and skill of nurses relative to the care of the patient who has cancer. Prerequisite: Licensure, either RN or LPN.



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NURS 216
Geriatric Nursing (2)

Designed to increase the knowledge of the aging process and associated problems, and to consider approaches to the solution of such problems.
Prerequisite: Licensure, either RN or LPN.

NURS 217
Coronary Care Nursing (2)

Designed to increase the knowledge and skill of the practitioner relative to the patient who is in a coronary care unit.
Prerequisite: Licensure, either RN or LPN.

NURS 218
Advanced Coronary Care (2)

Designed to further increase the knowledge and skill of the practitioner employed in the coronary care unit.
Prerequisite: Licensure, either RN or LPN, and completion of a basic coronary care course.

NURS 221, 222
Intensive Care Nursing (2, 2)

Designed to increase the knowledge and skill of practitioners relative to the patient who is in the intensive care unit.
Prerequisite: Licensure, either RN or LPN.

Courses numbered NURS 106, 107, 204, 205, and 206 are each designed for nurses who have had a basic nursing program and who do not need further clinical experience, and especially for nurses who have been licensed in foreign countries and who need to learn the language, nurses who have not practiced for a number of years and nurses needing continuing education credits. See descriptions which follow.

NURS 106
Psychiatric Nursing (2)

A course which will provide learning experiences for the student to develop skills in providing care based on psychological needs of the patient. Emphasis is placed on self-awareness of emotion and attitude as they influence relationships with others.

NURS 107
Maternity Nursing (2)

A study of the mother and newborn infant during the normal antepartum, delivery and post-partum maternity cycle. Concepts of diet therapy, pharmacology and asepsis are applied to the needs of the newborn and the mother.

NURS 204
Adult and Child Care Review (4)

The first of three courses concerned with the common illnesses which affect people from birth through old age and the medical and/or surgical treatment of these illnesses.

NURS 205
Adult and Child Care Review (4)

The second of three courses concerned with the common illnesses which affect people from birth through old age, and the medical and/or surgical treatment of these illnesses. Discussed will be: respiratory, gastrointestinal, orthopedic and renal disease.

NURS 206
Adult and Child Care Review (4)

The third of three courses concerned with the common illnesses which affect people from birth through old age, and the medical and/or surgical treatment of these illnesses. Discussed will be: neurological, endocrine, eye, ear, nose and throat, and skin problems.

OCEANOGRAPHY

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

OCEAN 101
Survey of Oceanography (5)

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

OCEAN 102
The Ocean World (5)

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

OCEAN 103
Life in the Ocean (5)
(BIOL 240 — Marine Biology)

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

OCEAN 294
Field Studies (1-5)

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

OCEAN 299
Independent Study (1-5)

Independent observation, analysis, and reporting of a selected topic in oceanography.
Prerequisite: Permission of instructor.

PHILOSOPHY

PHIL 100
Introduction to Philosophy (5)

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

PHIL 101
Introduction to Philosophy Through Islam (5)

An introductory course in philosophy designed primarily to allow students from the Muslim tradition to understand and appreciate philosophical concepts of knowledge, religion, science, reality, and morality through the study of analogies drawn from Islam and Sufism.

PHIL 119
Critical Thinking (5)

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

PHIL 120

Introduction to Logics (5)

Conditions for clear statement and valid reasoning; formal systems of logic and their application; inductive reasoning; probability theory and methods by which theories and laws are established in daily life and in the sciences.

Prerequisite: PHIL 119 or permission of instructor.

PHIL 200

Oriental Philosophy (5)

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

PHIL 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: PHIL 100 or permission of instructor.

PHIL 220

Death and Dying (3)

A study of the social, psychological, philosophical, and religious aspects of death and the dying process. Note: This is the same course as PSYCH 220 and credit for a degree will be granted either as PHIL 220 or PSYCH 220 but not for both.

PHIL 260

Philosophy of Science (5)

An historical introduction to the evolution of scientific ideas. Primary emphasis will be upon critical periods in the development of science. The course will focus on developing a critical awareness of philosophical issues in science. Some topics covered are hypothesis formation; theory construction; space and time.

PHIL 267

Problems in Philosophy of Religion (5)

Analysis of such problems in Western religious thought as the existence of the Christian God and other gods, evid, immortality, religious experience, and the effect of religion on morality. Inquiry into and experience of alternate states of consciousness.

PHIL 285

Alternate States of Consciousness (3)

Blending cognitive and experiential approaches, this course introduces students to states of consciousness conducive to greater creativity and relief of stresses associated with normal waking consciousness. Intellectual consideration of recent advances in transpersonal psychology, neurophysiology, and physics will be balanced with experiences of alternate states of consciousness. Note: This is the same course as PSYCH 285 and credit for a degree will be granted either as PHIL 285 or PSYCH 285 but not for both.

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.

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

The physical education requirement may be waived only with the approval of the physical education department chairman. Students may request waivers for the following reasons: medical, age limitations, or previous military service. Should any changes in the physical education waiver occur, they will be on file in the office of the HPER Division Chairman.

FITNESS ACTIVITIES: 1 CREDIT EACH

- 100 Total Fitness — Individualized Approach
- 102 Slimnastics
- 103w Self Defense for Women
- 104 Judo
- 202w Advanced Slimnastics
- 106m Body Conditioning
- 108m Weight Training
- 208m Advanced Weight Training
- 110 Jogging

AQUATICS: 1 CREDIT EACH

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Saving (2 credits)

DANCE: 1 CREDIT EACH

- 118 Modern Dance

INDIVIDUAL SPORTS: 1 CREDIT EACH

- 120 Archery
- 220 Advanced Archery
- 122 Beginning Bowling
- 222 Intermediate Bowling
- 123 Beginning Golf
- 223 Intermediate Golf
- 125 Beginning Skiing
- 225 Intermediate Skiing

DUAL SPORTS: 1 CREDIT EACH

- 126 Beginning Badminton
- 127 Fencing
- 128 Beginning Tennis (student furnishes racket)
- 228 Intermediate Tennis (student furnishes racket)
- 130m Handball (student furnishes gloves)
- 131 Racquetball (student furnishes racquet)

TEAM SPORTS: 1 CREDIT EACH

- 133m Beginning Basketball
- 133w Beginning Basketball
- 233m Advanced Basketball
- 233w Advanced Basketball
- 134m Softball
- 134w Softball
- 135m Soccer
- 135w Soccer
- 235 Advanced Soccer Techniques
- 136 Volleyball
- 236 Intermediate Volleyball

VARSITY SPORTS: 1 CREDIT EACH

- 140m Varsity Basketball
- 140w Varsity Basketball
- 141m Varsity Baseball
- 142 Varsity Track
- 145 Varsity Golf
- 146w Varsity Tennis
- 150m Varsity Soccer
- 151w Varsity Volleyball
- 152w Varsity Softball

(Tacoma Community College varsity teams compete in leagues set by the Athletic Association of Community Colleges (AACC). To be eligible for athletic competition, a student must be enrolled in at least 10 credit hours during the quarter of participation. Returning students must also have completed 10 credit hours their previous quarter of attendance.)

PHYSICAL EDUCATION PROFESSIONAL COURSES

PE 90

Healthful Living (5)

Considers the major concerns of present day health education: mental health, personal health, family living, health hazards, environmental health.

PE 185

Careers in PE, Recreation and Sports (1)

An overview of job opportunities in the fields of PE, Recreation and Sports will be presented.

PE 190

Introduction to Physical and Health Education (2)

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

PE 192

First Aid Principles and Procedures (2)

Instruction in emergency first aid procedures. American Red Cross Certificate for standard first aid and cardio pulmonary resuscitation will be issued.

PE 250

Contemporary Health Concepts (3)

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

PE 280

Care and Prevention of Athletic Injuries (3)

This course will provide instruction and training in the prevention of injuries; examination procedures; principles in the management of injuries; treatment of specific injuries, i.e., ankle, knee, elbow, etc.; the use of therapeutic modalities and athletic training techniques such as taping, wrapping and emergency procedures.

Prerequisite: Beginning First Aid. Human Anatomy recommended.

PE 290

Officiating (3)

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

PE 292

First Aid and Safety (5)

The student may meet requirements for Advanced American Red Cross First Aid and CPR (Cardiopulmonary Resuscitation) Certification.

PE 295

Functional Swimming and Water Safety (3)

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

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

PHYSICAL SCIENCE

PHYS 100

Survey of Physical Science (5)

Nature and philosophy of astronomy, geology, chemistry and physics.

PHYSICS

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

PHYS 101, 102, 103

Unified Technical Concepts I, II, III (5, 5, 5)

These courses are designed to teach the basic principles of physics as they apply to mechanical, fluid, electrical and thermal systems. Practical applications and hands-on laboratory work are stressed throughout the course.

