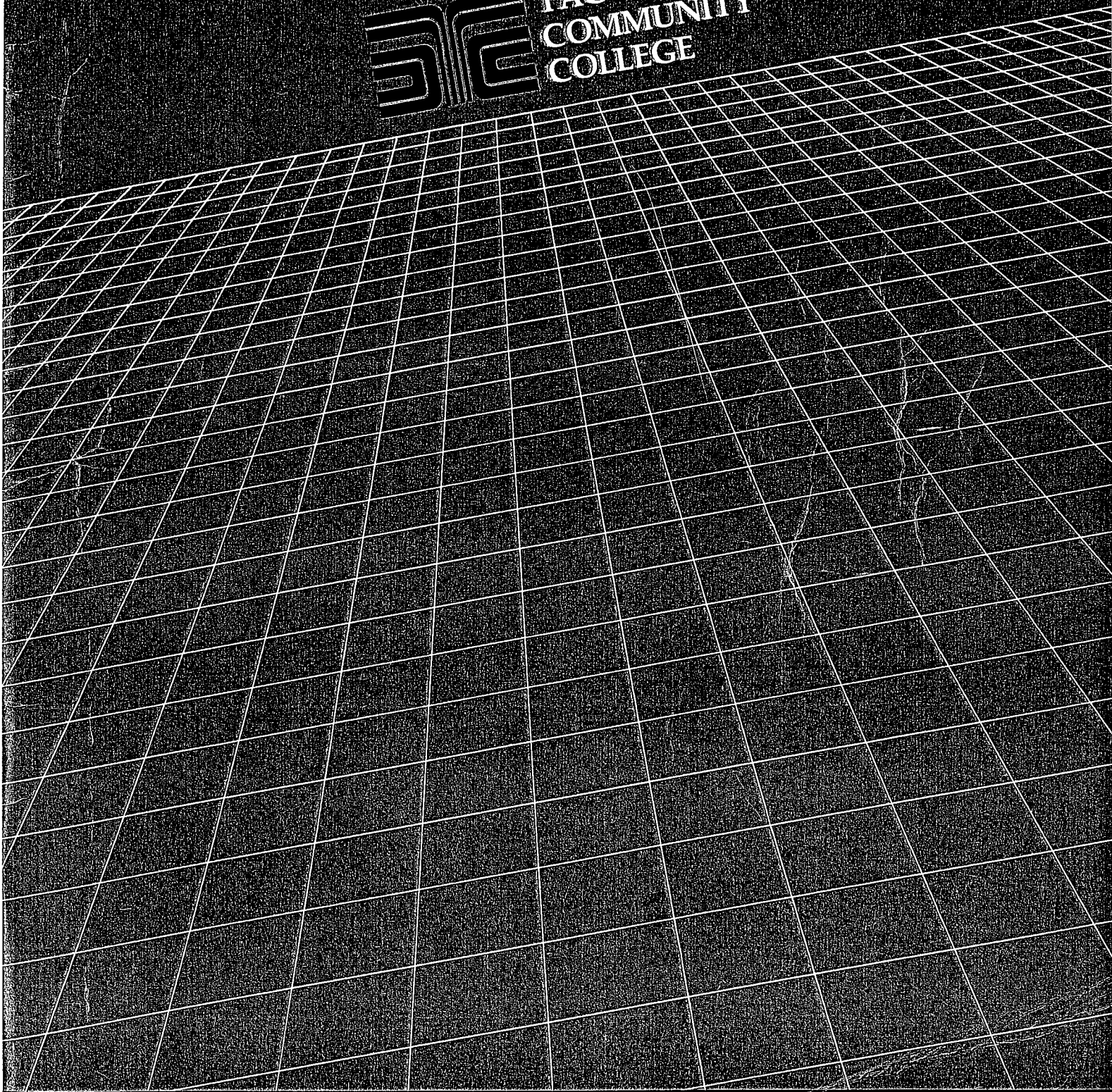


CATALOG 1985-1987



College Calendar

SUMMER

Official 1985-86
(June 25-August 22, 1985)

*Tentative 1986-87
(June 24-August 21, 1986)

Summer quarter registration	June 24
Day/evening classes begin	June 25
Independence Day recess	July 4
First half, final exams	July 25
Second half, classes begin	July 29
Summer quarter final exams	August 22
Grades due in Records office	August 26

June 23
June 24
July 4
July 24
July 28
August 21
August 25

FALL

(September 23-December 13, 1985)

(September 22-December 12, 1986)

Day/evening classes begin	September 23
Saturday classes begin	September 28
Veterans' Day recess	November 11
Thanksgiving recess	November 27-30
Final exams and grading	December 9-14
Grades due in Records office	December 16

September 22
September 27
November 11
November 26-29
December 8-13
December 15

WINTER

(January 6-March 21, 1986)

(January 5-March 20, 1987)

New Year's Day recess	January 1
Day/evening classes begin	January 6
Saturday classes begin	January 11
Martin Luther King Day	January 20
President's Day recess	February 17
Final exams and grading	March 17-22
Grades due in Records office	March 24

January 1
January 5
January 10
January 15
February 16
March 16-21
March 23

SPRING

(March 31-June 14, 1986)

(March 30-June 13, 1987)

Day/evening classes begin	March 31
Saturday classes begin	April 5
Memorial Day recess	May 30
Final exams and grading	June 9-14
Commencement	June 12
Grades due in Records office	June 16

March 30
April 4
May 25
June 8-13
June 11
June 15

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June 1985. 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.

Tacoma Community College

Prepare for the Future

Tacoma Community College can help you prepare to meet the demands of a rapidly changing world! It's a world where jobs are constantly changing -- adjusting to new technologies -- a world where jobs that used to be secure don't exist anymore and tomorrow's jobs have yet to be defined.

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

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

Plan your Future at TCC

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

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

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

Why Consider Tacoma Community College?

Quality Programs

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

Skilled, Experienced Faculty

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

Best Educational Value

Attending a community college is still one of the best educational values available. TCC offers top quality programs at much less cost than

attending a four-year college or university. Credits earned at TCC are easily transferable to many four-year colleges and universities.

The Latest Technology

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

Reasons for Attending Tacoma Community College

High Financial Aid Support

Tacoma Community College offers complete financial aid packages to help you complete a college education. During 1983-84 a total of 1,152



students received some form of financial aid. The average award package including grants and work study employment was \$3,500 for the academic year. With that kind of financial assistance you can meet all educational expenses and many living costs too.

Successful Graduates

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

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

Diverse Student Population

TCC students come from all backgrounds, cultures and ages. About 60 percent of the College's 6,000 students are women and 40 percent are men. Students range in age from 16 to 80 with an average age of about 28. Many ethnic minorities are represented and students come from more than 15 foreign countries. This mix of young and old students provides a rich learning experience in the classroom.

Student Life

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

A Strong Educational Community

TCC is part of Tacoma's strong educational community which includes two community colleges, several vocational and trade schools and high quality four-year public and private colleges and universities. Working together Tacoma's colleges and universities provide high quality education for all citizens.

Serving Tacoma and the Gig Harbor Peninsula

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

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

Tacoma area residents enjoy 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 modern campus is located on a 150-acre site in west Tacoma bordered by South 12th and 19th Streets and by Pearl and Mildred Streets. Classrooms, lecture halls, a student lounge and instructor's offices are situated around a large instructional resource center.

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

Up-to-Date Job Training

Tacoma Community College can provide career training in these areas:

BUSINESS

- Accounting and
- Data Processing Systems
- Bookkeeping
- Supervision and Management
- Receptionist
- Retail Sales

- Secretary
- Service Representative
- Typist
- Employment Interviewer

HEALTH OCCUPATIONS

- Emergency Medical Technician (EMT)
- Mobile Intensive Care Paramedic
- Medical Assistant-Administrative
- Medical Record Technician
- Medical Secretary
- Medical Transcriptionist
- Radiologic Technician
- Registered Nurse
- Respiratory Therapy Technician and Therapist

PUBLIC SERVICE

- Corrections Officer
- Law Enforcement Officer
- Paraprofessional Social Worker
- Social Worker
- Drug and Alcohol Counselor
- Juvenile Counselor

SCIENCE

- Building Maintenance Engineer

COMPUTERS

- Beginning Programmer
- Business Applications Specialist
- Data Entry Operator
- Data Processing Trainer
- Beginning Business Systems Analyst
- Word Processor

Career programs at TCC lead to two-year associate degrees or certificates. 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 program goals, and an interview with the program coordinator to determine the individual's degree of interest in the program.

Course work which meets program requirements at four-year colleges and universities is transferable.

For outlines of programs of study in TCC occupational programs see the occupational section of this catalog.

UNIVERSITY-LEVEL PREPARATION

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

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

Transferring Credits to Four-year Colleges and Universities

Credits earned in the university-parallel program are fully transfer-



able to four-year colleges and universities including:

University of Washington
Washington State University
University of Puget Sound
Pacific Lutheran University
The Evergreen State College
Central Washington University
Western Washington University
Seattle University

and many other four-year colleges and universities.

Courses should be selected with the help of the student's academic advisor 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 Sciences 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 advisor and with the transfer institution of their choice on all matters relative to the specific program.

History of the College

In March of 1962, residents of the Tacoma-Pierce County area elected to fund and build a local community college. The Tacoma School District No. 10 Board of Directors applied for

authorization to build the College in 1961 and received approval in 1963 from the Washington State Board of Education.

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

Accreditation

Agencies accrediting Tacoma Community College and its programs include:

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

Sexual Harassment

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

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

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

Student Development — 756-5115

Affirmative Action — 756-5046

Counseling Center — 756-5122

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

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

College Purposes and Goals

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

- To maintain an open door admissions policy.
- To provide educational opportunities at the lowest possible cost consistent with acceptable standards of quality.
- To provide a comprehensive curriculum including academic transfer education, occupational/vocational education, life-long continuing education and developmental education, appropriately balanced to reflect the needs of our community.
- To provide individualized academic and vocational counseling and planning.
- To provide excellent teaching and other services for students.
- 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.

College Mission

The College's diverse educational programs are offered to fulfill its mission to make high-quality post-secondary education accessible to the people of Tacoma-Pierce County through a comprehensive program designed to meet the specific 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. Students can achieve an integrated general education as well as 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.

Washington State Community College System

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

Tacoma became one of 22 community college districts statewide. The Act established a seven-member Board for Community College Education with one member appointed by the governor from each of the state's congressional districts.

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.

Off-Campus Sites

Downtown College Center

Located at 908 Broadway in downtown Tacoma, the Downtown Center features a variety of business and career-related courses. For the convenience of downtown employees, many classes are scheduled at noon and after work. Others are offered in a self-paced individualized format which offers maximum flexibility for the working student.

Much of the Downtown Center curriculum focuses on computer applications in business. Typical courses include computer applications in accounting, computer programming (BASIC and COBOL), systems analysis and word processing, as well as instruction in the use of popular microcomputer software.

The Supervision and Management Program offers a wide variety of practical, career-oriented evening classes.

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

Gig Harbor/Peninsula College Center

The Gig Harbor/Peninsula Center, located at 7514 Stanich Avenue in Gig Harbor, serves the Key Peninsula/Gig Harbor area with a wide variety of college level courses. Its multi-faceted program includes academic credit-bearing classes in numerous subject areas, such as History, computer programming and real estate. A diverse non-credit offering is maintained in areas ranging from physical fitness to estate planning or sewing. The Center also features two self-paced, open enrollment, learning laboratories. The Mathematics Lab includes individual instruction in subjects from Arithmetic Review to Algebra and Statistics. The courses offered in the Business Lab include typing, accounting, business machines and Data Processing. Classes are normally scheduled in the evenings, Monday through Thursday or on Saturday. For more information call the Center at 858-9113.

Admission Procedures

Admissions Eligibility

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

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

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

Admission Procedures

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

1. Obtain a STATE OF WASHINGTON COMMUNITY COLLEGE ADMISSIONS FORM from the Admissions Office of Tacoma Community College or from any Washington State High School.
2. Complete and return the application form to:
Admissions Office
Building 18
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465
3. Request that an official transcript from the last high school attended be forwarded to the Admissions Office. Students still attending

high school should arrange to have final transcripts sent to the Admissions Office after completing grade twelve (12).

4. Request that an official transcript from each college attended be forwarded to the Admissions Office, if applicable.

Persons whose educational objective is to transfer to a four-year institution are urged to take the Washington Pre-College Test.

Readmission Procedure

A person who has previously attended the College and whose enrollment has lapsed for one or more quarters may re-enroll by completing a Tacoma Community College Readmission Form. A person may obtain a Readmission Form by contacting the:

Admissions Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Resident Student

A person will be classified as a "resident" for tuition and fee purposes if he or she:

1. is financially independent and has established a bona fide domicile in the state of Washington primarily for purposes other than education for the period of one year immediately prior to commencement of the first day of the quarter for which he or she has registered; and
2. is a dependent student, one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered.

Non-Resident Student

A person will be classified as a "non-resident" for tuition and fee purposes if he or she:

(Continued on page 6)



Non-resident Student (Cont.)

1. is financially independent and has not established a bona fide domicile in the state of Washington primarily for purposes other than education for a period of one year immediately prior to commencement of the first day of the quarter for which he or she plans to register or has registered.
2. was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legally appointed guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the quarter for which he or she plans to register or has registered.
3. attends the College with financial assistance provided by another state or government unit or agency thereof, such non-residency continuing for one year after completion of the quarter for which financial assistance is provided.
4. is not a citizen of the United States of America, unless he or she holds a permanent resident immigration status, "Refugee - Parolee", or "Conditional Entrant" status and further meets and complies with all applicable requirements of state codes.
5. is a student who has been issued a foreign student (F-1) visa.

Residency Certification

Residency classification will be determined initially by a review of the information on the State of Washington Community College Application Form by the College Residency Officer. Any applicant who is classified as a non-resident student will be required:

1. to complete a residence questionnaire; and
2. to submit copies of from 3 to 4 documents which provide evidence of the establishment of a domicile in the state, financial independence, or financial dependence.



A person's residency status will be changed from non-resident to resident if the Residence Questionnaire and all supporting documents reveal that the applicant or student has lived in the state for a period of one year immediately prior to the first day of the quarter for which he or she has registered.

Additional information regarding Residency Certification may be obtained in the Admissions Office.

Non-Resident Student Exemptions

Certain non-resident students are exempted from paying non-resident tuition and fees. To be eligible for such an exemption, a non-resident student must provide evidence that he or she resides in the state of Washington, and:

1. holds a graduate service appointment designated as such by an institution involving not less than twenty hours per week; or
2. is employed for an academic department in support of the institutional or research programs involving not less than twenty hours per week; or
3. is a faculty member, classified staff member, or administrative-exempt employee holding not less than half-time appointment, or the spouse or dependent child of such a person; or

4. is an active duty military personnel stationed in the State of Washington and the spouses and dependents of such military personnel; or
5. is an immigrant having refugee classification from the United States Immigration and Naturalization Service or the spouse or dependent child of such refugee, if the refugee (a) is on parole status, or (b) has received an immigrant visa, or (c) has applied for United States citizenship.

Admission of International Students

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

Each international student making application must provide the College with:

1. **Evidence of Academic Preparation**
 - by having official transcripts forwarded directly to the College from all schools which he or she has attended.
2. **Evidence of Language Proficiency**
 - by submitting English proficiency test results from tests administered at various centers in the United States and abroad. Test results must reflect a score of 400 or above on the TOEFL (Test of English as a Foreign Language) or a proficiency level equal to 400 TOEFL from an English Language Center.
 - by taking placement tests at the College to determine level of English skills.
3. **Evidence of Financial Responsibility**
 - by submitting documents which verify that the applicant has sufficient financial resources to defray his or her living expenses, tuition and fees for a period of at least one (1) year.

4. Original or Certified Copies of All Documents Required.

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

Veterans Admission

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

CHAPTER 31 — applicable to veterans who suffered a service-connected disability and who are determined by the VA to be in need of vocational rehabilitation to overcome the handicap to employment caused by their disability.

CHAPTER 32 — applicable to veterans and military personnel

- who entered active duty after December 31, 1976;
- who were released under conditions other than dishonorable;
- who continue on active duty but have completed their obligated period of service or six years of active duty, whichever comes first; and
- who have deposited monthly payments of \$25 to \$100; up to \$2,700, into the special military training fund.

CHAPTER 34 — applicable to veterans who served on active duty for more than 180 days, any number of which was served after January 31, 1955 and before January 1, 1977.

Veterans who wish to receive Veterans' Education Benefits must contact the veterans' advisor in the TCC Office of Veterans Affairs.

CHAPTER 35 — applicable to children, spouses, survivors of veterans whose deaths or permanent and total disabilities were service-connected, and applicable to spouses and children of servicepersons missing in action or prisoners of war.

Veterans Advance Pay

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

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

Veterans who have been certified for admission to the College, irrespective of the chapter under which enrolled, are expected to receive their advance pay or their initial checks within eight to twelve (8 to 12) weeks.

Sea-Vet Discount

Veterans who are residents of the State of Washington may be eligible

for the Washington State SEA-VET tuition discount, provided they served on active duty between August 5, 1964 and May 7, 1975 and were awarded the Vietnam Service Medal after 1965 or the Expeditionary Medal for service in Vietnam prior to July 3, 1965.

The SEA-VET tuition discount expires on May 7, 1989 for all Vietnam veterans who have not used this discount.

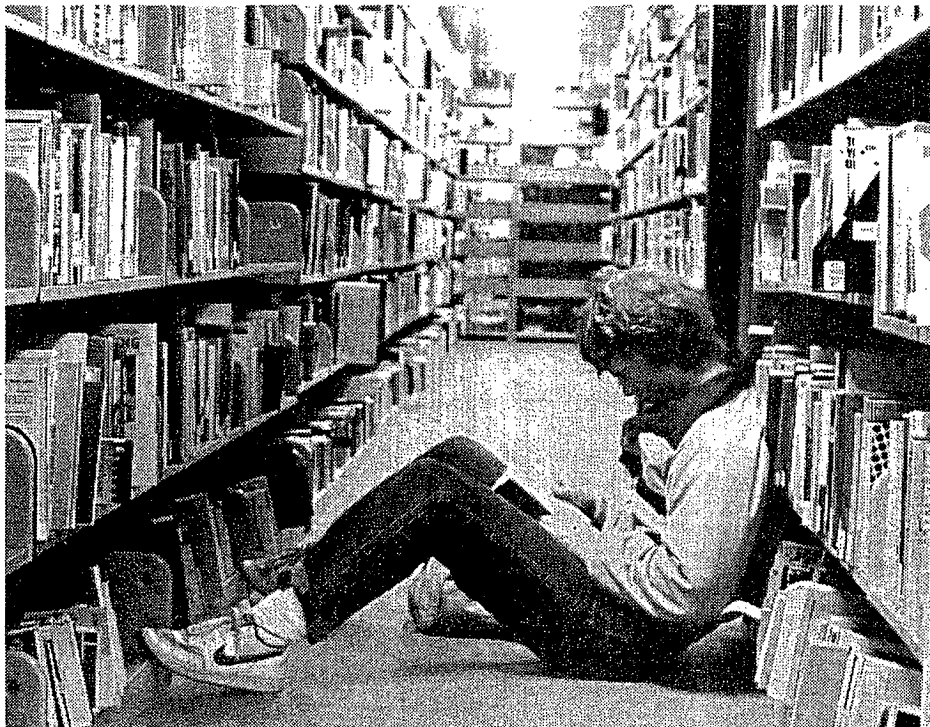
Servicemembers Opportunity College - (SOC)

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

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

- by accepting a maximum of forty-five (45) quarter hours credit from military service schools;

(Continued on page 8)



Servicemen's Opportunity College (Cont.)

- by granting fifteen (15) quarter hours military science credit to enlisted men who have completed at least one (1) year of active military service; and
- by granting thirty (30) quarter hours of military science credit to commissioned officers who have completed at least one (1) year of active military service.

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

Eligible military personnel may be awarded the AGS degree by earning only fifteen (15) of the total number of required credits at the College. Active and retired military personnel may obtain additional information about SOC by calling the College Office of Veterans Affairs.

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 the policy of Tacoma Community College 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 a parent wishing to obtain information from his or her dependent's educational records or to grant consent for the release of these records without consent of the dependent submits an affidavit stating that the student is a dependent for income tax purposes.
3. When requested by authorized representatives of other state or federal educational agencies and institutions.
4. When the requested information about present or former students, whether initiated by the student or by a third party, is directed to the Registrar or Student Development Office for review.

Students Rights and Responsibilities

The Student Rights and Responsibilities Code identifies the rights that are guaranteed individual students and the responsibilities of students according to state law and college policy. The provisions of the code apply to all students, faculty, and staff of the campus community. The following rights are guaranteed to each student:

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

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

1. personal offenses (such as assault; disorderly or abusive conduct; false complaint or alarm; illegal assembly; and sexual harassment),
2. property offenses (such as theft; malicious mischief; and unauthorized use of college equipment),

3. status offenses (such as cheating; forgery; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages; possessing or consuming alcoholic beverages except wherein official approval has been given; and possession of weapons.)

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

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



Registration and Advising Procedures

New Student Registration

The registration process at Tacoma Community College requires new students to complete several steps. Each step contributes to assuring that you will receive the best possible assistance in selecting classes which suit your abilities and educational goals.

STEP 1. ORIENTATION — Students are scheduled to participate in small group sessions to learn about the various services, programs and opportunities which the College offers. During these sessions, students may also explore their educational and career goals.

STEP 2. ASSESSMENT — Students are required to take placement evaluations to assess their skills in reading, English, and mathematics. Based on the evaluation results, advisors assist students in selecting the classes suited to their abilities, interests and goals.

STEP 3. ADVISING — Students are required to meet with a faculty advisor before they register for classes. The advisor will discuss the nature of the programs, faculty expectations, course requirements, degree requirements, and other pertinent information which will help students identify and achieve their educational and career goals.

STEP 4. SCHEDULING — After they have been advised, students will receive assistance from college staff in planning and completing their quarterly class schedules.

STEP 5. REGISTRATION — Students are enrolled in classes by presenting their registration forms to staff during the registration process and by paying the appropriate tuition and fees.

Special days are set aside for new student registration prior to the beginning of each quarter. (New students are not permitted to register before these days.) During these special days, new students must register in person if they plan to enroll in credit classes.

Students who submit applications to the College are mailed registration appointments. These appointments include the times, dates and locations of the orientation, advising, and registration processes.

Student Status Definitions

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

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

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

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

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

Concurrent Enrollment Program

Tacoma Community College cooperates with Edmonds, Fort Steilacoom,

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

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

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

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

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

Parking Permits

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

Special Fees

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

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

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

Senior Citizen Tuition & Fee Waiver

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

1. A senior citizen can register and be granted a tuition waiver for any college-credit class in which space is available on the first day of instruction of the class.
2. Waivers will not be applied to more than two (2) courses per individual per quarter.
3. An administrative charge of \$2.50 per course, but not more than \$5.00 in total, will be charged to cover the cost of registration and record processing.
4. Senior citizens may take classes for credit or on an audit (no grade) basis.
5. Senior citizens are responsible for purchasing their own books, supplies, laboratory fees, parking, and for paying other incidental costs of participating.

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

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

Quarterly Class Schedule

A schedule listing classes which the College will offer is published each

TUITION AND FEES

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS**

1985-87
(Effective Fall 1985 through
Summer 1987)

Full-Time Student (10 or more credits)

General Tuition and Operating Fees	\$204.50
Service and Activities Fees*	\$ 28.50
TOTAL	\$233.00

Part-time Fee

1-2 credits	\$ 46.60
3-9 credits-per credit hour	\$ 23.30
10-18 credits-per credit hour	\$ 23.30
Over 18 credits-per credit hour	\$ 20.45

QUARTERLY TUITION AND FEES FOR NON-RESIDENT STUDENTS

Full-time Student (10 or more credits)

General Tuition and Operating Fees	\$889.50
Service and Activities Fees*	\$ 28.50
TOTAL	\$918.00

Part-time fee

1-2 credits	\$183.60
3-9 credits-per credit hour	\$ 91.80
10-18 credits-per credit hour	\$ 91.80
Over 18 credits-per credit hour	\$ 88.95

QUARTERLY TUITION AND FEES FOR VIETNAM VETERANS

Full-time Student (10 or more credits)

General Tuition and Operating Fees	\$ 67.00
Service and Activities Fee*	\$ 14.50
TOTAL	\$ 81.50

Part-time Fee

1-2 credits	\$ 16.30
3-9 credits-per credit hour	\$ 8.15
Over 10 credits-per credit hour	\$ 0.00

*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. Military personnel and their children and spouses are defined under the law as "resident" students.

A special tuition rate of \$20.45 per credit hour is charged for ungraded courses in Industrial First Aid, Small Business Management, and Parent Education.

quarter. The schedule displays:

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

- the name of the instructor.

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

Tuition and Fee Refunds

—Credit Classes

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

- Withdrawal resulting from classes being cancelled by the College **100%**
- During the first five (5) calendar days of the quarter **100%**
- From the 6th through the 30th calendar day of the quarter ... **50%**
- After the first 30 calendar days of the quarter **no refund**

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

- After the sixth calendar day of instruction in the quarter of the student's classes, a student withdrawing from all classes shall receive a full refund of tuition and fees if called into military service of the United States or if withdrawing for documented medical reasons.
- No refund will be given to a student who is dismissed from the College for disciplinary reasons or to one who fails to follow official withdrawal procedures.
- For courses beginning after the 5th instructional day of the quarter, a 100% refund will be allowed for 5 calendar days after the beginning of the course and a 50% refund will be allowed for five additional calendar days.

—Community Service/Personal Interest - Non Credit classes

Refunds will be made according to the following schedule:

- Withdrawal prior to first class session or event **100%**
- Classes meeting for a total of five (5) sessions or more:
Withdrawal after first, but before second class session **100%**
- Classes meeting for a total of three (3) or four (4) sessions:
Withdrawal after first, but before second class session **50%**

- Classes meeting for a total of one (1) or two (2) sessions:

Withdrawal any time after first class session **no refund**

Change of Program

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

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

Official Withdrawal from the College

To officially withdraw from the College, a student must complete and process a CHANGE OF PROGRAM form withdrawing from all classes in which he or she is registered. A student who does not officially withdraw and who simply ceases to attend classes may receive a failing grade in each class.

A student who is physically unable to come to the College to process his or her official withdrawal may have another individual process a CHANGE OF PROGRAM form if it is signed by the student. The Dean of Support Services or his or her designee must approve the CHANGE OF PROGRAM. Contact the Registration Center for further information.

Grades Resulting from Withdrawal from Classes

By completing and submitting a CHANGE OF PROGRAM form, a student may withdraw from a class and automatically receive a grade of "W" through the first four weeks of a quarter. From the fifth week through the remainder of the quarter, a stu-

dent who withdraws from a class will receive a grade of "W" or "E", at the discretion of the instructor.

If a student withdraws from one or more classes during the first ten days of the quarter, the classes do not appear on the student's transcript.

Educational Planning and Advising

Each TCC student is ultimately responsible for making sure that his or her program of study meets the college's degree or program requirements. However, in order to help each enrolled or prospective student discover and achieve a meaningful educational objective, the college offers a comprehensive educational planning and advising program which begins prior to admission and continues through the students' entire career at TCC.

Central to the educational planning program is the work of the academic advisor. An advisor is assigned to each full-time student (those enrolled in 10 or more credit hours); advisors are also assigned to part-time students upon request. Each academic advisor is a Tacoma Community College instructor or counselor who works with a small group of assigned advisees. Each student is strongly urged to meet his or her assigned advisor at the earliest possible time to become familiar with the valuable services the advisor can provide.

A student may elect to work with the same advisor throughout his or her stay at the College. Academic advisor assignments or advising reassignments are coordinated through the Advising Center, Building 7.

Regular and intensive use of educational planning and advising may also 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 Advising Center, is a complete record of prior educational experience, placement test scores and other relevant data. It is used by the advisor prior to each registration.

How to Earn Credits

What is a Quarter?

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

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

What is a Credit?

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

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

Credit Hours Per Quarter

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

Full-Time Student

For the purpose of paying tuition and fees, a full-time student is one who is registered for 10 or more credit hours. Each full-time student is expected to

successfully earn 15 or more credit hours per quarter toward his or her degree or program objective.

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

Course Audits

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

In the event a student wants to obtain credits for an audited class, he or she must complete a CHANGE OF PROGRAM form during the first four weeks of a quarter, must obtain the instructor's permission/signature, and return the form to the Registration Center for processing.

Grading System

The College uses the following system of grading and grade point values for reporting and determining 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 toward a degree 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

Transcripts

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

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

Any unofficial transcript issued by the College is not authenticated.

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

REQUEST FOR TRANSCRIPT forms are available in the Registration Center.

Incomplete Grade

The grade of "I", designating incomplete, may be given at the discretion of the instructor when a student is unable to complete all of the required work in a course. Some instructors may permit a student to make up the required course work.

