

1987-89



C A T A L O G



TACOMA COMMUNITY COLLEGE

Academic Calendar

SUMMER

Day/evening classes begin
Independence Day recess
First half, final exams
Second half, classes begin
Summer quarter final exams
Grades due in Records office

Official 1987-88
(June 22-August 20, 1987)

June 22
July 3
July 21
July 22
August 20
August 24

*Tentative 1988-89
(June 20-August 18, 1988)

June 20
July 4
July 20
July 21
August 18
August 22

FALL

Day/evening classes begin
Saturday classes begin
Veteran's Day recess
Thanksgiving recess
Final exams and grading
Grades due in Records office

(September 21-December 12, 1987)

September 21
September 26
November 11
November 25-28
December 7-12
December 14

(September 19-December 10, 1988)

September 19
September 24
November 11
November 23-26
December 5-10
December 12

WINTER

New Year's Day recess
Day/evening classes begin
Saturday classes begin
M. L. King Jr.'s Birthday
President's Day recess
Final exams and grading
Grades due in Records office

(January 4-March 19, 1988)

January 1
January 4
January 9
January 18
February 15
March 15-19
March 21

(January 2-March 18, 1989)

January 1
January 2
January 7
January 16
February 20
March 14-18
March 20

SPRING

Day/evening classes begin
Saturday classes begin
Memorial Day recess
Final exams and grading
Commencement
Grades due in Records office

(March 28-June 11, 1988)

March 28
April 2
May 23
June 6-11
June 9
June 13

(March 27-June 13, 1989)

March 27
April 1
May 29
June 5-10
June 8
June 12

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June 1987. 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 for the future! Today's world is constantly changing -- jobs are always adjusting to new technologies and new requirements. Many jobs of the past don't exist anymore and tomorrow's jobs have yet to be defined.

Success today comes to those who actively seek it, 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 marketable skills in many areas where the 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 of 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 1985-86 a total of 1,426 students received some form of financial aid. The average award package including grants and work study employment was \$4,000 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 received the highest average scores of the state's 22 two and four-year nursing programs represented in the 1986 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 easy access to ocean beaches, the many waterways of Puget Sound, and the Olympic and Mt. Rainier National Parks to the north and south. The area offers 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 instructors' 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
- Business Administration and Management
- Supervision and Management
- Receptionist
- Retail Sales
- Secretary
- Service Representative
- Typist
- Employment Interviewer

HEALTH OCCUPATIONS

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

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
- Computer Information Management Systems
- Data Entry Operator
- Data Processing Trainer
- Beginning Business Systems Analyst
- Word Processor

Career programs at TCC lead to two-year associate degrees or program 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

Bridge Program

Tacoma Community College and The Evergreen State College have cooperatively developed a course of study especially designed for adults interested in transferring to the upper division program at Evergreen's Tacoma campus.

This accredited program is intended for adults with limited college credits or no previous college experience. The program emphasizes sharpening reading, writing, and thinking skills while providing team-taught interdisciplinary courses in the liberal arts. Classes are taught at The Evergreen State College's Tacoma campus at 1202 South "K" Street.

The evening program is approved for veteran's education benefits. Students may also use their financial aid awards to participate. A high school diploma or GED certificate is required for admission.

For more information, call The Evergreen State College Tacoma campus at 593-5915.

Transferring Credits to Four-year Colleges and Universities

The Tacoma Community College AAS degree, Option A, is directly transferable to all major baccalaureate institutions in Washington. Students who earn this degree and who qualify for admission to the baccalaureate institution will have satisfied all or most of the general education requirements for the baccalaureate degree at the following institutions:

Central Washington University
City University
Cornish Institute
Eastern Washington University
Griffin College
Northwest College University
Pacific Lutheran University
Seattle Pacific University
Seattle University
The Evergreen State College
University of Puget Sound
University of Washington

Washington State University
Western Washington University
Whitworth College

Students who complete the AA degree, Option A, will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions have unique course requirements which must be taken in the junior year. The requirements of individual university departments must also be met.

Students who enter Tacoma Community College with clear intentions to transfer to a particular baccalaureate college are urged to plan their course of study by reference to the specific degree requirements of the college or academic program in which they intend to earn the Bachelor's Degree.

College level courses offered by TCC are normally accepted in transfer by the receiving institution. In addition, some courses not normally transferable will be accepted if they are taken as part of the AAS degree, Option A. Information on the transferability of courses is available in the Advising Center in Building 7 and from faculty advisors.

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.

Off-Campus Sites Downtown College Center

Tacoma Community College's Downtown Center is located at 908 Broadway. The Center strives to meet the training needs of business, and other students requiring a flexible schedule. The spacious facility provides a professional, productive environment, equipped with IBM PC compatible computers and a large inventory of popular business software:

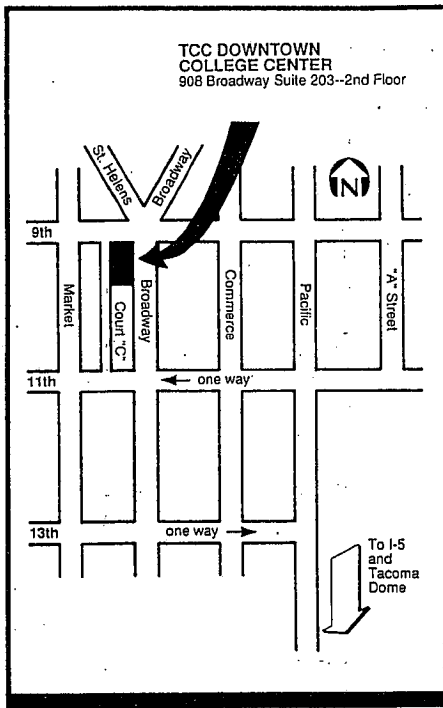
The Downtown Center curriculum focuses on computer applications, supervision and management, and business/office oriented lab classes. Typical computer application courses include computer programming, computer applications in accounting, and instruction in the use of software for microcomputers. The Center offers a wide variety of practical, career-oriented supervi-

sion and management evening courses. The self-paced lab curriculum includes accounting, typing, business machines, data processing, and other office-related courses.

Classes are scheduled at noon, evenings, and in the self-paced format which offers maximum flexibility for the working student.

The lab classes use self-paced textbooks along with instruction presented on slides and tapes. Students may begin these courses at any time during the quarter. Instructors are available to answer questions and provide assistance. Attendance in lab classes is scheduled by the student; daily attendance is not mandatory.

More information is available at the Downtown Center or by calling 566-5110. Office hours are 9 a.m.-9 p.m. Monday-Thursday, and 9 a.m.-3:30 p.m. Friday.

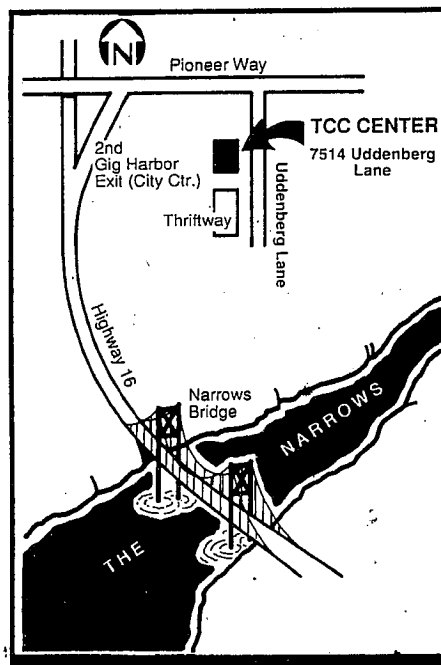


The Gig Harbor/Peninsula College Center

The Gig Harbor/Peninsula College Center offers high quality education in a small, personalized environment. Located at 7514 Uddenberg Lane in Gig Harbor, the Center serves Gig Harbor and the Key Peninsula. Its multi-faceted program includes academic, credit bearing classes and non-credit, self-supporting classes.

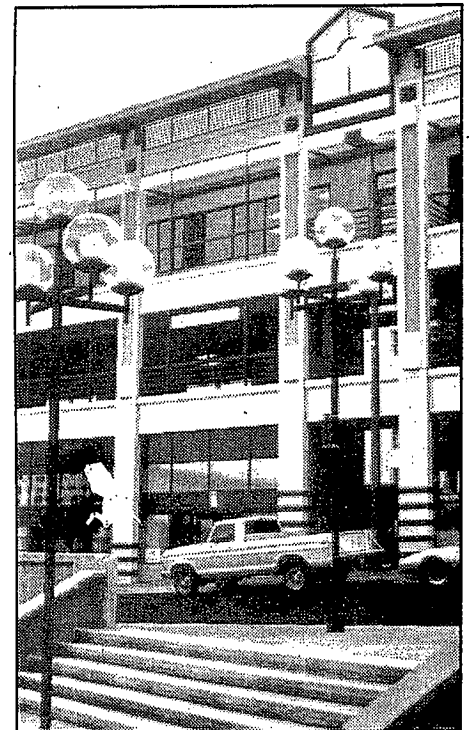
The Center features a business lab and a math lab. The business lab uses self-paced textbooks along with instruction presented on slides and tapes. Students may enter classes in either lab at any time during the quarter. Attendance is scheduled by the student, daily attendance is not mandatory. Additional credit courses are offered in areas such as: real estate, speech, computers, history, English, and psychology. Math Lab classes range from "Review Arithmetic" (Math 086), to "Introduction to Probability" (Math 241).