Prerequisite: Math 90 and 96.

PHYS 105

Physics for Health Occupations (5)

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

Prerequisite: MATH 101 or equivalent.

PHYS 108, 109, 110

Radiation Physics I, II, III (5, 5, 5)

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

Prerequisite: MATH 90 or equivalent. PHYS 105 is recommended.



PHYS 114, 115, 116

General Physics (5, 5, 5)

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

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

PHYS 121, 122, 123

Engineering Physics (5, 5, 5)

(For students planning to transfer in engineering or those majoring in science.) 121 — Study of mechanics: motions and causes of motion, emphasis on theories and applications for problem solving; 122 — Emphasis on electricity and magnetism; 123 — Emphasis on waves, sound, light, and thermodynamics.

Prerequisite: MATH 124 or MATH 124 concurrently for 121, 121 for 122; 122 for 123.

PHYS 290

Computer Applications in Physics (1-3)

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

Prerequisite: PHYS 122 or taken concurrently, ENG 141.

PHYS 299

Independent Study (1-5)

Prerequisite: Permission of instructor.

POLITICAL SCIENCE

POLSC 91

Introduction to American Government (5)

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

POLSC 201

Introduction to Government and Politics (5)

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

POLSC 202

American National Government and Politics (5)

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

POLSC 203

International Politics (5)

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

POLSC 205

State and Local Government and Politics (5)

Study of the nature, function, and problems of state, county and city governments, including an examination of the problems confronting these local political units.

POLSC 219

Legal and Political Issues in Aging (5)

A study of civil and criminal laws, ordinances, regulations, etc. of special significance to older persons; sources of legal assistance available to them; and of the means of achieving legislative action benefiting older persons.

PSYCHOLOGY

PSYCH 90

Psychology (5)

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

PSYCH 100

General Psychology (5)

Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality.

PSYCH 170

Psychology of Adjustment (5)

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

PSYCH 201

Introduction to Experimental Psychology (5)

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

Prerequisite: PSYCH 100.



PSYCH 205

Introduction to Personality (5)

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

PSYCH 206

Human Growth and Development (5)

Analysis of physical and psychological development of the human organism. Theoretical and practical aspects of parent-child relationships investigated. Prerequisite: PSYCH 100.

PSYCH 207

Stress Management (5)

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which manifests itself in various ways, such as chronic tension, illness and chemical abuse (alcohol-drug). Note: This is the same course as HSW 207 and credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

PSYCH 209

Psychology of Aging (5)

Study of the continuing development processes through life sequences with emphasis on intellectual, emotional, behavioral, and social theories of the adjustment process.

PSYCH 220

Death and Dying (3)

A study of the social, psychological, philosophical, and religious aspects of death and the dying process. Note: This is the same course as PHIL 220 and credit for degree will be granted either as PSYCH 220 or PHIL 220 but not for both.

PSYCH 285

Alternate States of Consciousness (3)

Blending cognitive and experiential approaches, this course introduces students to states of consciousness conducive to greater creativity and relief of stresses associated with normal waking consciousness. Intellectual consideration of recent advances in transpersonal psychology, neurophysiology, and physics will be balanced with experiences of alternate states of consciousness. Note: This is the same course as PHIL 285. Credit for a degree will be granted either as PSYCH 285 or PHIL 285 but not for both.

PSYCH 299

Individual Study in Psychology (1-5)

Independent observation, analysis and reporting of a selected problem. Prerequisite: PSYCH 100 and permission of instructor.

RADIOLOGIC TECHNOLOGY

RT 101

Introduction to Radiologic Technology (3)

Introduction to the health team and the profession of radiologic technology. Includes medical ethics and medical-legal considerations, radiation, protection of patients and personnel, film processing and chemistry to enable student to enter into clinical practicum. (4 hours lecture per week.)

RT 120

Radiographic Clinic I (3)

To learn and demonstrate the basic positioning techniques for radiography of the upper and lower extremities to include pelvis and shoulder girdle. (16 hours per week at Clinical Education Center.) Prerequisite: RT 101, 140, and permission of instructor.

RT 121

Radiographic Clinic II (3)

Students will learn and demonstrate basic positioning techniques in radiography of the complete spine, skull, facial bones and paranasal sinuses. (16 hours per week at Clinical Education Center.) Prerequisite: RT 120, 141, and permission of the instructor.

RT 122

Radiographic Clinic III (7)

Clinical Practicum: 35 hours per week at Clinical Education Center. Prerequisite: RT 121 and permission of the instructor.

RT 123

Radiographic Clinic IV (5)

To learn and demonstrate basic positioning techniques for radiography of the respiratory system, digestive system, biliary system and urinary system. (24 hours per week at Clinical Education Center.) Prerequisite: RT 122, 142, and permission of the instructor.



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RT 140

Positioning and Techniques I (3)

The student will learn and demonstrate basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle and thoracic cage. (4 hours lecture, 2 hours lab per week.)

RT 141

Positioning and Techniques II (3)

The student will learn and demonstrate basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses. (4 hours lecture, 2 hours lab per week.)

Prerequisite: RT 120, 140; BIOL 150.

RT 142

Positioning and Techniques III (3)

The student will learn and demonstrate positioning techniques in radiography of the respiratory system, GI and biliary system, and the urinary system. (4 hours lecture, 2 hours lab per week.)

Prerequisite: RT 121, 141; BIOL 151.

RT 211

Special Radiographic Procedures (3)

Contrast media and common examinations utilizing contrast agents. Introduction cardiovascular and neurosurgical procedures. (3 hours lecture per week.)

Prerequisite: RT 123, 225 and permission of instructor.

RT 212

Radiation Therapy and Nuclear Medicine (3)

Introduction to the specialized fields of nuclear medicine and radiation therapy which includes physical principles, modalities of radiation therapy, and application of radioisotopes in therapeutic and diagnostic studies. (Clinical training is also given.) (3 hours lecture per week.)

Prerequisite: RT 225, 243; Radiation Physics I and II; and permission of the instructor.

RT 213

Departmental Management (2)

To aid the advanced student in exploring career opportunities. Course also covers job descriptions in radiologic technology, personnel management, purchasing practices and teaching techniques. (2 hours lecture per week.)

Prerequisite: RT 101, 225, 243, and permission of instructor.

RT 214

Radiologic Anatomy (3)

A survey and review of systemic anatomy pertinent to radiologic procedures with emphasis on cross-sectional anatomy as used with radiographic imaging devices and other ionizing imaging modalities. (3 hours lecture per week.)

Prerequisite: BIOL 150, 151; RT 141; permission of instructor.

RT 215

Radiologic Pathology (3)

Causes of common diseases, includes conditions of illness, and the radiologic diagnostic procedure used to detect pathology, the effect of pathology on radiographic film quality, diagnosis and treatment. (3 hours per week.)

Prerequisite: BIOL 150, 151; RT 214; permission of instructor.

RT 225

Radiographic Clinic V (5)

Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, spinal column. (24 hours per week at Clinical Education Center.)

Prerequisite: RT 123, 140 and permission of instructor.

RT 226

Radiographic Clinic VI (5)

Advanced positioning of the skull, mastoids, middle ear, special views. Surgical and pediatric procedures. (24 hours per week at Clinical Education Center.)

RT 227

Radiographic Clinic VII (9)

Clinical practicum: 40 hours per week at Clinical Education Center.

Prerequisite: RT 226 and permission of the instructor.



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RT 228

Radiographic Clinic VIII (5)

Special procedures: arteriograms, pneumoencephalograms, selective arteriograms. (24 hours per week at Clinical Education Center.)

Prerequisite: RT 211, 227, and permission of instructor.

RT 243

Positioning and Techniques IV (2)

Student will demonstrate advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column. (1½ hours lecture, 1½ hours lab each week.)

Prerequisite: RT 140.

RT 244

Positioning and Techniques V (2)

Student will demonstrate advanced positioning of the skull, inner ear, mastoids. (1½ hours lecture, 1½ hours lab per week.)

RT 245

Positioning and Techniques VI (2)

Student will learn use of radiographic apparatus used for special procedures such as arteriograms, pneumoencephalograms, selective arteriograms. Types of machines, film used, processing methods, etc. (1½ hours lecture, 1½ hours lab.)

RT 299

Individual Study in Radiographic Technology (1-5)

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

Prerequisite: Permission of instructor.

READING

READ 70, 71, 71

Basic Reading Skills (5, 5, 5)

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

READ 80

Reading Lab (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.

READ 110

Power Reading (2)

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

READ 111

Accelerated Reading (2)

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

Prerequisite: READ 110 or permission of instructor.