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

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

Change of Grade

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

College Level Examination Program (CLEP)

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

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

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

Advanced Placement Credit

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

A student who wishes to receive advanced placement credits must



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

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

Three departments of the College currently grant advanced placement credits:

English — A student scoring a 3 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 placement credits will fulfill either distributive or elective

requirements for an associate degree.

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

Challenging a Course

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

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

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

Course Challenge Application forms are available in the Registration Center.

Course Repeats

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

Contact the Registration Center for further information.

Academic Review Policy

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

Academic Deficiency

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

The Student Development Office will notify a student by mail that he or she is academically deficient by

the second week of the subsequent quarter. The student will be encouraged to take advantage of available campus resources to improve his or her academic standing.

Academic Probation

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

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

Removal of

Academic Probation

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

Academic Suspension

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

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

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

Appeal Procedures

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

appeal process.

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

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

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

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

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

Withdrawal or

Termination of Appeal

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

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

Re-enrollment Procedures

Following Academic Suspension

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

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

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

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

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

Financial Aid

What Financial Aid is Available

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

Grants

Pell Grant

This grant will provide eligible students with between \$75 and \$1,900 per year based on residency status and the number of credits registered for each quarter.

Supplemental Educational Opportunity Grant (SEOG)

This grant ranges from \$200 to \$1,200 and is awarded only to those students who have extreme financial need.

State Need Grant (SNG)

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

Bureau of Indian Affairs Grant (BIA)

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

Tuition Waivers

Tacoma Community College is authorized by state law to exempt a percentage of needy students from the payment of tuition provided these students are residents of the state.

The College also provides from 15 to 20 tuition waivers to graduating high school seniors who possess outstanding scholarship, leadership skills or talent in the performing arts.

Employment

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

College/State Work-Study

The College and State Work-Study programs provide part-time employment opportunities for students in jobs both on and off campus. Salaries range from \$3.35 to \$6.00 per hour.

State Work-Study Tutorial

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

Scholarships

Private citizens and groups have set up scholarships at the College to help students who possess specific skills

to meet their educational needs. A student may obtain information about each scholarship from the College Financial Aid Office.

Loans

Students and/or their parents may process applications through the College Financial Aid Office for loans from local banks, credit unions or savings and loan associations.

The two loan programs for which they may apply are:

Guaranteed Student Loan (GSL)

This program provides loans for up to \$2,500 per year to eligible students. The interest rate is 8% per year and repayment may extend up to 10 years. Repayments begin six months after graduation or after withdrawal from college.

Plus Loan

Through this program, students may borrow up to \$2,500 per year. The interest rate is 12% per year, and repayment begins six months after graduation or after withdrawal from college.



How to Find out What Aid is Available

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

- inform students of application procedures for each financial aid program;
- assist students in resolving problems which may arise during the application process;
- assist students in the completion of applications; make referrals to lenders for parents/students applying for federal loans;
- analyze individual student needs;
- determine eligibility for financial aid;
- calculate and package individual awards; and

- hold weekly workshops to acquaint students with current program information.

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

How to Become Eligible for Financial Aid

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

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

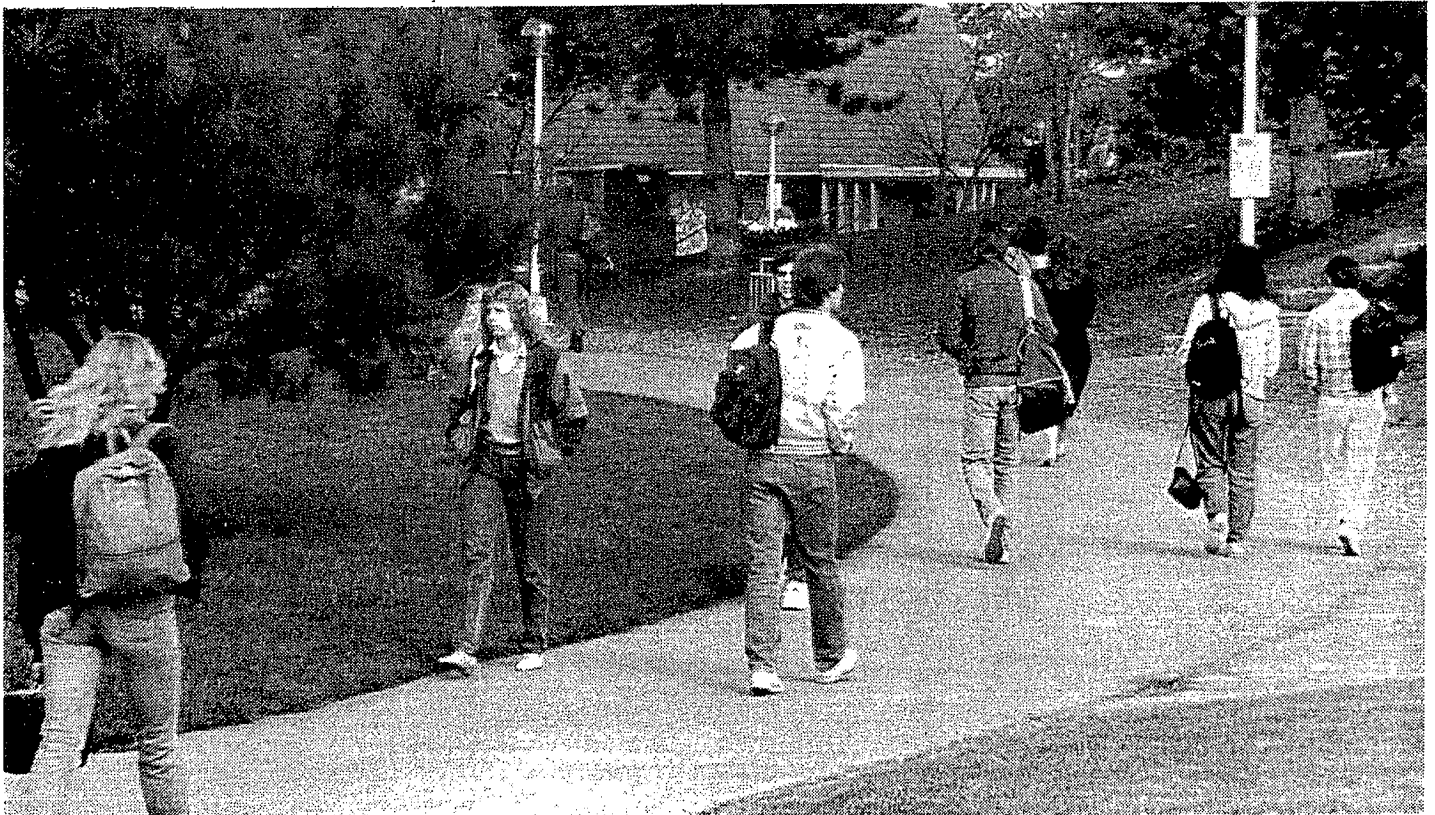
- maintain the academic progress standards required by the College Financial Aid Office; and have no outstanding debts with Tacoma Community College or other institutions for previously awarded grants or loans.

How to Apply for Financial Aid

Follow these steps:

- Be admitted to the College;
- Obtain application forms from the College Financial Aid Office. The Financial Aid Form (FAF) and the Financial Aid Data Sheet (FADS) are two of the basic application forms;
- Complete the application forms and mail them to the agencies listed on the form by February 28.

Application forms are usually sent to high school guidance offices and college financial aid offices in November. Students may obtain forms from these institutions after the Christmas break.



When to Apply

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

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

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

How Students are Notified of Awards

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

- an award letter is prepared for the student's signature;
- a post card is mailed notifying the

- student of the award;
- a conference is scheduled with the student to discuss the programs included in the award;
- the student is asked to sign an award letter;
- the student is informed of the date the award will be disbursed.

Emergency Assistance

A student who is employed, who is receiving Veterans' benefits or who is receiving financial aid may apply for a short-term emergency loan through the College Financial Aid Office. The two emergency assistance programs available are:

- ASTCC Tuition Loan
- Book Loan

A student should contact the College Financial Aid Office to determine if he or she qualifies for either program.

Use of Award for Registration

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

Academic Progress Requirements

• Satisfactory Progress

To remain eligible for financial aid, a student must meet these academic standards.

If Enrolled	Student Must Successfully Complete	With a Grade Point Average of
Full - Time	12 credits/quarter	2.00
3/4 Time	9 credits/quarter	2.00
1/2 Time	6 credits/quarter	2.00

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

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

• Probation/Suspension

Any financial aid recipient who fails to earn a 2.00 grade point average during a quarter or who fails to complete a minimum number of credits during a quarter will be placed on financial aid probation during the succeeding quarter. Failure to meet the academic progress standards for two quarters will result in suspension of the student's aid.

Any financial aid recipient enrolling in classes must complete 85 percent or more credits which would be applicable toward his or her degree, certificate or transfer program. A student failing to meet this requirement would be suspended from financial aid.

A financial aid advisor will evaluate the past academic performance of a student who has attended the College without receiving finan-

cial aid to determine whether he or she is able to meet the satisfactory progress criteria required by the financial aid office.

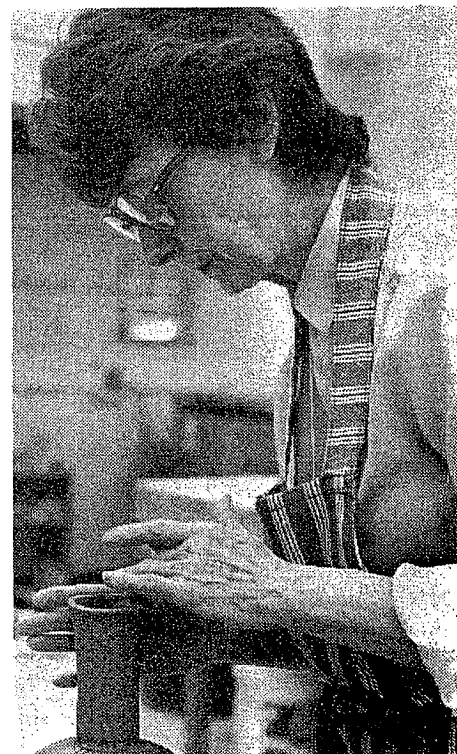
Consult a financial aid advisor for more information.

• Liability for Repayment of Award

A student receiving financial aid who earns no credits during a quarter and who does not officially withdraw from the College will be billed for all of the aid disbursed for that quarter excluding the costs for tuition.

A student receiving financial aid who officially withdraws from the College may be billed for a portion of the aid received, excluding the costs for tuition.

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



Degrees, Honors Program and Graduation

Degrees

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

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

Students who initially enroll at Tacoma Community College, or who transfer to the College with a minimum of 55 applicable credits, may graduate under the provisions of the TCC degree in effect when they originally enrolled in any college if they complete their degree within five years. The College, however, encourages all students to fulfill the degree requirements in effect at the time of their graduation.

General Requirements for All Degrees

General requirements for all degrees are as follows:

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

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

Transfer Information

Four-year colleges and universities 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 a particular school, such as religion, must be taken in the junior year, and requirements of the individual departments must still be met.

Transfer student admissions policies of various colleges and universities are subject to change. Students who intend to transfer to a four-year institution should contact that institution as well as their faculty advisor 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 Sciences

This degree is awarded on completion of course work paralleling the first two years of university study. Washington four-year colleges and universities credit TCC students who complete the AAS degree with having satisfied their general education requirements. Students who earn this degree will typically be granted junior standing and 90 quarter credits upon admission to a baccalaureate institution.

AAS Degree Requirements

1. 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading **Option A**. A maximum of three physical education activity credits will apply toward the degree.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. Course requirements for the Associate in Arts and Sciences degree may be met by completing a program as outlined in either Option A or Option B.

Option A Distribution Requirements

	Credit Hours
1. Written Communication Skills English 101, 102, 125 (Honors students only)	10
2. Quantitative Skills	5
3. Humanities (Select from at least three disciplines. No more than 10 credits from any one discipline. No more than 5 credits in performance /skills courses.)	20
4. Social Sciences (Select from at least three disciplines. No more than 10 credits from any one discipline.)	20
5. Natural Sciences (Select from at least three disciplines. No more than 10 credits from any one discipline. Shall include at least one laboratory course.)	15
6. Physical Education (Any three activity credits)	3
7. Electives (Other)	17
TOTAL CREDITS	90

Courses Applicable to AAS Distribution Requirements

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

Any 100-level and above courses not in the following list will be classified as "OTHER." "OTHER" courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used as distribution requirements. A course may be counted in only one distribution area.

WRITTEN COMMUNICATION SKILLS

English 101, 102, 125 (Honors students only)

QUANTITATIVE SKILLS

MATHEMATICS 101, 105, 106, 124, 125, 126, 156, 157, 205, 238, 240, 241
 Business 256
 Philosophy 120
 Computer Science 1220
 Engineering 141

HUMANITIES

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

Art 100, 201, 202, 203
 Drama 101
 English 232, 234, 250, 257, 258, 259, 267, 268, 269, 271, 290
 French 101, 102, 103
 Humanities 100
 Music 107
 Philosophy 100, 119, 200, 215, 260, 267
 Spanish 101, 102, 103, 201, 202, 203
 Speech 100,101

***Performance/Skill Courses**

Art 101, 102, 103, 105, 106, 131, 150, 156, 158, 172, 220, 240
 Music 100, 121, 122, 123, 130, 150, 160, 170, 171, 199, 200, 221, 260, 270, 271
 Music 101, 102, 103, 201, 202, 203

SOCIAL SCIENCES

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

History 110, 111, 112, 113, 211, 230, 241, 242, 243, 260, 284, 289, 290
 Political Science 201, 202, 203, 205
 Anthropology 100, 107, 201, 202, 205
 Economics 200, 201
 Psychology 100, 201, 205, 206
 Sociology 110, 240, 262, 270, 271

NATURAL SCIENCES

Select from at least three disciplines. No more than 10 credits from any one discipline. Shall include at least one laboratory course.

Biology 100, 101, 102, 103, 105, 106, 140, 150, 201, 206
 Horticulture 101
 Chemistry 100, 101, 102, 140
 Geology 101, 103, 208
 Oceanography 101, 103
 Physics 114, 115, 116, 121
 Philosophy 120*
 Anthropology 201*
 Math* 101, 103, 105, 106, 124, 125, 126, 156
 Geography 205*
 *Not a laboratory course.

PHYSICAL EDUCATION

Any three activity courses

Option B

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

This degree option is designed for the student who knows which program he or she wants to transfer into as a junior. The student then works with the four-year school to design a specific program at TCC. Programs designed for transfer under this option include the following: engineering, medicine, education, veterinary medicine, architecture and many others.

The student should consult with an advisor at the transfer institution he or she plans to enter prior to registration so the correct program can be designed.

Steps to Follow

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

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

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

Associate in General Studies

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

General Requirements:

1. 90 quarter hours in courses numbered 100 or above, including the following requirements.
2. A maximum of three physical education activity credits will apply toward the degree.
3. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

Distribution Requirements:

	Credit Hours
1. Communications	10
ENGLISH 101 and one of the following: ENGL 102, ENGL 104, SPCH 100, SPCH 101, SPCH 105.	
2. Humanities	10
To include 5 credits in each of the following:	
a) Performing and Fine Arts (Music, Art, Drama)	
b) Literary Arts (Literature, Foreign Language, Humanities, Philosophy)	

- 3. **Social Science** 10
To include 5 credits in two of the following:
 - a) Social Science (Economics, Geography, Political Science)
 - b) Behavioral Science (Anthropology, Psychology, Sociology)
 - c) History
- 4. **Math/Science** 10
To include 5 credits in two of the following:
 - a) Natural Science (Biology, Horticulture)
 - b) Physical Science (Chemistry, Geology, Oceanography, Physics)
 - c) Mathematics, Anthropology 201, Philosophy 120, Geography 205.
- 5. **Physical Education** 3
Any three activity credits
- 6. **Electives** 47

Courses Applicable to AGS Distribution Requirements

The following list of courses may be used as a guide for students pursuing a program leading to an Associate in General Studies degree.

With the exception of English Composition and physical education activity courses, those courses not listed as Humanities, Math/Science or Social Sciences will be classified as "OTHER." "OTHER" courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used as distribution requirements. A course may be counted in only one distribution area.

HUMANITIES

- Art — Any course
- Drama — Any course
- English—201 through 290
- Humanities — 100
- Languages — French, German, Spanish (except Spanish 111, 250 and 251)
- Music — Any course
- Philosophy — Any course

MATH/SCIENCE

- Anthropology 201*

- Biology — Any course
- Chemistry — Any course
- Geography 205*
- Geology — Any course
- Horticulture — 101, 102
- Mathematics* — Any course except Math 110
- Oceanography — Any course
- Philosophy 120*
- Physics — any course

*These courses do not qualify as laboratory sciences.

SOCIAL SCIENCES

- Anthropology — Any course
- Economics — Any course
- Geography — Any course
- History — Any course
- Political Science — Any course
- Psychology — Any course
- Sociology — Any course

Certificate of General Studies

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

Requirements:

1. Minimum of 60 quarter hours of 100 level courses including the following distribution.
2. 30 hours or less may be courses numbered 99 and below.
3. No more than three physical education activity credits.
4. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

Distribution Requirements:

- | | Credit Hours |
|---|---------------------|
| 1. Communications | 10 |
| (English Composition, Speech) | |
| 5 credits must be in written communications | |
| 2. Humanities | 10 |
| To include 5 credits in each of the following: | |
| a) Performing and Fine Arts (Music, Art, Drama) | |
| b) Literary Arts (Literature, Foreign Language, Philosophy) | |

- 3. **Social Sciences** 10
To include 5 credits in two of the following:
 - a) Social Science (Economics, Geography, Political Science)
 - b) Behavioral Science (Anthropology, Psychology, Sociology)
 - c) History
- 4. **Math/Science** 10
To include 5 credits in two of the following:
 - a) Natural Science (Biology, Horticulture)
 - b) Physical Science (Chemistry, Geology, Oceanography, Physics)
 - c) Mathematics, Anthropology 201, Philosophy 120, Geography 205.
- 5. **Physical Education** 3
Any three activity credits
- 6. **Electives** 47

Associate in Technical Arts

This degree is awarded on completion of an occupational program at TCC or the combination of course work at TCC combined with an approved occupational/technical training program at a vocational-technical institute.

Requirements:

1. 90 quarter hours including:
 - (a) A minimum of 45 quarter hours or the equivalent 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 100, 101, 105
 - Business 225

4. Physical Education activity courses are not required 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. The College provides assistance in determining completion of the required curricula for graduation through its system of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with the individual student.

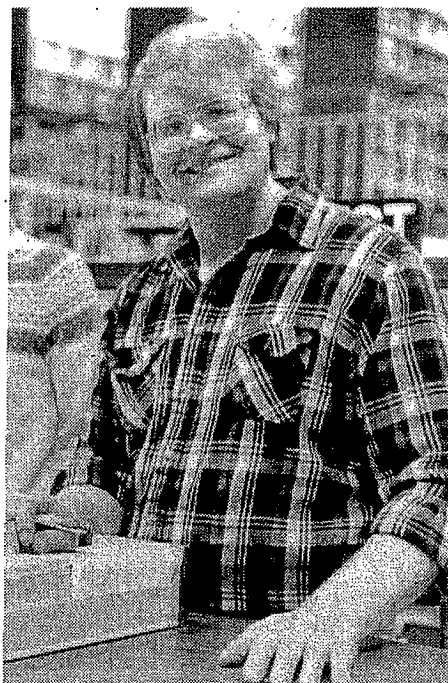
Completion of More Than One Degree

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

Application for Associate Degrees

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

Graduating students should contact their academic advisors to begin the application procedure and to check their course work with the



requirements listed in the Tacoma Community College catalog for the degree they are seeking.

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

Honors Program

The Honors Program is a four-quarter course of study designed to provide the able student with a solid foundation in major academic disciplines. Honors scholars are expected to probe into the humanities 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 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 20 quarter hours of specially designed courses; maintain 3.2 cumulative GPA; maintain satisfactory attendance record at mentor conferences; participation in Honors Colloquium 200 during each quarter of attendance at TCC; and complete all requirements for the Associate of Arts and Sciences degree.

Honors Curriculum

Required Skills Courses:

English 101 and 102 (or advanced placement English credits) — strongly recommended for the first two quarters.

Philosophy 119 (or equivalent)

Foreign language classes through the 103 level (or two years of study of one language in high school)

(Although not required, History 111, 112, and 113 are strongly recommended for Honors scholars.)

Required Honors Courses:

History 290 — Introduction to Historical Reasoning

English 232 — Introduction to Mythology

English 201 — Advanced Composition

Political Science 290 — Political Philosophy and Ideology

Honors Colloquium 200 — (Students must take the Honors 200 associated with each of the four Honors courses.)

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 scholarships annually (renewable each quarter.) Applications may be made to the Director of the Honors Program before May 15.

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

Honors List

Selection

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

Method of Recognition

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

High Honors List

Selection

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

Method of Recognition

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

Basis for Awards at Graduation

Computations for awards at graduation are based on all credits eligible for degree computation which are

earned either at Tacoma Community College or transferred from other institutions. 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.

Awards to Graduating Students

President's Medal Award

At commencement, the Associate in Technical Arts Degree recipient and the Associate in Arts and Sciences Degree recipient who have completed at least 60 graded college-level credits at Tacoma Community College and who have achieved the highest cumulative grade point average will receive the President's Medal. Should two or more ATA or AAS degree recipients share the highest grade point average, the Executive Dean for Academic and Student Affairs will determine who receives the award by considering such factors as the following: the number of courses the student has repeated, the number of courses from which the student has withdrawn, the number of upper division or honors courses the student has completed, and the breadth of coursework the student has taken in the humanities, sci-

ences, and social sciences. Where distinctions among such factors are negligent, more than one President's Medal may be awarded.

Graduation with Honors

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

Graduation with High Honors

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

Method of Recognition

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

Service Awards

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



Special Services, Programs and Facilities

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

Adult Basic Education

Tacoma Community College offers an Adult Basic Education program 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 756-5144.

Advising Center

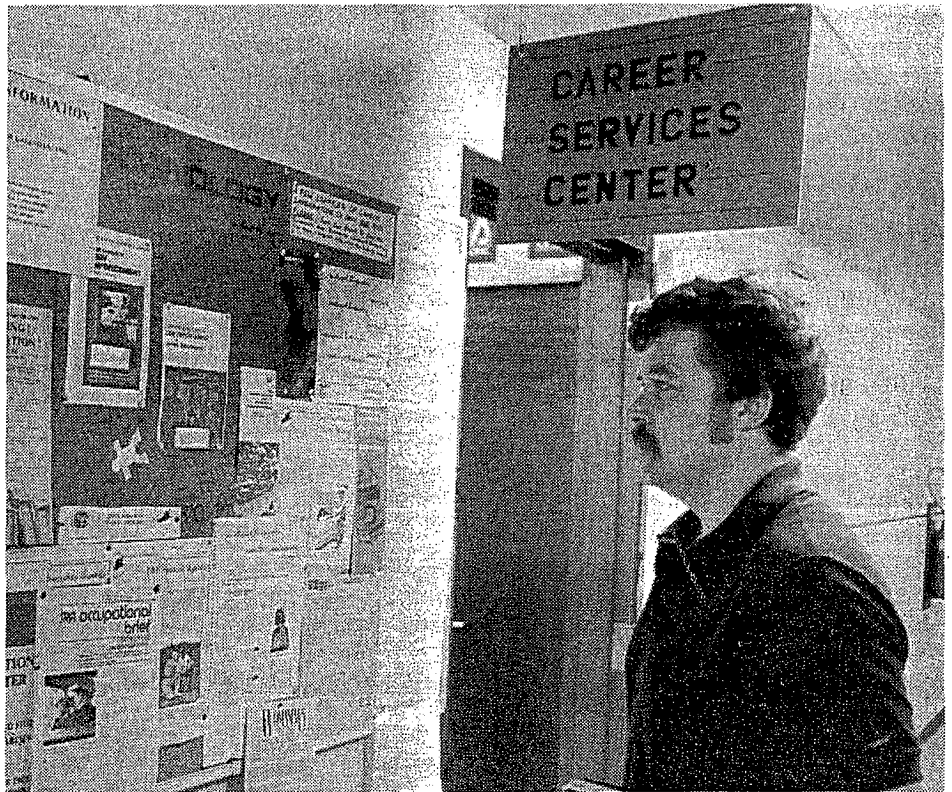
An Advising Center is maintained in Building 7 to coordinate advisor assignments, assist with student class scheduling and help students prepare for their quarterly advising sessions.

Career Services Program

The Career Services center, located in Building 7, provides a wide range of career development resources and opportunities to TCC students.

Career Information

The Career Services Center makes extensive resources available to assist students in making wise career and education decisions. Resources available to users include the Washington Occupational Information Services (WOIS) computer terminal, which provides access to accurate, up-to-date occupational and educational information that is specific to Washington State; career information files on hundreds of occupations; a career-job search library; labor market information; college catalogs and transfer guides for all Washington colleges; and audio-visual materials on occupations and job search techniques.



Cooperative Education

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

Interested students should visit the Career Services Center in Building 7 before registering for the course.

Child Care Center

Tacoma Community College's Child Care Center is a state-certified non-profit service provided for students, faculty and staff. The center is housed in a specially-designed building on campus (Bldg. 23). Center hours are 7:45 a.m. to 4 p.m. Monday through Friday. The center accepts children from 2 1/2 to 8 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 five hours each week (generally one hour per day) in the center. For further information visit the center or call 756-5180.

College Bookstore

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

College Services for the Community

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

Counseling

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

Services available to students include individual and group counseling, career aptitude and interest counseling, computer-assisted career exploration, current information on career and educational opportunities, classes in human relations and career and life planning, and special interest workshops.

Counseling and Counseling Center services are free to all enrolled and prospective students. To see a counselor or for more information, just stop by the Counseling Center in Building 7 or call 756-5122.

Customer Services

In conjunction with the Admissions Office, the Customer Service Office, located in Building 18, is available to give information, via telephone, regarding programs, procedures, services, classes, special events on and off campus, activities and facilities. This office also provides the telephone answering services for the College. Call 756-5000 for information.

Developmental Education

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

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

Drop in Assistance Learning (DIAL) Center

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

Educational Opportunities Program (EOP)

The EOP is designed to increase involvement of minority and low income students in all phases of college life. Innovative approaches are designed to meet the educational and support service needs of these students. Staff of the EOP are responsible for planning, implementing and coordinating the services and activities of this program.

Food Services

The cafeteria, located in Building 11, provides daily specials during the quarter, a wide variety of short orders, deli sandwiches (during lunch), desserts, refreshments, breakfasts, wholesome lunches, seasonal fresh fruits and salads. Hours are 7 a.m. to 7 p.m., Monday through Thursday and 7 a.m. to 2 p.m. Friday.

Other services such as catering and facilities use for receptions, dinners, luncheons, etc. can be provided on request. Call 756-5085 for information.

Special Needs Student Services Office (Handicapped/Disadvantaged Students)

The resource center for handicapped and disadvantaged students provides many services to help students achieve their educational and career/vocational objectives. A special needs counselor/coordinator provides academic counseling and educational planning services to students with special needs. Career/vocational and personal counseling are also offered. Other services available to students include: assistance in securing classroom enablers such as notetakers, signers, and wheelchair assistance; aid in eliminating attitudinal and architectural barriers; tutoring; a reference file on community services and referrals to community agencies when appropriate; and vocational testing and academic skills assessment.

The resource center for students with special needs is located in Bldg. 7. For more information call 756-5122.

High School Completion and General Education Development (GED) 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.

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. A testing fee is required. For more information, visit Building 7 or call 756-5093.

Human Relations and Career Development Instruction

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

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

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

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

Learning Resource Center

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

Library Services

The Library, located in Building 7, is open weekdays and evenings. It includes nearly 70,000 books, nearly 400 periodical titles, and reserve materials for class assignments. Ethnic and Northwest History materials are well represented, and files of microform, pamphlets, clippings, maps and college catalogs are also available. Interlibrary loan services are provided, and there is a special book collection of high-interest, low reading level material for developmental students. A paperback collection of non-fiction and fiction is also available for borrowing. The staff personally assists students in locating and using the wide range of library materials. A two-credit course in library reference techniques is offered.

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

Mathematics Lab

The mathematics laboratory provides one type of mathematics instruction. Students may take developmental and some college mathematics courses in the lab. Students will receive individualized instruction and special tutorial assistance. The mathematics lab is located in Building 8.

Media Services

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

The listening language laboratory, also in Building 7, is used for class and individual language practice, vocabulary drill, and listening skill development. Audio tapes for courses are located here. The laboratory also duplicates audiotapes for instruction.

Non-Credit Classes — Lifelong Education and Continuing Education

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

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

The Office of Continuing Education 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, con-

tact the Office of Continuing Education, 756-5020.

Professional Continuing Education

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

The courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills or obtain college credits, clock hours, or continuing education units (C.E.U.) necessary for special certification or licensing. Special courses are offered in workshops, short classes, or during regular quarter length scheduling. For further information, call the Office of Continuing Education, 756-5020.