A diverse selection of non-credit classes is offered in areas such as: aerobics, German, Spanish, interior



design, swimming, photography, windsurfing, and many more.

Classes are normally scheduled in the evenings and on Saturdays. For more information, stop by or call the Center at 851-2424. Office hours are Monday through Thursday, 4 to 9 p.m.



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 — 566-5115

Affirmative Action — 566-5046

Counseling Center — 566-5122

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 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.

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

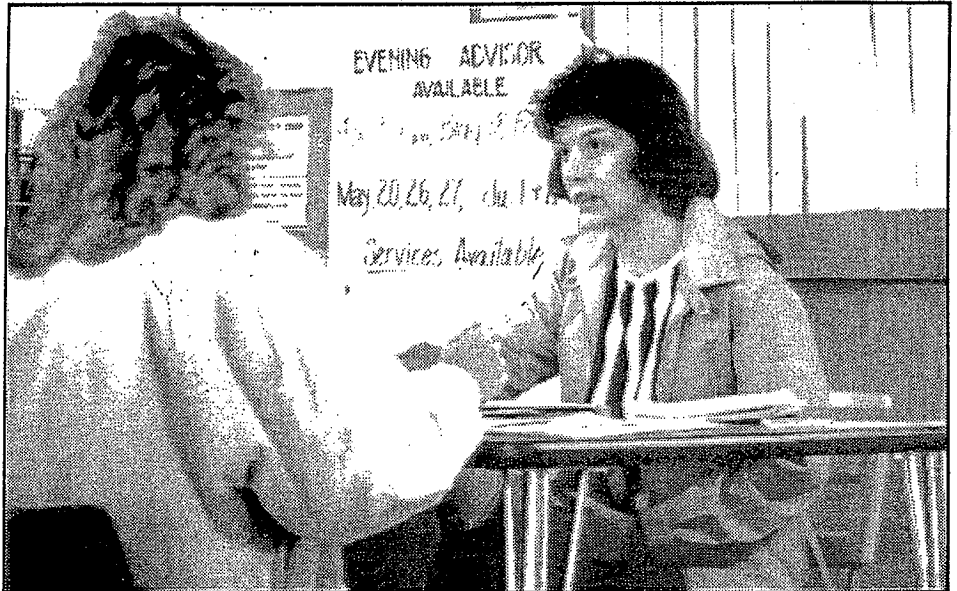


Photo by Gayle Rieher

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.

Students who intend to transfer to a baccalaureate college or university are urged to take the Washington Pre-College Test or the Scholastic Aptitude 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 Readmission Form may be obtained from the:

Admissions Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465
(206) 566-5115.

Transfer Students

Transfer students follow the same admission procedure as other students.

It is the responsibility of transferring students to have official copies of all previous college transcripts sent to the Admissions Office.

Transfer students may request the Admissions Office to have their transcripts evaluated to determine what course credits from other institutions will apply to a particular certificate or degree at Tacoma Community College.

The student will be notified in writing of the evaluation.

Credits earned at collegiate institutions accredited by recognized regional accrediting associations normally transfer to Tacoma Community College without question.

Work completed at non-accredited institutions is considered on an individual basis.

Residence Classification Information

Residency status is determined at the time the application for admission is processed. The law defines a resident student as a person who has been domiciled; i.e., physically present with the intent to remain in the State of Washington for one year immediately prior to the beginning of the quarter for which he or she claims the right to pay resident tuition and fees. Non-residents are those persons who have not established domicile in the state or who cannot be classified as residents for tuition and fee purposes.

For a student to be classified as a "resident" for tuition and fee purposes, he or she shall:

- (a) Be a citizen of the United States of America; or hold permanent or temporary resident immigration status, "Refugee-Parollee," or hold "Conditional Entrant" status; or permanently reside in the United States under color of law; and
- (b) Have established a bona fide domicile in the State of Washington primarily for purposes other than educational for the period of one year immediately prior to commencement of the first day of the quarter for which he or she has registered at any public institution; and be financially independent; or
- (c) Be 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 the commencement of the quarter for which the student has registered at any public institution.

In determining whether domicile has been established, no single factor or specific combination of factors provides a guarantee that domicile has been established. Factors which may be considered in a determination of domicile include permanent, full-time employment in the State of Washington; voter registration; location of bank

accounts; periods of time spent out of the State of Washington; maintenance of a home or continuous commitment for a rental unit in the form of a lease or other agreement; possession of a professional license to practice in Washington; automobile registration; and a Washington State driver's license.

Exemption from Non-Resident Tuition is granted to students who provide evidence that they reside in the State of Washington and:

- (1) hold a graduate service appointment (involving not less than 20 hours per week) designated as such by an institution; or
- (2) are employed for an academic department (involving not less than 20 hours per week) in support of the instructional or research programs; or
- (3) are faculty members, classified staff members or administrative exempt employees holding not less than a half-time appointment, or spouses or dependent children of such person; or
- (4) are active duty military personnel stationed in the State of Washington, or spouses or dependent children of such person; or
- (5) are immigrants having refugee classification from the U.S. Immigration and Naturalization Service or spouses or dependent children of such refugees; or
- (6) are students who have spent at least seventy-five percent of both their junior or senior years in high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the students graduate from high school, and who enroll in a public institution of higher education within six months of leaving high school, for as long as the students remain continuously enrolled for three quarters or two semesters in any calendar year.

Note: A student wishing to change his or her residency classification must petition the college by

completing the residency questionnaire and providing necessary documentation. The form may be obtained from the Admissions Office, 566-5000. This should be accomplished prior to the day of registration.

Admission of International Students (F-1 Visas)

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 submitting official transcripts from all schools which he or she 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.
- 3. **Evidence of Financial Responsibility**
 - by submitting documents which verify that the applicant has sufficient financial resources for tuition, fees and living expenses for a period of at least one (1) year. (F-1 students are not eligible for financial aid)
- 4. **All documents must be originals or certified copies.**

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 Student Advisor in 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.

The following programs are currently available to veterans, active duty service members, reserves and students pursuing certain Allied Health objectives (see RAMP program):

CHAPTER 30 — VETERANS EDUCATIONAL ASSISTANCE ACT OF 1984. ("NEW G.I. BILL") (P.L. 98-525)

Persons who first entered the military at any time between July 1, 1985 and June 30, 1988; or active duty persons who have CHAP. 34 eligibility, have been on active duty continuously since December 31, 1976 and continued on active duty beyond July 1, 1985.

CHAPTER 31 — VOCATIONAL REHABILITATION

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 — VETERANS EDUCATION ASSISTANCE PROGRAM (VEAP).

Those who entered active duty after December 31, 1976 and deposited \$25 to \$100 up to \$2,700 into a special military training fund. For every \$1 deposited, the government will contribute \$2, up to \$5,400.

CHAPTER 34 — VETERANS READJUSTMENT BENEFITS ACT OF 1966 (GI BILL).

Those who entered active duty after January 31, 1955, before January 1, 1977 and served more than 180 days. (Vietnam-Era G.I. Bill).

CHAPTER 35 — SURVIVORS AND DEPENDENTS EDUCATION.

Children, spouses and survivors of veterans whose deaths or permanent and total disabilities were service-connected. This chapter is also applicable to spouses and children

of service persons missing in action or prisoners of war.

CHAPTER 106 -- SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM (Title 10, U.S.C.) ("THE NEW G.I. BILL")
High school graduates who have completed 180 days of service in the Selected Reserves. During the period July 1, 1985 through June 30, 1988 these persons have agreed to serve six years. Eligibility begins after having served 181 or more days. These persons must enroll quarterly at least at the half-time rate and they are not eligible for deficiency/remedial courses.

SECTION 901 -- EDUCATIONAL ASSISTANCE TEST PROGRAM (P.L. 96-342)

These persons enlisted or reenlisted for active duty service on or after November 30, 1980 and before October 1, 1981 and have completed two years. This is a noncontributory program available only to certain persons who were selected upon enlistment or reenlistment by their services department. These persons are restricted from receiving benefits for courses numbered below 100.

NAVAL RESERVE MEDICAL PERSONNEL PROGRAM (RAMP)
Currently enrolled students who meet the requirements may enlist into the Naval Reserve's New Paramedical Scholarship Program. These persons must enroll as full-time students.

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 from at least a 30 day absence are also eligible for advance pay. They are encouraged to make their registration appoint-

ments 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 avoid undue delay in receipt of benefits.