REAL ESTATE

REAL 120, 121, 122

Work Experience (5, 5, 5)

Supervised employment in real estate related fields.

Prerequisite: Permission of instructor.

REAL 125

Principles and Procedures of Escrow (5)

Covers the facets of closing real estate 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 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 150

Principles of Real Estate (5)

Factors affecting real estate, urban land economics, legal descriptions, regulations of land use; principles of value and real estate evaluation; ownership, nature and classification of land management of property, law and market analysis.

REAL 160

Real Estate Common 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.



REAL 162

Washington Real Estate Law (5)

A practical study of Washington real estate law emphasizing the complex of ownership, use, and transfer. Course covers Washington Real Estate Agency Law, Lending Law, Landlord Tenant Act, Shoreline Management Act, Land Development and Registration Act, Real Estate License Law, and Escrow Agency Law. Includes case study of significant Washington cases and court interpretations: Contracts, Titles, Deed, Leases, Liens, Covenants, Conditions, Restrictions, Easement, Estates, and Transfers.

REAL 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.

REAL 170

Residential Real Estate Appraisal (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.

REAL 175

Income Property Appraisal (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, capitalization, market data approach, correlation and final value estimate, and the appraisal report. Emphasis on commercial appraising.

REAL 177

Advanced Real Estate Appraisal (5)

A broad extension of the appraisal processes developed, to include study of specific appraisal problems: Right-of-way, Easements, Air Rights, Encumbrances, Residual Interests, Lease-hold Interest, Mortgagee's Interest, Casualty Insurance. Application pending for acceptance toward real estate license renewal.

REAL 180

Real Estate Office Administration (5)

Practical administration of real estate brokerage, including all managerial functions with emphasis on brokerage, budgets, sales management, sales training and market analysis.

REAL 185
Income Properties
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.

REAL 195
Real Estate Marketing
and 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 200
Salesman/Broker Pre-License (5)

An in-depth study of the main areas of concern in the principles of real estate as they relate to the practicalities of Washington State. Designed to prepare the student to pass the salesman/Broker licensing examination.

REAL 225
Real Estate Advanced
Sales Practices (5)

Covers the phases of day-to-day operations in real estate sales, locating listings, obtaining the listing, servicing the listing, locating prospects, qualifying the buyer, showing real property, negotiating the sale and servicing the sale. Includes study of human motivation and how it relates to success in sales.

REAL 245
Economics and Environmental
Issues of Real Estate (5)

Economics of land development, economic significance of real estate, principles of human ecology, land use regulations, rights of private property ownership, SEPA, the "taking issue." Application pending for acceptance toward real estate license renewal. Prerequisite: REAL 150, licensed real estate person, or permission of instructor.

REAL 250
Real Estate Investment
Strategy (5)

Fundamentals and basics such as the nature and scope of investments, discounted cash flow analysis, measuring investment returns, and cash flow analysis.

REAL 260
Sales Contracts
and Documents (3)

Emphasis on the practical aspects of using printed forms. Helps students answer: "What is a good contract?" "What do the printed words in the contract form mean?" "What should one put in the blanks?" Course objective is to improve the quality of real estate sales contracts through a hands-on approach featuring student contract writing and evaluation.

REAL 265
Commercial and
Industrial Brokerage (3)

Primary course objective is to organize and provide knowledge, understanding, skills and experience to make new people successful. Content reflects practices and approaches that have proven successful for the experienced industrial and commercial property sales agent. Students will become familiar with terminology, interpretation, justification, need and opportunities in industrial/commercial brokerage.

REAL 270
Land Use and Development (3)

Principles of resource ecology, state, county and federal regulations versus private rights in land, the "taking issue," the land management issue, regulation reports and compliance. The procedures required to bring a parcel of land to highest and best use.

REAL 275
Creative Finance (3)

This course offers methods students can apply to any type of real estate transaction. Primary course objective is to assist the student in becoming more comfortable with the use of "unusual techniques," resulting in increased personal productivity.

REAL 299
Individual Study in
Real Estate (1-5)

Independent observation, analysis and reporting of a selected problem. Prerequisite: Permission of instructor.

RESPIRATORY **THERAPY** **TECHNOLOGY**

RTT 110, 111
Respiratory Therapy Theory (3, 3)

Basic theory and principals of respiratory care science.

Prerequisite: Permission of instructor.

RTT 120, 121, 122
Respiratory Therapy
Equipment (2, 2, 2)

Rationale, indications and procedures of the equipment used in respiratory therapy.

Prerequisite: Permission of instructor; RTT 120 for 121, RTT 121 for 122.

RTT 130
Pharmacology (2)

Basic principles of pharmacology: dosage, weights and measures, proper administration. Rationale, indications and contraindications of medications peculiar to diagnosis and treatment in respiratory therapy.



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RTT 131

Pulmonary Functions (2)

Basic concepts in pulmonary diagnostic techniques.

Prerequisite: RTT 110 or permission of instructor.

RTT 133

Microbiology (2)

Basic principles of microbiology: a brief treatment of the classification, morphology, identification and physiology of microorganisms and an in-depth treatment of the problems of infections and immunizations, and the cleaning and sterilization of equipment relating to respiratory therapy.

RTT 140, 141, 142, 143

Clinical Training (3, 3, 5, 5)

Practical experience in the application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes rotation through respiratory therapy centers and involves the following number of hours: 140 — 9 hours per week; 141 — 9 hours per week; 142 — 15 hours per week; 143 — 15 hours per week; 144 — 40 hours per week.

Prerequisite: Permission of instructor; RTT 140 for 141; RTT 141 for 142; RTT 142 for 143.

RTT 144

Respiratory Therapy Practicum (8)

Challenge for this course is based upon previous developmental experiences and an equivalency examination.

RTT 150, 151

Respiratory Therapy Seminary (1;2)

Weekly discussions on specific topics of respiratory therapy.

Prerequisite: RTT 111 and RTT 141, or permission of instructor.

RTT 299

Individual Study in Respiratory Therapy Technology (1-5)

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

Prerequisite: Permission of instructor.

SCIENCE

SCI 185

Careers in Science (1)

A course designed to expose students to a range of career possibilities in science. Class sessions will provide background information about science, instruction in techniques for gathering career information, and interaction with individuals employed in the field. Students will be required to work independently, using campus and community resources, to research opportunities in the science field.

SOCIAL SERVICES

SSERV 101

Introduction to Social Work (5)

Survey of the concepts and philosophy of social work with special emphasis on recent developments in the social work field. Various kinds of social work as helping aides will be examined and observed through community agencies. Prerequisite to working in social services under credit arrangements.

SSERV 120

Introduction to Applied Gerontology (5)

A study of the demographic characteristics and social needs of older persons in our society as related to resources for meeting those needs through legislation and private and public agencies; the identification and understanding of skills and knowledge useful in communicating and working with older persons.

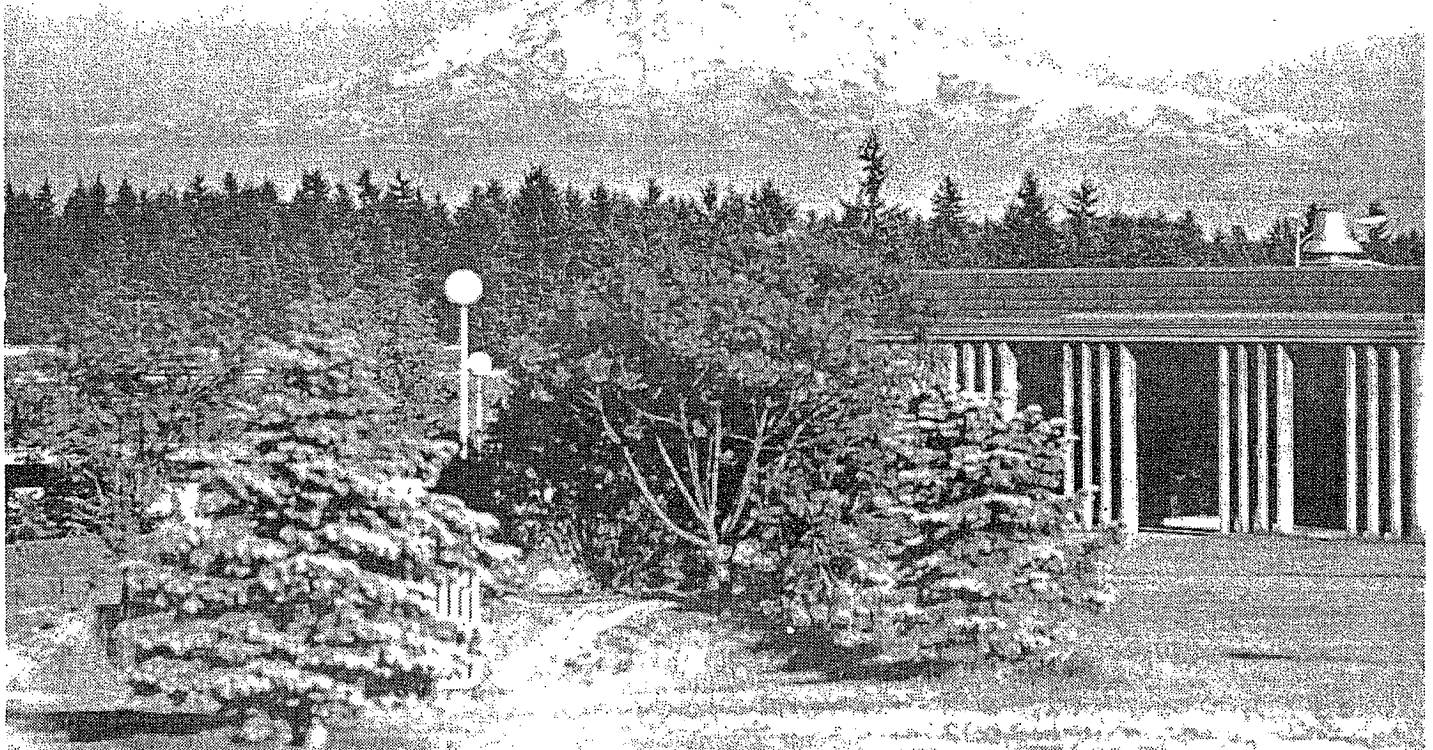
Prerequisite: Permission of instructor.