Parking on Campus

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

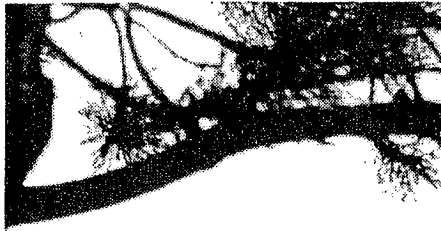
A schedule of parking fees is given to each student during registration and to each employee at the time of his or her employment.

Reading and Writing Skills Labs

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

Safety and Security Office

The Office of Safety and Security is responsible for providing a safe and healthful educational and working environment for students and employees; the initiation and maintenance



nance 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, located in Building 19.

Student Development and Career Development Instruction

(See Human Relations and Career Development Instruction)

Student Employment Office

To find part-time work on or off campus, students should contact the Student Employment Office in Building 18. There are a variety of oppor-

tunities: short term jobs, part-time jobs, full-time jobs, and one-time jobs. The Student Employment Office offers detailed information covering interviewing techniques and job search skills. In addition, members of the staff can help students learn how to receive college credit for their work. For more information call 756-5194.

Student Handbook

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

TCC Foundation

The Tacoma Community College Foundation was developed by dedicated civic and business leaders to support the College in attaining its educational and cultural goals. Incorporated as a non-profit corporation in 1967, The Foundation helps provide educational and cultural opportunities otherwise unattainable because of budgetary limitations.

The TCC Foundation gratefully accepts tax-deductible contributions from friends in the community and business. These contributions assist students who need financial aid to further their education and provide for college programs, equipment and services.

Tutoring

Tutorial services are coordinated through the Office of Tutorial Coordination in Building 7. 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.

Student Programs and Activities

Student Programs and Activities

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

Programs include the Student Government (ASTCC), intercollegiate athletics, the campus newspaper, *The Collegiate Challenge* and music and drama programs. The Child Care Center, tutorial services, emergency loan funds, and peer counseling are included in the services area.

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

Students interested in student programs and activities should call or stop in at the Student Programs Office in Building 6, 756-5118.

Clubs and Organizations

Many opportunities are available for participation in student clubs and organizations. 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 6, for information on joining a club or forming a new one.

Student Government

The Tacoma Community College student government model provides for direct representation of students in establishing the policies and procedures which affect student life. By eliminating "at-large" election of senators and admitting to the senate any interested TCC student, the government model encourages max-



imum student participation. Executive officers, rather than standing for election, are selected by the ASTCC Senate on the basis of their qualifications and interests. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office in Building 6.

Student Access to Growth and Earning (STAGE)

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

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

If you are interested in STAGE, please call or drop by the Student Programs Office in Building 6, 756-5118.

Intercollegiate Athletics

Tacoma Community College competes in a variety of men's and women's athletic programs under the supervision of the athletic director. Athletic teams participate in leagues set by the Northwest Athletic Association of Community Colleges (NWAACC).

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

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

Intramural Activities

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

Occupational Programs

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

ACCOUNTING AND DATA PROCESSING SYSTEMS

Program Coordinator: Ann Garrison, 756-5070 or 756-5110

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

The beginning classes focus on the study of bookkeeping and accounting principles, along with necessary related office and communication skills. Students who successfully complete the first 45 credits may apply for a Certificate in Bookkeeping Systems.

The advanced classes develop skills in the application of computers to bookkeeping and accounting systems. Also included are the general education classes necessary for the College degree awarded to students who successfully complete the program.

The second year computer applications classes are also intended to be of interest to accounting professionals and business managers seeking information on new developments in this field. A Certificate in Computerized Accounting Applications is available to those who pursue only the computer-related courses (see listing below).

ACCOUNTING/DATA PROCESSING SYSTEMS - DEGREE PROGRAM

FIRST YEAR

Course Title		Credits
Practical Accounting I	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Practical Accounting III	ACCNT 142*	5
Business Mathematics or equivalent	BUS 110	5

Business Communications or College Freshman		
Composition	BUS 225* or ENGL 102	5
Introduction to Data Processing	BUS 235	5
Keyboard Skills or Typing I	DPSYS 90 or BUS 103	4
Business Systems & Procedures	DPSYS 205*	3
Introduction to Automated Accounting	DPSYS 240*	3
Business English or College Freshman Composition	ENGL 104 or ENGL 101	5

*Prerequisite required (see course descriptions).

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

SECOND YEAR

Computer Applications in Accounting I	DPSYS 241*	3
Computer Applications in Accounting II	DPSYS 242*	3
Computer Applications in Accounting III	DPSYS 243*	3
Database Systems	DPSYS 244*	3
Computer Systems Selection	DPSYS 247*	3
Business Information Systems Design	DPSYS 248*	3
Accounting Information Systems & Controls	DPSYS 249*	3
General Psychology or Survey of Sociology	PSYCH 100 or SOC 110	5
Speech Communications or Public Speech Communication or Business and Professional Communications	SPCH 100 or SPCH 101 or SPCH 105	5
Electives	need advisor approval	15
Total Credits for Two-year Program		91

*Prerequisite required (see course descriptions).

BOOKKEEPING SYSTEMS - CERTIFICATE PROGRAM

Course Title		Credits
Practical Accounting I	ACCNT 140	5
Practical Accounting II	ACCNT 141*	5
Practical Accounting III	ACCNT 142*	5
Business Mathematics or equivalent	BUS 110	5

Business Communications or College Freshman Composition	BUS 225 or ENGL 102	5
Introduction to Data Processing	BUS 235	5
Keyboard Skills or		
Typing I	DPSYS 90 or BUS 103	4
Business Systems & Procedures	DPSYS 205*	3
Introduction to		
Automated Accounting	DPSYS 240*	3
Business English or College Freshman		
Composition	ENGL 104 or ENGL 101	5
Total Credits for Certificate Program		45

*Prerequisite required (see course descriptions).

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

COMPUTERIZED ACCOUNTING APPLICATIONS - CERTIFICATE PROGRAM

Course Title		Credits
Business Systems and		
Procedures	DPSYS 205*	3
Computer Applications in		
Accounting I	DPSYS 241*	3
Computer Applications in		
Accounting II	DPSYS 242*	3
Computer Applications in		
Accounting III	DPSYS 243*	3
Database Systems	DPSYS 244*	3
Computer Systems Selection	DPSYS 247*	3
Business Information		
Systems Design	DPSYS 248*	3
Accounting Information Systems		
& Controls	DPSYS 249*	3
Total Credits for Certificate Program		24

*Prerequisite required (see course descriptions).

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

ADMINISTRATION OF JUSTICE

Program Coordinator: Jacob Parker, 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.

TYPICAL TWO-YEAR PROGRAM*

FIRST YEAR

First Quarter		Credits
Course Title		
Intro. to Administration of Justice	ADJ 100	5
College Freshman Composition	ENGL 101	5
Survey of Sociology	SOC 110	5
Physical Education		1

Second Quarter		Credits
Course Title		
Criminal Law	ADJ 101	5
College Freshman Composition or		
Business English	ENGL 102 OR 104	5
General Psychology	PSYCH 100	5
Physical Education		1

Third Quarter		Credits
Course Title		
Criminal Evidence	ADJ 102	5
Speech Communication	SPCH 100	5
First Aid and Safety	PE 292	5
Elective (Humanities)		5

SECOND YEAR

First Quarter		Credits
Course Title		
Criminal Investigation	ADJ 200	5
American National Government		
and Politics	POLSC 202	5
Crime and Justice	ADJ 205	3
Elective (Math/Science)		5

Second Quarter		Credits
Course Title		
Introduction to Penology	ADJ 201	5
Management of Police		
Operations	ADJ 202	5
Race Relations	SOC 262	5
Typing I	BUS 103	5

Third Quarter		Credits
Course Title		
Juvenile Justice Systems	ADJ 203	3
Criminal Justice Planning		
and Administration	ADJ 204	3
Stress Management	PSYCH 207	5
Weaponless Control	ADJ 206	1
Work Experience Internship		
(Optional)	ADJ 207	5
Total Credits		107

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

ALLIED HEALTH CORE PROGRAMS

(see HEALTH TECHNOLOGY COURSES)

BANKING AND FINANCE

Program Coordinator: Gary Sigmen, 756-5110

The Banking and Finance professional curriculum is developed in cooperation with the American Institute of Banking (AIB) using related and supporting classes from the Tacoma Community College catalog.

The Banking and Finance program is open to interested Tacoma Community College students, but is designed to meet the needs of those employed in financial institutions. Students with a strong interest in Banking and Finance classes who are not employed in the industry often incorporate these classes into an Associate of General Studies degree program. All classes are offered in the evening.

Students pursuing four-year transfer programs are advised that Banking and Finance professional classes are not intended to transfer, and many universities limit the amount of these credits that may be transferred to their Business Administration programs. Call 756-5110 for information.

Suggested Course of Studies

Course Title	Credits
English and Communications	
English (Choose 10 credits from the following list)	10
College Freshman	
Composition	ENGL 101 and/or 102
or Business English	ENGL 104
or Effective Business Writing	ENGL 124
or Business Report Writing	BUS 125
or Business Communications	BUS 225
Speech Communication	5
Interpersonal Speech	
Communication	SPCH 100
or Organizational Speech	
Communication	SPCH 200
Banking and Finance	
Principles of Banking and Finance	B&F 102
Banking and Finance professional classes to be selected by the student	30
General Business	
Accounting	10
Principles of Accounting	ACCNT 201, 201, & 203
or Fundamentals of Accounting	ACCNT 210 & 220
Business electives selected from:	10
Business Law	BUS 200

Introduction to Data Processing	BUS 235	
Data Processing Concepts and Applications	DPSYS 237	
Computer Programming: BASIC	DPSYS 238	
Advanced BASIC Programming and Systems Design	DPSYS 239	
Principles of Economics	ECON 200, 201	
Data Processing Systems:		
All courses		22
General Electives		22
	Total Credits	90

BUSINESS ADMINISTRATION & MANAGEMENT

Program Administrator: John Geubtner, 756-5070

The Business Administration and Management program is intended for students considering a career in business. Regardless of whether participants have decided on a specific occupation or area of specialization, the Business Administration & Management program prepares students to be productive employees by providing them with a broad base of business knowledge and skills related to three business realities:

1. Understanding the role of business in our society and the fundamentals of how a business operates is essential.
2. Managers coordinate an organization's human, material, technological and financial resources to produce goods and provide services.
3. The effective managing of people is critical to the success of any business because people perform the tasks that result in organizational goals being reached.

BUSINESS ADMINISTRATION & MANAGEMENT

(Associate in Technical Arts Degree)

CORE REQUIREMENTS

Course Title	Credits	
Practical Accounting I	ACCNT 140	5
or (ACCNT 201 and 202 or ACCNT 210)		
Business - An Introductory Analysis	BUS 101	5
Business Math or Intermediate Algebra	BUS 110 or MATH 101	5
Principles of Management	BUS 163	5
Motivation and Work Performance	BUS 164	5
Personnel Management	BUS 165	5
Management & Business Environments	BUS 166	5
Understanding Organizational Behavior	BUS 167	5
Business Law	BUS 200	5
Introduction to Marketing	BUS 240	5
	Total	50

GENERAL EDUCATION REQUIREMENTS

Course Title	Credits
College Freshman Composition or Business English ENGL 101 or 104	5
Speech Communication SPCH 100, or 101, or 105	5
Principles of Economics ECON 200	5
Total	15

BUSINESS ELECTIVES*

(minimum of 15 credits required)

Course Title	Credits
Practical Accounting I, Practical Accounting II, Principles of Accounting III, Fundamentals of Accounting II ACCNT 141, 142, 203, 220 up to 10	
Small Business Management BUS 143	3
Business Communications BUS 225	5
Using the Computer I & 2 DPSYS 100 & 101	6
Principles of Economics ECON 201	5
Introduction to Statistics MATH 240	3
SMG electives (excluding SMG 101, 250, 264, & 265) up to 9	

GENERAL ELECTIVES*

(minimum of 10 credits required)

Course Title	Credits
College Freshman Composition ENGL 102	5
Human Relations HR 100	2
General Psychology PSYCH 100	5
Survey of Sociology SOC 110	5
TOTAL CREDITS:	90

*Additional or alternative electives may be chosen on approval of business/management advisor.



COMPUTER INFORMATION MANAGEMENT SYSTEMS

Program Coordinator: Dean Van Woerkom, 756-5070

The Computer Information Management Systems curriculum is designed to prepare students to work in small to medium-sized businesses as management information specialists, act as computer consultants to small or medium-sized businesses, work as salespersons for vendors or retailers of microcomputer hardware and software, and function as technical support personnel in an information center within larger organizations.

The beginning classes provide the student with basic data processing concepts and skills, along with necessary related accounting, office and communications skills.

The advanced classes develop skills in microcomputer applications to business systems and interfacing microcomputers with mainframe computer systems. Topics include programming, system software concepts, using applications packages, database concepts, telecommunications and system interfacing, systems design and development and support of end users.

The Associate of Technical Arts degree is awarded to students who successfully complete this program.

COMPUTER INFORMATION MANAGEMENT SYSTEMS - DEGREE PROGRAM

FIRST YEAR

Course Title	Credits
Practical Accounting I ACCNT 140	5
Practical Accounting II ACCNT 141*	5
Business Communications BUS 225*	5
or College Freshman Composition . ENGL 102	
Introduction to Data Processing BUS 235	5
Keyboard Skills DPSYS 90	4
or Typing I, BUS 103	
Business Systems & Procedures DPSYS 205*	3
BASIC Programming DPSYS 238	4
Business English ENGL 104	5
or College Freshman Composition . ENGL 101	
Intermediate Algebra MATH 101	5
General Psychology PSYCH 100	5
or Survey of Sociology, SOC 110	

*Prerequisite required (see course descriptions).

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

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SECOND YEAR

Course Title	Credits
Advanced BASIC Programming DPSYS 239*	4
Database Systems DPSYS 244*	3
Systems Software Concepts DPSYS 250*	4
Data Processing Applications I DPSYS 251*	4
Data Processing Applications II DPSYS 252*	4
Data Communications and Distributed Processing DPSYS 253*	4
Database Applications DPSYS 254*	5
COBOL Programming DPSYS 245*	5
Computer Information Systems Design DPSYS 248*	3
Speech Communications SPCH 100 or Public Speech Communication SPCH 101 or Business and Professional Communications SPCH 105	5
Electives need advisor approval	5
Total Credits for the Two-year Program	92

*Prerequisite required (see course descriptions)

COMPUTER TRAINING

Students at Tacoma Community College receive training in computer technology and its application to many careers.

TCC offers complete courses of study in several computer-related fields including: Computer Information Management Systems, Accounting and Data Processing Systems, Secretarial Office Skills/Word Processing Operator, Engineering, Business Administration and Medical Records Technology.

In addition, students in the Arts and Sciences or other non-technical programs may study computers in "Using Computers" (DPSYS 100 and 101); a rewarding hands-on learning experience for beginning and non-technical



students.

For more information on computer training at TCC call 756-5110.

EMERGENCY MEDICAL CARE

Coordinator: Paul A. Berlin, 756-5164

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

First Responders are typically fire fighters and police officers. After completing the 44-hour course, students may become certified as First Responders.

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

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

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

PARAMEDIC TRAINING PROGRAM

First Quarter (Fall)	
Course Title	Credits
EMT-Paramedic Lecture EMC 120	16
Clinical Applications for EMT-Paramedic EMC 130	3
Second Quarter (Winter)	
EMT-Paramedic Lecture EMC 121*	11
Clinical and Field Applications EMT-P EMC 131*	8
Third Quarter (Spring)	
EMT-Paramedic Case Reviews EMC 122*	5
Field Applications for the EMT-P EMC 132*	10
Total Credits	53

Suggested prerequisites for the Paramedic Program include:

(Note: These courses are not required, only suggested.)

- Anatomy and Physiology BIOL 150, 151
- Medical Terminology HT 130
- English (Writing Skills)
- Introductory Math

FIRE COMMAND ADMINISTRATION

Program Coordinator: Shirley Johnson, 756-5163

The Associate Degree in Fire Command Administration offers supplemental vocational training in the fire service area. The program is intended for individuals who are currently members of a fire protection agency. Fire Command Administration is a combination of fire service training occupational specialty courses offered by the Fire Service Training Division and general education courses offered by TCC. The program will assist firefighters in current assignments or prepare students for promotion in the fire service field. Interested fire service personnel should call 756-5163 for more information.

HEALTH RECORDS/ ADMITTING CLERK

Coordinator: Ingrid Bentzen, 756-5163

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

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

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

Course Title		Credits
First Quarter		
Legal Aspects of Health Care	HT 225	3
Beginning Medical Terminology	HT 130	3
Computers in Health Care	HT 212	2
Second Quarter		
Introduction to Health Records Management	MRT 180	5
Independent Study--Long-term Care Records	MRT 299*	1
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Introduction to Medical Office Procedures	HT 120	3
Clinical Practice (Assignment to health care facility for 90 clock hours)	HT 240	3

*Prerequisites required (see course descriptions).

Recommended electives and/or for continuing education:

HT 170	Patient Care Techniques	(3)
HT 214	ICD-9-CM Coding	(2)
HT 110	Health Care Delivery	(5)
HT 132*	Medical Terminology III	(3)
BUS 227, 232*	Word Processing	(1,3)
BIOL 150, 151*	Anatomy and Physiology	(5,5)

HEALTH TECHNOLOGY COURSES

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

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



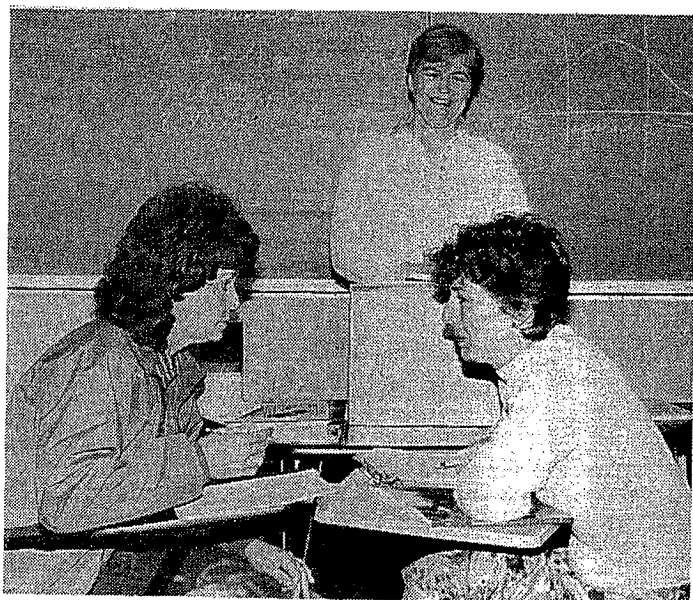
HUMAN SERVICES PROGRAM

Coordinator: Diane Basham, 756-5076

The Human Services Program is designed to train students to work as practitioners in social and health services agencies. The program is basically a two-year technical arts degree program, although a one-year certificate is available. Students in the degree program are required to take 40 credits of core courses, 30 credits of more general education credits and 20 credits in courses specializing in their area of interest, e.g., alcoholism and substance abuse, aging, youth, families, developmentally disabled, severely disturbed adults. All students must successfully complete internships (field placements) in community agencies of their choice in order to qualify for either the certificate or the degree. Acceptance to the program is based on a personal interview with the coordinator. The two-year degree requirements and an example of a one-year program are listed below.

REQUIRED COURSES (40 credits)

Course Title		Credits
Introduction to		
Human Services	HSW 100	2
Community Resources	HSW 101	3
Counseling: Theory and		
Practice	HSW 102	5
Therapeutic Approaches		
& Techniques	HSW 103	5
Human Services: Issues,		
Ethics, Law	HSW 104	5
Stress Management	HSW 207	5
Field Placement I	HSW 191	5
Field Placement II	HSW 192	5
Field Placement III	HSW 193	5
	TOTAL	40



SPECIALTY COURSES

(20 credits, see below)

GENERAL EDUCATION (30 credits)

Communications (select 10 credits)		
College Freshman Composition	ENGL 101	5
College Freshman Composition	ENGL 102	5
Business English	ENGL 104	5
Speech Communication	SPCH 100	5

ETHNIC (select 5 credits only):

Indians of North America	ANTHR 107	5
Principles of Social		
Anthropology	ANTHR 202	5
Evolution of the Idea of Race in		
Western Thought	HIST 289	5
Race Relations	SOC 262	5

BEHAVIORAL SCIENCES (10 credits)

General Psychology	PSYCH 100	5
Survey of Sociology	SOC 110	5

BEHAVIORAL SCIENCES OPTIONS

(select 5 credits only)

Psychology of Adjustment	PSYCH 170	5
Human Growth and Development ..	PSYCH 206	5
Marriage and the Family	SOC 152	5
Deviant Behavior	SOC 271	5
	Total Credits	90

SPECIALTIES

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

Specialties (select one): 20 credits

Chemical Dependency		
Introduction to Alcoholism		
and Drug Abuse	HSW 200	5
Counseling the Alcoholic		
and Drug Addict	HSW 201	5
Polydrug Treatment	HSW 206	3
Adolescent Alcohol and		
Drug Treatment	HSW 208	3
Pharmacology and Physiology	HSW 210	5
Nutrition for the Chemically		
Dependent	HSW 211	3
Special Topics	HSW 179	
Intervention with Alcoholism and other Drugs		2
Cocaine		2
Case Management		2
Prevention Education		2
Medical Model Assessment		2
On-going Diagnostic Assessments		2
Alcohol and the Multi-problem Client		2

Sexuality and the Chemically Dependent Counseling	2
Mental Health and Psychoanalysis	2
The Aging Alcoholic	2
Anger and Alcohol	2
Adult Children of Alcoholics	2
Juvenile	
Helping the Juvenile HSW 203	5
Family Counseling HSW 202	5
Human Growth and Development PSYCH 206	5
Juvenile Justice System ADJ 203	3
Adolescent Alcohol and Drug Treatment HSW 208	3
Special Topics HSW 179	2
Child Abuse	2
Juvenile Prostitution	2
Residential Treatment	2
Teenage Parents	2
Aging	
Death and Dying PSYCH 220	3
Psychology of Aging PSYCH 221	3
Adult Development PSYCH 225	5
Introduction to Applied Gerontology SSERV 120	5
Special Topics HSW 179	1
Alzheimer's, Dementia and Depression	2
Ethical Concerns of the Aging	2
Biology of the Aging	2
High-Level Wellness and the Aging	1
Resources for the Aging	2
Interview Techniques with the Aging (demented, confused, agitated, etc.)	1
Grief and Loss Workshop	1
Medicare/Medicaid	1
General Adult	
Family Counseling HSW 202	5
Adult Development PSYCH 225	5
Psychology of Adjustment PSYCH 170	5
Special Topics HSW 179	2
Domestic Violence	2
Teaching Parenting Skills	1
Grief and Loss Workshop	2
Working with Street People	2
People and Poverty: From the Downside	2
The Severely Disturbed Adult	
Adult Psychopathology HSW 215	3
Interventions for the Severely Disturbed Adult HSW 216	3
Special Topics HSW 179	2
Working with the Severely Disturbed Adult	2
Legal and Ethical Issues	2
Group Treatment Approaches	2
Dealing with Families of the Severely Disturbed	2



Activity, Occupation and Recreational Therapies 2

Developmentally Disabled
A new specialty area is being developed for persons interested in working with developmentally disabled individuals.

- Special Topics relating to all specialty areas
- HSW 179: Crisis Intervention 2
 - Burnout 2
 - Anger Management 2
 - Advanced Stress Management 2

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

A one-year certificate is available for students who complete 45 or more credits.

TYPICAL ONE-YEAR CERTIFICATE

First Quarter		
Course Title		Credits
Introduction to Human Services HSW 100		2
Community Resources HSW 101		3
Counseling: Theory and Practice HSW 102		5
General Psychology PSYCH 100		5
Second Quarter		
English Composition ENGL 101		5
Therapeutic Approaches and Techniques HSW 103		5
Field Placement I HSW 191		5

Third Quarter		
Human Services: Issues, Ethics, Law	HSW 104	5
Stress Management	HSW 207	5
Field Placement II	HSW 192*	5
	Total Credits	45

*Prerequisite required (see course descriptions).

MEDICAL ASSISTANT- ADMINISTRATIVE

Coordinator: Marion Miller, 756-5163

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

Upon completion of the program, the student will be able to: perform basic back office patient support services and assistance to physicians; basic medical office functions, including typing, scheduling patient appointments, insurance billing, bookkeeping, payroll, and basic office management; enter data into a CRT of a computerized health information system, understand basic data processing terminology and interact with programmers and systems analysts on routine applications; apply confidentiality policies, rules and regulations governing release of medical information for insurance and legal proceedings; and transcribe basic medical reports.

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

First Quarter (Fall)		
Course Title		Credits
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	5
Business English	ENGL 104	5
Bookkeeping	BUS 140	5
Second Quarter (Winter)		
Medical Terminology II	HT 131*	3
Legal Concepts for the Health Field	HT 225	3
Computers in Health Care	HT 212	2
Typing II	BUS 104*	5
Intro to Patient Care	HT 170	3
Third Quarter (Spring)		
Medical Terminology III	HT 132*	3
Medical Transcription I	MRT 140*	3
Introduction to Medical Office Procedures	HT 120	3
Elective		3-5
Clinical Externship	HT 240*	3
Recommended Electives		
Anatomy and Physiology	BIOL 150-151*	10
Word Processing	BUS 227*	1
Word Processing - Alpha Micro	BUS 232*	3

Business Machines	BUS 115	3
Speech Communications	SPCH 100	5
Principles of Disease	HT 210*	5
Business Correspondence	BUS 225*	5
General Psychology	PSYCH 100	5
Introduction to Data Processing	BUS 235	5
Medical Transcription II	MRT 141*	3
ICD 9-CM Coding	HT 214	2
Medication Procedures for the Medical Office	HT 175*	5
Medical Claims Processing	HT 218	2

MEDICAL RECORD TECHNOLOGY

Coordinator: Ingrid Bentzen, 756-5163

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

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

FIRST YEAR

First Quarter (Fall)		
Course Title		Credits
Anatomy and Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	5
Business English	ENGL 104	5
Second Quarter (Winter)		
Anatomy and Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Business Correspondence	BUS 225*	5
Computers in Health Care	HT 212	2
Third Quarter (Spring)		
Introduction to Health Record Management	MRT 180	5
Medical Terminology III	HT 132*	3
Medical Transcription II	MRT 141*	3
Speech Communications	SPCH 100	5

SECOND YEAR

Fourth Quarter (Fall)

Coding of Health Records	MRT 220*	5
Clinical Applications (Lab)	MRT 230*	2
Principles of Disease	HT 210*	5
Introduction to Data Processing or Data Processing Concepts	BUS 235 or 237	5 or 3

Fifth Quarter (Winter)

Data Quality Standards	MRT 221*	5
Clinical Applications II (Acute Care)	MRT 231*	5
Legal Concepts for Health Field	HT 225	3
Elective (recommend mathematics, word processing, MRT 299)		5

Sixth Quarter (Spring)

Health Information Management	MRT 222	5
Clinical Applications III (other facilities)	MRT 232	5
Behavioral Science Elective		5
Individual Study (may be waived by director	MRT 299	1-5
if GPA is 2.5 or higher)		

Total Credits 101-107

Transfer Information:

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

- Seattle University, Seattle, Washington
- Loma Linda University, Loma Linda, California
- Carroll College, Helena, Montana
- Stephens College, Columbia, Missouri (Extension Program)
- College of St. Scholastica, Duluth, Minnesota (Extension Program)

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

MEDICAL SECRETARY

Coordinator: Marion Miller, 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 receptionist, making patient appointments, routine correspondence, managing financial details (billing, payments, etc), interviewing and preparing patients prior to examination, keeping and transcribing medical records and use of word processing equipment.

After completing first year requirements, the student is eligible to receive a certificate and is prepared for employment. Completion of the two-year program

qualifies students to receive the Associate in Technical Arts Degree. Second year students in the course HT 240 spend 150 hours (5 credits) in a health facility in order to gain clinical experience.

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

FIRST YEAR

First Quarter (Fall)

Course Title		Credits
Anatomy and Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Medical Terminology	HT 130	3
Health Care Delivery Systems	HT 110	5
Typing I	BUS 103	5
(may be waived if student has typing skills of 50 wpm.)		