Veterans who have been certified for admission to the College, irrespective of the chapter under which enrolled; should receive advance pay or their initial check 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 hour credits from military service schools;
- by granting fifteen (15) quarter hour military science credits to enlisted men who have completed at least one (1) year of active military service; and
- by granting thirty (30) quarter hour of military science credits 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 in General Studies degree.

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.

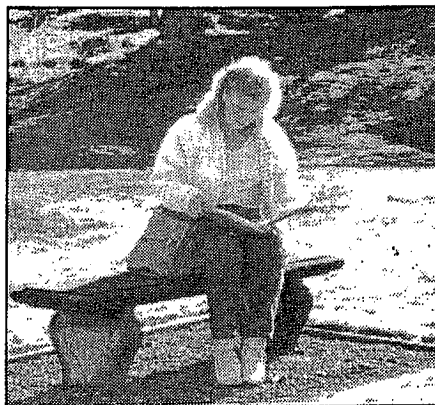
Confidential Records

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. Students will be notified if the college releases information under this provision; in which case the student will be notified that the information is being released.
- 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 Dean of Student Services 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.)

Requests by students or college employees to initiate disciplinary proceedings must be submitted in writing to the Dean of Student Services within 14 calendar days of the date the petitioner became aware or

could have become aware of the alleged violation of the code.

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.

Pregnancy Policy — Radiologic Technology Program

A student in the Radiologic Technology Program who has reason to believe she may be pregnant shall report this belief immediately to the head of the Radiologic Technology Program. The head of the Radiologic Technology Program shall, if there is reason to believe a student is pregnant, require that the student submit a physician's statement confirming or denying the fact of pregnancy. Verification of pregnancy shall include the anticipated date of delivery. Upon verification of pregnancy, the student will not be permitted to continue to participate in the clinical education and didactic courses utilizing ionizing radiation of the Radiologic Technology Program. Arrangements will be made by the head of the program for the student to re-enter and complete the program requirements after the pregnancy is over.

Failure to comply with the regulation will result in dismissal from the Radiological Technology Program.

A student who disputes the terms or conditions of re-entry into the Radiologic Technology Program or dismissal from the program may appeal the decision to the Chairman of the Allied Health Division.

Registration and Advising Procedures

New Student Registration

The registration process at Tacoma Community College assures that new students receive the best possible assistance in selecting and enrolling in classes that match their abilities and educational goals.

STEP 1. ASSESSMENT —Students who intend to pursue a certificate or degree program or to enroll in math or English courses have their skills in reading, English, and mathematics assessed. Based on assessment results, advisors can assist students in selecting classes which are best suited to their abilities, interests, and goals.

STEP 2. ADVISING —Students are required to meet with advisors prior to registration. Advisors discuss with students their objectives, course requirements of educational programs offered by the College, faculty expectations of students enrolled in courses, and other topics which help students identify their educational goals and select appropriate classes. Advisors also assist students in planning and completing quarterly class schedules.

STEP 3. 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



Photo by Gayle Rieber

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 appointments for assessment, advising, and registration.

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, Pierce, 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 are not 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.

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.

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.

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.

TUITION AND FEES

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS**

	FALL 1987 (Fall 1987- Summer 1988)	FALL 1988*** (Estimates) (Fall 1988- Summer 1989)	Special Student Center Building Fee (\$.50 per credit)
Full-Time Student (10 to 18 credits)			
General Tuition and Operating Fees	\$222.50	\$ 228.50	\$5.00
Service and Activities Fees*	\$ 28.50	\$ 28.50	
TOTAL	\$251.00	\$ 257.00	
Over 18 credits-per credit hour	\$ 22.25	\$ 22.85	
Part-time Fee			
1-2 credits	\$ 50.20	\$ 51.40	\$.50
3-9 credits-per credit hour	\$ 25.10	\$ 25.70	per credit to 10 credits

QUARTERLY TUITION AND FEES FOR NON-RESIDENT STUDENTS

Full-time Student (10 or more credits)

General Tuition and Operating Fees	\$964.50	\$ 993.50	\$ 5.00
Service and Activities Fees*	\$ 28.50	\$ 28.50	
TOTAL	\$993.00	\$1,022.00	
Over 18 credits-per credit hour	\$ 96.45	\$ 99.35	
Part-time fee			
Over 18 credits-per credit hour	\$ 96.45	\$ 99.35	
1-2 credits	\$198.60	\$ 204.40	\$.50
3-9 credits-per credit hour	\$ 99.30	\$ 102.20	per credit to 10 credits

QUARTERLY TUITION AND FEES FOR VIETNAM VETERANS

Full-time Student (10 or more credits)

General Tuition and Operating Fees	\$ 67.00	\$ 67.00	\$ 5.00
Service and Activities Fee*	\$ 14.50	\$ 14.50	
TOTAL	\$ 81.50	\$ 81.50	

Part-time Fee

1-2 credits	\$ 16.30	\$ 16.30	\$.50
3-9 credits-per credit hour	\$ 8.15	\$ 8.15	per credit to 10 credits

* 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. Refugees and military personnel stationed in Washington State and their children and spouses are defined under the law as "resident" students.

*** Fall 1988-Summer 1989 tuition rates are estimates. At publication, the rates had not yet been set by the Washington Legislature. A special tuition rate of \$22.25 per credit hour is charged for ungraded courses in Industrial First Aid, Small Business Management, and Parent Education. A special rate of \$5.00 is charged for ungraded Emergency Medical Technician courses and \$2.50 for senior citizen classes.

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 quarter. The schedule displays:

- the courses to be offered;
- the related special fees, if any;
- a listing of the class 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 statutes. Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the College..... **100%**
- Withdrawal during the first five (5) calendar days of the quarter... **100%**
- Withdrawal from the 6th through the 30th calendar day of the quarter..... **50%**
- Withdrawal after the first 30 calendar days of the quarter..... **0%**

● For those courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed

- a **100%** refund for **five (5)** calendar days after he or she registers for the course
- a **50%** refund for **five (5)** additional calendar days.

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. Medical documentation must be approved by the Registrar.
- 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..... **0%**

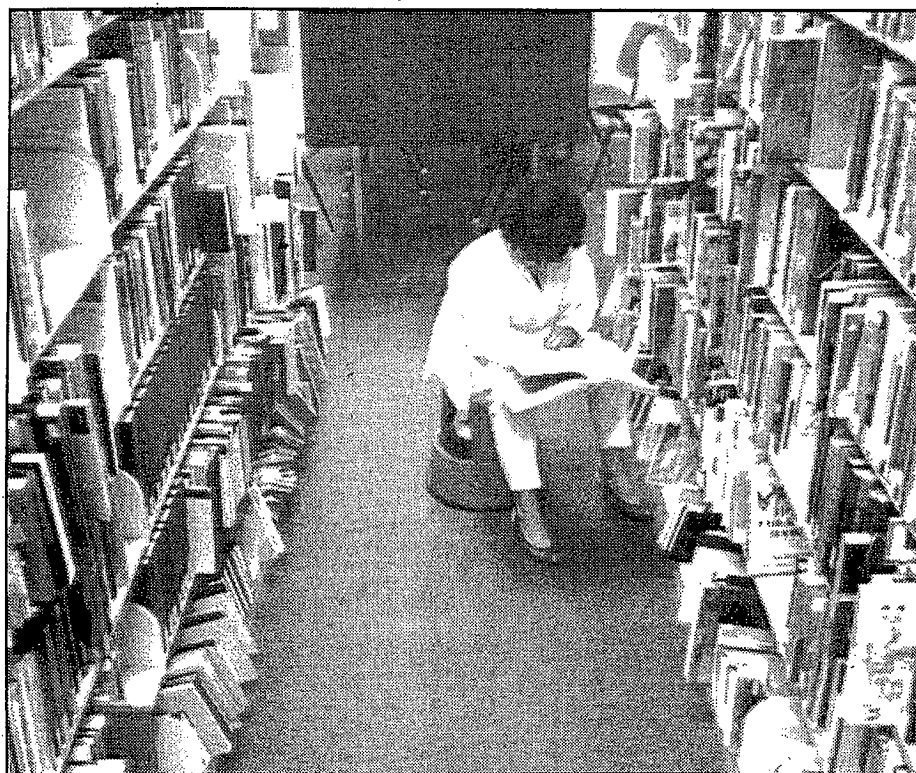


Photo by Gayle Rieber

How to Earn Credits

What is a Quarter?

The academic year at Tacoma Community College is divided into segments 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-Aug.	9

What is a Credit?

Tacoma Community College measures its course work with units called credits. The College assigns one quarter credit 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 are assigned a credit value related to the number of class-hours per week, typically from one to five credits. Some courses require additional time for laboratory work.

Credit Hours Per Quarter

Taking 15 credit hours per quarter in the correct distribution can 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.

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 as long as he or she meets attendance requirements for the course. If attendance requirements for the course are met, an "N" grade will be recorded; if not, a "W" will be recorded. Neither grade is computed in the student's grade point. A student may not convert from audit to credit or from credit to audit after registration. A student auditing a course will not receive credits.