SSERV 220

Internship in Social Services (5)

Intensive internship in a social service agency under direction of competent agency personnel. Discussion of the positive and negative aspects of this experience will be submitted to the instructor in a written report. Readings relevant to agency experience may be assigned and discussed.

Prerequisite: SSERV 101. See instructor before registration.



SSERV 221

**Advanced Internship in
Social Services (5)**

Continuation of student involvement in a social service agency with generally increasing duties and responsibilities in the chosen agency.

Prerequisite: SSERV 101 and SSERV 220.
See instructor before registration.

SOCIOLOGY

SOC 90

**Contemporary Sociological
Problems (5)**

Practical study of selected social issues and social problems.

SOC 110

Survey of Sociology (5)

Introduction to sociological concepts, theories and methods; application of the sociological perspective.

SOC 141

Human Sexuality (5)

Physiological, psychological and sociological determinants of human sexual behavior and problems related to the sexual functioning of persons within society including sex role differentiation and identification.

SOC 152

Marriage and the Family (5)

Study of intimacy, love, procreation, sex roles, marital and family roles, sexuality, marital conflict, marital counseling, marital patterns, and emerging alternatives to marriage.

SOC 230

**Population Studies —
Human Ecology (5)**

Determinants and consequences of population change, composition and distribution as related to problems and processes of community structure and growth as well as urban, regional and world growth and development.

Prerequisite: SOC 110.

SOC 240

Social Psychology (5)

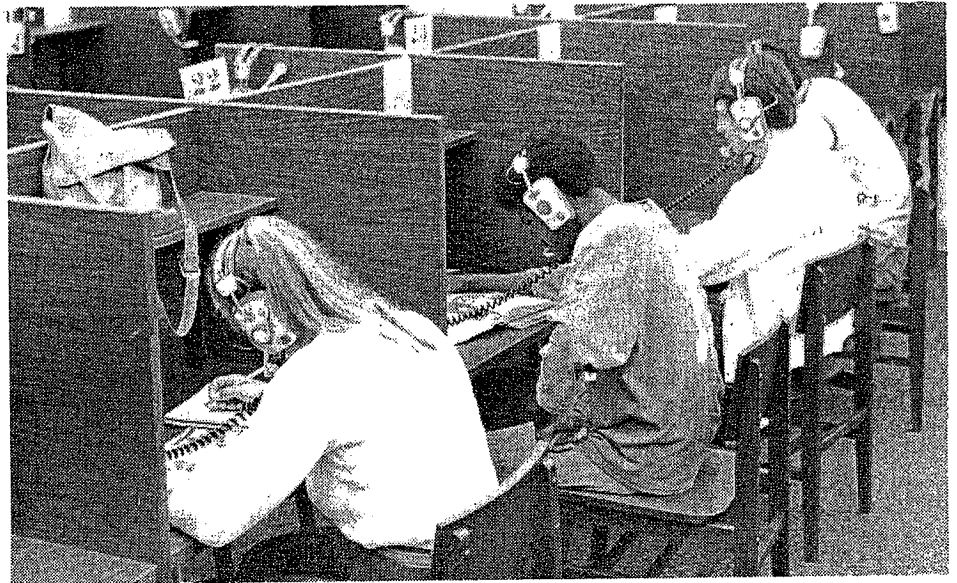
Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.

Prerequisite: SOC 110 and PSYCH 100.

SOC 253

Sociology of Education (5)

Functions of education in society, the social foundations of education and related social problems. (Cross reference: ED 200.)



SOC 262

Race Relations (5)

Designed to give students a deeper awareness of the problems facing the American people in the area of race relations, primarily focusing on racial, ethnic and social minorities.

SOC 269

Social Gerontology (5)

A study of the various sociological theories of aging and related research studies and of the changes in social roles, status, etc. which accompany aging in industrial and post-industrial societies.

Prerequisite: SOC 110 or permission of instructor.

SOC 270

Social Problems (5)

Analysis of selected social problems from various sociological perspectives. Examines societal problems related to health, drugs, crime, violence, poverty, prejudice, sexism, family, sexuality, social institutions, population, and related problems.

Prerequisite: SOC 110.

SOC 271

Deviant Behavior (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: SOC 110.

SOC 299

Individual Study (1-5)

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

Prerequisite: Completed 15 credit hours of course work in sociology and permission of instructor.

SPANISH

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

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

SPAN 101, 102, 103

Elementary Spanish (5, 5, 5)

The foundations of acceptable pronunciation, correct grammar and syntax are covered in the sequence 101, 102, 103. The language laboratory is used for drilling in pronunciation and language usage. Conversation in Spanish is stressed from the beginning as students take part in presentations and discussions in small groups within the classroom. Students without previous Spanish register for 101. Others will be placed by instructor.

SPAN 111

**Reading Knowledge
of Spanish (1-10)**

A beginner's course in Spanish designed to provide reading knowledge of the language. Students proceed at their own pace. Reading, vocabulary and grammar drills are performed with the aid of computer programmed materials. Prerequisite: Instructor's approval of the number of credits a student wishes to complete in one quarter.

SPAN 115
Spanish for
Medical Personnel (1-6)

An independent study course designed to teach students the specific vocabulary and sentence structures needed by people working in the medical field. Practical dialogues are learned that will allow nurses, physicians, paramedics, etc. to communicate with Spanish speaking patients unable to speak English. Prerequisite: Two years of high school Spanish or SPAN 101.

SPAN 201, 202, 203
Intermediate Spanish (3, 3, 3)

201 — Grammar review, reading and intensive practice in conversation through games and student presentations for class discussion. 202 — Grammar review, reading composition imitating models from literary selections. Conversation on relevant subjects. 203 — Reading, composition, conversation to discuss current events as well as reading assignments.

Prerequisite: SPAN 103. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.

SPAN 210, 220, 230
Spanish Conversation (3, 3, 3)

Advanced conversation. Students who receive credit for SPAN 201, 202, 203 will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.

Prerequisite: Two years of high school Spanish or its equivalent, and permission of the instructor.

SPAN 299
Spanish Seminar (1-5)

Individual programs. Special projects in literature, culture and contemporary issues or political, historical and sociological character in the Hispanic World.

Prerequisite: Permission of instructor.

SPEECH

SPCH 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.

SPCH 101
Public Speech Communication (5)

Introductory 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 presentations. Note: Either SPCH 100 or SPCH 101 may be transferred as the basic speech course.

SPCH 201
Conference Leadership (3)

A course for managers and supervisors with leadership responsibility for business meetings and small group conferences. The student will learn how to organize and lead meetings in business, industrial and governmental context, to effectively use parliamentary procedure and to incorporate oral reports and presentations.

SPCH 299
Individual Study in Speech (1-5)

Independent observation, analysis and reporting of a selected problem for advanced students in speech.

Prerequisite: Permission of instructor.

STUDY SKILLS

STDSK 80
Library Orientation (1)

Instruction in how to locate and use information in the library. Laboratory assignments to be completed by the student.