Second Quarter (Winter)

Anatomy and Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Business English	ENGL 104	5

Third Quarter (Spring)

Medical Terminology III	HT 132*	3
Medical Transcription II	MRT 141*	3
Medical Office Procedures	HT 120	3
Introduction to Health Record Management	MRT 180	5
Business Machines	BUS 115	3

SECOND YEAR

Fourth Quarter (Fall)

Typing II	BUS 104*	5
Records Management	BUS 116	3
Principles of Disease	HT 210*	5
Bookkeeping	BUS 140	5

Fifth Quarter (Winter)

Intro to Word Processing	BUS 227	1
Word Processing/Alphawrite	BUS 232*	3
Computers in Health Care	HT 212	2
Legal Concepts for Health Field	HT 225	3
Business Correspondence	BUS 225*	5
Advanced Medical Transcription	MRT 142*	3

Sixth Quarter (Spring)

Introduction to Data Processing or Data Processing Concepts	BUS 235 or 237	5 or 3
Work Internship	HT 240*	5
Speech Communications	SPCH 100	5
Elective		2-5
(Recommend HT 214 ICD-9 CM Coding (2); HT 170 Patient Care Techniques (3); HT 175 Medication Procedures for the Medical Office (5); HT 218 Medical Claims Processing (2).)		

Total Credits 101-108

MEDICAL TRANSCRIPTIONIST

Coordinator: Marion Miller, 756-5163

A medical transcriptionist works in the medical transcription 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, handle clerical and telephone duties in a medical record office, and use word processing equipment.

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

FIRST YEAR:

First Quarter (Fall)

Course Title		Credits
Anatomy & Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	5
Business English	ENGL 104	5

Second Quarter (Winter)

Anatomy & Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Medical Transcription II	MRT 141*	3
Typing II	BUS 104*	5

Third Quarter (Spring)

Introduction to Health Records Management	MRT 180	5
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Medical Terminology III	HT 132*	3
Medical Transcription III	MRT 142*	3
Intro to Word Processing	BUS 227	1
Word Processing/Alphawrite	BUS 232*	3
Total Credits		51

SECOND YEAR

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

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.

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

FIRST YEAR

Course Title		Credits
Fundamentals of Nursing	NURS 126*	8
Medical-Surgical Nursing	NURS 127*	10
Medical Surgical Aspects of Adult & Child Care	NURS 128*	9
Nursing Practice Lab I	NURS 130*	2
Nursing Practice Lab II	NURS 131*	2
Nursing Practice Lab III	NURS 132*	2

SECOND YEAR

Medical-Surgical Aspects of Adult & Child Care (Part 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.

Inorganic and Organic Chemistry	CHEM 101* & 102*	10
General Psychology	PSYCH 100**	5
General Microbiology	BIOL 201*	5
Survey of Sociology	SOC 110	5





Human Growth and Development	PSYCH 206	5
Anatomy and Physiology .	BIOL 206*,207*,208*	15
College Freshman Composition	ENGL 101*	5
Speech Communication or Public Speech Communication	SPCH 100 or 101	5
Mathematics for Health Occupations	MATH 97	2
	Non-Nursing Credits:	57
	Nursing Credits:	64
	Total Credits:	121

Completion of Chemistry recommended prior to admission to Nursing.

*Prerequisite required (see course descriptions).

** Must be completed prior to Second Year Nursing.

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

BIOL 210	PSYCH 100
(General Microbiology)	SOC 110
CHEM 101,102	ENGL 101,102

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

PRACTICAL NURSE, ASSOCIATE DEGREE NURSE ARTICULATION PROGRAM

This program is designed for students who are Licensed Practical Nurses in the State of Washington. Students

who successfully complete the Tacoma Community College practical nurse transition course (NURS 129) may enter the second year of the basic nursing program. Graduates are eligible to take the examination for licensing as a registered nurse.

Applications are due by February 1 each year.

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 national certification examination administered by The American Registry of Radiologic Technologists.

Course Title		Credits
First Quarter (Fall)		
Anatomy and Physiology	BIOL 150	5
Medical Terminology	HT 130	3
Radiographic Positioning and Techniques I	RT 140*	5
Introduction to Radiologic Technology	RT 101	3
Independent Study	RT 299*	(1-5)
Second Quarter (Winter)		
Anatomy and Physiology II	BIOL 151*	5
Radiographic Positioning and Techniques II	RT 141*	5
Radiographic Clinic I	RT 120*	3
Independent Study	RT 299*	(1-5)
Third Quarter (Spring)		
College Freshman Composition	ENGL 101	5
Radiation Physics I	RT 108*	5
Radiographic Positioning and Techniques III	RT 142*	5
Radiographic Clinic II	RT 121*	3
Independent Study	RT 299*	(1-5)
Fourth Quarter (Summer)		
Radiographic Clinic III	RT 122*	7
Elective		5
Independent Study	RT 299*	(1-5)
Fifth Quarter (Fall)		
English Composition or Speech Communications	ENGL 102/SPCH 100	5
Radiographic Anatomy and Pathology	RT 214*	3
Radiographic Positioning and Techniques IV	RT 243*	2
Radiographic Clinic IV	RT 123*	3
Independent Study	RT 299*	(1-5)

Sixth Quarter (Winter)			
Radiation Physics II	RT 109*	5	
Radiographic Positioning and Techniques V	RT 244*	2	
Radiographic Clinic V	RT 225*	5	
Invasive Radiology	RT 211*	3	
Independent Study	RT 299*	(1-5)	

Seventh Quarter (Spring)			
Imaging Modalities	RT 212*	3	
Radiographic Quality Assurance	RT 245*	2	
Radiographic Clinic VI	RT 226*	5	
Independent Study	RT 299*	(1-5)	
Computer Fundamentals or Computers in Health Care	DPSYS 298 or HT 212	1 or 2	

Eighth Quarter (Summer)			
Radiographic Clinic VII	RT 227*	5	
Elective		5	

Ninth Quarter (Fall)			
Radiographic Clinic VIII	RT 228*	5	
Radiologic Seminar	RT 260*	5	
Independent Study	RT 299*	1-5	
		Total:	126-159

*Prerequisite required (see course descriptions).



Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the Joint Review Committee on Education in Radiologic Technology (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
Weber State College Ogden, Utah

RESPIRATORY THERAPY TECHNICIAN/THERAPIST

Coordinator: Bill Leffler, 756-5163

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

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

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

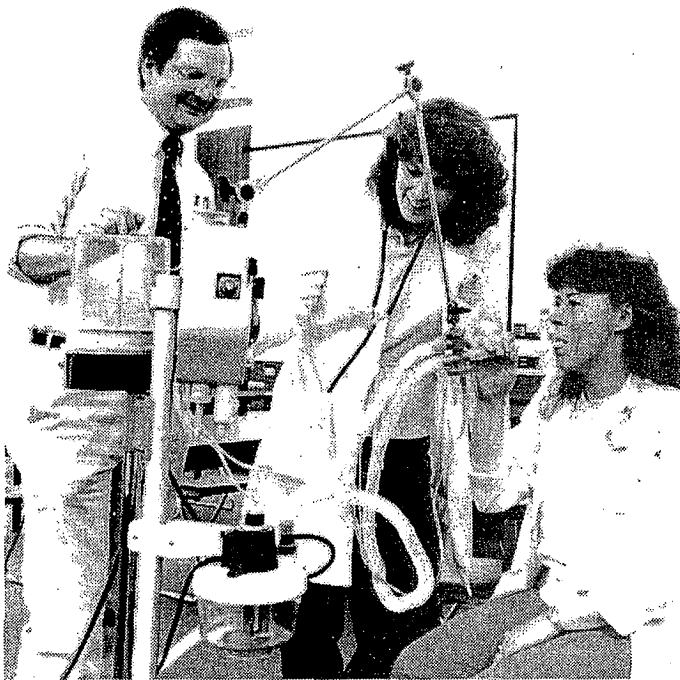
Courses marked with two asterisks ** may be taken before being accepted into the Respiratory Therapy Program. Students are encouraged to take as many of these as possible before applying to the program. They include: HT 140; HT 170; HT 130; PSYCH 100; BIOL 150; CHEM 100 or above; SPCH 100; and ENGL 90 or above.

First Quarter (Summer)

Physics for Health Occupations	HT 140**	5
Fundamentals of Patient Care	HT 170**	3
Medical Terminology	HT 130**	3
Psychology	PSYCH 100**	5

Second Quarter (Fall)

Respiratory Therapy Equipment	RC 120	2
Respiratory Therapy Theory	RC 110	3
Pharmacology for Respiratory Therapy	RC 130*	2
Clinical Training	RC 140*	6
Anatomy and Physiology	BIOL 150**	5



Third Quarter (Winter)

Respiratory Therapy Equipment.....	RC 121*	2
Respiratory Therapy Theory	RC 111*	3
Clinical Training	RC 141*	6
Respiratory Therapy Seminar	RC 150*	1
Anatomy and Physiology	BIOL 151**	5

Fourth Quarter (Spring)

Respiratory Therapy Equipment.....	RC 122*	3
Respiratory Therapy Seminar	RC 151*	2
Pulmonary Function Testing	RC 131*	3
Clinical Training	RC 142*	6
Microbiology for Respiratory Therapy	RC 133*	2

Fifth Quarter (Summer)

Clinical Training	RC 143*	10
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This completes the technician level of training. The student is awarded a certificate of completion and is eligible to take the national entry level exam.

Respiratory Therapist (advanced practitioner) level of training.

Sixth Quarter (Fall)

Clinical Training	RC 240*	6
Respiratory Therapy Theory	RC 210*	2
Advanced Clinical Practice	RC 220*	2

Seventh Quarter (Winter)

Respiratory Therapy Theory	RC 221*	2
Clinical Training	RC 241*	6
Chemistry	Chem 100 or above**	5

Eighth Quarter (Spring)

Clinical Training	RC 242	6
Speech	Speech 100**	5
English	English 90 or above**	5

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

SECRETARIAL OFFICE SKILLS

Coordinator: Karen Munson, 756-5021

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 better is required. Students who complete the Secretarial Office Skills Program qualify for an Associate in Technical Arts Degree.

SECRETARY FIRST YEAR

Course Title		Credits
First Quarter		
Typing I	BUS 103	5
Shorthand I	BUS 130	5
Business English	ENGL 104	5
Second Quarter		
Shorthand II	BUS 131*	5
Shorthand Transcription (taken with BUS 131)	BUS 133	2
Typing II	BUS 104*	5
Practical Accounting I	ACCNT 140	5
Third Quarter		
Introduction to Data Processing	BUS 235	5
Shorthand III	BUS 135*	5
Machine Transcription	BUS 117	3
Introduction to Word Processing	BUS 227	1

SECOND YEAR

First Quarter		
Business Correspondence	BUS 225*	5
Business Machines	BUS 115*	3
Word Processing /Vydec	BUS 230*	3
Records Management	BUS 116	3
Second Quarter		
Business Math	BUS 110	5
Word Processing/Alpha Micro Computer	BUS 232*	3
Speech	SPCH 100	5
Introduction to Business	BUS 101	5

Third Quarter

Personal Finance	BUS 102	5
Business Law	BUS 200	5
Work Internship	BUS 120*	5
Total Credits:		95

*Prerequisite required (see course description).

RECEPTIONIST-CLERK**Suggested Program**

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

Course Title		Credits
First Quarter		
Typing I	BUS 103	5
Records Management	BUS 116	3
Business English	ENGL 104	5
Introduction to Word Processing	BUS 227	1
Second Quarter		
Typing II	BUS 104*	5
Business Math	BUS 110	5
Business Machines	BUS 115*	3
Machine Transcription	BUS 117*	3
Third Quarter		
Intro to Data Processing or Office Systems	BUS 235 or 134	5
Work Internship	BUS 120*	5
Practical Accounting I	ACCNT 140	5

WORD PROCESSOR

This one-year Certificate prepares students for employment in 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	ENGL 104	5
Introduction to Word Processing	BUS 227	1
Speech	SPCH 100	5
Second Quarter		
Practical Accounting I	ACCNT 140	5
Machine Transcription	BUS 117*	3
Records Management	BUS 116	3
Word Processing/Vydec	BUS 230*	3
Third Quarter		
Business Correspondence	BUS 225*	5
Work Experience	BUS 120*	5
Word Processing/Alpha Micro	BUS 232	3
Introduction to Data Processing	BUS 235	5
Total Credits:		47

*Prerequisite required (see course description).

SERVICE REPRESENTATIVE

Coordinator: Michiko Freeman, 756-5076 or 756-5021

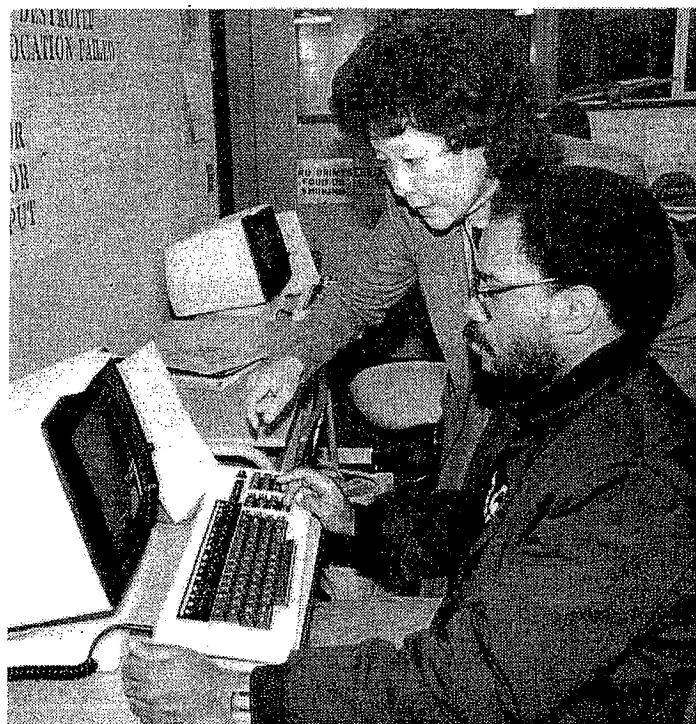
This two-year, career-oriented program prepares individuals for service positions in industries such as telephone companies, insurance offices, department stores, utilities, airlines and banks. Students who complete the Service Representative Program qualify for the Associate in Technical Arts Degree.

TYPICAL TWO-YEAR PROGRAM**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
Practical Accounting I	ACCNT 140	5

FIRST OR SECOND YEAR

Speech	SPCH 100 or 101 or 105	5
Personal Finance	BUS 102	5
Business Machines	BUS 115*	3
Business Law	BUS 200	5
Any Math/Science		10
Any Humanities		5
Electives		17



SECOND YEAR

Business Correspondence	BUS 225	5
Introduction to Data Processing	BUS 235	5
Work Internship	BUS 123	5
Total Credits:		90

*Prerequisite required (see course descriptions).

SUPERVISION AND MANAGEMENT

**Program Coordinator: John Geubtner, 756-5070;
756-5110**

The Supervision and Management program is both a skill development and skill improvement program. It is designed for individuals preparing for supervisory positions, current supervisors with no prior management training, and experienced managers desiring to improve their managerial abilities, techniques and effectiveness. The program emphasizes skills, concepts, and practices that apply to management situations found in today's complex business, government, industrial, health care and other types of organizations.

An Associate of Technical Arts Degree will be awarded to students that successfully complete the 90 credit hour program. Students completing 30 credit hours of courses approved by the program coordinator may receive a Certificate of Achievement.

Students are advised that Supervision and Management (SMG) courses are career related in nature. The general education portion of the curriculum will transfer to four-year schools, but many universities limit the number of supervision and management credits that may be transferred into their business administration programs.

SUPERVISION AND MANAGEMENT CURRICULUM

Course Title	Credits
Management Requirements	
24 credits from classes listed below and other Management courses	24
The New Supervisor	SMG 100 3
Essentials of Supervision	SMG 101 3
Supervising the Marginal Worker	SMG 120 3
Supervising Employee Training	SMG 125 3
Supervision and Group Behavior	SMG 131 3
Manager Communications	SMG 201 3
Effective Public Relations	SMG 210 3
Management and Labor Relations	SMG 222 3
Human Resource and Personnel Management	SMG 250 3
Supervisor and the Law	SMG 255 3
Managerial Excellence	SMG 260 3
Dynamics of Managerial Leadership ..	SMG 261 3
Motivation and Productivity	SMG 264 3
Organizational Behavior	SMG 265 3
Managing for High Performance	SMG 270 3

Course Title Credits**Business and General Requirements**

35 credits from the following:

Practical Accounting	ACCNT 140	5
(ACCNT 201/202--6 credits may be substituted)		
Business - An Introductory Analysis	BUS 101	5
Business Math	BUS 110	5
(higher level math class may be substituted)		
Introduction to Marketing	BUS 240	5
Principles of Economics (Macro) ...	ECON 200	5
Business English or Freshman English Composition	ENGL 104 or ENGL 101*	5
Public Speech Communication or Business & Professional Communication	SPCH 101 or 102	5

*Prerequisite required (see course descriptions).

Suggested Electives

(Students may select other courses to meet personal, career and program objectives in coordination with program advisor).

Student's Option to equal at least 31 credits:

Bookkeeping II	ACCNT 141	5
Small Business Management	BUS 143	3
Business Law	BUS 200	5
Business Communications	BUS 225	5
Introduction to Data Processing	BUS 235	5
Statistical Analysis	BUS 256	5
Using the Computer	DPSYS 100	3
Using the Computer II	DPSYS 101	3
Principles of Economics (Micro)	ECON 201	5
Human Relations	HR 100	2
Introduction to Philosophy	PHIL 100	5
General Psychology	PSYCH 100	5
Total		90

*Prerequisite required (see course descriptions).

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.

BIG BEND COMMUNITY COLLEGE

28th and Chanute, Moses Lake 98837;

Commercial Pilot.

CLARK COLLEGE

1800 East McLoughlin Boulevard, Vancouver 98663;

Plastics Technology.

COLUMBIA BASIN COLLEGE

2600 North 20th, Pasco 99302;

Nuclear Technology.

EDMONDS COMMUNITY COLLEGE

20000 68th Ave. W., Lynnwood 98036;

Developmental Disabilities Assistant; Industrial/Urban Forestry; Mobile Home Setup; Podiatric Assistant; Power Sewing; Power Sewing Mechanics; Well Drilling.

FORT STEILACOOM COMMUNITY COLLEGE

9401 Farwest Drive S.W., Tacoma 98498;

Animal Technician; Logging Technology; Mental Retardation Technician; Motorcycle Repair Technology; Supermarket Management.

GREEN RIVER COMMUNITY COLLEGE

12401 S.E. 320th, Auburn 98002;

Air Traffic Control; Horse Management; Occupational Therapy Assistant; Physical Therapy Assistant; Professional Entertainment; Water and Waste Water Operation.

HIGHLINE COMMUNITY COLLEGE

Midway 98031;

Diving Technology; Manufacturing Engineer Technology; Rehabilitation Assistant; Technical Illustration; Telecommunications Management.

LOWER COLUMBIA COLLEGE

1600 Maple, Longview 98632;

Guidance Assistant; Ward Clerk.

NORTH SEATTLE COMMUNITY COLLEGE

9600 College Way North, Seattle 98103;

Communications Electronics; Computer Electronics; Electrical Power Technology; Electromechanical Technology; Environmental Cont. Tech. Comm. Ref/AC Design; Heating, Air Condition and Refrigeration

OLYMPIC COLLEGE

16th and Chester St, Bremerton 98310;

Health Physics Technician.

PENINSULA COLLEGE

1502 East Lauridsen Blvd, Port Angeles 98362;

Real Estate Secretary.

SEATTLE CENTRAL COMMUNITY COLLEGE

1701 Broadway, Seattle 98122;

Dental Laboratory Technician; Marine Carpentry; Marine Deck Officer; Marine Engineer; Ophthalmic Technician; Sign Language Interpreter.

SHORELINE COMMUNITY COLLEGE

16101 Greenwood Ave. N., Seattle 98133;

Biological Laboratory Technology; Foundation Administration; Histology; Interior Merchandising; International Trade; Labor Studies; Oceanographic/Biology Technology; Retail Management; Purchasing; Small Band Management; Visual Communications.

SOUTH SEATTLE COMMUNITY COLLEGE

6000 16th Ave. S.W., Seattle 98106;

Aviation Electronics; Commercial Driver; Heavy Equipment Operator; Hiway Engineering Technology; Metallurgy Technology; Safety Engineering Technology; Surveying.

SPOKANE COMMUNITY COLLEGE

North 1810 Greene Street, Spokane 99207;

Architectural Engineering Technology; Cardio-Pulmonary Technology; Echo-Cardiographic Technology; Fire Service; Fluid Power Technology; Industrial Electricity; Office Machine Repair; Optometric Technology; Polygraph Technology; Viticulture; Water Resources.

SPOKANE FALLS COMMUNITY COLLEGE

West 3410 Fort George Wright Drive, Spokane 99204;

Camera Repair; Chiropractic Assistant; Display Designer; Gerontology Aide; Hearing Impaired Service; Musical Instrument Service and Repair; Negotiation/Mediation; Orthotic/Prosthetic Technology; Saddlemaking; Upholstery.

WALLA WALLA COMMUNITY COLLEGE

500 Tausick Way, Walla Walla 99362;

Irrigation Technician.

WENATCHEE VALLEY COLLEGE

1300 Fifth Street, Wenatchee 98801;

Ski Instructor/Resort Management; Tree Fruit Production.

WHATCOM COMMUNITY COLLEGE

5217 Northwest Road, Bellingham 98225;

Micro-Processor Sales and Service; Nursing Home Administration.

Course Descriptions

On the following pages are descriptions of the course offerings of Tacoma Community College. The specific courses to be offered each quarter of 1985-86 and 1986-87 will be announced in the class schedules, which are published quarterly.

1-99 are below college level courses designed to develop skills needed to do college work.

100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences as well as the Associate in Technical Arts and Associate in General Studies degrees conferred by Tacoma Community College. These courses are accepted for transfer by four-year colleges and universities in Washington State when they are part of an Associate of Arts and Sciences Degree. However, the transferability of each one of them should not be taken for granted by students who transfer without the AAS Degree, since some of the 100-299 courses are vocational courses and apply toward an ATA degree.

The numbers 299 are reserved for special projects, usually carried on by individual students upon arrangement with an instructor and the chairman of the division in which the course is offered. Credit granted under 299 varies with the individual project.

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

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

Students are urged to talk about particular courses with the chairman of the division or department through which those courses are offered.

The divisions and subject groupings are as follows:

ALLIED HEALTH AND PHYSICAL EDUCATION

Emergency Medical Care
Fire Command Administration
Health Records/Admitting Clerk
Health Technology
Medical Assistant, Administrative
Medical Records Technology
Medical Secretary
Medical Transcriptionist
Nursing, Associate Degree

Nursing, Continuing Education
Physical Education
Radiologic Technology
Respiratory Therapy

CONTINUING EDUCATION

Home and Family Life
Media Courses
Professional and Technical Continuing Education
Lifelong Education
Small Business Management
American Management Association

DOWNTOWN COLLEGE CENTER AND DATA PROCESSING FACILITIES

Banking and Finance
Data Processing Systems
Supervision and Management

HUMANITIES

Art
English Composition
English as a Second Language
English Literature
French
Humanities
Journalism
Music
Philosophy
Reading
Spanish
Speech
Study Skills

LEARNING SERVICES

Adult Basic Education
College Preparatory Courses
General Education Development (GED)
High School Completion
Individual Education Program
Learning Resources Center
Library Science
Tutoring
Vocational Learning Assistance

MATHEMATICS AND SCIENCE

Biology
Computer Science
Engineering
Environmental Science
Geography
Geology
Horticulture
Mathematics
Oceanography
Physics

BUSINESS, SOCIAL AND BEHAVIORAL SCIENCE

Accounting (Academic and Occupational)
Administration of Justice

Anthropology
Business (Academic and Occupational)
Economics
Geography
History
Human Services
Political Science
Psychology
Social Services
Sociology

STUDENT DEVELOPMENT

Career Development
Human Relations

ACCOUNTING

ACCNT 140

Practical Accounting 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.

ACCNT 141

Practical Accounting II (5)

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

Prerequisite: ACCNT 140.

ACCNT 142

Practical Accounting III (5)

Continuation of BUS 141. Includes experience with realistic practice sets to build judgment and skills. Bookkeeping principles on partnerships, corporations, and branch operations.

Prerequisite: ACCNT 141.

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. (Not Recommended for transfer students.) 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. Offered in a self-paced business lab setting. (Not recommended for transfer students.)

ACCNT 203

Principles of Accounting (3)

Continuation of ACCNT 202. Managerial accounting and distinguishing elements of manufacturing. Offered in a self-paced business lab setting. (Not recommended for transfer students.)

ACCNT 210

Fundamentals of Accounting (5)

Introduction to accounting record-keeping techniques. Emphasis is on the development and interpretation of financial statements within the context of the proprietorship.

ACCNT 220

Fundamentals of Accounting (5)

Continuation of ACCNT 210. Introduces partnership, corporation, and manufacturing accounting topics. Emphasis is on using accounting information for business decision-making. Prerequisite: ACCNT 210 completed with a grade of "C" or better.

ADMINISTRATION OF JUSTICE

ADJ 100

Introduction to Administration of Justice (5)

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

ADJ 101

Criminal Law (5)

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

ADJ 102

Criminal Evidence (5)

Kinds of evidence, rules of evidence; conclusions, opinions and expert testimony; competency of witnesses, discus-

sion of illegally obtained evidence, the rules of search and seizure; limitations imposed by constitutional guarantees. Prerequisite: ADJ 101 or permission of instructor.

ADJ 200

Criminal Investigation (5)

Preliminary investigation by patrol officers; collection, preservation, identification and recording of evidence; crime scene recording; 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: prisons, jails, case law, changing philosophy of punishment, future developments in penology.

ADJ 202

Management of Police Operations (5)

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

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

ADJ 203

Juvenile Justice System (3)

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

ADJ 204

Criminal Justice Planning and Administration (3)

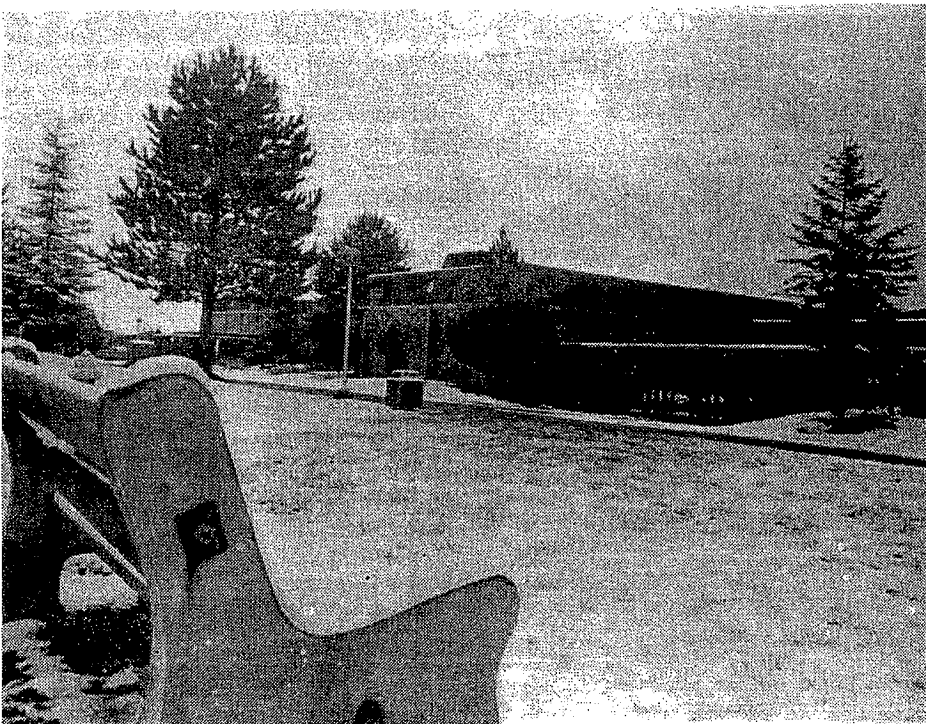
An in-depth view of the correctional and law enforcement planning process through the use of management by objectives.

Prerequisite: ADJ 100, 101, 102.

ADJ 205

Crime and Justice in America (3)

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



ADJ 206

Weaponless Control (1)

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

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 16 years of age or older basic skill instruction in reading, writing, arithmetic and everyday living skills. The instruction is individualized, and students work from their present skill level to their highest possible skill level. Students may enroll any time during the quarter with the permission of the instructor. Students under 19 must have high school and parental permission to attend.

AEROSPACE STUDIES

Through an agreement with the University of Puget Sound, TCC students may take Aerospace Studies classes in the Air Force Reserve Officers Training Corps at UPS. Students should be advised that the academic calendar at UPS differs from that of TCC. Call 756-3264 for information.

AS 110, 115

U.S. Military Forces in the Contemporary World (2.5)

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

AS 210, 215

U.S. Military Forces in the Contemporary World (2.5)

Introduction to aspects of U.S. defense policy.

AMERICAN MANAGEMENT ASSOCIATION EXTENSION INSTITUTE

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

The program is directed by the TCC Office of Continuing Education. For course information call 756-5020.

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 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 prehis-

tory 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 299

Independent Study (1-5)

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

Prerequisite: Permission of instructor.