Educational Planning and Advising

Tacoma Community College has a responsibility to help each student achieve an appropriate educational objective. To accomplish this, the College offers a comprehensive educational planning and advising program which continues throughout the student's career at TCC. Faculty advisors are assigned to all full-time students (those enrolled for 7 or more credit hours), and to part-time students upon request. Academic advisor assignments and reassignments are coordinated by the Advising Center, Building 7. All full-time students see advisors for assistance with educational planning and scheduling prior to registration each quarter. Additional or more intensive educational planning and

career counseling may be arranged by contacting the Counseling Center for Student Development, Building 7, 566-5122.

Grading System

The following system of grading and grade point values is to be used for reporting and determining academic achievement. A faculty member may or may not choose to use the plus-minus grading option in a given class.

Grade	Description	Grade Points Per Registered Credit
A	Honor	4.0
A-	3.7
B	Good	3.0
B-	2.7
C+	2.3
C	Average	2.0
C-	1.7
D+	1.3
D	Minimum.....	1.0
D-	0.7
E	Failure to complete minimum requirements.....	0.0
W	Official withdrawal from course.....	0.0
V	Unofficial withdrawal. Student attended briefly or not at all.....	0.0
I	Incomplete.....	0.0
S	Satisfactory (S grades count toward a degree but are not considered in computing grade point average. A student must be performing at a grade of C- or better to earn an "S" grade or a grade of "U" will be recorded.)	0.0
U	Unsatisfactory (U grades are not considered in computing grade point average)	0.0
N	Audit.....	0.0
R	Repeat of course (higher grade) and corresponding grade points used in computing resultant GPA.....	0.0

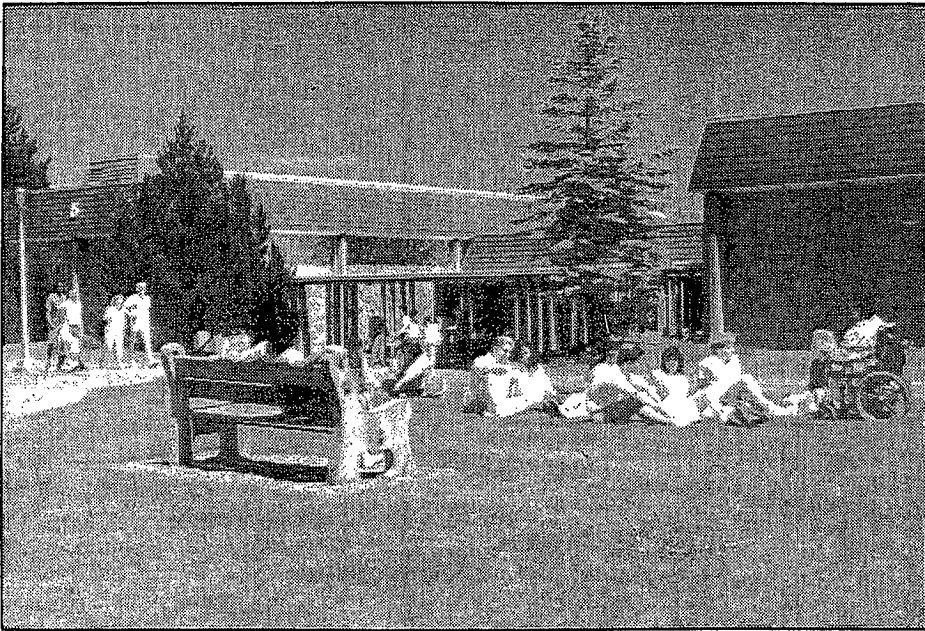


Photo by Gayle Rieber

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, available in the Registration Center, 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, must be initiated by the student or the instructor. The grade is given at the discretion of the instructor when the student has completed a sufficient amount of course work but cannot complete course requirements during the quarter due to circumstances beyond his or her control.

The student and instructor must fill out a contract form which contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract will be retained by the instructor, one given to the student, and one given to the department or division chairman. Any exceptions will be described in the course syllabus.

An incomplete grade remains permanently on a student's transcript if the course work is not made up within a maximum of 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 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; 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 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

Withdrawal from class(es) requires that the student complete a "Change of Program" form and return it to the Registrar's Office. The necessary instructor(s) and advisor signatures are required after the fifth day of instruction. Approved withdrawals after the tenth day of instruction will

become part of the student's transcript with a "W", which is not computed in the grade point average recorded. The following conditions apply to withdrawals:

1. Courses from which students withdraw during the first 10 days of the quarter will not appear on the student's transcript.
2. A student receives an automatic "W" when the above procedure is followed during the 11th to the 20th instructional day of the quarter.
3. Withdrawal policy after the fourth week of the quarter is established by each instructor and must be stated in the course syllabus. The success with which and degree to which the student has completed the course requirements should be considered in determining a "W".
4. A student who is physically unable to come to campus to process a "Change of Program" form must call the Dean of Student Services.
5. A student whose name appears on the class roster but has never come to class will have a "V" recorded on the grade roster.
6. A student who begins but stops attending class will be subject to the grading policy described in the course syllabus.

Grade Changes — Time Limit

Grade changes for any reason must be submitted on the "Grade Change" form by the instructor to the Registrar. Grade changes must be made within two quarters (excluding summer) after the quarter in which the student registered for the course. No grade changes after two quarters will be allowed, unless it can be documented by the instructor and approved with the division chair's signature that the grade was originally an error. The grade for a specific course may be changed only once.



Satisfactory/Unsatisfactory Grade

Some classes, due to their nature and content, are offered on an "S/U" grading basis. In other classes, students have the option for an "S/U" grade. Courses shall be designated "S/U" based on a departmental decision. To receive an "S" grade the student must be performing at a grade of "C-" or better or a grade of "U" will be recorded. Neither the "S" or "U" grade is computed in the grade point average. In order to exercise the "S/U" option, students:

1. Must choose the "S/U" grade option in writing at the Registrar's Office by the 15th day of the quarter.
2. Should understand that once the choice for the "S/U" grade has been made, it will not be changed to a regular letter grade.

Students should be aware that courses with an "S" grade may not satisfy transfer requirements or TCC program, certificate or degree requirements. At some universities, the "S" grade may not be accepted in courses needed to satisfy distribution requirements. Students are urged to check with their advisor or program coordinator and to consult the catalog of their transfer institution.

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 on the composition and literature examination will receive credit for English 101. A student scoring 4 will receive credit for English 101 and English 102. A student scoring 5 will receive credit for English 101, 102 and 258.

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.

College Policy on Cheating

The college will not tolerate cheating or plagiarism.

Students should understand that the consequences of cheating, or plagiarism may vary according to circumstances but that being found guilty of either is grounds for failing a course or, in extreme cases, grounds for dismissal from the college.

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.

By the second week of the subsequent quarter the Dean of Student Services will notify a student by mail that he or she is academically deficient. 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.

By the end of the second week of the subsequent quarter the Dean of Student Services will notify a student by mail that he or she has been placed on institutional academic probation. 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 Dean of Student Services 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 then 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 Dean of Student

Services. 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 proposed 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 the next 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 with the Dean of Student Services 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 assessment prior to registration, and/or 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.



Photo by Gavle Richer

Financial Aid

What Financial Aid is Available

Students may apply for different kinds of financial aid, grants, employment, scholarships, and loans 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 \$115 and \$2,300 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 per year 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 20 to 30 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 \$6.09 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 three loan programs for which they may apply are:

Guaranteed Student Loan (GSL)

This program provides loans up to \$2,625 per year to eligible students. The interest rate is 8% per year while the student is in school and through the first 4 years of repayment. The interest rate will be 10% per year beginning with the 5th year of repayment.

Repayments begin six months after graduation or after withdrawal from college and may extend up to 10 years.

Supplemental Loan for Students (SLS)

Through this program, independent students may borrow up to \$4,000 per year. The interest rate is variable, but will not exceed 12% per year. The interest rate is based on the average 91-day treasury bill auctioned during the Calendar Year plus 3.75%. Interest accrues while the student is in school. Repayment begins 60 days after disbursement of the loan and may extend up to 10 years.

Parent Loan (Plus)

Parents of dependent students may borrow up to \$4,000 per year. The interest rate is variable, but will not exceed 12% per year. The interest rate is based on the average 91-day treasury bill auctioned during the Calendar Year plus 3.75%. Interest accrues while the student is in school. Repayment begins 60 days after disbursement of the loan and may extend up to 10 years.

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, 566-5080. 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:

- information on application procedures for each financial aid program and help in completing the application process;
- assistance in resolving problems which may arise during the application process;
- referrals to lenders for parents or students applying for federal loans;
- analysis of individual student needs and determination of eligibility for financial aid;
- individual award packaging; and
- 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;



Photo by Gayle Rieber

- 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 to complete the Financial Aid Application Process:

- admitted to the college;
- obtain a copy of the leaflet titled "The Financial Aid Application Process" from the College Financial Aid Office. It explains in detail each step students must complete to become eligible for financial aid;
- obtain a Financial Aid Form (FAF) and Financial Aid Data Sheet (FADS), the two basic application forms;
- mail the Financial Aid Form (FAF) to the College Scholarship Service in Berkeley, California, and return the Financial Aid Data Sheet (FADS) to the College Financial Aid Office by March 1 for maximum consideration;
- complete the other steps outlined in the "Financial Aid Application Process" leaflet prior to the quarterly deadlines outlined in

this catalog;

- contact the Financial Aid Office if any questions arise.