STDSK 90
Learning Skills (5)

Practical application of study skills and developmental reading techniques to assist students in improving quality of studies; emphasis on reading improvement, study skills and group guidance.

STDSK 110
College Skills (3)

Development of techniques for effective study in college. Major topics are: time management and motivation, taking notes from books and lectures, memory training, studying a textbook, studying for and taking exams, using the library and writing the research paper.

SUPERVISION **AND MANAGEMENT**

SMG 101
Principles of Supervision (3)

An introductory course which offers the student the opportunity to study basic principles in the field of supervision.

SMG 120
Supervising the
Marginal Worker (3)

The student will learn to identify marginal or barely acceptable employee performance and methods to correct or improve the level of performance.

SMG 125
Selecting and Training
Employees (3)

The class covers key elements in the employee selection process; also covered are important factors to be considered in the development of any employee training program.

SMG 130
Conflict and Changes
in the Work Force (3)

Students will learn to recognize the changes in attitudes in the working person toward their job, their organization and work in general.

SMG 131
Supervision and
Group Behavior (3)

Includes how to identify individual motivation and its relationship to the group; group resistance to change, and the interaction of individuals within the group.

SMG 150
Planning and Control Through
Effective Budgeting (3)

Students will learn how to manage resources, people, time and capital through the effective use of budgets.

**SMG 160
Women in Management (3)**

Exploration of the opportunities for women in management in the public and private sector.

**SMG 161
Career Advancement of Women (3)**

The class examines skills and tools needed for women to gain upward mobility in management.

**SMG 179
Supervision and Management Workshops/Seminars (1)**

Students will have the opportunity to participate in workshops and/or seminars designed to provide specialized information in a short course format.

**SMG 210
Effective Public Relations (3)**

Includes the basic fundamentals needed to staff and implement an effective public relations effort.

**SMG 222
Principles of Labor Relations (3)**

Students will learn labor and management relations; the processes by which union agreements are negotiated and methods that may be used to resolve grievances.

**SMG 240
Principles of Production Management (3)**

Problems and techniques encountered in the production and delivery of goods will be explored.

**SMG 250
Principles of Personnel Management (3)**

Basic fundamentals of the formal personnel management function will be discussed.

**SMG 260
Principles of Office Management (3)**

The course covers sound administrative office management procedures and operations.

**SMG 265
Business and Society (3)**

Includes discussion of business policies and practices and their impact on social issues.

**SMG 270
Management Techniques (3)**

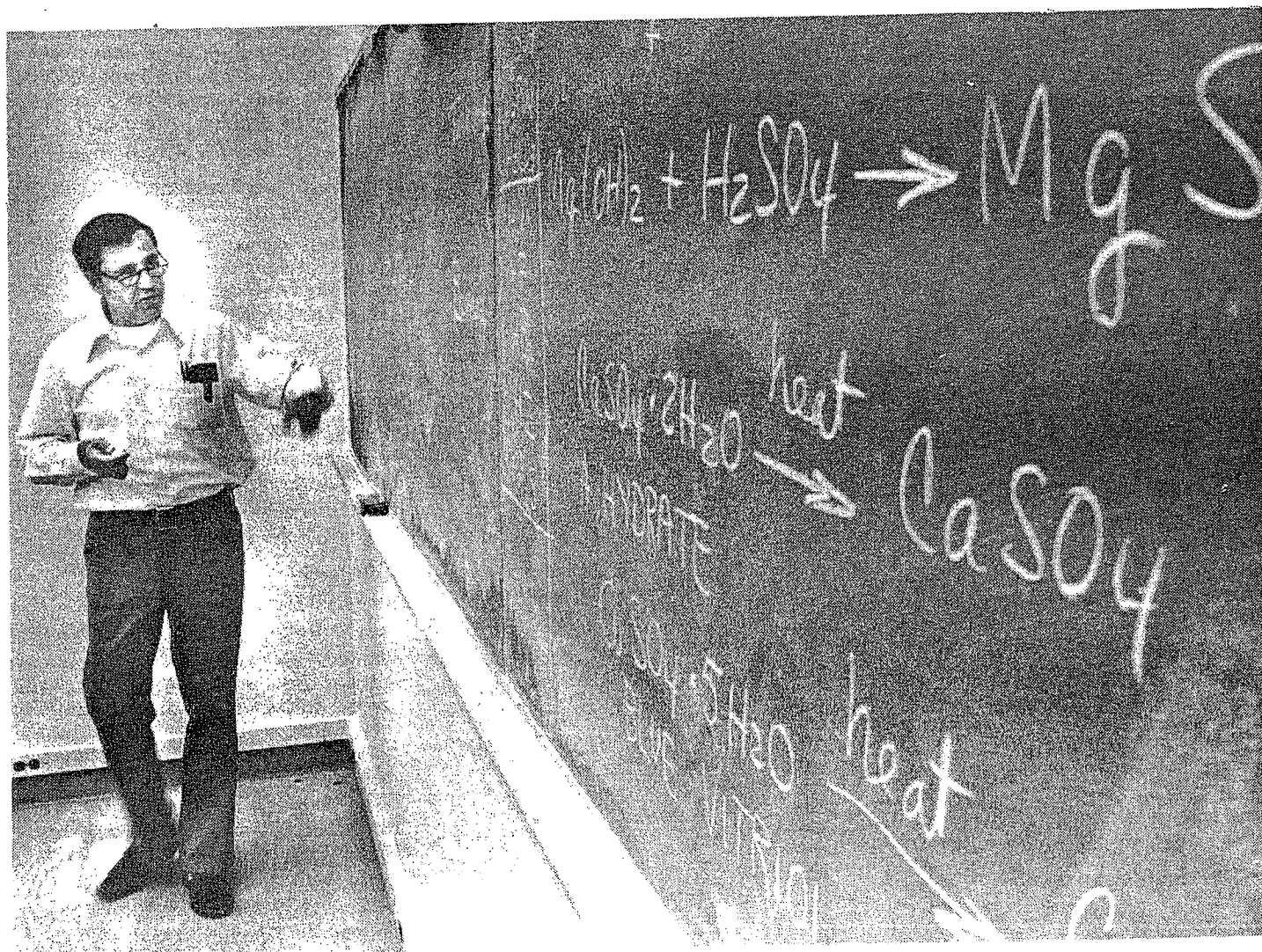
Course covers methods and techniques which may be used to modify operational behavior.

**SMG 285
Special Case Studies in Supervision (3)**

Students will be asked to analyze special case problems in supervising, define the probable causes and recommend solutions.

TYPING

See Business 103, 104, 105.



Faculty & Administration

College Administrative Officers

Executive Dean—Education Services David P. Habura
Associate Dean for Continuing Education and
Community Services Tanya Brunke
Associate Dean for Student Development Priscilla Bell
Assistant Dean for Occupational Education and
Curriculum Development
Assistant Dean for Staff and Organizational
Development
Chairman, Division of Learning
Services Richard Spangler
Chairman, Division of Humanities
Chairman, Division of Mathematics and
Science Ivonna McCabe
Chairman, Division of Social and Behavioral
Sciences William S. Packard
Chairman, Division of Allied Health and
Physical Education Shirley Johnson

Chairman, Division of Business and
Office Education Gary Sigmen
Executive Dean—Planning and
Operations Donald R. Gangnes
Dean of Support Services Carl R. Brown
Director of Facilities and Grounds
Director of Central Services Elwood Hazelton
Coordinator, Planning and Data Systems
Director of Financial and Management
Information Services Tom Kimberling
Agency Accounts Officer James Call
Budget Analyst Shirley Strom
Director of Information and
Publications Daniel E. Small
Director of Financial Aid Noel Helegda
Director of Veterans Affairs Frank Brown

Department Chairmen

Art Richard Rhea
Behavioral Sciences Richard Giroux
Business/Economics Timothy Keely
Life Sciences Richard Perkins

Mathematics Warren Jaech
Music David Whisner
Physical Sciences Dr. Paul Jacobson
Social Sciences Dr. Tom McLaughlin

Faculty and Administrators

ROBERT C. ADAMS
Sociology-Anthropology
B.A., M.A., Western Washington State
College.

RICHARD S. AIKEN
Librarian
B.Ed., University of Nebraska; M.L.S.,
University of Washington.

WILLIAM G. ANDERSON
Psychology
B.S., M.Ed., University of Idaho.

PRISCILLA BELL
Assistant Dean for Student Development
B.A., Texas Tech University; M.S.,
California State University at Los
Angeles.

INGRID BENTZEN, R.R.A
Medical Records Technology
B.A., University of Puget Sound; M.Ed.,
University of Washington.

JOSEPH A. BETZ
Mathematics
B.Ed., Seattle University; M.A., Washing-
ton State University.