ARMY ROTC

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

ART

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

ART 101 - Art Basics

ART 102 - Two-Dimensional Design

ART 103 - Three-Dimension Design

ART 105 - Beginning Drawing

ART 117 - Basic Jewelry: Construction

ART 118 - Basic Jewelry: Casting

ART 119 - Enameling on Copper

ART 120 - Enameling on

Copper II: Limoges

ART 121 - Enameling on

Copper III: Cloisonne'

ART 131 - Beginning Pottery

ART 143 - Lettering

ART 150 - Beginning Printmaking

ART 156 - Beginning Painting

ART 158 - Beginning Watercolor

ART 172 - Beginning Sculpture

ART 220 - Photography

Lecture-oriented courses recommended for humanities distribution requirements and also having no prerequisites are these:

ART 100 - Appreciation of the Visual Arts

ART 201 - History of Western Art: Ancient

ART 202 - History of Western Art: Medieval and Renaissance

ART 203 - History of Western Art: Baroque through Modern

Students who intend to build a foundation of skills leading to an art-related vocation should initially concentrate on basic design and drawing courses (ART 105, 106, 102, 110). These form the foundation for both the advanced art courses offered at TCC and the art scholarships available to TCC students (see scholarship section in catalog).

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

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

The college reserves the right to temporarily retain for exhibit or photographing any student work submitted for credit.

ART 100

Appreciation of the Visual Arts (5)

Designed to lead the student to an understanding and appreciation of the visual arts - painting, sculpture, architecture, etc. through slides, lecture and discussion.

(Not a prerequisite for studio art courses.)

ART 101

Art Basics (5)

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

ART 102

Two-Dimensional Design (5)

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

ART 103

Three-Dimensional Design (5)

Basic materials, techniques, spatial problems, and design principles which relate



to three-dimensional forms. Includes functional, decorative, and sculptural problems.

ART 105

Beginning Drawing (5)

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

ART 106

Drawing (5)

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

Prerequisite: ART 105.

ART 117

Basic Jewelry: Construction (2)

Course includes design applications for fabricated jewelry, explanation of techniques and tools, safety procedures, piercing, refinishing, polishing, basic soldering, pickling, forming and multiple soldering.

ART 118

Basic Jewelry: Casting (2)

Course includes explanation of the lost wax technique, examples of jewelry using wax carving designs, instructions on forming a two-dimensional design, introduction to carving a three-dimensional piece of jewelry, demonstration of the casting process, implementing surfacing techniques, introduction to basic stone setting.

ART 119

Enameling on Copper (3)

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

ART 120

Enameling on Copper II (3)

Application of enameling design in the Limoges technique.

Prerequisite: ART 119

ART 121

Enameling on Copper III (3)

Applications of enamel design in the Cloisonne technique.

Prerequisite: ART 120 or permission of instructor.

ART 131

Beginning Pottery (5)

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

ART 143

Lettering (3)

Pen and brush lettering, style, and design.

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

Beginning Painting (5,5)

Emphasis is given to developing individual skills and techniques in color, design and media (oil or acrylic). Students are encouraged to explore and experiment with their abilities in order to define their personal responses to subject matter. Sketchbook required. Prerequisite: ART 156 for 157.

ART 158

Beginning Watercolor (5)

Emphasis is given to individual skills and techniques in watercolor media. Experimentation and study of the unique properties of watercolor and paper. Basic ideas regarding color, design, and representations are included. Sketchbook required.

ART 172

Beginning Sculpture (5)

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

ART 201

History of Western Art: Ancient (5)

The major artistic achievements in Europe, the near East, and North Africa from prehistoric times through the Roman, Byzantine, and Islamic Empires.

ART 202

History of Western Art: Medieval and Renaissance (5)

The major artistic achievements of Western Christendom from the Barbarian Invasions through the 16th Century.

ART 203

History of Western Art: Baroque through Modern (5)

The development and expansion of the arts of Western culture from 1600 to the present.

ART 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

Color and Design (5)

Exploration of color as a foundation for advanced studies in two-dimensional media.

Prerequisite: ART 102.

ART 215

Design and Materials: Wood (5)

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 incidental supplies.

ART 221

Photography (5)

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

Prerequisite: ART 220 or instructor's permission.



ART 231, 232, 233

Pottery (5,5,5)

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

Prerequisite: ART 115 (or 131) for 231; 231 for 232; 232 for 233.

ART 250

Printmaking-Silkscreen (5)

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

Prerequisite: ART 105 and 102 (or 150).

ART 251

Printmaking-Etching (5)

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

Prerequisite: ART 105 and 102 (or 150).

ART 256, 257

Painting (5,5)

Individual interpretation and response to painting themes. Introduction to technical variations in the application of painting media (oil or acrylic) and to personal expression. Formulating and developing images and ideas in sketchbook activities as preparation to painting.

Prerequisite: ART 105 and 102 (or 157) for 256; 256 for 257.

ART 258, 259

Watercolor (5,5)

Development and broadening of technical skills and knowledge regarding watercolor tools and materials and their application to illustration and self-expression. Watercolor media used for sketching studies, for visualization processes and for final expression. Forms, methods selection, and interpretation of subject matter is encouraged.

Prerequisite: ART 105 and 102 (or 158) for 258; 258 for 259.

ART 272

Sculpture: Modeling and Casting (5,5)

Basic experience in direct modeling, in the construction of molds and in the casting of various materials. Design, craftsmanship, and the proper use of tools

and materials. Maximum of 10 credit hours.

Prerequisite: ART 105 and ART 115 (or ART 172).

ART 273

Sculpture: Carving (5,5)

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

Prerequisite: ART 105 and ART 115 (or ART 172).

ART 274

Sculpture: Fabrication Techniques (5,5)

Introduction to building sculptural forms through the use of materials, techniques, and equipment of modern industry--woodworking tools and machinery, metal working techniques (welding, brazing, etc.), and other processes where materials are joined to build up forms. Good design and craftsmanship are stressed. Maximum of 10 credit hours.

Prerequisite: ART 105 and 102 (or ART 172).

ART 299

Advanced Problems in Art (5)

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

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

- 299A Pottery
- 299B Design
- 299C Drawing
- 299E Painting
- 299F Photography
- 299G Printmaking
- 299H Sculpture
- 299I Watercolor

ASTRONOMY

ASTRO 105

Project Universe: Astronomy (5)

Introduces the origin, characteristics, and evolution of the solar system, the stars, the galaxies and the universe; notes the historical milestones in astronomy from

ancient astronomers to current space probes; and includes an in-depth perspective on the future of astronomical research and contemporary speculative theories.

A basic television course of 15 one-hour episodes in astronomy.

BANKING AND FINANCE

The Banking and Finance program is designed to help students achieve educational objectives consistent with their career goals. The curriculum is constantly revised and updated in cooperation with the American Institute of Banking. Please refer to the two-year program outline for Banking and Finance in the occupational program section of this catalog. Call 756-5110 for more information.

B&F 127

Real Estate Finance (3)

Discussion of the theory and practice of various real estate mortgage credit operations in commercial banks. How funds are channeled into mortgage markets, the financing of residential and special purchase property and administrative tasks common to most mortgage departments.

B&F 133

Loan Officer Development (3)

Communications skills and problem-solving techniques. Emphasis on subjective skills and abilities such as interviewing, listening, and remembering, decision-making under conditions of uncertainty and persuasion and negotiation. Techniques useful in supporting conclusions and recommendations with sound evidence and reasoning.

B&F 136

Consumer Lending (3)

A concise presentation of the techniques of installment lending. Topics covered are principles of credit evaluation; open-end credit, marketing bank services, collection policies and procedures, legal aspects, direct and indirect installment lending, leasing and other special situations, insurance and rate structure and yields.



B&F 137

Consumer Credit Analysis (3)

Specific training on procedural aspects of making consumer loans. Includes topics in legal and regulatory issues, credit evaluation, loan interviewing and documentation.

Prerequisite: Understanding of the basics of consumer lending and its function within a bank.

B&F 153

Supervisor Training (3)

Focuses on managerial skills and concepts for first line supervisors. Integrate sound managerial concepts with practical experience. Application of managerial skills to the job situation for new supervisors.

B&F 250

Systems Analysis (3)

Introduction to the concepts of systems development and data process. Discusses the planning and implementation of a new system. Analyzing systems, identifying issues and considerations in system design and implementation, identifying problem areas, and designing practical economic solutions.

BIOLOGY

Students seeking courses for general exploratory and degree distribution re-

quirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 140 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 90

Introduction to Biological Science (5)

Basic biological principles and a survey of plant and animal life. Designed for the student whose knowledge of biological sciences is limited. The course can be used for high school completion.

BIOL 100

Introduction to Biology (5)

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

BIOL 101

General Biology (5)

(For Science majors.) Principles of the structure and functions 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 plant and animal kingdoms with dissection and comparative 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 specialized parts that resemble and function as organs. The biochemical aspects of cell physiology will be examined.

Prerequisite: CHEM 101 or equivalent and BIOL 102.

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 such as 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 140

Marine Biology (5)

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 in the area. No prerequisites.

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

Study of the structure and function of the human body, designed for students in some health programs. Includes histology, osteology, blood cytology and primate dissection.

Prerequisite: BIOL 150 for 151. BIOL 100 recommended.

BIOL 201**General Microbiology (5)**

Biological characteristics and chemical activities of bacteria, molds, yeasts and viruses. Includes relationship of microorganisms to disease and grouping of disease-spreading agents according to their methods of transmission and portal of entry.

Prerequisite: BIOL 100; CHEM 101; or equivalent.

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

A study of the structure and function of the human body, 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 or equivalent (CHEM 100 can be taken concurrently with 206 and CHEM 101 concurrently with 207). BIOL 206 for 207, BIOL 207 for 208.

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)**

Financial planning: budgeting, buying goods and services, insurance, investment principles, and real estate.

BUS 103**Typing I (5)**

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

Prerequisite: Minimum of ENGL 90 and MATH 86 skill, or instructor approval.

BUS 104**Typing II (5)**

Accuracy and speed development; typing of common business forms including letters, memos, tables, invoices, reports.

Prerequisite: BUS 103 or equivalent.

BUS 110**Business Mathematics (5)**

A review of arithmetic and its application to business problems. Work with bank reconciliation, discounts, taxes, installment buying, payroll, insurance, depreciation, inventory and interest.

BUS 115**Business Machines (3)**

Instruction and practice in operating electronic calculators to solve common business problems.

Prerequisites: Business 110 strongly recommended.

BUS 116**Records Management (3)**

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

BUS 117**Machine Transcription (3)**

Transcribing mailable business related correspondence from prepared materials.

Prerequisites: BUS 104, ENGL 104.

BUS 120**Work Internship (5)**

For Secretarial Office Skills Program students only. Supervised employment for those students in the Secretarial Office Skills program. Normally taken in the second year of the program.

Prerequisite: Must have permission of program coordinator.



BUS 123, 124

Work Internship (5)

For Service Representative Program students only. Supervised employment for those students in Service Representative program. Normally taken in the second year of the program.

Prerequisite: Must have permission of program coordinator.

BUS 130

Shorthand I (5)

Beginning course in principles and theory of Gregg shorthand.

Prerequisite: BUS 103 or equivalent.

BUS 131

Shorthand II (5)

Shorthand dictation and transcription. Speed building emphasized.

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 Systems (5)

Discussion of capabilities of computers and word processors; time management; analyzing work habits and paper flow; writing proposals and reports; vocabulary needed by today's office workers; letter writing review.

BUS 135

Shorthand III (5)

Further speed development and transcription practice.

Prerequisite: BUS 131, 133, BUS 104.

BUS 140, 141, 142

(See ACCNT 140, 141, 142)

BUS 143

Small Business Management (3)

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

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 164

Work Performance and Motivation (5)

Study of how people can improve job performance, enjoy work, fulfill personal growth, and achieve organizational goals. Course emphasizes the importance of understanding oneself and others, communication, motivation, and conflict management. Examines how application of this knowledge by managers can lead to wiser decisions about improving worker job satisfaction, better ways to anticipate or prevent conflicts and more effective solutions on how to keep minor problems from escalating into major ones.

Prerequisite: BUS 163 or permission of instructor.

BUS 165

Personnel Management (5)

Course provides comprehensive study of essential concepts needed to carry out the personnel aspects of a manager's job. Topics include planning workforce needs, selecting job candidates, training employees, evaluating performance and counseling workers. Practical applications in performance appraisal, conducting interviews, providing incentives and handling grievances.

Prerequisite: BUS 163 or permission of instructor.

BUS 166

Management and Business Environments (5)

Course emphasizes that an understanding of the business environment and the external environment are as essential to managers as are basic management functions of planning, organizing, influencing and controlling.

Prerequisite: BUS 163 or permission of instructor.

BUS 167

Understanding Organizational Behavior (5)

Course examines the basic dynamics of human behavior in organizations and their implications for managerial actions and employee productivity. Study of the

behavior, attitudes and performance of workers in an organizational setting; the organization's and group's effects on the worker perceptions, feelings, and actions; the environment's effect on the organization and its human resources and goals; and the effect of the workers on the organization and its effectiveness.

Prerequisite: BUS 163 or permission of instructor.

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 effect of each association.

BUS 225

Business Correspondence (5)

Fundamentals of writing the following business correspondence: letters, memoranda, and reports.

Prerequisites: BUS 103, ENGL 104, or permission of instructor.

BUS 227

Introduction to Word Processing (1)

Word processing terminology and concepts, understanding paper flow, and dictation skills. BUS 227 is prerequisite for BUS 230 and 232. No hands-on machine training included.

Prerequisites: Grade of B or better in BUS 103 and ENGL 104.

BUS 229

Word Processing/IBM Mag Card II (3)

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

Prerequisite: Grade of B or better in BUS 104, BUS 117, ENGL 104, BUS 227, and permission of instructor.

BUS 230

Word Processing/Vydec (3)

Word processing equipment with CRT screen; floppy disk storage and retrieval. High speed printer. Good English skills, proofreading, and editing skills essential.

Prerequisite: Grade of B or better in BUS 104, BUS 117, ENGL 104, BUS 227, and permission of instructor.

BUS 232**Word Processing: AlphaWrite (3)**

Word processing on a microcomputer system. Fundamental word processing concepts, terminology, machine operation, and related office management topics. Includes hands-on training on college's Alpha Micro computer system. Good language skills and typing skills essential.

Prerequisites: BUS 104, ENGL 104, BUS 227, and permission of instructor.

BUS 235**Introduction to Data Processing (5)**

Overview of computer field, emphasis on theory, terminology, and use of computer. Students write several programs in the BASIC language. Students should not enroll in both BUS 235 and DPSYS 237.

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. Counts as 5 credits mathematics toward the math/science distribution requirements of an AAS Degree.

Prerequisite: MATH 101.

BUS 299**Individual Study in Business (1-5)**

Study on an individual basis.

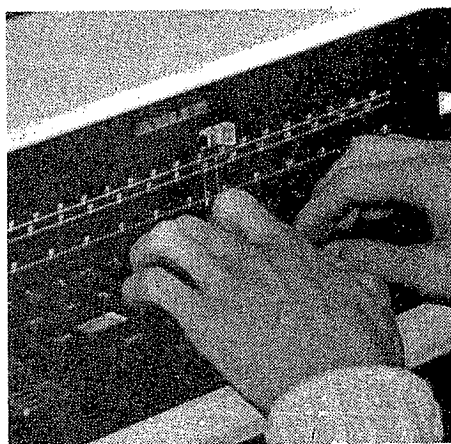
Prerequisite: Permission of instructor.

CAREER DEVELOPMENT

CD 100**Introduction to Career and College Planning (1)**

Decision making and goal setting for beginning college students who are in the process of deciding about their educational or career goals.

This course will help students find answers to questions they have about entering college and choosing careers. Students will learn about TCC college and career resources and develop goal



setting techniques and decision making skills.

CD 130**Voyages: Career/Life Planning and the Job Search (3)**

Career/life planning and the job search. In addition to the basic telecourse of 15 one-hour episodes, students meet with the instructor at scheduled times. Topics include individual self-assessment, handling change, career and value decision-making, finding the jobs, setting work and life goals, and transferable skill identification. Students will not receive credit for both CD 150 and CD 130.

CD 150**Career and Life Planning (3)**

Provides students with help selecting a career. Opportunities for students to explore and establish their individual goals as related to their interests, abilities and lifestyles. Vocational testing, career research, self-assessment, career decision-making, and job search skills are included.

CD 299**Independent Study (Variable Credit 1-5)**

Independent observation, analysis and reporting of a selected problem in career and life planning.

Prerequisite: Permission of instructor.

CHEMISTRY

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

Students wishing to major in the sciences, engineering fields, or other special programs would normally take CHEM 140, 150, 160; however the special

programs section and the appropriate advisor should be consulted before registration.

CHEM 100**Principles of Chemistry (5)**

Survey of the fundamental principles of chemistry. Includes study of atomic theory, properties and change, reactions, nomenclature and calculations. For students with little or no current training in chemistry.

Prerequisite: MATH 90 or equivalent.

CHEM 101**Survey of Inorganic Chemistry (5)**

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

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

CHEM 102**Survey of Organic and Biochemistry (5)**

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

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 equivalent.

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. Lab: semi-micro qualitative analysis for common cations and anions.

Prerequisite: CHEM 150.

CHEM 231,232

Organic Chemistry (5,5)

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

Prerequisite: CHEM 160; CHEM 231 for CHEM 232.

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 BUS 235, Introduction to Data Processing; ENGR 141, Computer Applications to Engineering Problems; and all of the Data Processing Systems (DPSYS) courses.

COMSC 220

Computer Programming I - Pascal (5)

Rigorous approach to structured programming utilizing PASCAL. Role of algorithms, data types and procedures in computer programming.

Prerequisites: ENGR 141 or MATH 105 or previous programming experience with permission of instructor.

COMSC 222

Computer Programming II - Pascal (5)

Continuation of COMSC 220. Emphasis on non-standard and dynamic data types, and files with presentations on searching/sorting, recursion and random processes. Assignment involving a large programming task and other individuals required.

Prerequisite: MATH 124.

CONTINUING EDUCATION

The Office of Continuing Education offers a variety of courses to meet the ongoing educational needs of persons in many occupations and businesses.

The courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills or to obtain

college credits, clock hours, or continuing education units (C.E.U) necessary for special certification or licensing. Special courses are offered in workshops or short courses during regular quarter-length scheduling.

In addition a wide variety of classes are offered on and off campus each quarter in the non-credit, lifelong education and professional/technical continuing education programs.

For further information call the Office of Continuing Education, 756-5020.

COOPERATIVE EDUCATION

(Credit for work-related learning)

Supervised by a faculty member, the student participates in a three-way learning contract between student, faculty supervisor, and employer. The work-related learning is designed to complement the student's academic or career goals. The student also attends a weekly seminar on job-related topics. Credits and grades are based on job-hours worked, work performance, completion of learning objectives specified in the contract, and participation in the seminar.

As many as (5) credits can be earned each quarter, toward a total of up to 15 credits.

Interested students should contact the Career Services Center, Building 7, 756-5027, prior to course registration.

DATA PROCESSING SYSTEMS

DPSYS 70

Using Personal Computers (1)

Introduction to the use of microcomputers designed for personal and home use. Operation of small computers through hands-on experience using prepared computer programs on the college's computers.

Prerequisite: None.

DPSYS 90

Keyboard Skills (4)

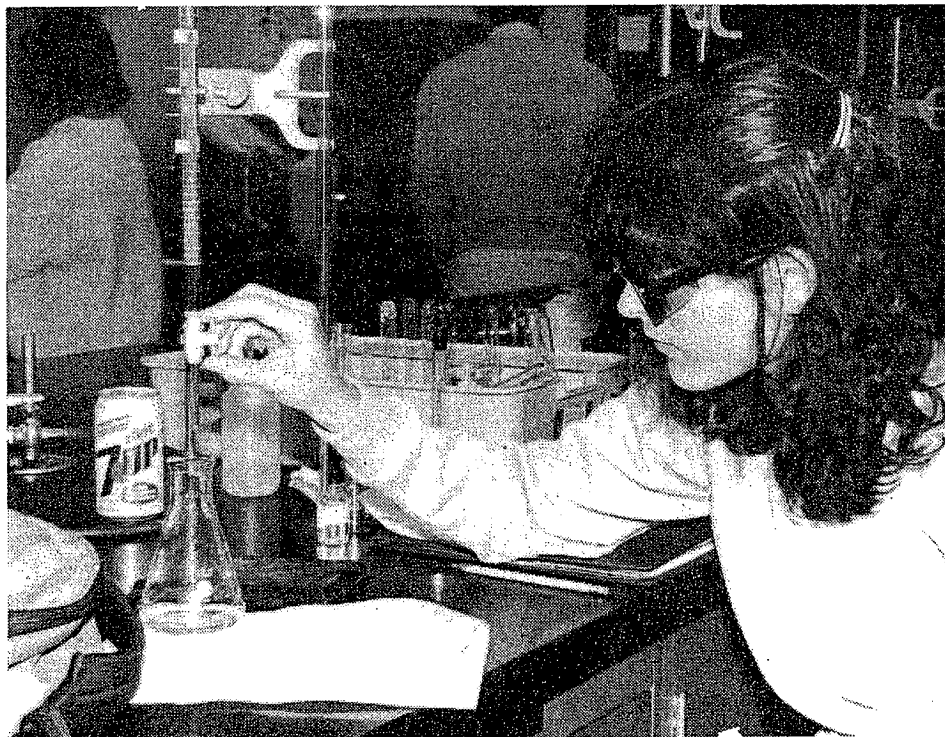
Keyboard skills and speed-building practice for computer system users and those seeking employment as data entry clerks. Includes instruction on the keyboard and the 10-key numeric pad.

Prerequisite: None.

DPSYS 100

Using Computers (3)

A non-technical hands-on course for persons with no previous computer knowledge. Emphasizes applications on mini and microcomputers and includes supervised hands-on experience and sim-



ple explanations of computer systems and their uses. Includes instruction on the use of text editors, electronic spreadsheets, and introductory operating systems concepts.
Prerequisite: None.

**DPSYS 101
Using Computers II (3)**

A continuation of DPSYS 100. Explores additional computer software and applications. Emphasis is on hands-on experience. Contains modules on database systems, office automation and career opportunities in the data processing field.
Prerequisite: DPSYS 100.

**DPSYS 205
Business Systems and Procedures (3)**

An overview of business systems and procedures with emphasis on the flow of data through typical business applications, including accounting and financial, payroll and personnel, production, marketing, etc. Focus is on computerized business systems, methods of processing, types of equipment used, organization of data files, functions of computer programs, and operations research techniques.
Prerequisite: BUS 235 or equivalent.

**DPSYS 237
Data Processing Concepts and Applications (3)**

Introduction to the evolution and theory of computer systems including basic principles and terminology, hardware and software concepts, and applications of computers in business. DPSYS 237 is offered in a self-paced mode only. Stu-

dents should not enroll in both BUS 235 and DPSYS 237.
Prerequisite: None.

**DPSYS 238
Computer Programming: BASIC (4)**

Introductory concepts of programming in BASIC. Emphasis is on the elements of BASIC, program logic and development, proper coding techniques, program execution, and documentation.
Prerequisite: BUS 235 or permission of instructor.

**DPSYS 239
Advanced BASIC Programming (4)**

Advanced concepts in BASIC programming. Includes array and matrix processing, subprograms, file structures (sequential, direct access, indexed sequential) and plotting and graphics techniques. Students develop, code and run typical business applications programs.
Prerequisite: DPSYS 238.

**DPSYS 240
Introduction to Automated Accounting (3)**

An introduction to automated bookkeeping methods using microcomputers. Includes a survey of accounting systems and considerations involved in their use in business. Students will work through the accounting cycle using a case study on the college's microcomputers.
Prerequisite: BUS 235 and ACCNT 141 or equivalent.

**DPSYS 241
Computer Applications in Accounting I (3)**

An examination of order entry, inventory control, and accounts receivable systems as implemented on microcomputers. In-

volves discussion of important terms and considerations in the development of computer-based systems. Includes analysis, demonstration and hands-on experience with at least one system using the college's computers.
Prerequisite: DPSYS 205, DPSYS 240 and ACCNT 241.

**DPSYS 242
Computer Applications in Accounting II (3)**

An examination of payroll and accounts payable systems as implemented on microcomputers. Involves discussion of important terms and considerations in the development of computer-based systems. Includes analysis, demonstration and hands-on experience with at least one system using the college's computers.
Prerequisite: DPSYS 205, DPSYS 240 & ACCNT 241.

**DPSYS 243
Computer Applications in Accounting III (3)**

An examination of general ledger and financial reporting systems as implemented on microcomputers. Involves discussion of important terms and considerations in the development of computer-based systems. Includes analysis, demonstration and hands-on experience with at least one system using the college's computers.
Prerequisite: DPSYS 205, DPSYS 240 & ACCNT 241.

**DPSYS 244
Database Systems (3)**

An examination of database management systems from the end user point of view. Focus is on the need for databases and on how current systems store and manipulate data and generate reports required by the user. Includes analysis, demonstration and hands-on experience with at least one database management system.
Prerequisite: BUS 235 or equivalent.

**DPSYS 245
COBOL Programming (5)**

Introduction to the structure and use of the COBOL programming language. Includes development and testing of common business applications programs in COBOL. Stresses structured design, programming and documentation techniques.
Prerequisite: BUS 235 or permission of instructor.



DPSYS 246

Advanced COBOL Programming (5)
An advanced course in ANSI COBOL with emphasis on structured programming techniques. Focus is on advanced subprogram concepts, array processing and file organization techniques. Stresses structured design, programming and documentation techniques.
Prerequisite: DPSYS 245 or permission of instructor.

DPSYS 247

Computer Systems Selection (3)
This course examines the issues involved in selecting computer systems for small businesses. Includes an overview of the capabilities of current systems and a worksheet approach to defining workloads, system requirements and reporting needs. Focus is on microcomputer systems typically used by small businesses.
Prerequisite: BUS 235 or equivalent.

DPSYS 248

Business Information Systems Design (3)
An end user oriented course in systems analysis and design with emphasis on accounting and other business systems. Students will be introduced to the terminology, procedures and tools used by the systems analyst. Emphasis is on the need for effective communication between analysts and users. Emphasis is also placed on input, processing, and output controls and documentation.
Prerequisite: DPSYS 205 and DPSYS 244.

DPSYS 249

Accounting Information Systems & Controls (3)
An introduction to accounting information system concepts. Focus is on the role and evolution of accounting information systems, the organization and interface of the accounting and data processing functions, the need for and types of controls on accounting information systems, and auditing of computer-based accounting systems.
Prerequisite: DPSYS 205, DPSYS 240 and ACCNT 142.

DPSYS 250

Systems Software Concepts (4)
An introduction to operating system concepts and facilities, including job scheduling, task management, virtual storage concepts, multiprogramming and multiprocessing concepts, data and disk storage management, and input/output

control subsystems. Emphasis is on the organization of current operating systems, such as PC-DOS, MS-DOS, UNIX and mainframe operating systems.
Prerequisite: DPSYS 205.

DPSYS 251

Data Processing Applications I (4)
Theory and practice on microcomputer, minicomputer and mainframe systems using typical applications software packages, such as general accounting, order entry and billing, inventory control, sales and marketing, personnel, manpower planning, project scheduling, job costing, CAD/CAM, graphics and others. Students get supervised hands-on experience on the college's computer system.
Prerequisite: DPSYS 205 and DPSYS 238.

DPSYS 252

Data Processing Applications II (4)
A continuation of DPSYS 251.
Prerequisite: DPSYS 251.

DPSYS 253

Data Communications and Distributed Processing (4)
Introduction to the concepts of data communications and distributed processing. Covers characteristics of data transmission, data communications hardware and software, data codes and protocols, networking, and interfacing microcomputers to mainframe systems. Students get hands-on experience with data communications applications including electronic mail, remote job entry, information utilities such as SOURCE and CompuServe, and networking alternatives, such as Tymnet and Telenet.
Prerequisite: DPSYS 250.

DPSYS 254

Database Applications (5)
Covers database concepts, storage structures, data structures, database management approaches--relational, hierarchical, and network, database creation, update and query functions, downloading databases from mainframe to micro systems, database security and database integrity. Discusses the role and responsibility of the database administrator. Applications stress using representative DBMS on micro, mini and mainframe computers.
Prerequisite: DPSYS 244.

DRAMA

DRAMA 101

Introduction to the Theater (5)
Appreciation of theater as an art form focusing on the 5th Century B.C. and the Elizabethan period. Includes discussion on the present state of theater with emphasis on modern production practices.

DRAMA 160

Cinema History (5)
Historic introduction to the motion picture. Includes silent era and sound film to 1940. Discusses individuals responsible for major advances in theory and technique.

EMERGENCY MEDICAL CARE

EMC 100

First Responder (4)
(For First Responders such as fire fighters and police officers who routinely deal with first response.) A 44-hour class that prepares the student for initial care of patients suffering from life-threatening or medical emergencies. How to protect the patient from further injury and how to stabilize their condition until the other members of the emergency response team arrive on the scene.
Prerequisite: 18 years old, high school graduation or GED, valid driver's license and sponsorship. Application and screening necessary prior to the course, due to limited enrollment and conditions.