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.

Summer Quarter — submit your applications by **March 1**. You must complete all steps of the financial aid application process by May 1.

Fall Quarter — submit your applications by **April 1**. You must complete all steps of the financial aid application process by July 15.

Winter Quarter — submit your applications by **September 1**. You must complete all steps of the financial aid application process by November 1.

Spring Quarter — submit your applications by **December 1**. You must complete all steps of the financial aid application process by 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;
- the student signs the Award Letter, Satisfactory Academic Progress Requirements and Conditions for Receiving Financial Assistance forms at the Financial Aid Office.
- Once the student has signed all three forms, the student may use the award for registration.

Emergency Assistance

A student who is employed, or who is receiving financial aid may apply for a short-term emergency loan through the College Financial Aid Office. One emergency assistance program is available:

- **ASTCC Tuition Loan**

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

Annually, 85 percent or more of the credits completed by an aid recipient must apply 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 financial aid to determine whether he or she is able to meet the satisfactory progress cri-

teria 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.

A student receiving financial aid who officially withdraws from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

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

Degrees 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:

If they complete their degree within five years, 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. 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 and certificates 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.

Consumer Information

Tacoma Community College recognizes academic credits earned at other accredited collegiate institutions which are essentially equivalent in academic level and nature to work offered at TCC.

The College subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community College Education and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the TCC Office of Admissions or the Dean of Student Services.

Transferring Credits to Four-year Colleges and Universities

The Tacoma Community College AAS degree, Option A, is directly transferable to all major baccalaureate institutions in Washington. Students who earn this degree and who qualify for admission to the baccalaureate institution will have satisfied all or most of the general education requirements for the baccalaureate degree at the following institutions:

Central Washington University
City University
Cornish Institute
Eastern Washington University
Griffin College
Northwest College University
Pacific Lutheran University
Seattle Pacific University
Seattle University

The Evergreen State College
University of Puget Sound
University of Washington
Washington State University
Western Washington University
Whitworth College

Students who complete the AA degree, Option A, will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions have unique course requirements which must be taken in the junior year. The requirements of individual university departments must also be met.

Students who enter Tacoma Community college with clear intentions to transfer to a particular baccalaureate college are urged to plan their course of study by reference to the specific degree requirements of the college or academic program in which they intend to earn the Bachelor's Degree.

College level courses offered by TCC are normally accepted in transfer by the receiving institution. In addition, some courses not normally transferable will be accepted if they are taken as part of the AAS degree, Option A. Information on the transferability of courses is available in the Advising Center in Building 7 and from faculty advisors.

Associate in Arts and Sciences

This degree is awarded on completion of course work paralleling the first two years of university study.

Washington baccalaureate colleges and universities credit TCC students who complete the AAS degree with having satisfied all or most of 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.

Please note: If they complete their degree within five years, 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. The College, however, encourages all students to fulfill the degree requirements in effect at the time of their graduation.

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.....	10
2. Quantitative Skills	5
(Select one course) Course must beat the content level of Intermediate Algebra or above. Math 101, 105, 106, 124, 125, 126, 156, 157, 205, 238, 240, 241 or Phil 120. (Continued)	

Business 256	
Philosophy 120	
Computer Science 220	
Engineering 141	
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. Shall include at least one laboratory course.).....	15
6. Physical Education (Any three activity credits).....	3
7. Electives (Other)	17
Students are encouraged to choose electives from transferable courses. Students who do not, however, should be aware that no more than 15 of their 17 elective credits can be taken from courses which are not transferable.	
TOTAL CREDITS	90

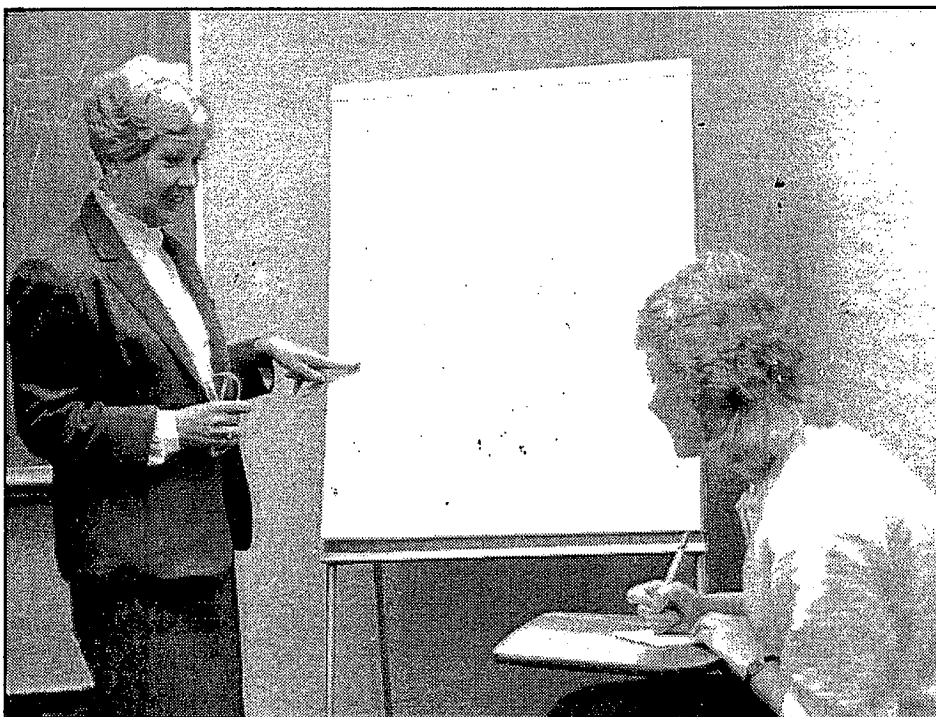
Courses Applicable to AAS Distribution Requirements

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 electives. These 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



QUANTITATIVE SKILLS

(Course must be at the content level of Intermediate Algebra or above.)

Mathematics 101, 105, 106, 124, 125, 126, 156, 157, 205, 238, 240, 241
 Business 256
 Philosophy 120
 Computer Science 220
 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, 285, 286
 Music 107, 108, 109, 110
 Philosophy 100, 119, 120, 200, 215, 260, 267
 Spanish 101, 102, 103, 201, 202, 203
 Speech 100, 101

*Performance/Skill Courses

Art 101, 102, 103, 105, 117, 118, 119, 126, 127, 131, 143, 146, 150, 156, 172
 Drama 151, 152, 153
 Music 100, 121, 123, 124, 125, 126, 130, 160, 170, 199, 200, 221, 260, 270
 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, 204, 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. Shall include at least one laboratory course.

Biology 100, 105, 106, 118, 140, 150, 201, 206, 210, 211, 212
 Botany 101
 Chemistry 100, 101, 102, 140
 Geology 101, 103, 168, 208
 Oceanography 101, 103
 Physics 114, 115, 116, 121
 Philosophy 120*
 Anthropology 201*
 Math* 101, 103, 105, 106, 124, 125, 126, 156, 157, 240, 241
 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	
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, Botany, 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 numbered 100 and above not listed as Humanities, Math/Science or Social Sciences will be classified as Electives. These courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used as distri-

bution requirements. A course may be counted in only one distribution area.

HUMANITIES

- Art — Any course
- Drama — Any course
- English — 201 through 290
- Humanities — 100, 285, 286
- Languages — French, Spanish
- Music — Any course
- Philosophy — Any course

MATH/SCIENCE

- Anthropology 201*
- Biology — Any course
- Botany 101
- Chemistry — Any course
- Geography 205*
- Geology — Any course
- Horticulture 101
- 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 credit hours or fewer 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 two of the following:	
a) Performing and Fine Arts (Music, Art, Drama)	
b) Literary Arts (Literature, Foreign Language, Philosophy)	
c) Humanities	
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, Botany)	
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: Occupational Specific

The Associate in Technical Arts Degree is designed for those students who complete an approved course of studies in a career occupational or technical area. TCC offers programs leading to an ATA Degree in the following occupations.

Accounting & Data Processing Systems

**Administration of Justice
Business Administration & Management**

Computer Information Management Systems

Computer Field Technology

Correctional Officer Training

Emergency Medical Services

Fire Command Administration

Medical Records Technology

Medical Secretary

Nursing

Radiological Technology

Respiratory Therapist

Secretarial Office Skills

Service Representative

Supervision & Management

At least 30 of the last 45 applicable credits must be earned at Tacoma Community College. Individual programs may have additional requirements. (See pages 34-52 for a complete list of program requirements.)