KRISTIE LEE J. BOLAR
R.N., Paramedic, Kansas State University.

PAT BROWN
Associate Degree Nursing
B.S., University of Maryland; M.S., Un-
iversity of Texas at San Antonio.

CARL R. BROWN
Dean of Support Services
B.S., Paul Quinn College; M.A.; Prairie
View A & M College.

TANYA BRUNKE
Associate Dean for Continuing Educa-
tion and Community Services
B.A., M.Ed., University of Puget Sound.

SUZANNE M. BUTSCHUN
Mathematics
B.S., University of Puget Sound; M.S.,
Oregon State University.

PAUL B. CLEE
English
B.A., Whitman College; M.A., University
of Oregon; M.A., Central Washington
State College.

CHARLES FRANKLIN CLINE
Drama, Speech
B.A., M.A., Washington State University.

CLARA M. COX
Counselor
A.B., Huston-Tillotson College.

DR. W. JAMES CRAWFORD
Chemistry-Geology-Oceanography
B.A.Sc., University of British Columbia;
M.S., Ph.D., University of Washington.

EDWARD F. DANISZEWSKI**Business and Accounting**

B.A., St. Martin's College; M.B.A., Stanford University; C.P.A., State of Washington.

RICHARD J. DEYO**Counselor**

B.S., Miami University of Ohio; M.S., California State College — Los Angeles.

FRANK DAVID DIPPOLITO**Art**

A.A., Olympic College; B.F.A., Chicago Art Institute; M.F.A., University of Puget Sound.

ROYAL W. DOMINGO, R.T.**Radiologic Technology**

Providence Hospital — Seattle University; University of Washington; California State University — Long Beach.

DEVONE E. EDRINGTON**Philosophy**

B.A., University of New Mexico; M.A., University of Puget Sound.

RICHARD C. FALK**Sociology**

B.A., B.Ed., M.Ed., University of Puget Sound; Ed.D., Washington State University.

MARIO A. FAYE**Spanish**

B.A., Columbia Union College; M.A., Andrews University.

MICHIKO FREEMAN**Business**

B.A., M.Ed., University of Puget Sound.

DONALD R. GANGNES**Executive Dean — Planning and Operations**

B.A., Western Washington State College; M.S., University of Pennsylvania.

FRANKE E. GARRATT**English and Literature**

B.A., M.Ed., University of Illinois.

KENNETH L. GENTILI**Coordinator of Engineering Program, Physics**

B.S., University of Puget Sound; M.S., University of Idaho; B.S.M.E., University of Washington.

RICHARD W. GIROUX**Psychology**

B.A., Pacific Lutheran University; M.S., Central Washington State College.

PHILIP L. GRIFFIN**Counselor**

B.A., University of Montana; M.S., California State University at Los Angeles.

DAVID P. HABURA**Executive Dean, Education Services**

B.S., M.S., San Jose State University.

JANET GRIMES HAJI**Librarian**

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

JOHN R. HEINRICK**Physical Education**

B.A., B.Ed., University of Puget Sound; M.A., Washington State University.

SAM L. HERITAGE**Accounting**

B.A., M.A., University of Puget Sound; C.P.A., State of Washington.

VERNON L. HESS**English**

B.A., Friends University; M.A., Stanford University.

DONALD A. HIATT**Speech**

B.A., University of Puget Sound; M.A., Stanford University.

DR. YUN-YI HO**History**

B.A., National Taiwan University; M.A., Ph.D., University of Minnesota.

GEORGE E. HUFFMAN**Business-History**

B.A., University of Washington; M.A., Western Washington State College.

DR. JACK H. HYDE**Earth Science**

A.A., Everett Junior College; B.S., M.S., Ph.D., University of Washington.

DR. PAUL E. JACOBSON**Chemistry**

B.S., University of Illinois; Ph.D., Northwestern University.

WARREN KARL JAECH**Mathematics**

B.A., Pacific Lutheran University; B.Ed., University of Puget Sound; M.Ed., Western Washington State College.



LUTHER T. JANSEN

Sociology
B.A., M.A., University of Washington;
M.Div., Union Theological Seminary.

SHIRLEY JOHNSON

**Division Chair, Allied Health and
Physical Education**
B.S.N., M.N., University of Washington.

MONTY B. JONES

English
B.A., M.Ed., Western Washington State
College.

TIMOTHY R. KEELY

Economics, Business
B.A., St. Martin's College; M.B.A., Un-
iversity of Washington.

TOM KIMBERLY

**Director of Financial and Management
Information Services**
B.S., Prometheus College; M.B.A., Un-
iversity of Puget Sound.

JOSEPH H. KOSAI

Counselor
B.S., Eastern Oregon College; M.Ed.,
University of Puget Sound.

DR. ROBERT C. LATHROP

Counselor
B.A., M.Ed., Central Washington State
College; Ed.D., Washington State Univer-
sity.

DR. RICHARD G. LEWIS

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

VIRGINIA LIEBERGESELL

Director, DIAL Center
B.A., Mills College; M.Ed., Harvard.

LEONARD LUKIN

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

DR. RONALD E. MAGDEN

History, Media Systems Coordinator
B.A., M.A., University of Idaho; Ph.D.,
University of Washington.

HARLAND F. MALYON

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

NORMAN W. MARSHALL

**Coordinator of Small Business Manage-
ment Education Program**

IVONNA L. McCABE

**Biology, Division Chair, Mathematics
and Science**
B.S., M.S., University of Puget Sound.

JOANNE H. McCARTHY

English
B.A., University of Montana; M.A., Un-
iversity of Puget Sound.

JEROME M. McCOURT

English
A.B., Georgetown University; M.A., Un-
iversity of Washington.

GEORGIA L. McDADE

English, Literature
B.A., Southern University; M.A., Atlanta
University.

DR. TOM L. McLAUGHLIN

History-Political Science
A.A., Sacramento Junior College; B.A.,
Pacific Lutheran University; M.A., Un-
iversity of Washington; Ph.D., Washing-
ton State University.

EDGAR L. McNEAL

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

KATHRYN F. MEUWLY

Associate Degree Nursing Program
Diploma, Sacred Heart School of Nurs-
ing; B.S., M.Ed., Gonzaga University.

PAUL S. MICHAELS

Art
B.A., M.F.A., University of Washington.

MARION MILLER

**Coordinator, Medical Records Tech-
nology**
B.A., Carroll College.

DONALD O. MOSEID

General Education-Political Science
B.A., University of Puget Sound; M.Ed.,
Oregon State University.

KAREN MUNSON

Coordinator, Downtown College Center
B.S., M.S., Montana State University.

WILLIAM M. MUSE

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

GENE B. NELSON

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

WILLIAM S. PACKARD

**Sociology, Chair, Division of Social and
Behavioral Sciences**
B.A., M.A., University of Washington

EDWIN R. PATTERSON

Counselor
B.S., Montana State University; M.Ed.,
Washington State University.

LOYD R. PERCY

Mathematics
B.A., University of Puget Sound; M.Ed.,
University of Minnesota.

RICHARD A. PERKINS

Biology
B.S., M.S., University of Puget Sound.

DR. DALE E. POTTER

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

JOAN REILLY

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

RICHARD C. RHEA

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

HENRY J. SCHAFFER

Mathematics
B.A., M.Ed., University of Puget Sound;
M.A., Washington State University.

GERALD R. SHULENBARGER

Psychology
A.A. & S., Yakima Valley College; B.A.,
M.Ed., Central Washington University.

B. HOWARD SHULL

Speech
B.A., M.A., Pacific Lutheran University.

GARY EDWARD SIGMEN

**Chair, Division of Business and Office
Education**
B.A., University of Washington; M.A.,
Washington State University.

CAROLYN A. SIMONSON

English
B.A., Grinnell College; M.A., Washington
State University.

MORRIS W. SKAGEN

Librarian
B.A., M.B.A., M.L.S., University of
Washington

DANIEL E. SMALL

Director of Information and Publications
B.A., Washington State University; M.A.,
University of Nevada-Reno.

RICHARD SPANGLER

Mathematics
B.A.Ed., M.Ed., Seattle Pacific Universi-
ty; M.A.T., Reed College.

CAROLE J. STEADMAN

Reading and Study Skills
A.A., Stephens College; B.Ed., M.Ed.,
University of Florida.

LORRAINE STEPHAN

**Office Education and Secretarial
Training**
B.A., M.B.A., Western Michigan Univer-
sity.

DR. LARRY P. STEVENS

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

CHARLES B. SUMMERS

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

DR. ANN SHEA SUNDGREN

Sociology
B.A., M.A., Ph.D., University of
Washington

PHYLLIS TEMPLIN

Athletic Director, Physical Education
B.A., Pacific Lutheran University; M.Ed.,
Oregon State University.