EMC 110

Emergency Medical Technician--Basic (8)
Basic emergency health care including management of trauma patients, medical emergencies and accidents, the use of oxygen and the basic care of heart attack and stroke victims. Includes 110 hours of lecture and practical classwork time and some clinical observation. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.
Prerequisite: At least 18 years old, high school graduation or GED, CPR and Standard First Aid Training, valid driver's license and sponsorship. Application and screening are necessary prior to course, due to limited enrollment and prerequisites.

EMC 112**Emergency Medical Technician--
Continuing Education (2)**

For the currently certified EMT wishing to fulfill state and/or national requirements for recertification.

Prerequisite: Current state or national certification.

EMC 120**Emergency Medical Technician--
Paramedic (16)**

First of three courses for training pre-hospital advanced life support Paramedic personnel. Basic concepts and skills in patient assessment, respiratory management, interpretation of ECG's and related pharmacologies; how to give injections, defibrillation, IV therapy and advanced airway techniques.

Prerequisite: Application process must be completed by August 1, prior to acceptance in each fall's class.

EMC 121**Emergency Medical Technician--
Paramedic (11)**

Second in the three quarter series. Central nervous system, environmental, medical, psychiatric, obstetric and pediatric emergencies.

Prerequisite: Successful completion of EMC 120 and EMC 130.

EMC 122**Emergency Medical Technician--
Paramedic (5)**

Third and final quarter. Case reviews with the program's medical director, as well as an Advanced Cardiac Life Support course and extensive review of the material covered over the last two quarters in preparation for the national registry exam.

Prerequisite: Successful completion of EMC 121 and EMC 131.

EMC 130**Clinical Application for EMC 120 (3)**

Clinical and practical portion of EMC 120. Laboratory practice of skills learned in EMC 120; some experiences in the hospital settings.

Prerequisite: Enrollment in EMC 120.

EMC 131**Clinical Application
for EMC 121 (8)**

Continuation of EMC 130. Students will have assigned laboratory, clinical and field experiences.

Prerequisite: Enrollment in EMC 121.

EMC 132**Clinical Application
for EMC 122 (10)**

Continuation of EMC 131. Laboratory time is not required -- emphasis is on clinical and extensive field experience.

Prerequisite: Enrollment in EMC 122.

EMC 140, 150**Supplemental Education for
EMC Programs (2-10, 2-10)**

For students needing additional classroom education in order to become certifiable.

Prerequisites: Recommendation from an EMS office and Program Medical Director.

ENGINEERING

Students seeking courses for general exploratory and degree distribution requirements should consider the following 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, guest speakers, discussions and reading assignments. Acquaints the student with the fields of engineering and the opportunities in each.

ENGR 101,102**Engineering Graphics (3,3)**

Drawing. Acquaints the student with 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 131**Technical and Report Writing
(Composition) (3)**

A practical course in organizing technical information and writing reports for business and science. Attention given to clarity, conciseness and effectiveness of tone. Same course as ENGL 105.

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

ENGR 141**Computer Applications
to Engineering Problems (4)**

The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization and 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: MATH 106 or equivalent.

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 as related to atomic, molecular and crystalline structure. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are considered with respect to their influence upon mechanical, electrical and chemical properties.

Prerequisite: CHEM 150 or permission of instructor.

ENGR 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 210

Engineering Mechanics: Statics (4)
 Fundamental course in engineering statics using the vector notation treatment. Prerequisite: MATH 125, which may be taken concurrently.

ENGR 220

Introduction to Mechanics of Materials (4)

Introduction to the concepts of stress, deformation and strain in solid materials. Development of elastic behavior of structural and machine elements in tension, bending and torsion. Prerequisite: ENGR 210; MATH 126, which may be taken concurrently.

ENGR 230

Engineering Mechanics: Dynamics (4)

Dynamics of particles and rigid bodies, using the vector notation; kinematics, kinetics, energy and momentum principles applied to particles and rigid bodies. Prerequisite: ENGR 210 or PHYS 121; MATH 126, which may be taken concurrently.

ENGR 250

Fundamentals of Electrical 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; MATH 126, which may be taken concurrently.

ENGR 260

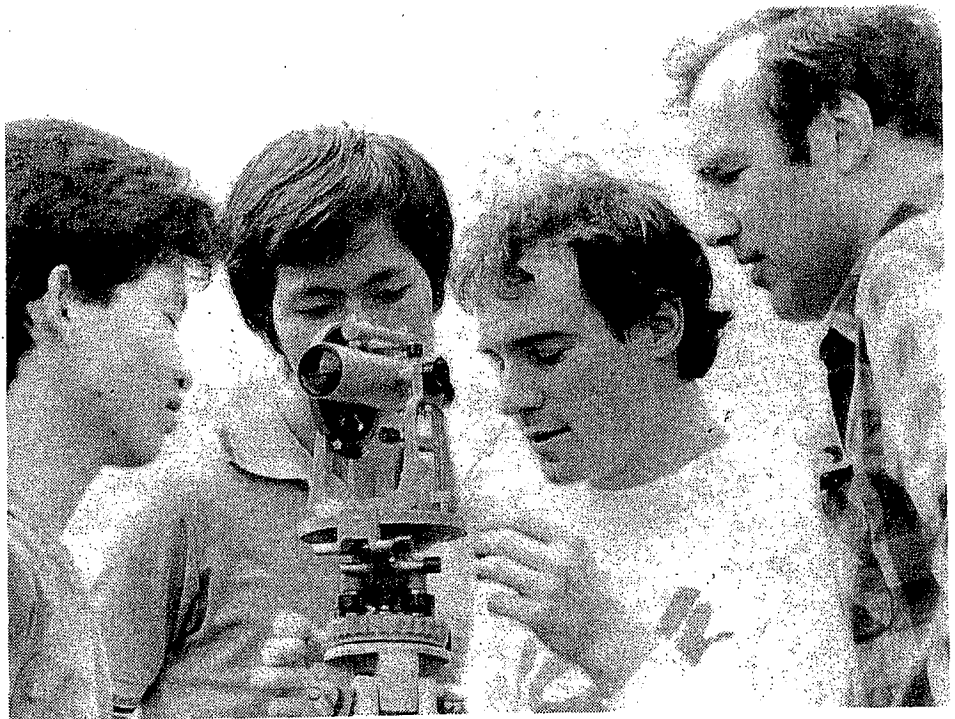
Thermodynamics (4)

Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic law of thermodynamics 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; MATH 126, which may be taken concurrently.

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

ENGL 80

Grammar Review (1)

A laboratory course 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.

ENGL 84

Spelling (2)

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

ENGL 90

Beginning Writing (5)

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

ENGL 91

Composition (5)

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

ENGL 95

English Fundamentals (2)

A concentrated review of sentence writing, this course emphasizes sentence combining, works on basic mechanics, and leads to paragraph writing.

ENGL 101

College Freshman Composition (5)

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

Prerequisite: Placement test.

ENGL 102

College Freshman Composition (5)

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

Prerequisite: ENGL 101.

ENGL 104

Business English (5)

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

ENGL 105

Technical and Report Writing (5)

A practical course in organizing technical information and in writing reports for business and science. Attention given to clarity, conciseness, and effectiveness of tone. Same course as ENGR 131.

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

ENGL 125

College Freshman Composition -- Honors (5)

Freshman composition with emphasis on learning to analyze and evaluate works of literature and to write interpretive and analytical papers and essays.

Prerequisite: ENGL 101 and honors program status, or permission of instructor.

ENGL 201

Advanced Expository Writing (5)

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

Prerequisite: ENGL 101 and 102 or permission of instructor.

ENGL 274/275

Creative Writing:

Poetry and Fiction (2,3)

Critiquing of students' poems and short stories. Structured assignments for beginning students. Character development through dialogue, scene report; problem development and interferences along the line of action; poems with imagery progression, specific rhythmic patterns of internal sound techniques. Students enrolled in ENGL 275 will be assigned advanced projects.

ENGL 276/277

Creative Writing - Fiction (3,3)

Writing of fiction (short story, novel), with particular attention to work of contemporary authors. Course is flexible to meet needs of individual student.

Prerequisite: ENGL 101 and 102 are recommended. Also ENGL 276 recommended for ENGL 277.

ENGL 278/279

Creative Writing - Poetry (2,2)

Writing of poetry, with particular attention to work of contemporary Northwest poets. Course is flexible to meet needs of individual student.

Prerequisite: ENGL 102 recommended. Also ENGL 278 recommended for ENGL 279.

ENGLISH AS A SECOND LANGUAGE

ESL 93

Basic Grammar and Oral Practice (10)

A basic grammar and speaking course for non-native speakers of English. Designed to improve pronunciation, listening comprehension, and speaking ability. English grammar and vocabulary.

Prerequisite: Placement test.

ESL 94

Reading and Speaking Skills (5)

A reading and speaking course for non-native speakers of English. 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 speakers of English. Introduces the process of writing paragraphs with emphasis on staying on a single subject which is introduced in a topic sentence.

Prerequisite: Placement test.

ESL 98

Writing II (5)

The second of three writing courses for non-native English speaking students. Emphasizes the skills needed to write effective paragraphs, including topic and concluding sentences and specific details. Students study and write different types of paragraphs.

Prerequisite: ESL 97 or placement test.



ESL 99

Writing III (5)

The third of three writing courses for non-native speakers of English. Emphasizes the organization and development of different types of paragraphs (description, 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)

Intermediate level listening, speaking and reading course for non-native speakers of English. Vocabulary building, spelling, and the improvement of pronunciation and comprehension of spoken and written English.

Prerequisite: ESL 94 or placement test.

ENGLISH LITERATURE

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

ENGL 232

Popular Fiction (5)

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

ENGL 234

Introduction to Mythology (5)

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

ENGL 250

Introduction to Shakespeare (5)

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

ENGL 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 267

American Literature: From the Beginnings to 1860 (5)

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

ENGL 268

American Literature: From 1860-1910 (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 1910-1950 (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 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 290

Critical Approaches to Literature (5)

Several 20th Century analytical approaches to literary works are applied to four or five works, including psychoanalytic, Marxian, mythic (anthropological or "folk criticism"), textual, historical and moral/philosophical approaches. Designed for Honors Program.

Prerequisite: English 101 or permission of instructor.

ENVIRONMENTAL SCIENCE

ENV SCI 201

The Environment and Pollution (3)

Survey of the various types of pollutants in our air and water, including pesticides, radiation, and hazardous substances, and the factors which influence their introduction, dispersion, control, and their effect upon the environment. Field trip required.



FIRE COMMAND ADMINISTRATION

The Associate Degree in Fire Command Administration offers supplemental vocational training in the Fire Service area. The program is intended for individuals who are currently members of a fire protection agency. Interested fire service personnel should call 756-5163 for course or program information.

FRENCH

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

FREN 101, 102, 103

Elementary French (5,5,5)

Introduction to the French language. Prerequisite: FREN 101 for 102; 102 for 103.

GENERAL EDUCATION DEVELOPMENT (GED)

GED 90 General Education Development (12)

For the student who wishes to take the high school equivalency test (GED). Em-

phasis on the five subject and skill areas of the GED test, which include: Test I - writing skills; Test II - social studies; Test III - science; Test IV - reading skills; Test V - mathematics. Students may enroll any time during the quarter.

Prerequisite: 8th grade level basic skills recommended. Permission of instructor.

GEOGRAPHY

GEOG 205

Physical Geography (5)

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

GEOLOGY

Students considering a major in the geological sciences would normally take GEOL 101 and other appropriate courses. The geology instructor should be consulted for advising as early as possible.

GEOL 90

Introduction to Geology (5)

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

GEOL 101

Physical Geology (5)

Introduction to the materials and landscapes of the Earth, and the geological processes that produce and change them. Such subjects as volcanoes, earthquakes, glaciers and landslides, among others, will be studied. Rocks and minerals are examined in the laboratory. Study of the earth and earth processes such as volcanoes, earthquakes, glaciers, landslides and rocks and minerals; laboratory and field trips. Satisfies natural science degree requirement.

GEOL 103

Earth History (5)

Historical development of the earth of North America, including the origin and evolution of oceans, the landscapes and life. Laboratory and field trips. Satisfies natural science degree requirement. Prerequisite: GEOL 101, OCEAN 101 or permission of instructor.

GEOL 112

Glaciers and Volcanos (5)

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

GEOL 113

Geology of National Parks and Monuments (5)

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

GEOL 158

Earth, Sea and Sky: An Introduction to Earth Sciences (2,3 or 5)

How the earth, sea and sky work together to make up our physical environment, presented in 20 half-hour television programs. The solar system, atmospheric phenomena, ocean life, volcanoes, glaciers, earthquakes and lunar geology.

GEOL 208

Geology of the Northwest (5)

Study of the geology of the Pacific Northwest and its role in the development of the history, rocks and landscape of western North America. Laboratory and field trips.

GEOL 294

Field Studies (1-5)

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

GEOL 299

Independent Study (1-5)

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

**GENERAL GEOLOGY
FIELD EXCURSION**

Study of geological principles, processes, and history by examination of the geological setting of areas in the Western United States. Earn 15 credits through a combination of GEOL 101, 103, 112, 113, 208, 294, 299 or GEOG 205.

Prerequisite: Permission of instructor; offered summer only.

HEALTH TECHNOLOGY

HT 110

Health Care Delivery Systems (5)

Interdisciplinary course: concepts of health care organization, finance, and delivery in the United States; interrelationships among facilities, agencies and health organizations; interrelationships between health personnel and the medical staff in the delivery of health care; professional ethics; accreditation, licensing and certification standards. Classroom instruction and field experience. Offered fall quarter.

HT 120

Medical Office Procedures (3)

Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments, and handling of insurance claims, including Medicare and Medicaid. Lecture and lab course. Offered spring quarter.

HT 130, 131

Medical Terminology I & II (3,3)

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 quarters. Prerequisite: HT 130 for HT 131.

HT 132

Medical Terminology III (3)

Continued instruction and practice in identifying, defining and spelling terms related to systemic disorders, oncology, anesthesiology, pharmacology, physical therapy, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. Offered fall, winter and spring quarters.

HT 140

Physics for Health Occupations (5)

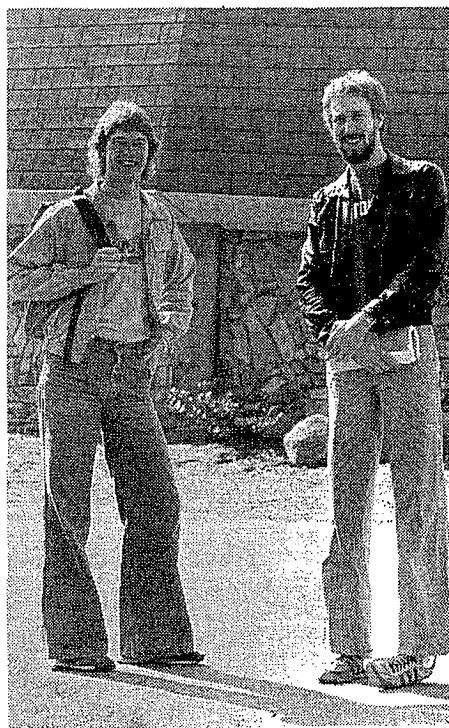
Basic concepts of physics: measurement, force, motion, energy, matter, gases, sound, heat, light electricity, magnetism and electronics. Background for courses in paramedical science. Offered summer quarter.

Prerequisite: MATH 101 or equivalent.

HT 170

Introduction to Fundamentals of Patient Care (3)

How to function effectively in the hospital. Observation, communication and recognition that the patient and his or her health problems are the foci of activities of all members of the health team. Basic nursing technical skills will be emphasized. Offered summer and winter quarters.



HT 175

Medication Procedures for the Medical Office (5)

Basic principles and techniques related to medication administration to patients in the private physician's office. Information about common drugs, allergy testing, vaccines, and blood drawing is reviewed with respect to their effects on body systems, legal implications, and sound pharmaceutical control.

Prerequisite: Recommended--work experience in physician's office as medical assistant.

HT 210

Principles of Disease (5)

Selected general medical conditions and diseases of specific organ systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Lecture course. Offered fall quarter.

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

HT 212

Computers in Health Care (2)

An interdisciplinary core course providing basic introduction to the use of computers in health care settings, including data processing terminology, contents of a health care information system, use of computers for information processing and daily operations, including hands-on experience with a prototype hospital system.

HT 214

Basic Principles of ICD-9-CM Coding (2)

Instruction on the basic principles of coding of diseases and operative procedures. This course is designed to be an introductory course for beginners, as well as a review course for practitioners.

Prerequisite: Knowledge of medical terminology is required.

HT 218

Medical Claims Processing (2)

Instruction on the processing and evaluation of medical insurance claims for health services received by patients. The course includes insurance regulation, insurance terminology, completion of claims forms, coding systems, specialized insurance plans, claims processing cycle, coordination of benefits and other related functions.

HT 225

Legal Concepts for the Health Field (3)

Principles of law including case studies as applied to health care professionals. The course surveys the U.S. Court System, legal proceedings, and terminology, conduct of witnesses, rights and responsibilities of patients and health care professionals. The course gives particular reference to all phases of medical documentation, including release of medical information and professional ethics. Offered winter quarter.

HT 240

Work Internship for Medical Office Personnel (1-5)

Work internships for Medical Secretary, Medical Record Clerk, Medical Assistant Administrator programs. Supervised practical experience performing secretarial duties and office functions in local health facilities giving students the opportunity to apply their training and skills. Students must provide own transportation and health insurance. Prerequisite: Instructor's permission.

HIGH SCHOOL COMPLETION

HSC 91

U. S. Civilization (Colonial-1890) (5)
(For the adult high school completion student who cannot fit HIST 91 into his or her schedule.) Colonial beginnings, Revolutionary War, the birth of the United States, the Articles of Confederation, the Constitution, Westward expansion, the War of 1812, the Industrial Revolution, democratic and social reforms between the 1820's to the 1860's, the development of slavery from Colonial days to about 1830, the Civil War, and Reconstruction. Self-paced modular format.

HSC 92

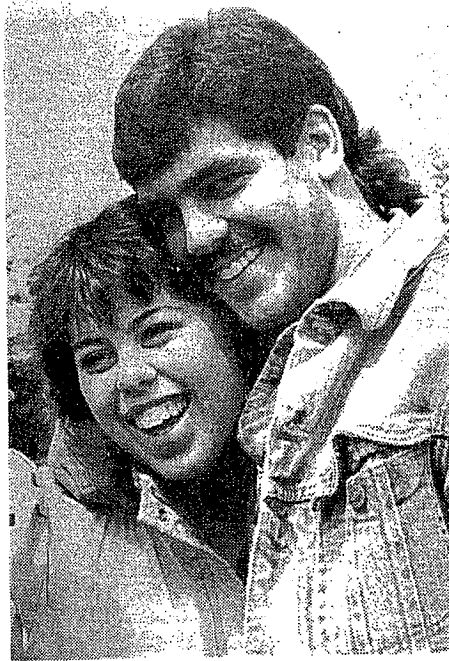
United States Civilization -- 1865 to Present (5)

(For the adult high school completion student who cannot fit HIST 92 into his or her schedule.) Major eras and basic events in United States History from 1865 to the present. Self-paced modular format.

HSC 93

Introduction to American Government (5)

(For the adult high school completion student who cannot fit "Government and



Law" [POLSC 202] into his or her schedule.) Fundamental concepts of federal and state government structure, government service, the tax system, the two-party system, lobby and pressure groups, and voting and citizen responsibility. Self-paced modular format.

HSC 94

Pacific Northwest History (5)

(For students who cannot fit "Pacific Northwest History" [HIST 94] into his or her schedule.) History of the Pacific Northwest from pre-history to the present. Self-paced modular format.

HSC 95

Consumer Economics (5)

(For the high school completion student who cannot fit HFL 95 into his or her schedule.) Fundamentals of banking services, credit, tax reporting, comparison shopping, consumer services, consumer guides, consumer protection and responsible consumer guidelines. Self-paced modular format.

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)

Survey of the history of the United States from the Colonial era through the Civil War (1865). Special emphasis placed on methods of learning in the study of history.

HIST 92

United States Civilization (5)

Survey of the history of the United States from the Reconstruction period (1865) to the present. Special emphasis 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. Urban-rural problems, minority concerns, environmental-industrial relations and state-federal relations.

HIST 110

The Far East in the Modern World (5)

The emergence of the Far East from colonial exploitation to self-determination in the modern world. Effect of 20th Century developments on the economic, political and religious values of each cultural area.

HIST 111

History of Civilization (5)

Development of man from prehistoric days to the 14th Century; social, political, cultural and economic aspects.

HIST 112

History of Civilization (5)

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

HIST 113

History of Civilization (5)

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

HIST 123

The War in Vietnam (5)

Study of the origin and development of the War in Vietnam from 1940 to 1975. Vietnamese nationalism (against China and the French), French imperialism and its defeat; American involvement from

Presidents F.D. Roosevelt through Ford and the role played throughout by China and the Soviet Union. Impact of the Vietnam War on America and on the world.

**HIST 164
America: An Overview
of U.S. History (5)**

Surveys the great events in American History as seen through the eyes of a British critic: its art, religions, politics and literature. Includes video tapes produced and narrated by Allistair Cooke.

**HIST 211
Chinese Civilization (5)**

Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) to the present.

**HIST 230
Japanese Civilization (5)**

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

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

The development of America in the 17th and 18th Centuries: European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation.

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

The United States during the time of the early Republic: the developing sectional tensions over land acquisitions, social reform and slavery; the Civil War and Reconstruction, and the rise of large industrial corporations after the war.

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

The United States during the time of the Populist-Progressive movement, the prosperous Twenties, the depression Thirties, World War II, and the Cold War.

**HIST 260
Russian History (5)**

Russia's material civilization as revealed in the arts, literature and history; politic-

al, economic, social and legal institutions and thoughts are studied in relation to the development of 20th Century Russian society.

**HIST 264
History of Washington
and the Pacific Northwest (5)**

Exploration, settlement and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

**HIST 284
History of American Philosophy,
Ideas, and Values (5)**

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

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

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

**HIST 290
Introduction to Historical
Reasoning (5)**

The nature of historical reasoning for first-year college students. "What is history?" and "Why is history an important first step in understanding the humanities?" Historical-mindedness as a necessary check against anti-intellectualism, presentism, narcissism, and radical doctrines of discontinuity.

**HOME AND FAMILY
LIFE EDUCATION**

**HFL 91
Nutrition for the Family (3)**

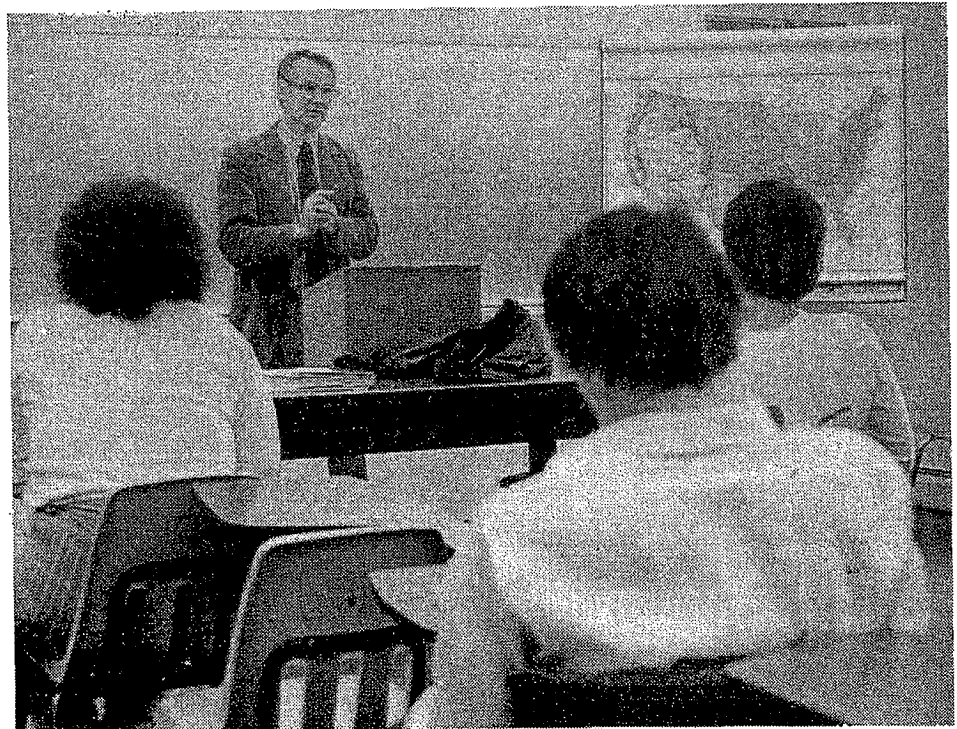
Nutritional needs of adults and children, the effects of good nutrition. Planning meals to meet needs of all ages and stages of development.

**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 115**Consumer Education (3)**

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

HFL 132**Positive Parenting (3-4)**

Developing and refining parenting skills to include methods of communication, behavior management, individual and family problem solving and goal setting. Leading theories on parent-child 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, 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.

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)**

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. Introduces branches of horticulture: study of fruit and vegetable production, floriculture, nursery culture and landscape design.

Prerequisite: HORT 101 or permission of instructor.

HUMAN RELATIONS**HR 100****Human Relations (2)**

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

HR 101**Assertiveness Training (3)**

Increasing assertiveness in everyday actions, expressing honestly without undue anxiety, and exercising one's own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem.

HR 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 emotional, social, and economic 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 299**Individual Study in Human Relations (1-5)**

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

Prerequisite: Permission of instructor.

HUMAN SERVICES PROGRAM**HSW 100****Introduction to the Human Services (2)**

Overview of the history, philosophy and present status of the major human service delivery systems. Also examines the roles of associate degree practitioners and occupational and educational alternatives for graduates.

HSW 101**Community Resources (3)**

Orientation to services provided by the human service agencies of Pierce County (and on a limited basis, of King and Kitsap Counties).

Prerequisite: Permission of program coordinator.

HSW 102

Counseling: Theory and Practice (5)

Principles, concepts and processes related to counseling. Role and function of the helping person. Counseling skills are demonstrated and practiced.

Prerequisite: Permission of program coordinator.

HSW 103

Therapeutic Approaches & Techniques (5)

Review of major therapeutic approaches including client-centered therapy, rational-emotive therapy, reality therapy, gestalt therapy and transactional analysis. Some emphasis on demonstration of techniques associated with the therapies.

Prerequisite: HSW 102 and permission of instructor.

HSW 104

Human Services: Issues, Ethics, and Law (5)

Explores central work-related issues students will face in the human services field and the ethical implications and laws dealing with those issues.

Prerequisite: HSW 100, HSW 101 and permission of instructor or program coordinator.

HSW 179

Special Topic Seminars and/or Workshops (1-2)

Seminars or workshops designed to provide HSW students and interested members of the community with specific information and/or development of specific skills. Topic and skills to be determined by expressed need of students in HSW program, former HSW students, faculty and/or people working in the community in the human services field. (Examples of topics: Crisis Intervention; Burnout; Child Abuse; Alzheimer's, Dementia and Depression; Working with the Severely Disturbed Adult.)

HSW 191,192,193

Field Placement I,II,III (5,5,5)

On-the-job training; supervised experience in human service agencies. Students work a minimum of 150 hours per quarter in an agency. One-year students take two quarters, and two-year students take all three quarters. Students meet during the quarter with the Field Placement supervisor and agency supervisor to discuss skill development and process field experiences.

Prerequisite: HSW 102 and/or HSW 103; permission of instructor prior to registration.

HSW 200

Introduction to Alcoholism and Drug Abuse (5)

Introduction to the physiological, psychological and socio-cultural aspects of alcoholism and drug abuse. Includes techniques for assessing the degree of involvement with alcoholism and drugs.

HSW 201

Counseling the Alcoholic and Drug Addict (5)

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 and NA included.

HSW 202

Family Counseling (5)

An examination of the unique dynamics of family interaction and how change is experienced within the family. Includes the comparison of different theoretic approaches to family counseling and their intervention strategies.

Prerequisite: HSW 103 or HSW 102 or SOC 152 and permission 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 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, psychophysiology of stress, ways of managing interrelationships of physical and mental

health and the ability to cope with stress which manifests itself in various ways such as chronic tension, illness, and chemical abuse (alcohol and drugs). Note: Same course as PSYCH 207; credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

HSW 208

Adolescent Alcohol/Drug Treatment (3)

Describes the dynamics of alcohol/drug abuse and addiction in the adolescent. Course explores the sociological, physiological, pharmacological, and psychological components of alcohol/drug abuse and dependency in adolescents.

HSW 209

Alcohol and Drug Education for the Professional (3)

Broad overview of the physiological, psychological and sociological dimensions of alcohol/drug use, abuse and addiction. Presents material relevant to the professional who encounters alcohol and drug-related problems in the work or community environment.