The college strives to provide the best possible technical instruction to prepare students for entry-level positions in their chosen field. In addition, the college recognizes the importance of general education and related studies as an integral part of an occupational education. The goal of general education and related studies is to introduce the student to areas of knowledge beyond the scope of his or her occupational program. The purpose is not only to encourage the student to explore a variety of courses or topics that will broaden his or her general knowledge, but also to develop the student's abilities to think and reason, to provide insight into the role of being a responsible citizen, to help the student adapt to change, and to promote lifelong learning.

Occupational programs at Tacoma Community College will include, at a minimum, courses or components designed to enhance each student's ability to lead, communicate, compute, problem solve, and interact with peers and supervisors. Additional general education requirements in the humanities,

social sciences, and natural sciences may be required.

Associate in Technical Arts: General

A general (non-specific) ATA degree is awarded to students transferring to TCC after completing an approved occupational or technical program at another postsecondary institution. Requirements for the degree are as follows:

1. Certification of completion of an approved occupational or vocational program.
2. Ninety (90) quarter hours, including a minimum of 45 quarter hours or the equivalent (usually 900 hours of training) in the approved program. State approved apprenticeship programs may be accepted for credit with less than 900 hours of classroom instruction.
3. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
4. A minimum of 28 credit hours must be earned in the following categories:
 - a) Communications... 8-10 credits ENGL 101, and 5 credits from the following: ENGL 102, 104 or SPCH 100, 101, 150
 - b) Quantitative Skills..... 5 credits ANY MATH COURSE NUMBERED 100 or above, PHILOSOPHY 120
 - c) Five credits from each of the following three areas 15 credits
 HUMANITIES: Humanities 100, Art 100, or Music 107
 SOCIAL SCIENCES: Economics 200, History 113 or History 243, Political Science 205, Psychology 100, Sociology 110
 NATURAL SCIENCES: Biology 100, Chemistry 100, Geology 101, Oceanography 101, Biology 121, Botany 101
5. Electives may be needed to meet the balance of the 90 credits required for the general Associate in Technical Arts degree. These electives must be 100-level courses or above.
6. Courses taken at TCC should not repeat or duplicate course work

completed in the approved occupational/vocational program.

Occupational Certificate Programs

Certificates of completion are granted to students meeting the requirements for programs of less than 90 credits.

Certificates are available in the following areas:

Bookkeeping Systems

Computer Field Technology

Computerized Accounting

Applications

Health Records/Admitting Clerk

Home Health Specialist

Human Services

Medical Assistant/Administrative

Medical Secretary

Medical Transcriptionist

Paramedic

Public Administration and

Management (Public Sector)

Receptionist Clerk

Respiratory Therapy Technician

Supervision and Management (Private Sector)

Word Processor

See pages 35 to 52 for complete description of above programs.

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 baccalaureate 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 Admissions, Building 18.

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 Vice President 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 Vice President for 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, other criteria will be considered.

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 College's goals and missions 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 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 day and evening program of free classes in reading, writing, arithmetic and everyday living skills. For more information call 756-5144.

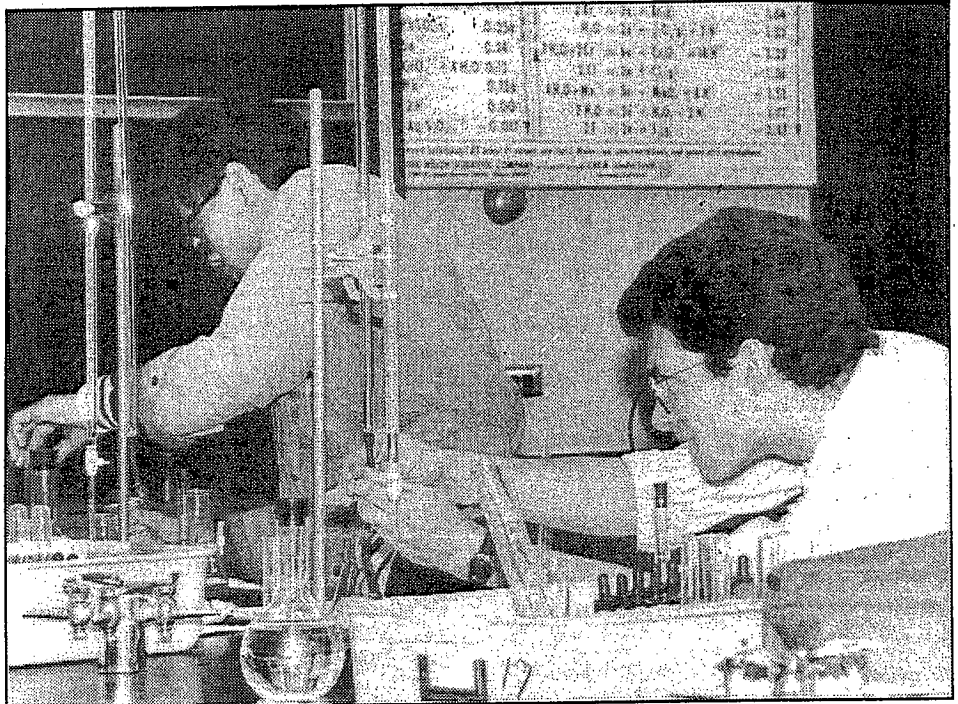
Adult High School Completion Program

The Adult High School Completion Program is designed for students who want to earn an adult high school diploma. The program will accept students who's class has already graduated or who are at least 18 years of age. All others must have a release from their respective high school recommending their acceptance into the program.

Tuition is waived for students who are 19 years of age or older. However, students are responsible for fees and books. For all other students the regular tuition and fees must be paid.

In determining previous achievements, high school, college and other transcripts will be required for evaluation. Elective credits may be granted for work experience, civic, and family responsibilities. Courses offered include those required by the state as well as a wide variety of elective subjects.

For further information, contact the office of High School Completion in Building 8, Room 9 or call 756-5093.



Advising Center

The Advising Center in Building 7 coordinates advisor assignments, assists students with class scheduling and helps students and faculty prepare for their quarterly advising sessions.

Career Information

The Career Center, located in Building 7, offers extensive resources to assist students in making wise career and educational 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; other computer programs designed to assist with career decisions; career information files on hundreds of occupations; a career information

library; labor market information; college catalogs and transfer guides for all Washington colleges; and audio-visual materials on occupations and job search techniques.

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 6 years of age, and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is on a sliding fee scale, based on parents' income.

A unique feature of the center is its parent cooperative program. Participating parents pay less than the sliding fee scale and are required to

work 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.

Continuing Professional Education

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

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. The Office of Continuing Education is

located in Building 2A or can be contacted by calling 756-5020.

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 Cooperative Education Office in Building 9 for permission to register for the course.

Counseling Center for Student Development

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. Counselors also provide substance abuse education counseling, conduct workshops on substance abuse education issues, and provide information on prevention of substance abuse.

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 for Student Development in Building 7 or call 756-5122.

Customer Services

In conjunction with the Admissions Office, the Customer Services Office, located in Building 18, is available to give information, via telephone or mail, 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 Educational Opportunities Program (EOP) is a program which provides short-term tuition and/or book loans to minority or low income students who can verify their employment in the public or private sector; who are employed in College/State work-study program; or who have been determined eligible for financial aid by a financial advisor. Students may apply for loans in the Support Services Office, Building 18 or obtain information by calling 756-5046.

Food Services

The cafeteria, located in Building 11, provides daily specials during the quarter, a wide variety of short orders, sandwiches, 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.

General Education Development Test (GED)

The General Education Development (GED) test is given at Tacoma Community College. Anyone who's high school class has already graduated or is at least 18 years of age may take the GED test. All others must have a release from their respective high schools recommending that the test be taken. There is a testing fee for taking the GED test.

Upon successful completion of the test which covers Writing Skills (English), Social Studies, Science, Reading Skills, and Mathematics, a certificate will be issued by the State of Washington as an equivalency to a high school diploma. The GED certificate could open doors to jobs, to promotions, to college or to many other opportunities. For further information, contact the GED testing office in Building 8, Room 9 or call 756-5093.

Handicapped/Disadvantaged Students

(see Special Needs Office)

Health Professional Continuing Education

Tacoma Community College's Health Professional Continuing Education (HPCE) program provides high quality, reasonably priced educational offerings for the area's health professionals. Programs are designed to keep the health professional up-to-date on the constantly growing and changing patterns of health care delivery.

The program offers ongoing classes, workshops, seminars and conferences, as well as custom-designed educational packages for groups. There are continuing education classes and seminars to help all members of the health professions broaden their skills.

Our goal at TCC is to help health professionals anticipate the relentless changes that characterize all careers in medicine — to help those professionals become better skilled, more effective and more marketable in a competitive but rewarding field.