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

DONALDE E. TRACEY
Art
 B.A., Central Washington State College; M.F.A., University of Washington.

F.M. URSCHER, JR.
Biology
 B.S., M.S., Colorado State University.

LILLIAN WARNICK
Director, Cooperative Education
 B.A., M.A., University of Puget Sound.

FRANK A. WEIHS
English
 B.A., Portland State University; M.A., University of Washington.

DAVID R. WHISNER
Music
 B.M., M.M., Louisiana State University.

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

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

WILLIAM P. WITTENFELD
Mathematics
 B.A., M.A., Western Washington State College.

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

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

Tacoma Community College Representatives on State Commissions

Trustees Association of Community Colleges
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Washington State Student Services Commission
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Washington Association of Community College Financial Aid Administrators, Executive Board
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Faculty Emeriti

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DOREEN AMOROSO . *Library Science; former Associate Dean*

LLOYD BERNTSON *English, Literature; former Division Chairman*

KEITH BRIGHTWELL *Administration of Justice*

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DR. ROBERT R. RHULE *English, Literature; former Dean of Instruction*

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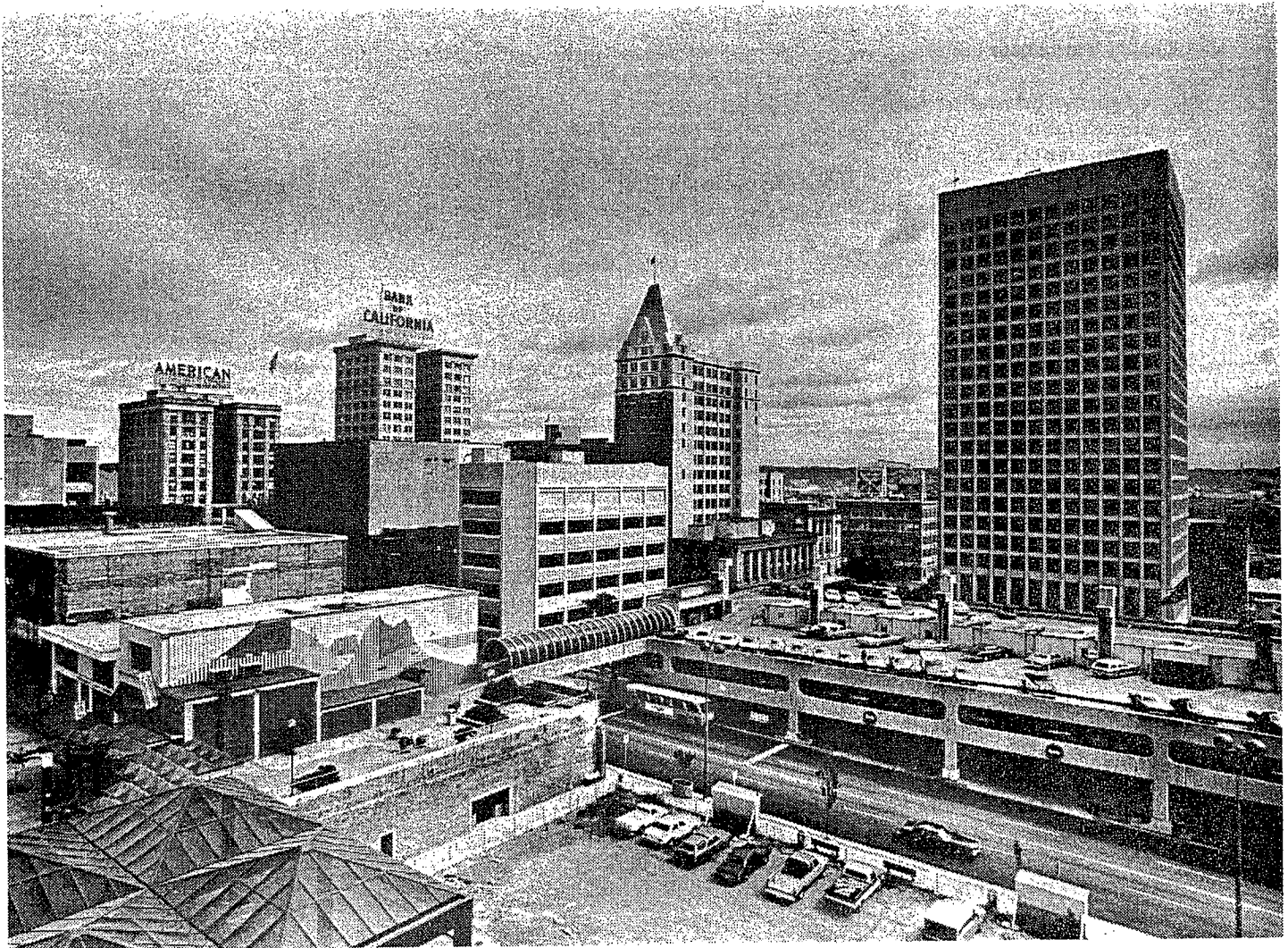
DR. JOHN H. TUTTLE *French; English*

Index

Academic Calendar	Inside Front Cover	
Academic Deficiency and Academic Suspension	17	
Accounting	25	
Accounting Courses	34	
Accreditation	3	
Administration of Justice	25	
Administration of Justice Courses	35	
Administrative Officers	73	
Admission Eligibility	6	
Admission of International Students	6-7	
Adult Basic Education	21, 35	
Advanced Placement Examinations and Credit	16-17	
Advising Procedures	15	
Aerospace Studies Courses	35	
Affirmative Action Policy	3	
Allied Health Core Programs	26	
American Studies Courses	35	
Anthropology Courses	36	
Application Procedures	6	
Army ROTC Courses	35	
Art Courses	36	
Associate Degree Distribution Requirements	19	
Associate Degree Nursing	29	
Associate in Arts and Science Degree	18	
Option A	18	
Option B	18	
Associate in Liberal Arts Degree	19	
Associate in Technical Arts Degree	19	
Awards, Scholastic and Service	20	
Banking and Finance	26	
Banking and Finance Courses	39	
Biology Courses	39	
Business Courses	40	
Campus Parking	23	
Career Development Courses	53	
Career Resource Center	21	
Challenging a Course	17	
Change of Student Program	15	
Chemistry Courses	42	
Child Care Center	23	
Class Schedule	14	
College Bookstore	23	
College Level Examination Program	17	
College Mission Statement	2	
College Purposes and Goals	3	
Commencement	20	
Computer Science Courses	43	
Concurrent Registration with Other Institutions	14	
Confidential Records	7	
Contents	1	
Cooperative Education	22	
Cooperative Education Program	43	
Counseling and Career Development	21	
Course Audits	16	
Credits and Credit Load	16	
Credits, How to Earn	16	
Deficiency, Academic	17	
Degrees and Requirements	18	
Degrees, Application for Associate	20	
Developmental Education	21	
Downtown College Center	5	
Drama Courses	43	
Drop In Assistance Learning (DIAL) Center	21	
Economics Courses	43	
Educational Opportunities Program	22	
Educational Planning and Advising	15	
Education Courses	44	
Electricity Courses	44	
Emergency Medical Care	27	
Emergency Medical Care Courses	44	
Energy Management	27	
Energy Management Courses	44	
Engineering Courses	45	
English as a Second Language Course	48	
English Composition	47	
English Literature Courses	48	
Faculty Members	73	
Fees, Special and Other Costs	14	
Financial Aid	8	
Financial Aid, Policies	8	
Financial Aid, Application Procedures and Information	8	
Financial Aid, Determining Need	9	
Financial Aid, How Will I Receive	12	
Financial Aid, Notification of Awards	9	