HUMANITIES

HUM 90

Introduction to the Humanities (3-5)

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 (3-5)

The essence of being human. The significance of freedom and responsibility and the noblest of human achievements in philosophy, literature, arts, religion, ethics, and history. Audio instruction course may be taken for variable credit (3-5).

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 8th grade skill level. Students may enroll any time during the quarter after an initial assessment by an instructor in the Drop in Assistance for Learning (DIAL) Center.

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**. Includes one hour per week of classroom critique and instruction.

Prerequisite: 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**).

Prerequisite: Ability to type recommended. ENGL 101 or concurrent enrollment.

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**).

Prerequisite: JOUR 201 or permission of instructor; ability to type recommended. ENGL 101 or concurrent enrollment.

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. ENGL 101 or concurrent enrollment.

JOUR 209

Mass Communications and Society (3)

Survey of mass media, including television, radio and newspapers, and the role they play in our lives. Tours, films, and guest speakers are an integral part of this course. (Standard Lecture Format)

JOUR 299

Independent Study (1-5)

Independent observation, analysis and reporting on selected topics or problems.

LIBRARY SCIENCE

LS 100

Reference Methods (2)

Individualized introduction to basic library information resources; identification

and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic reference.

Prerequisite: ENGL 101 and librarian's permission required.

MATHEMATICS

TCC offers both college transfer and skills building courses. Many of these courses are available in two modes: classroom lecture/discussion or independent tutorial. Before choosing any math courses students may need to take a Mathematics Placement Test in the Advising Center and/or talk with a Mathematics Advisor. Students planning on transferring to any Washington public university will need to complete a course in Mathematics (See page 19).

Students considering a major in mathematics, engineering, science or computer science will normally need to complete MATH 105, 106, 124, 125, and 126. Business and economics majors should complete MATH 101, 156, AND 157 at TCC. The appropriate academic advisor should be consulted before registration.

MATH 101, 105, 106, 124, 125, 126, 156, 157, 205, 238, 240 and 241 meet the quantitative skills requirement for the Association in Arts and Sciences Degree.



MATH 70,71,72

**Basic Mathematic Skill (1-5)
(DIAL Center)**

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

MATH 80

Whole Numbers (2) (Lab Only)

Basic review in 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 percentage, percent, discount and interest.

Prerequisite: MATH 81 and 82 or equivalent.

MATH 86

Review Arithmetic (5) (Lab Only)

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

MATH 87

Pre-Algebra Geometry (5) (Lab Only)

For students in the high school completion program or for students wishing a Pre-algebra course before attempting algebra. Topics include signed numbers, variables, equations, formulas, ratio and proportion, geometric figures and relationships, perimeters, area and volumes.

MATH 88

Introduction to Elementary Algebra (3) (Lecture or Lab)

Beginning elementary algebra specifically designed for students with no algebra background and for those needing more than a review. This course with MATH 90 is equivalent to the first year of high



school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations and formulas.

Prerequisite: MATH 86 or equivalent.

MATH 90

**Algebra Review (5)
(Lecture or Lab)**

Review of the first year of high school algebra. Topics include number systems, equations, inequalities, polynomials, factoring, graphing, systems of equations, radicals and quadratic equations.

MATH 96

Trigonometry of Right Triangles (1) (Lab Only)

Work with right triangles in the science and applied areas. Topics will include definitions of the trigonometric function, use of trigonometric tables, solutions of right triangles and applied problems.

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

MATH 97

Mathematics for Health Occupations (2) (Lab Only)

For the student in health occupations who needs to be able to calculate dosages. Required course for nursing students; recommended for other health occupa-

tions students. It should be taken before or concurrently with the first clinical course.

Prerequisite: MATH 88 or equivalent.

MATH 98

Intermediate Algebra (Prep) (1)

Review of fundamental operations of algebra. Prepare students for Math 101 and science courses requiring background in algebra. Usually offered in the month before the beginning of a quarter.

MATH 101

**Intermediate Algebra (5)
(Lecture or Lab)**

Fundamentals of algebraic operations and concepts; similar to the third term of high school algebra.

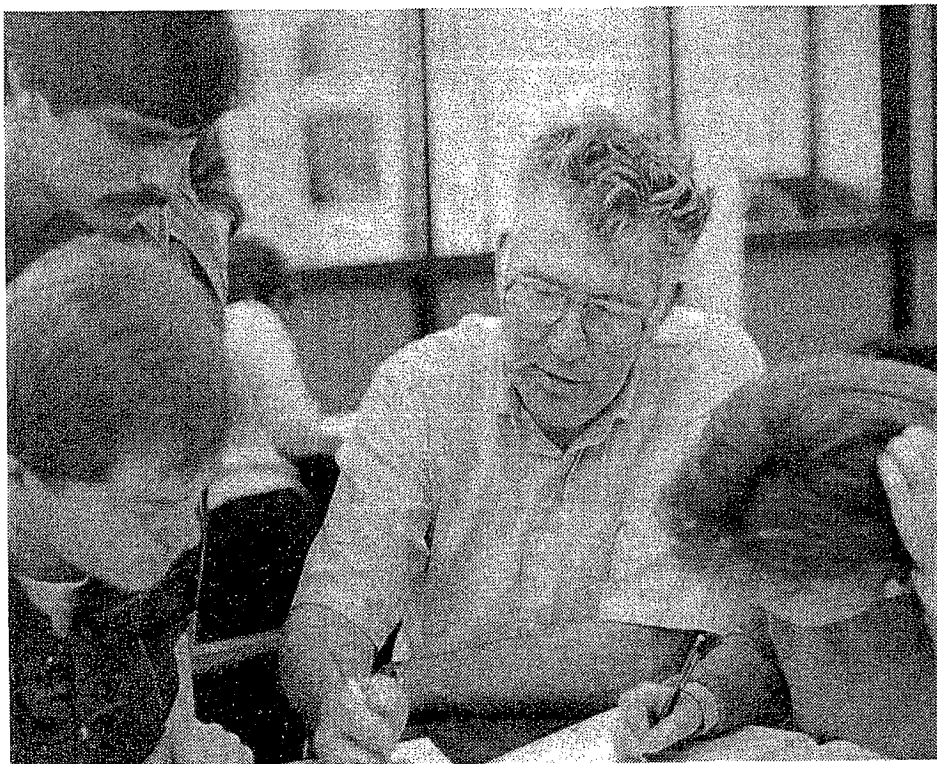
Prerequisite: One year of high school algebra or MATH 90, and one year of geometry. Permission of math instructor required.

MATH 103

**Fundamentals of Mathematics (5)
(Lecture Only)**

(For the general college student and for prospective elementary teachers.) Topics include set theory, logic, number systems, geometry and base number 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: Two years of high school algebra or MATH 101.

MATH 106
Plane Trigonometry (5)
(Lecture or Lab)

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

Prerequisite: Two years of high school algebra or MATH 101 and one year of high school geometry.

MATH 124, 125, 126
Analytic Geometry and
Calculus (5,5,5) (Lecture Only)

124 - Includes topics from analytic geometry, limits, and introduction to differentiation, applications of the derivative and an introduction to integration; 125 - Includes topics from applications of integration, differentiation and integration of the transcendental functions and methods of integration; 126 - Includes topics from vectors (both two- and three-dimensional, improper integrals, polar coordinates, analytic geometry and infinite series.

Prerequisite: MATH 105 and 106 or equivalent for 124; 124 for 125; 125 for 126.

Math 156
College Algebra for Business
and Economics (5)

Pre-calculus course for business majors. Includes: polynomials, inequalities, rational functions, marginal revenue and costs, matrix algebra, systems of equations, linear programming by graphing and simplex methods, exponential and logarithmic functions, and the time value of money.

Prerequisite: Math 101.

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 or 156.

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 permission of instructor.

MATH 224
Multivariable Calculus (5)

Functions of several variables, partial differentiation, gradients, line integrals, multiple integration, Green's Theorem, cylindrical and spherical coordinates.

Prerequisite: Math 126.

MATH 238
Elements of Differential
Equations (5) (Lecture Only)

Elementary methods of solution for linear differential equations of second and higher orders.

Prerequisite: MATH 126.

MATH 240
Introduction to Statistics (3)
(Lab Only)

General course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions and organization of data. This course includes descriptive and inferential statistics.

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, or MATH 240.

MEDIA COURSES

Tacoma Community College offers a full array of college courses with the main instructional content available over television or videotape. Courses are provided in cooperation with local television stations. College credits are available for all courses in an individualized study format. The courses cover subjects in the humanities, business, social and behavioral sciences and natural and physical sciences. Detailed information on current media course offerings is included in the quarterly class schedule, or may be obtained at the audio-visual desk in the library, Building 7.

MEDICAL RECORD TECHNOLOGY

MRT 140-141

Medical Transcription I & II (3,3)

A sequential course involving skills in electronic typewriting and machine transcription of medical reports for hospitals, clinics and physicians offices; including transcription of 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)

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, other ancillary service departments, patient confidentiality and insurance procedures. Offered Spring Quarter. (4 hours lecture, 2 hours lab per week.)

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 and Preservation of Health Data (5)

In-depth study of hospital statistics, including sources, definitions, collection and reporting; preservation and analysis 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 or permission of instructor.

MRT 222

Health Information Management (5)

Development of management skills, including planning, organizing, directing and controlling with emphasis on situations encountered in the management of health record services within the hospital. Continued study of health record systems in the areas of ambulatory care, psychiatric, long-term care, home health care and mental retardation facilities. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or permission of instructor.



MRT 230, 231, 232

Clinical Application (2,5,5)

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

Prerequisite: MRT enrollment.

MRT 279

Advanced ICD-9-CM Coding for Health Personnel (1)

An advanced course for experienced ICD-9-CM coders. Instruction on the more difficult sections of the coding system, coding exercises, and advanced practice using abstracted medical records.

Prerequisite: Working knowledge of ICD-9-CM, completion of a previous coding course, or ART/RRA credentials.

MRT 299

Individual Study in MRT (1-5)

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

Prerequisite: Permission of instructor.

MUSIC

MUS 100/200

Concert Choir (1-2)

Preparation and performance of sacred and secular choral works of all styles and ages including contemporary and "pop" classical and romantic choral music. Student enjoyment and enrichment are major goals. Open to all singers.

Prerequisite: MUS 100 for MUS 200.

MUS 101

Fundamentals of Music (5)

Recommended for all music and education majors, but open to all students. Covers scales, intervals, rhythm and elementary harmony studied on individual keyboards and vocal performances.

Prerequisite: Basic keyboard skills or MUS 122 taken concurrently.

MUS 102, 103

Music Theory (5,5)

Practices of triadic period of music involving diatonic and chromatic harmonies, melody and form through analysis, writing and performance.

MUS 107

Introduction to Music (5)

(For the general college student; recommended for education majors.) A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary reading and listening experiences designed to foster understanding of common musical forms, idioms, periods and styles.

MUS 117

Jazz History (3)

Survey of jazz music from its beginnings until today. Presented in non-technical language through films, records and live performances. Not necessarily for music majors.

MUS 121/221

Class Applied Music: Voice (1,1)

Fundamentals in voice production -- breathing, posture, pronunciation, etc., for beginning singers or those who wish to learn to sing or improve their technique.

MUS 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 (1)

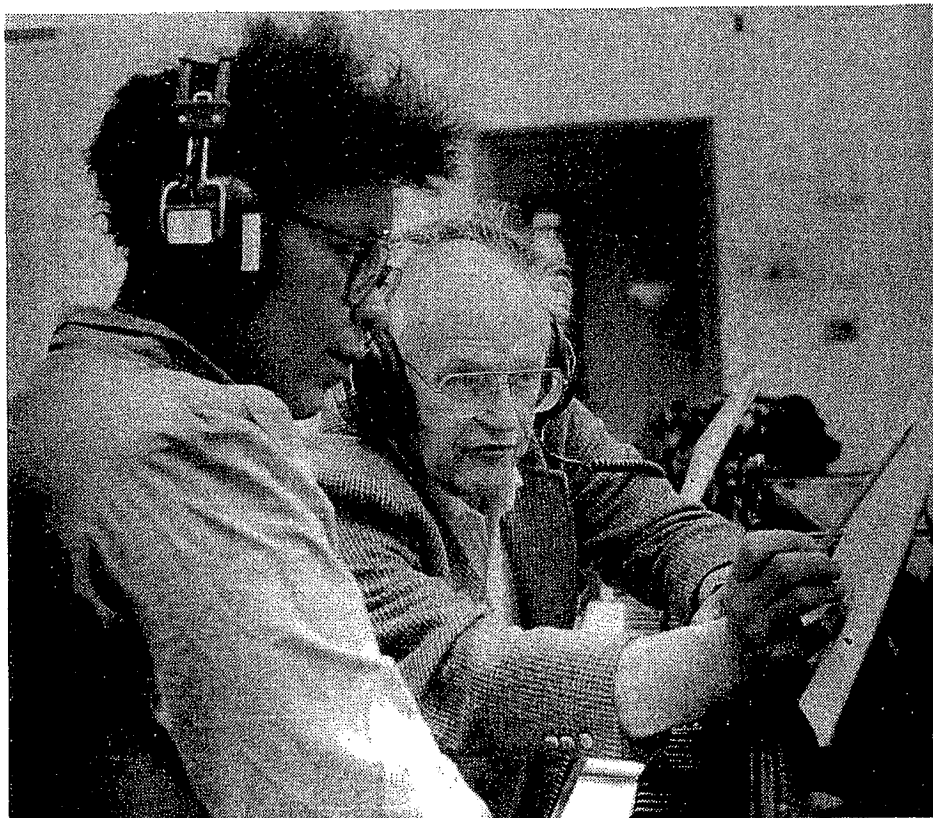
A - Piano; B - Violin; C - Voice; D - Violoncello; E - Double Bass; F - Trumpet; G - Flute; H - Oboe; I - Clarinet; J - Bassoon; K - Horn; L - Guitar; M - Trombone; N - Tuba; O - Harp; P - Percussion; Q - Saxophone; R - Viola; S - Organ; T - Music Composition; U - Synthesizer. Arranged through the Music Department Chairman.

MUS 160

Chamber Orchestra (1)

Preparation and performance of chamber 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. High degree of demand on students' time.

Prerequisite: Audition and commitment for three quarters (fall, winter, spring) and regular attendance at daily and special rehearsals.

MUS 171

Jazz Ensemble (3)

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

Prerequisite: MUS 171.

MUS 199

Ensembles (1)

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

Prerequisite: Permission of instructor.

MUS 201, 202, 203

Second-Year Theory (5,5,5)

Study of 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 260

Chamber Orchestra (1)

Preparation and performance of chamber orchestral 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 audition 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)

Orienting and assisting 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 126

Fundamentals of Nursing (8)

Learning experiences are designed to develop technical 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 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.

NURS 128

Medical and Surgical Aspects of Adult and Child Care (Part I) (9)

The first in a series of three courses that provide learning experiences in the care of adults and children with common medical and surgical conditions. The student continues to develop 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 127, 131, PSYCH 206.

NURS 129

LPN-ADN Articulation (10)

Provides learning experiences in the care of adults and children with common medical and surgical conditions. Integrated within the course are principles of communication, experience in use of the nursing process, nursing care plans, and medication administration.

Prerequisite: Admission into the nursing program.

NURS 130, 131, 132

Practice Lab (2,2,2)

Designed to provide the opportunity for self-paced practice of nursing skills in supervised laboratory setting. Competency in performing assigned skills must be demonstrated in the laboratory before performing the specific skill in the hospital.

NURS 226

Medical and Surgical Aspects of Adult and Child Care (Part II) (9)

The second in a series of three courses. Learning experiences in the care of adults and children with common medical and surgical conditions. The student continues to develop advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching and self-responsibility are integrated throughout the course.

Prerequisite: NURS 128, BIOL 208.



NURS 227
Medical and Surgical
Aspects of Adult and
Child Care (Part III) (12)

Third in a series of three courses. Learning experiences in the care of adults and children with common medical and surgical conditions. The student continues to develop advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching and self-responsibility are integrated throughout the course. Students will work with a hospital staff member preceptor for five weeks to increase opportunity to function in roles commonly experienced by graduate nurses.

Prerequisite: NURS 226.

NURS 228
Maternity Nursing (5)

Learning experiences which 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 227.

NURS 229
Psychiatric Nursing (5)

Learning experiences 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 or her psychopathological manifestations.

Prerequisite: NURS 227.

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 EDUCA-
TION

NURS 211
Patient Assessment (2)

Designed to enable the student to develop increased knowledge and psychomotor skills in the evaluation of the physical condition of a patient. Stresses 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 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: Registered nurse.

NURS 221, 222
Intensive Care Nursing (3, 3)

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

Prerequisite: Registered nurse.

Courses numbered NURS 106, 107, 204, 205 and 206 are each designed for nurses who have had a basic nursing program and who do not need further clinical experience, and especially for nurses who have been licensed in foreign countries and who need to learn the language, nurses who have not practiced for a number of years and nurses needing continuing education credits. See descriptions which follow.

NURS 106
Psychiatric Nursing (2)

Develops experiences for the student 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 (3)

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, 205, 206
Adult and Child
Care Review (4, 4, 4)

Three courses concerned with common illnesses which affect children and adults from birth through old age, and medical and/or surgical treatment of these illnesses.

OCEANOGRAPHY

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. Satisfies Natural Science degree requirement.

OCEAN 103

Life in the Ocean (5)

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. Same course as BIOL 140--Marine Biology.

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. Prerequisite: Permission of instructor.

OCEAN 299

Independent Study (1-5)

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

Prerequisite: Permission of instructor.

PHILOSOPHY

PHIL 100

Introduction to Philosophy (5)

The human quest for greater understanding; connections among efforts to understand the universe; how ideas shape cultures and individuals; how language influences ideas and conversely; the humanistic and scientific approaches to life.



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 humanity's efforts to develop moral standards for guidance of behavior; major ethical theories; the intimate relationship between world views and moral standards; the modern reduction of prescription to description. Prerequisite: PHIL 100 or permission of instructor.

PHIL 220

Death and Dying (3)

Study of the social, psychological, philosophical and religious aspects of death and the dying process. Note: same course as PSYCH 220; 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. Focus on developing a critical awareness of philosophical issues in science. Covers hypothesis formation, theory construction, space and time and other topics.

PHIL 267

Problems in Philosophy of Religion (5)

Analysis of problems in religious thought such as the existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality; opportunity to experience alternate states of consciousness to heighten appreciation of religious experiences.

PHIL 285

Alternate States of Consciousness (5)

Blends cognitive and experiential approaches; 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: same course as PSYCH 285; 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 General Studies or Associate in Arts and Sciences degrees, it is necessary to obtain three physical education activity credits. These credits can be included in the 90 credits needed for the degrees. (Students planning to transfer to other institutions should check their requirements.)

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

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 Allied Health Division Chairman.

FITNESS ACTIVITIES:

1 CREDIT EACH

- 102w Slimnastics
- 202w Advanced Slimnastics
- 103w Self Defense for Women
- 104 Judo
- 106m Body Conditioning
- 108m Weight Training
- 208m Advanced Weight Training
- 110 Jogging

FITNESS ACTIVITIES:

2 CREDITS EACH

- 100 Total Fitness - Individualized Approach

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 and Pickleball,
- 127 Fencing
- 128 Beginning Tennis (student furnishes racket)
- 228 Intermediate Tennis (student furnishes racket)
- 130m Handball (student furnishes gloves)
- 131 Racquetball (student furnishes racquet)
- 231 Advance 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
- Varsity sports may be repeated for extra credit

(Tacoma Community College varsity teams compete in leagues set by the Northwest Athletic Association of Community Colleges (NWAACC). To be eligible for athletic competition, a student must be enrolled in at least 12 credit hours during the quarter of participation. Returning students must also have completed 12 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 280

Care and Prevention of Athletic Injuries (3)

Instruction and training in the prevention of injuries; examination procedures; principles in the management of injuries; treatment of specific injuries, i.e., ankle, knee, elbow, etc.; the use of therapeutic modalities and athletic training techniques such as taping, wrapping and emergency procedures.

Prerequisite: Beginning first aid. Human anatomy recommended.

PE 292

First Aid and Safety (5)

The student meets requirements for advanced American Red Cross first aid and CPR (Cardiopulmonary Resuscitation) certification.

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 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, MATH 96 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 certain sciences.) 121 - study of mechanics: motions and causes of motion, theories

and applications for problem solving; 122 - electricity and magnetism; 123 - waves, sound, light and thermodynamics.
Prerequisite: MATH 124 or MATH 124 taken concurrently for 121, 121 for 122; 121 for 123.

**PHYS 290
Computer Applications
in Physics (1-3)**

Topics to be chosen from solutions to physics problems by curve fitting through least squares and Cheveshev; solutions to systems involving simultaneous equations, root finding algorithms; numeral solutions to differential equations; and numerical integrations and differentiations.
Prerequisite: PHYS 122 or taken concurrently, ENGR 141.

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

Prerequisite: Permission of instructor.

POLITICAL SCIENCE

**POLSC 91
Introduction to American
Government (5)**

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

**POLSC 201
Introduction to Government
and Politics (5)**

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

**POLSC 202
American National 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 Relations (3 or 5)**

Study of Interrelationships among nations -- power, structure, decision-making; conflicts and compromise.

**POLSC 205
State and Local Government
and Politics (5)**

Study of the nature, function and problems of state, county and city govern-

ments, including an examination of the problems confronting these local political units.

**POLSC 290
Political Philosophy
and Ideology (5)**

A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, and Marx. Honors Program requirement.

PSYCHOLOGY

**PSYCH 100
General Psychology (5)**

Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality will be examined.

**PSYCH 170
Psychology of Adjustment (5)**

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

**PSYCH 201
Introduction to Experimental
Psychology (5)**

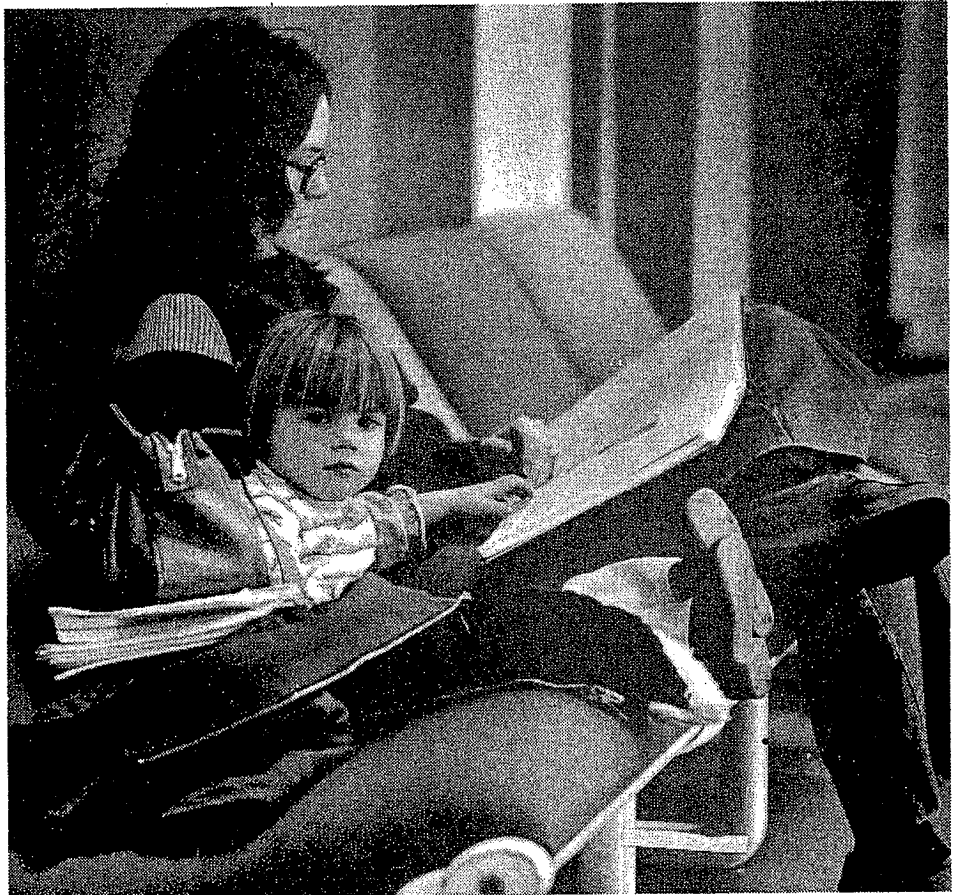
Introduction to basic experimental and research design. Emphasis is placed on study involving use of the scientific method to study behavioral sciences. Individual and group projects involving humans and animals.
Prerequisite: Any PSYCH, SOC, or ANTHRO course, or permission of instructor.

**PSYCH 205
Introduction to Personality (5)**

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

**PSYCH 206
Human Growth and
Development (5)**

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



PSYCH 207**Stress Management (5)**

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which manifests itself in various ways, such as chronic tension, illness and chemical abuse (alcohol-drug). Note: Same course as HSW 207; credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

PSYCH 209**Psychology of Aging (3)**

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)**

Study of the social, psychological, philosophical and religious aspects of death and dying process. Note: Same course as PHIL 220; credit for degree will be granted either as PSYCH 220 or PHIL 220 but not for both.

PSYCH 285**Alternate States of Consciousness (5)**

Blends cognitive and experiential approaches: 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: 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: Permission of instructor.

RADIOLOGIC TECHNOLOGY**RT 101****Introduction to Radiologic Technology (3)**

Introduction to the health team and the profession of radiologic technology. In-

cludes medical ethics and medical-legal considerations, radiation, protection of patients and personnel, film processing and chemistry to enable student to enter into clinical practicum. (3 hours lecture per week.)

Prerequisite: Permission of instructor.

RT 108, 109**Radiation Physics I, II (5, 5)**

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

Prerequisite: MATH 90 or equivalent and permission of instructor.

RT 120**Radiographic Clinic I (3)**

Initial course in clinical education to enable the student to acquire expertise and proficiency in a wide variety of diagnostic procedures by applying classroom theory to actual practice of technical skills on specified levels of competency. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health team.

Clinical practicum: 16 hours per week at clinical education center.

Prerequisites: RT 101, RT 140, Biol 150 and permission of instructor.

RT 121**Radiographic Clinic II (3)**

A continuation of RT 120 with competency evaluations of the abdomen, upper and lower extremities, gastrointestinal system, and excretory system.

Clinical practicum: 16 hours per week at clinical education center

Prerequisite: RT 120, 141 and permission of instructor.

RT 122**Radiographic Clinic III (7)**

A continuation of RT 121 with competency evaluations of the thorax, abdomen, upper and lower extremity contrast studies, and vertebral column.

Clinical practicum: 40 hours per week for 9 weeks at clinical education center.

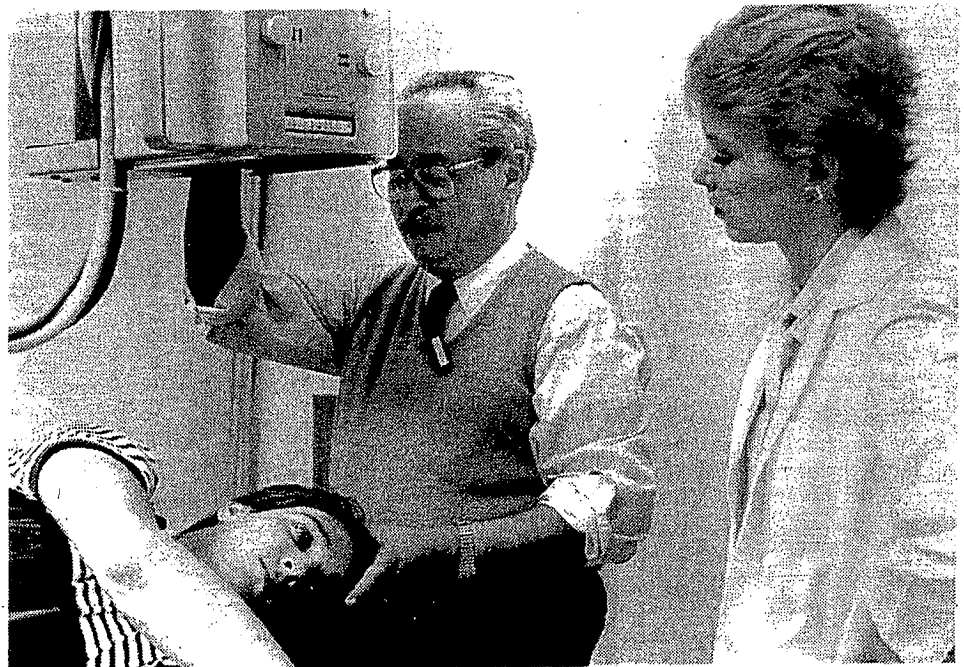
Prerequisite: RT 121 and permission of instructor.