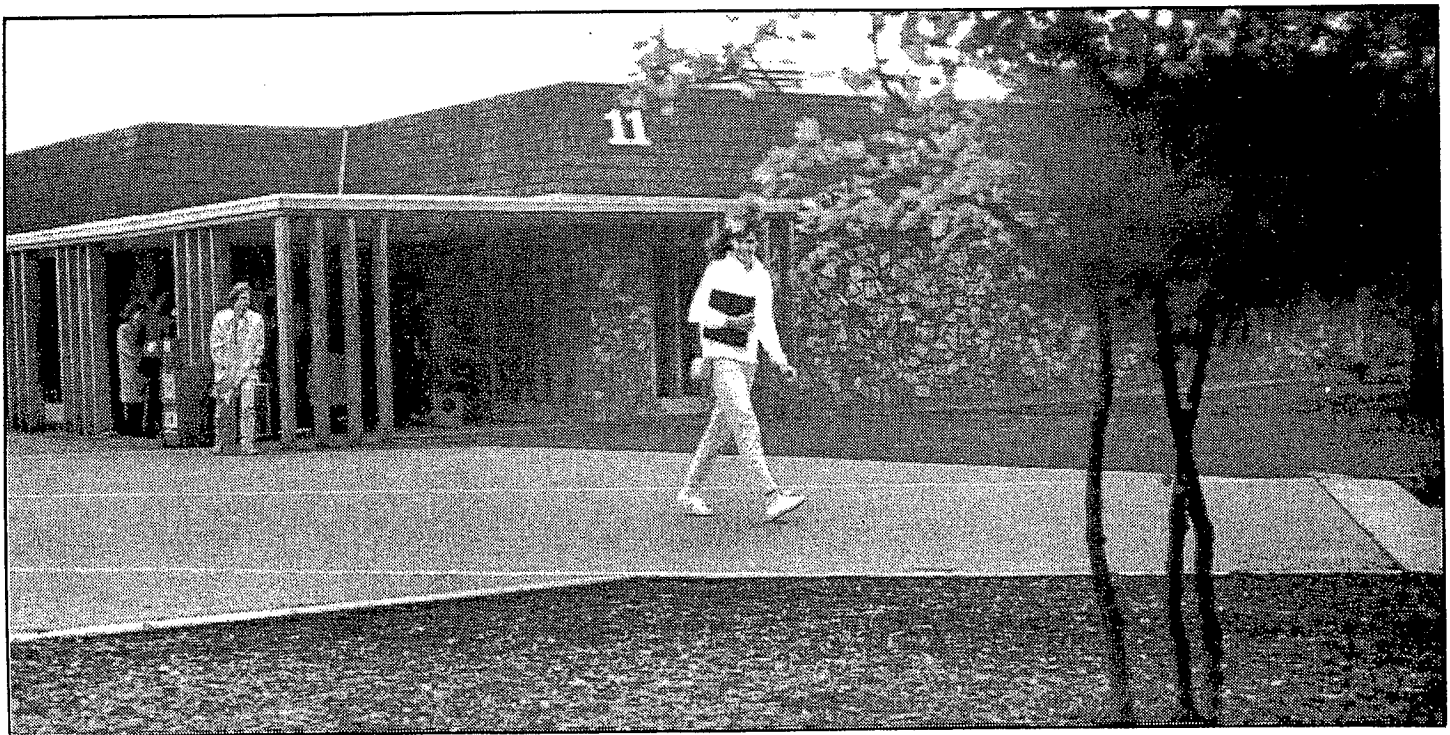


Photo by Gayle Rieber

High School Completion and General Education Development (GED) Programs

(see Adult High School Completion)

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 for Student Development, Building 7.

Institute for Business and Industry

Tacoma Community College's Institute for Business and Industry works to meet local training and retraining needs. From our seminars and workshops to our on-site training programs--customized to fit your special requirements for time and content--we can meet the training needs of employees and managers.

Our seminar and training leaders are top professionals in their fields, specializing in upbeat, practical instruction. Our workshops and seminars are held in local hotels and offer a relaxed atmosphere and a chance to get completely away from the work setting--an important element in successful training.

The rapid changes in today's world demand that we constantly update our professional skills and remain adaptable. Our goal at TCC is to provide training that gives local business and industry an edge in changing, competitive times, creating a continuing training partnership.

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, evenings, and Saturdays.

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 provides instruction for classes, geared toward specific disciplines and assignments, and 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 developmental and some college mathematics courses. Students will receive individualized instruction and special tutorial assistance. The mathematics lab is located in Building 8.

Media Services

The audio visual 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. Audiotapes for courses are available and the laboratory also duplicates audiotapes for instruction.

National Two-Year College Honors Fraternity

Chi Gamma, the Tacoma Community College chapter of Phi Theta Kappa, meets the last Thursday of each month during the school year.

The format of the meetings varies from formal lectures to casual social hours. All meetings are intended to provide an opportunity for the development of leadership and service, an intellectual climate for the exchange of ideas, closer bonds between faculty and students, stimulation of interest in continuing academic excellence and fellowship among honor students. Membership in Chi Gamma makes a student a

part of a nationally recognized organization of outstanding students.

To be eligible for Active Membership, a student must:

- 1) have taken at least 15 graded credits the quarter before applying or at least 10 graded credits each of the previous two quarters from Tacoma Community College in 100-level courses or above.
- 2) meet minimum GPA for honors at Tacoma Community College based on 100-level courses and above.
- 3) be carrying a minimum of 10 GPA-graded credits in the quarter he or she applies for membership.
- 4) identify a program area of the College and be making reasonable progress toward completion of that program.
- 5) pay an initiation fee.

To be eligible for Associate Membership, a student must

- 1) be carrying a minimum of 10 GPA-graded credits and have been an honor student while in high school and be recommended by two TCC faculty members.
- 2) Pay the initiation fee, which gives him or her all the benefits of active membership except voting privileges.

Non-Credit Lifelong Education and Professional Continuing Education

A wide variety of classes are offered on and off campus each quarter in the non-credit, lifelong 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 re-entry, 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 maintains a cooperative relationship with community organizations and develops and facilitates seminars, workshops, symposiums and forums as a co-sponsor with community groups.

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

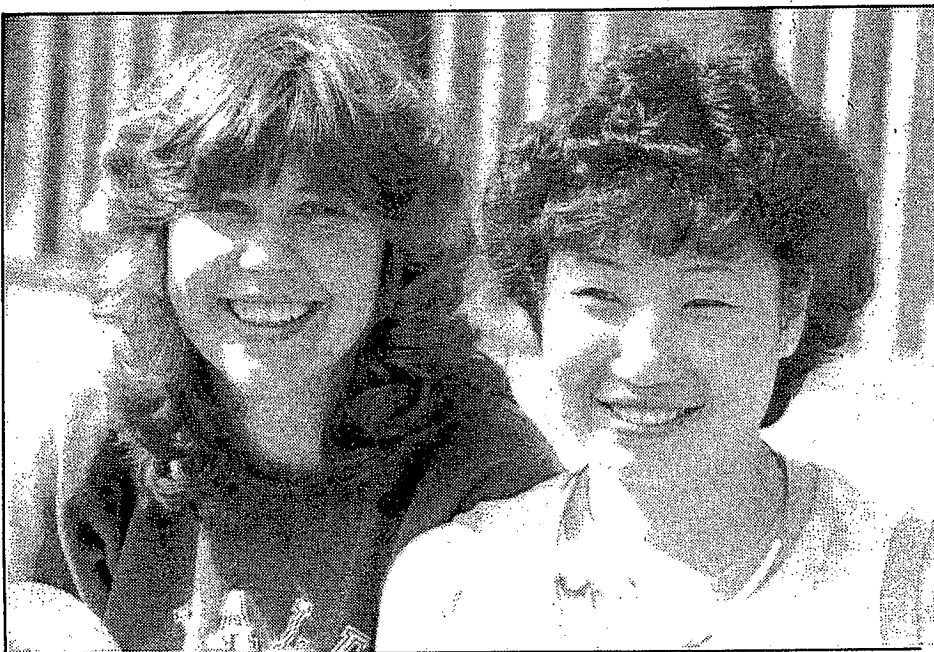
The reading and writing labs provide credit courses for developmental reading and writing and laboratory work to improve study skills, vocabulary development and spelling. The labs are located in Building 8.

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 of an accident prevention program; and the protection of persons and property. Members of this campus unit maintain parking controls, monitor vehicle usage, investigate accidents, make and issue keys, and handle emergency situations. Students and staff are encouraged to report any unusual campus incidents to this office, 756-5111.

Small Business Development Center

The Small Business Development Center provides practical one on one counseling to small business owners and firms to help them grow, develop and prosper. In addition, a complete series of seminars and workshops targeted specifically to the needs of small business are



offered every year at various off-campus sites. Instructors are selected from the business community so that practical application of business principles are applied to the small business environment.

Special Needs Office (Handicapped/Disadvantaged Students)

The resource center for handicapped and disadvantaged students helps them achieve their educational and career/vocational objectives. A special needs counselor/coordinator provides academic counseling and educational planning services. Career/vocational and personal counseling are also offered. It is the students' responsibility to identify themselves and their needs by contacting the Special Needs counselor. Services that are available include: assistance in securing classroom enablers such as notetakers, signers, and wheelchair assistance; aid in eliminating attitudinal and architectural barriers; referral to tutoring and 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 756-5094.