Financial Aid, Funds Included in an Award Package	9	Non-Credit Classes — Community Services	4
Food Services	23	Nursing Continuing Education Courses	60
Forestry Courses	49	Nursing Courses	59
Full-Time Student, definition of	13, 16	Occupational Programs, Curricula	23
Geography Courses	49	Occupational Programs, List	4
Geology Courses	50	Oceanography Courses	61
General Education Development Courses	49	Off-Campus Sites	5
German Courses	50	Peninsula College Center	5
Gerontology	50	Personal Interest and Continuing Education Courses	4
Grades and Grade Point	16	Philosophy Courses	61
Grades, Change of	16	Physical Education Courses	62
Grants	9	Physical Science Courses	63
Health Technology Courses	51	Physics Courses	63
High School Completion and General Education Development Programs	4	Political Science Courses	64
High School Completion Courses	51	Professional/Technical Continuing Education	5
History of the College	2	Psychology Courses	64
History Courses	51	Radiologic Technologist	30
Home and Family Life Education Courses	52	Radiologic Technology Courses	65
Honors Program, Courses	53	Reading and Writing Skills Lab	23
Honors Program, Curriculum	20	Reading Courses	66
Honors Program, Description	3	Readmission	6
Honors Program, Requirements	20	Real Estate	30
Human Development Courses	53	Real Estate Courses	67
Humanities Courses	54	Receptionist-Clerk	32
Human Relations Courses	53	Refunds	14
Human Service Program	27	Registration Procedures	13
Human Service Program Courses	54	Repeating a Course	17
Incomplete Grade	16	Residency	6
Individual Education Program Courses	55	Resident Certification	6
Information Directory	80	Resources for the Handicapped	22
Intercollegiate Athletics	24	Respiratory Therapy Technician	31
Intramural Activities	24	Respiratory Therapy Technology Courses	68
Journalism Courses	55	Safety and Security, Office of	23
Labor Studies Courses	55	Scholarships	9-10
Learning Resource Center	22	Scholarships, Application Procedure	10
Library-Media Services	23	Scholarships, List of Available	9-11
Library Science Courses	56	Science Courses	69
Listening and Language Lab	22	Secretarial Office Skills	31
Loans	10-11	Senior Citizen Tuition and Fee Waiver	14
Math Lab	23	Servicemen's Opportunity College	22
Map (Campus)	Inside Back Cover	Service Representative	32
Marine Studies Program	56	Services for the Community	21
Mathematics Courses	56	Social Services Courses	69
Media Courses	57	Sociology Courses	70
Medical Records Technology Courses	57	Southeast College Center	5
Medical Records Technician	28	Spanish Courses	70
Medical Secretary	28	Speech Courses	71
Medical Transcriptionist	29	Student Budget, Resident	8
Music Courses	58	Student Employment Office	22
		Student Employment Opportunities	10-11
		College Work-Study	10
		State Work-Study	10
		Student Government	24
		Student Programs and Activities	24

Student Rights and Responsibilities	7	Tuition and Fees	13
Student Status, Defined	13	Tutoring	21
Study Skills Courses	71	Typing Courses	72
Supervision and Management	32	Unique Vocational Programs, Washington	33
Supervision and Management Courses	71	University Parallel, Description	3
Tacoma Community College Board		Veterans Admission	
of Trustees	1	Veterans Academic Standards of Progress	17
TCC Goals	3	Washington State Community College System ...	2
Transcripts, Official	16	Withdrawal from College	15
Transfer Information	18	Withdrawal from a Course	15
Transfer Programs	19		



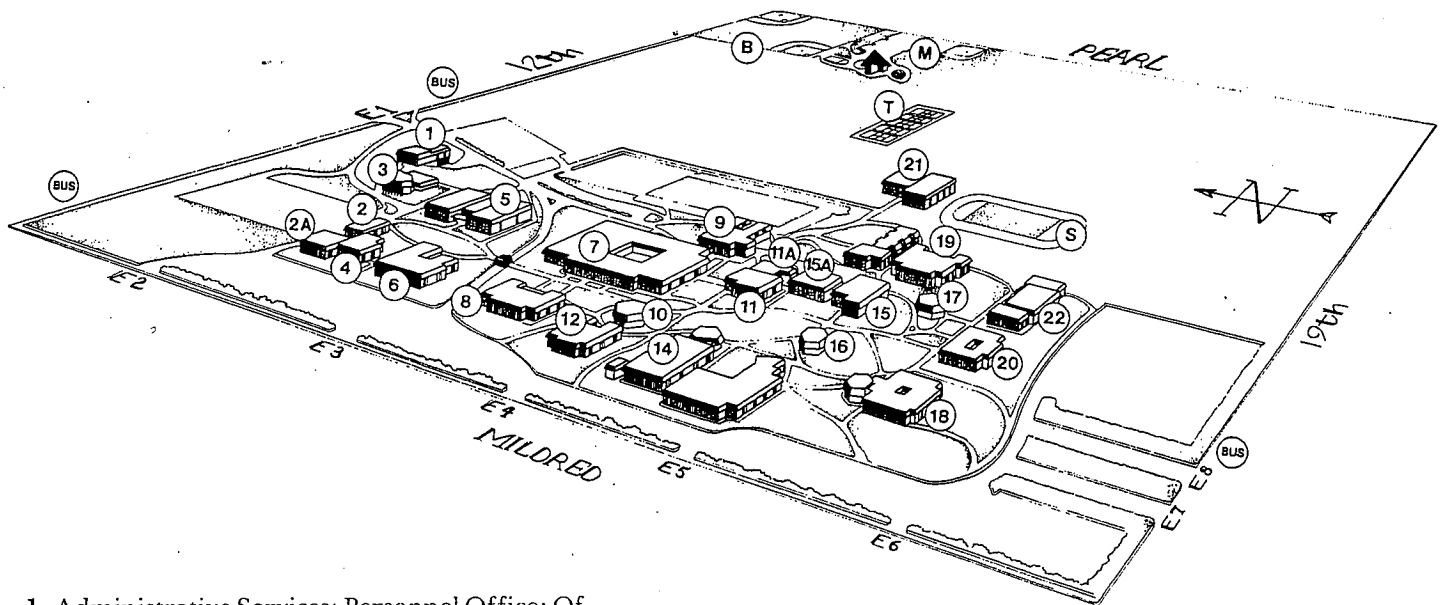
Information Directory

Subject	Office-Building	Telephone Number
Academic regulations	Dean of Education Services Building 15	756-5022
Admission to TCC	Office of Admissions/Records Building 2	756-5035
Advising and Counseling	Counseling Center Building 7	756-5122
Adding/Dropping a course	Office of Admissions/Records Building 2	756-5035
Associate Degree Information	Office of Admissions/Records Building 2	756-5140
Athletics/Intramurals	Athletic Director Building 9	756-5097
Books and Supplies	Bookstore Building 6	756-5040
Child Care Center	Fircrest United Methodist Church 1018 Columbia	756-5180
Cooperative Education Coordinator	Building 9	756-5058
Developmental Education	Coordinator of Developmental Education Building 8	756-5029
Financial aids, scholarships	Office of Financial Aids Building 2A	756-5080
Foreign student information	Admissions Office Building 2	756-5035
Handicapped students	Resources for the Handicapped Building 18	756-5075
High school completion for Adults	High School Completion Office Building 7	756-5093
Library Services	Learning Assistance Center (Circulation Desk) Building 7	756-5087
Minority Affairs	Coordinator of Minority Affairs	756-5152
Occupational Programs	Dean of Education Services	756-5024
Off-campus programs and courses	Office of Continuing Education Building 18	756-5018
Registration	Office of Admissions/Records Building 2	756-5035
Student newspaper	The Collegiate Challenge Building 7	756-5042
Transfer to other colleges	Career Information Center Building 7	756-5027
Tutoring	Tutorial Services Building 8	756-5124
Veterans Information	Office of Veterans' Affairs Building 2A	756-5033
Withdrawal from college	Office of Admissions/Records Building 2	756-5035
Work study positions	Office of Financial Aid Building 2A	756-5080

Campus Guide

Tacoma Community College

5900 South 12th St.
Tacoma, WA 98465
(206) 756-5000



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|--|---|
| <ul style="list-style-type: none"> 1 Administrative Services; Personnel Office; Office of Safety and Security; Buildings and Grounds; Records/Forms/Inventory Management; Mail Services 2 Admissions and Records Office 2A Financial Aid and Veterans Affairs Offices 3 Little Theater 4 Administration: President's Office and Executive Dean — Planning and Operations 5 Gaudrone Fine Arts Building 6 Bookstore; Business Office 7 Counseling; Library and Instructional Resource Center 8 Classroom Building; Developmental Education: Math Lab, English and Communications Lab, Reading Lab and Drop-In Assistance Lab; Evening Supervisor 9 Faculty Offices 10 Lecture Hall 11 Cafeteria 12 Faculty Offices 14 Sciences Building 15 College Information Office; Executive Dean — Education Services; Associate Dean for Student Development; Student Government | <ul style="list-style-type: none"> 15A Activities Lounge 16 Lecture Hall 17 Lecture Hall 18 Classroom Building; Continuing Education and Community Services; Resources for the Handicapped 19 Classroom Building; Faculty Offices; Allied Health Program Occupations Wing; Computer Center; Independent Study Lab for Business Programs 20 Faculty Offices 21 Physical Education Building 22 Classroom Building E1 -E8 Entrances to Parking lots S Soccer field and all-weather track T Tennis courts B Baseball and softball playing fields C Community playground and softball field Bus Tacoma City Bus stops |
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