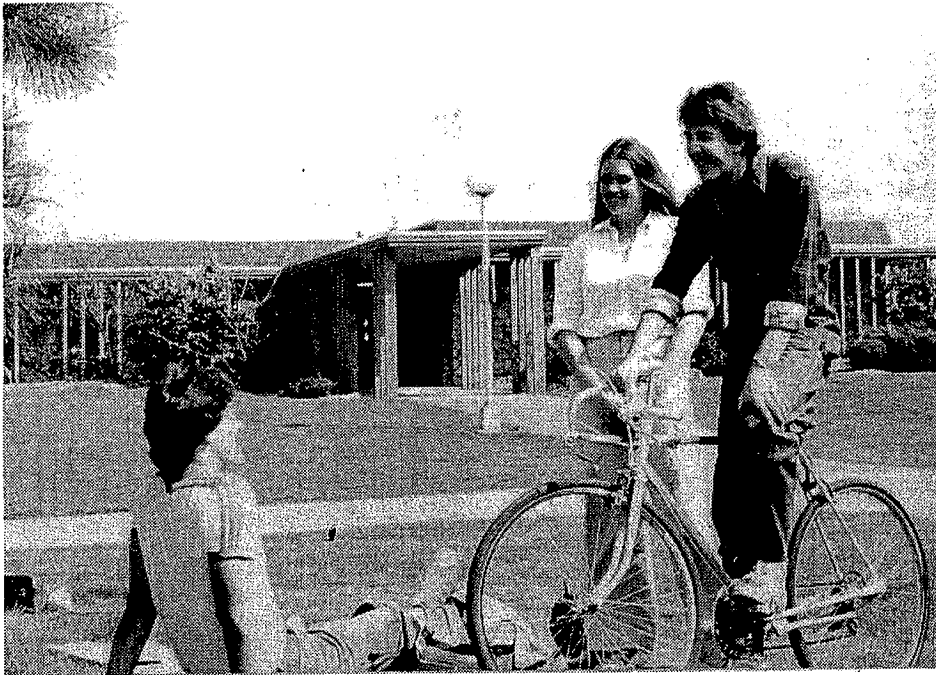
RT 123**Radiographic Clinic IV (3)**

A continuation of RT 122 with competency examinations for upper and lower extremities, thorax, skull, vertebral column, contract studies.

Clinical practicum: 16 hours per week at clinical education center

Prerequisite: RT 122, 142, and permission of instructor.





RT 140

Positioning and Techniques I (5)

Basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle and thoracic cage. (4 hours lecture, 2 hours lab per week.)

Prerequisite: Permission of instructor.

RT 141

Positioning and Techniques II (5)

Basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses. (4 hours lecture, 2 hours lab per week.)

Prerequisite: RT 120, 140; BIOL 150 and permission of instructor.

RT 142

Positioning and Techniques III (5)

Positioning techniques in radiography of the respiratory system, GI and biliary system, and the urinary system. (4 hours lecture, 2 hours lab per week.)

Prerequisite: RT 121, 141; BIOL 151 and permission of instructor.

RT 211

Invasive Radiologic Procedures (3)

Advanced special radiographic procedures utilizing contrast media with emphasis on cardiovascular and neurovascular procedures. An overview of equipment and accessories used in special procedures radiography.

Prerequisite: RT 123, RT 214 and permission of instructor.

RT 212

Imaging Modalities (3)

An introduction to the specialized field of nuclear medicine, ultrasound, computerized axial tomography and radiation therapy and their application to both diagnostic and therapeutic radiology. A survey of imaging modalities currently used in community practice.

Prerequisite: RT 225, 243; RT 108, 109; and permission of instructor.

RT 214

Radiologic Anatomy and Pathology (3)

A review of human anatomy as displayed by roentgenography, computed tomography, digital radiography, diagnostic ultrasonography and radionuclide imaging, with emphasis on patient positioning, centering, collimation and film evaluation. An introduction to the etiology and pathophysiology of disease. A sampling of the radiographic manifestations of disease, emphasizing their effect on radiographic technique.

Prerequisite: BIOL 150, 151, RT 141; and permission of instructor.

RT 225

Radiographic Clinic V (5)

Advanced patient care and handling involving the following competencies in radiography of the upper and lower extremities, thorax, abdomen, spine,

skull, contrast studies, portable and surgical studies (direct supervision), and angiographic studies (direct supervision).

Prerequisite: RT 120, RT 121, RT 122, RT 123; Medical Health Clearance and permission of instructor.

RT 226

Radiographic Clinic VI (5)

Advanced patient care and handling involving the following competencies in radiography of the upper and lower extremities, thorax, abdomen, spine, skull to include radiography of the sinuses, inner ear mastoids and facial bones. Portable and surgical studies and angiographic studies (with direct supervision).

Prerequisite: RT 225 and permission of program clinical coordinator.

RT 227

Radiographic Clinic VII (9)

Advanced positioning and handling of patients for the following radiographic procedures to include competencies in upper and lower extremities, thorax, abdomen, spine, head; contrast studies, portable and surgical studies (direct supervision), angiographic and interventional studies (direct supervision). Observe and perform in outside rotations in the different imaging modalities.

Clinical practicum: 40 hours per week for 12 weeks at clinical education center.

Prerequisite: RT 227, RT 211, RT 214 and permission of instructor.

RT 228

Radiographic Clinic VIII (5)

Advanced patient care and handling involving radiographic procedures with the following terminal competencies: upper and lower extremities, thorax, abdomen, spine, head, contrast studies, portable and surgical studies (minimal supervision), angiographic and interventional studies, outside rotations involving other imaging modalities.

Clinical practicum: 24 hours per week at clinical education center.

Prerequisite: RT 227, and permission of Program Clinical Coordinator.

RT 243

Positioning and Techniques IV (2)

Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column. (1 1/2 hours lecture, 1 1/2 hours lab each week.)

Prerequisite: RT 140 and permission of instructor.

RT 244

Positioning and Techniques V (2)

Advanced positioning of the skull, inner ear, mastoids. (2 hours lecture, 1 hour lab per week.)

Prerequisite: Permission of instructor.

RT 245

Radiographic Quality Assurance (2)

Introduction to Quality Assurance involving test procedures, radiographic equipment operation, and clinical application, an intermediate study of exposure factors, as related to special equipment and procedures.

Prerequisites: RT 244, RT 109 and permission of instructor.

RT 260

Radiologic Seminar (5)

Integration of information presented throughout the curriculum. Preparation for national certification examination.

Prerequisites: Permission of instructor or program coordinator.

RT 299

Individual Study in**Radiographic Technology (1-5)**

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

Prerequisite: Permission of instructor.

READING

READ 70, 71, 72

Basic Reading Skills (5,5,5)

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

READ 80, 81, 82

Reading Improvement (1,1,1)

Individualized reading program. Students work in the Reading Lab on individually designed course of study to develop reading skill.

READ 110

Power Reading (2)

Diagnostic course: allows 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.

RESPIRATORY CARE

RC 110, 111

Respiratory Therapy Theory (3,3)

Basic theory and principles of respiratory care science.

Prerequisite: Admission to RTT program.

RC 120, 121, 122

Respiratory Therapy Equipment (2,2,2)

Rationale, indications and procedures of the equipment used in respiratory therapy.

Prerequisite: Admission to program; RC 120 for 121, RC 121 for 122.

RC 130

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.

RC 131

Pulmonary Functions (3)

Basic concepts in pulmonary diagnostic techniques.

Prerequisite: RC 110.

RC 133

Microbiology (2)

Basic principles of microbiology: a brief treatment of the classification, morphology, identification and physiology of microorganisms; an in-depth treatment of the problems of infections and immunizations; and the cleaning and sterilization of equipment relating to respiratory therapy.

RC 140, 141, 142, 143

Clinical Training (6,6,6,6)

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 number of hours: 140 - 12 hours per week; 141 - 12 hours per week; 142 - 14 hours per week; 143 - 40 hours per week. Prerequisite: Admission to RTT program. RC 140 for 141; RC 141 for 142; RC 142 for 143.

RC 150, 151

Respiratory Therapy Seminar (1,2)

Weekly discussions on specific topics of respiratory therapy.

Prerequisite: RC 111 and RC 141, or permission of instructor.

RC 210

Pediatrics and Neonatology (2)

Lecture course dealing with the development and pathophysiology of the pediatric and neonatal patient. Understanding the anatomic and physiologic changes that occur during the embryologic development of the fetus and ways in which the anatomy and physiology of pediatric patients alters the respiratory care.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapist level of training.

RC 220

Pulmonary Rehabilitation and Home Care (2)

Techniques used in the rehabilitation of the patient with chronic pulmonary disease and the therapy techniques utilized by the patients and their therapists at home. Laboratory training in special techniques such as breathing exercises and muscle training is provided.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 221

Respiratory Seminar II (Dept. Org. & Ethics) (2)

Lecture course involving the various aspects in the organization of a respiratory therapy department including finances, equipment, staffing, and interdepartmental communication and role delineation. Includes a section in medical and legal ethics and consideration.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 240

Neonatal Clinical Training (6)

A combination of clinical experience and lecture in the care of neonatal patients in the critical care environment in conjunction with two hours of classroom lecture per week. (12 hrs. clinical; 2 hrs. lecture)

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 241

Pediatric Clinical Training (6)

Clinical experience in the care of the pediatric patient in the critical care environment. Clinic time is 12 hours per week with two hours of lecture.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 242

Respiratory Therapy/Advanced Pathophysiology (7)

A combination of clinical and classroom teaching dealing with advanced critical care of adult patients.

Prerequisite: RC 241.

RC 299

Individual Study in Respiratory Therapy Technology (1-5)

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

Prerequisite: Admission to RTT program.

SMALL BUSINESS MANAGEMENT

BUS 143

Small Business Management (3)

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

SBM 147

Marketing Your Small Business (3)

Study of key marketing concepts and activities for use in the business environment which is designed for current small business owners/managers as well as individuals contemplating going into business for themselves. Includes developing a customer-oriented marketing strategy directly related to improving the success of one's business or prospective business.

SBM 148

Financial Management and Planning for Small Business (3)

For owners, managers and employees of a small business and those considering

starting or acquiring a small business. Includes basic business planning, initial financial planning, financial analysis and decision-making, inventory management, working capital management, capital budgeting, evaluating for growth and expansion, business risks and insurance, and preparing a financial proposal.

SBM 149

Starting a Small Business (2)

Learn the key elements involved in setting up and operating a small business. Topics also include: pitfalls to avoid, personal attributes required of a small business owner, business planning and legal aspects.

SBM 150

Import/Export for Small Businesses (3)

A basic course which covers matters involved in the day-to-day business of importing/exporting for small business and the principles and reasons for the procedures. The amount of capital involved, the custom duties charged, the use of brokers and the establishment of overseas contracts will be discussed.

SOCIAL SERVICES

SSERV 120

Introduction to Applied Gerontology (5)

A study of the demographic characteristics and social needs of older persons in our society 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.

SOCIOLOGY

SOC 90

Contemporary Sociological Problems (5)

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.

SOC 240**Social Psychology (5)**

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

Prerequisite: SOC 110 or PSYCH 100.

SOC 262**Race Relations (5)**

The problems 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 PSYCH 100.
Permission of instructor.

SOC 270**Social Problems (5)**

A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies.

SOC 271**Deviant Behavior (5)**

Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: SOC 110 or PSYCH 100.

SOC 299**Individual Study (1-5)**

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

Prerequisite: Completed 15 credit hours of course work in sociology and permission of instructor.

SPANISH

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

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. Drilling in pronunciation and language usage takes place in the language laboratory. 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)**

For those wishing to acquire a reading knowledge of Spanish. Grammar and reading selections presented in an individualized manner. Students work 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)**

Independent study course. Specific vocabulary and sentence structures needed by people working in the medical field. Practical dialogues that 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 150**Conversational Spanish (3)**

Develops speaking ability in Spanish. Oral drills, situational dialogues and individual class presentations. Prerequisite: One year of high school Spanish or equivalent.



SPAN 201, 202, 203

Intermediate Spanish (5,5,5)

201 -- Grammar review, reading, and intensive practice in conversation through games and student presentations for class discussion. 202 -- Grammar review, reading, composition imitating models from literary selections. Conversation on 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 instructor.

SPAN 299 A

Contemporary Latin American Writers (3)

Survey of the most significant writings of Argentina's Jorge Luis Borges and Chile's Nobel Prize winners, Gabriela Mistral and Pablo Neruda.

Prerequisite: SPAN 203 or equivalent proficiency.

SPAN 299 B

Writers of the Generation of 1898 (3)

Selected readings from Miguel de Unamuno, Pio Baroja and Roman del Valle-Inclan, three of Spain's foremost writers, attempting to create a new national consciousness after the country's defeat in the Spanish-American War.

Prerequisite: SPAN 203 or equivalent proficiency.

SPAN 299 C

Latin American Literature, Colonial Period (3)

The conquest of Mexico through the eye witness accounts of Bernal Diaz del Castillo and Hernando Cortez.

Prerequisite: SPAN 203 or equivalent proficiency.

SPEECH

SPCH 100

Fundamentals of Speech Communication (5)

A survey of fundamental principles in speech communication theory, verbal and non-verbal language, effective listening, small group discussion, and oral presentations. Written assignments and

examinations are included, as well as speaking assignments.

SPCH 101

Oral Presentations (5)

An introduction to the preparation and delivery of oral presentations, and to listening critically to others. Emphasis on research, logical analysis, and organization for informative and persuasive speeches. Four to six speaking assignments, plus written examination.

SPCH 105

Business and Professional Speech Communication (5)

Application of speech communication fundamentals to the work environment, including study and assignments in organizational communication networks, employment interviewing, customer relations, meetings, and presentations. Recommended for students in occupational programs or with work experience.

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 the student in improving quality of his or her studies; emphasis on reading improvement, study skills and group guidance.

STDSK 98

Developing a Personal Study System (2)

Intensive short course in essential study skills for beginning college students in which they learn to develop a personal study system for achieving success in college.

STDSK 110

College Skills (3)

Development of techniques for effective study in college. Time management and motivation, taking notes from books and lectures, memory training, studying a textbook, studying for and taking exams,

using the library and writing the research paper.

SUPERVISION AND MANAGEMENT

SMG 100

The New Supervisor (3)

For potential supervisors and new first-line managers. Examines the significant differences between the "old job" and the job of being a supervisor. It emphasizes that the skills required to supervise people are not the same as those used in the old job. A study of new skills and new attitudes required for a successful transition into a supervisory role. Other topics include job enrichment, motivation techniques, problem solving and self development.

SMG 101

Essentials of Supervision (3)

A study of fundamental concepts, practices, skills and responsibilities of supervisors. The intent of the course is to teach participants the functions of managing and to show there are managerial tasks common to all supervisors, regardless of whether they work in business, professional, health-care, government, industrial or other types of organizations. Other topics include Decision Making, Leadership, Training, Performance evaluations, Counseling and Discipline.

SMG 120

Supervising the Marginal Worker (3)

Skills to identify, motivate, treat or redirect the marginal worker. Some emphasis on marginal performance due to alcohol or drug abuse. Documentation, performance evaluation and improvement interviewing in cases of marginal performance.

SMG 125

Supervising Employee Training (3)

Basic principles and techniques that facilitate learning in work environments. Training needs assessment; how to plan, conduct, and evaluate on-the-job training; new employee orientation; motivation and individual development. Supervisory role in learning activities and methods that technicians, lead workers or experienced employees may use to train others.

SMG 131

Supervision and Group Behavior (3)

The course is a study of how people, structure, technology and the external environment can be blended together into an effective operating system that serves human, organizational and social objectives. Topics will include: individual and group motivation; managing the process of change; effective group communication; understanding the human side of organizations.

SMG 201

Manager Communications (3)

This course is designed to help supervisors and managers develop and present more effective communication with bosses, peers, and subordinates. Emphasis is given to decreasing misunderstanding with others, giving clear instructions, enhancing dictation skills, improving listening ability, learning to communicate succinctly, and interpreting and using nonverbal "cues". Other topics include interviewing and making persuasive briefings and other presentations.

SMG 210

Effective Public Relations (3)

A practical approach to the theory and practice of public relations for managers. Topics include communication theory, public opinion, persuasion, print/broadcast media, and crisis communications. Emphasis on skills useful in the development and management of successful public relations strategies.

**SMG 222
Management and Labor
Relations (3)**

Survey of the collective bargaining process, current labor law and recent NLRB rulings. Emphasis on labor contract administration for managers, first line supervisors and those employed in personnel departments of larger organizations. Discusses grievances, formal procedures in arbitration, and disciplinary procedures. Utilizes selected case studies to define the manager's role in union-management relations.

**SMG 240
Principles of Production
Management (3)**

Problems and techniques encountered in the production and delivery of goods.

**SMG 250
Human Resource and
Personnel Management (3)**

An examination of the personnel management function. Includes discussion of job analysis and design, recruiting, per-

formance appraisal, federal employment guidelines and laws, and compensation systems.

**SMG 255
Supervisor and the Law (3)**

A supervisor's introduction to the nature and sources of business law. Examines legislative, judicial and executive powers of regulatory agencies, including the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), The consumer Product Safety Commission (CPSC), the National Labor Relations Board (NLRB), and the Federal Communications Commission (FCC). Includes a survey of contract law, the principles of agency and employment, and a study of the employee grievance process.

**SMG 260
Managerial Excellence (3)**

A comprehensive study of significant concepts, activities, and practices that can help new and experienced managers enhance their managerial skills and yield improved performance effectiveness for

themselves, subordinates, and the organization. Topics include: the role of management and managers, the nature of managerial work, decision making skills, effective delegation, and managing change.

**SMG 261
Dynamics of Leadership (3)**

An in-depth study of managerial techniques and human relations skills that distinguish leaders from managers. This course examines the characteristics and styles of management personnel who lead, rather than push, subordinates into higher levels of morale, self-esteem, productivity, quality and effectiveness. Key topics include: interpersonal communication, creating team work, influencing group behavior and controlling results.

**SMG 264
Motivation and Productivity (3)**

Based on the premise that productivity is essential to a manager's success, this course focuses on the motivational skills a person needs in order to function effectively while working with other people, whether they be subordinates, clients or other managers. Emphasizes that improvements in human relationships lead to greater trust, self-esteem, job satisfaction and morale which in turn generate improved productivity and employee morale.

**SMG 265
Organizational Behavior (3)**

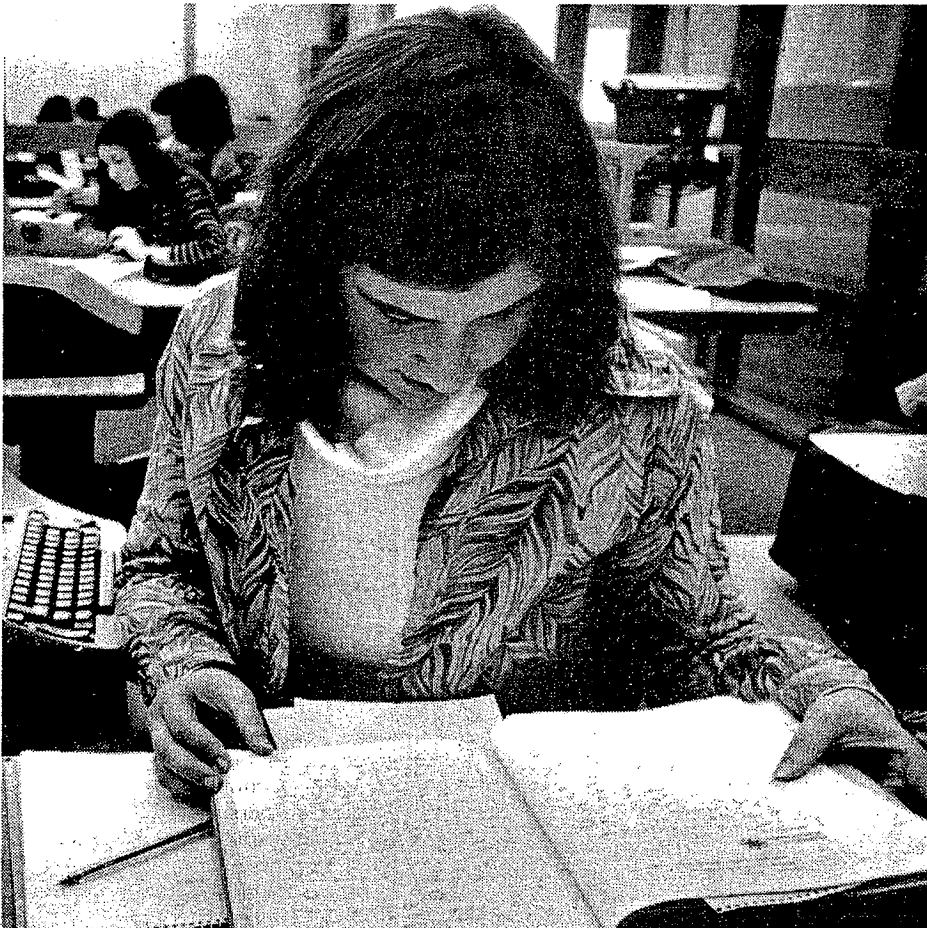
This course is a study of the behavior, attitudes and performance of workers in an organizational setting; the organization's and group's effects on the worker's perceptions, feelings and actions. It also, examines the environment's effect on the organization and its human resources and goals; and the effect of the workers on the organization and its effectiveness.

**SMG 270
Managing for High Performance (3)**

Starting with the fundamentals of modern management and progressing through essential skills required of successful managers, the course emphasis is not only how to motivate high performance from subordinates, but also how to maintain that level once it is achieved.

TYPING

See Business 103 and/or 104.



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Definitions

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates that course work is accepted by other colleges and universities.

Advisor: A member of the college faculty designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

Commencement: The graduation ceremony.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or Curriculums): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

Direct Transfer: The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

Distribution Requirements: A range of courses required for graduation with an associate degree, in addition to the major department requirements.

Drop: See Withdraw.

Division: An area within the college which is devoted to a group of related subjects, Business, Humanities, Allied Health, etc.

Elective: A course which is not required for a particular program.

General Educational Development (GED): A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

Grade Point: A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

Grade-Point Average (GPA): The numerical average obtained by dividing total grade points earned by total credit hours attempted in a quarter. A cumulative grade-point average is obtained by dividing the total grade points on a student's record by the total hours he or she has attempted.

Honors: (1) A program with a four-quarter course of study for students with exceptional academic qualifications. (2) A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher, have completed required Honors curriculum, and have completed all requirements for the Associate of Arts and Sciences degree.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they remain on the student's permanent record.

Major: The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student: See Resident Student.

Pre-Professional: A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite: A course which must be taken before a student is allowed to take another course. For example: MATH 105 is a prerequisite for MATH 157.

Probation: A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

Quarter: A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarter.

Registration: The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered.

See Admissions Procedures section for more information.

Withdraw: To officially stop taking classes before the end of a term. This must be done with a Change of Program form.

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CREDITS:

Managing Editor: Dan Small
 Editors: Dan Small, Beth Bartholomew, Donna Jackson
 Layout and Design: Dan Small
 Photography: Le Tran, Christopher Stancich, Dan Small

Printed June 1985, Valley Newspapers, Kent, WA.

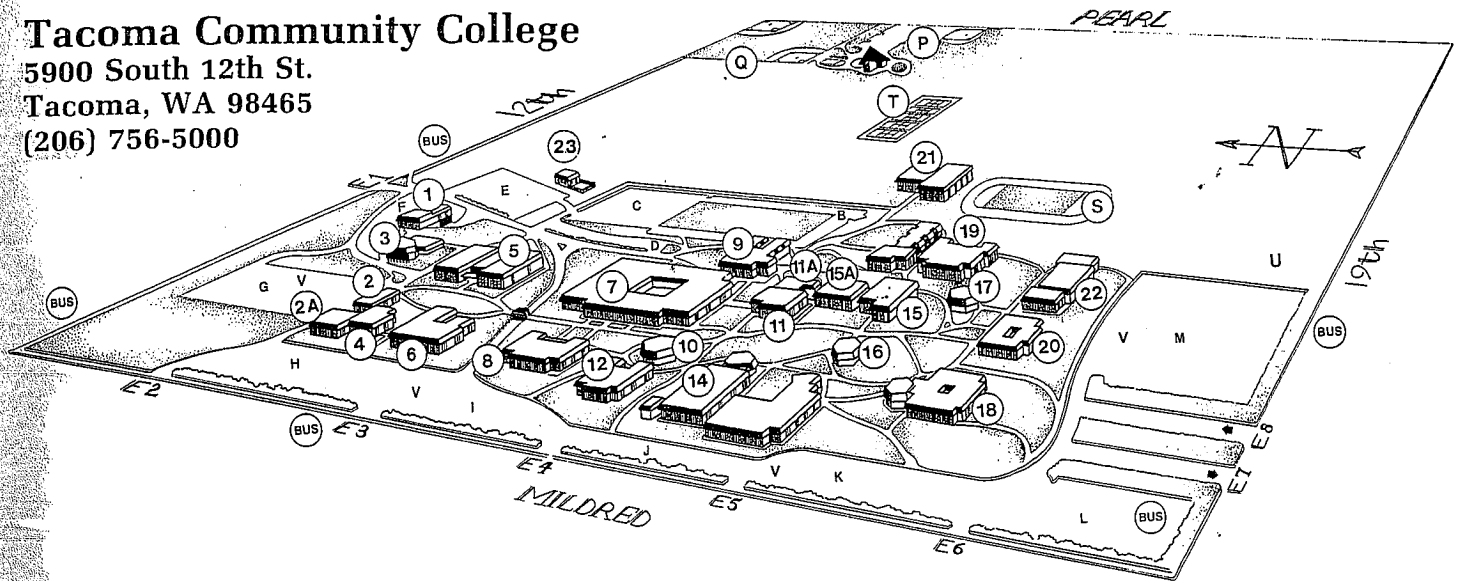


Information Directory

Subject	Office-Building	Telephone Number
General Information	Customer Service Building 1	756-5000
Academic Regulations	Dean of Instruction Building 15	756-5022
Admission to TCC	Admissions Center Building 18	756-5000
Advising and Counseling	Counseling Center Building 7	756-5122
Adding/Dropping a course	Registration Center Building 18	756-5035
Affirmative Action	Dean of Support Services Building 18	756-5046
Associate Degree Information	Registration Center Building 18	756-5035
Athletics/Intramurals	Athletic Director Building 9	756-5097
Books and Supplies	Bookstore Building 6	756-5040
Career Center	Program Coordinator Building 7	756-5058
Child Care Center	Building 23	756-5180
Developmental Education	Coordinator of Developmental Education, Building 8	756-5029
Financial Aid, scholarships	Office of Financial Aid Building 18	756-5080
Foreign student information	Admissions Center Building 18	756-5033
Handicapped students	Resources for the Handicapped Building 22	756-5075
High School completion for Adults	High School Completion Office Building 7	756-5093
Library Services	Circulation Desk Building 7	756-5087
Minority Affairs	Dean of Support Services Building 18	756-5046
Occupational Programs	Director/Occupational Education Building 9	756-5131
Registration	Registration Center Building 18	756-5035
Transfer to other colleges	Advising Center Building 7	756-5120
Tutoring	Tutorial Services Building 7	756-5026
Veterans Information	Office of Veterans' Affairs Building 18	756-5033
Withdrawal from college	Registration Center Building 18	756-5000
Work study positions	Office of Financial Aid Building 18	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 Buildings and Grounds; Purchasing; Records/Forms/Inventory Management; Mail Services. 2 Business Office. 2A Continuing Education. 3 College Theater. 4 Personnel; Payroll. 5 Art Classrooms. 6 Bookstore; Student Development, Associate Dean; Student Activities. 7 Advising and Counseling; Library and Instructional Resource Center; Career Center; Music Classrooms. 8 Classroom Building; Developmental Education; Math Lab, English and Communications Lab, Reading Lab, Drop-In Assistance Lab and Office of Vocational Assistance. 9 Faculty Offices; College Development Office. 10 Lecture Hall. 11 Cafeteria. 11A Student Lounge. 12 Faculty Offices. 14 Sciences Building; Collegiate Challenge (Student Newspaper). 15 Administration: President's Office; Executive Dean — Academic & Student Affairs; Executive Dean — Planning and Operations; Information and Publications. | <ul style="list-style-type: none"> 15A School District 10 Alternative High School. 16 Lecture Hall. 17 Lecture Hall. 18 Welcome Center: General Information, Admissions, Financial Aid, Registration, Student Records, Veterans, Parking; Classrooms. 19 Classroom Building; Faculty Offices; Allied Health Program Occupational Programs, Computer Center; Independent Study Lab for Business Programs; Office of Safety and Security. 20 Faculty Offices. 21 Physical Education Building. 22 Classroom Building: Resources for the Handicapped. 23 Child Care Center. E1-E8 Entrances to Parking Lots. A-M Parking Lots. P Community playground and softball fields Q Minnitti baseball and softball playing fields. S Soccer field & all weather track. T Tennis Courts. U TACID Handicapped Center. V Visitor Parking Spaces. BUS Pierce Transit bus stops. |
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