The SPRUCE Program

"SPRUCE" stands for "Space available to Respond to the Unemployed through College Education." The SPRUCE program, located in Building 7, allows tuition and fee waivers for long-term unemployed individuals to enroll in classes at Tacoma Community College on a space available basis. The intent of the program is to provide an incentive to discouraged workers to reestablish themselves as contributing members of the community.

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 opportunities: 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 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, a tax-exempt organization, was developed by civic and business leaders to support the college in achieving its educational and cultural goals. Twenty-five dedicated volunteers serve on the Foundation Board. Their contributions of time, effort, and money enable the foundation to help the college maintain and strengthen its educational programs and provide educational and cultural opportunities otherwise unattainable because of financial constraints.

In recent years, reductions in state funding have drastically reduced money available to provide the materials, equipment, and special programs necessary to maintain the high quality of education and community service provided by the college. The funding cuts also led to a 70% increase in community college tuition within a few years, putting

higher education, without scholarship aid, beyond the reach of many citizens. To maintain the educational quality and opportunity provided by the college in our community, it is necessary to seek additional sources of funding.

Foundation projects enable individuals and businesses in the community to provide scholarships for needy students, purchase books for the library and equipment for science, health, and computer programs, and fund special arts and humanities projects.

Tutoring

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

Writing Lab

The Writing Lab is a tutorial center designed to provide individual assistance with writing problems. Students may bring in copies of their assignments, notes, drafts — anything with which they need help. The lab is staffed by competent tutors who are trained to help students **without writing their papers for them.**

The tutors are equipped to deal with many kinds of writing problems — not just grammar and mechanics, but organization, development and coherence as well.

It is best for students to make an appointment first to assure that a tutor will be ready to work with them immediately. Appointments can be made by calling the lab at 756-5143 or stopping in. Students may just drop in, but should expect a short wait.

For more information call the Writing Lab (756-5143) or Paul Clee (756-5065).

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. Services offered include the Child Care Center, tutorial services, emergency loan funds, student identification cards and the Student Handbook.

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

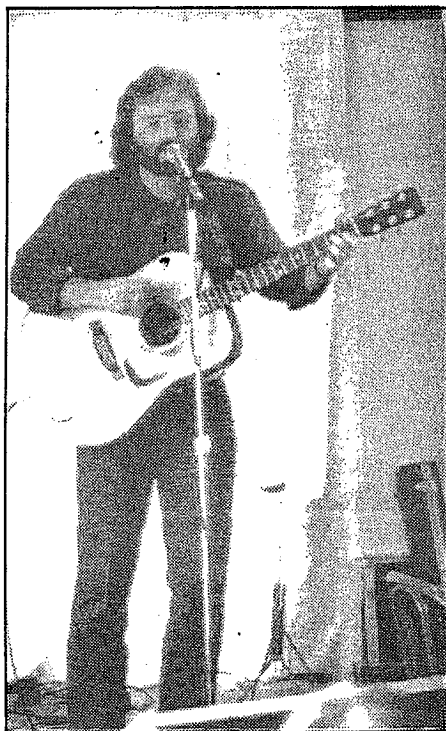
Students interested in student programs and activities should call or stop in at the Student Programs Office in Building 6, 566-5118.

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 maximum 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 student programs at Tacoma Community College.

If you are interested in STAGE, please call or drop by the Student Programs Office in Building 6, 566-5118.

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 Student Programs Office, Building 6.

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, John Moberg, 566-5070

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.

The beginning classes focus on the study of bookkeeping and accounting principles, along with necessary related skills in writing and office machines. Students who successfully complete the first 44 credits may apply for a Certificate of Proficiency 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 computer applications classes are intended to be of interest to accounting professionals and business managers seeking information on new developments in this field. A Certificate of Proficiency in Computer Accounting Applications is available to those who pursue only the computer-related courses.

Admissions Requirement

Admission to the Accounting and Business Systems program is open to all students with Grade 12 reading and math skills.

Students who, by their record or test results, cannot demonstrate competency at the above levels, will be advised to enroll in, and successfully complete the appropriate math and English courses prior to attempting the Accounting and Business Systems curriculum.

ACCOUNTING/DATA PROCESSING SYSTEMS

(Associate in Technical Arts Degree)

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 English.....ENGL 104	5
or College Freshman Composition..ENGL 101	
Introduction to Data Processing.....DPSYS 235	5
Keyboard Skills.....DPSYS 90	4
or Typing I.....BUS 103	
Business Systems & Procedures.....DPSYS 236*	3
Introduction to Automated Accounting.....DPSYS 240*	3
Business Communications.....BUS 225*	5
or College Freshman Composition..ENGL 102	

*Prerequisite required

Students may substitute, with the coordinator's approval, ACCNT 210, 220 or ACCNT 201, 202, 203 for the Practical Accounting (additional electives required for this option).

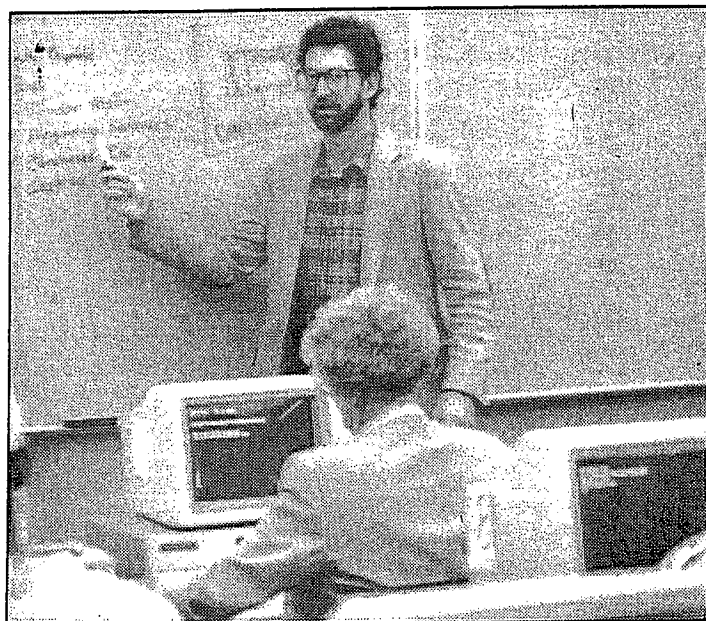


Photo by Gayle Rieber

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.....	PSYCH 100	5
or Survey of Sociology.....	SOC 110	
Speech Communications.....	SPCH 100	5
or Public Speech Communication... SPCH 101		
or Business and Professional Communications.....	SPCH 105	
Electives.....	need advisor approval	15
Total Credits		91

* Prerequisite required

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 English.....	ENGL 104	5
or College Freshman Composition..	ENGL 101	
Introduction to Data Processing.....	DPSYS 235	5
Keyboard Skills.....	DPSYS 90	4
or Typing I.....	BUS 103	
Business Systems & Procedures.....	DPSYS 236*	3
Introduction to Automated Accounting.....	DPSYS 240*	3
Business Communications.....	BUS 225*	5
or College Freshman Composition..	ENGL 102	
Total Credits		45

* Prerequisite required

Students may substitute, with the coordinator's approval, ACCNT 210, 220 or ACCNT 201, 202, 203 for the Practical Accounting (additional electives required for this option).

DATA PROCESSING APPLICATIONS IN ACCOUNTING
(Certificate Program)

Computer Applications in Accounting I.....	DPSYS 241*	3
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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.....	PSYCH 100	5
or Survey of Sociology.....	SOC 110	
Speech Communications.....	SPCH 100	5
or Public Speech Communication... SPCH 101		
or Business and Professional Communications.....	SPCH 105	
Electives.....	need advisor approval	15
Total Credits		46

* Prerequisite required

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

ADMINISTRATION OF JUSTICE

Program Coordinator: Jacob Parker, 566-5076

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.

ADMINISTRATION OF JUSTICE
(Associate in Technical Arts Degree)

TYPICAL TWO-YEAR PROGRAM**
FIRST YEAR

Course Title	First Quarter	Credits
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	
Criminal Law..... ADJ 101	5
College Freshman Composition or Business English.....ENGL 102*/104	5
General Psychology.....PSYCH 100	5
Physical Education.....	1
Third Quarter	
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	
Juvenile Justice Systems.....ADJ 203	3	
American National Government and Politics.....POLSC 202	5	
Elective (Math/Science).....	5	
Second Quarter		
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		
Crime and Justice.....ADJ 205	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

* Prerequisite required (see course descriptions)

** 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)

BUSINESS ADMINISTRATION & MANAGEMENT

Program Coordinator: John Geubtner, 566-5070

The non-transfer Business Administration and Management program offers courses that help individuals prepare for a career in the business world. It provides a broad base of business instruction coupled with a strong foundation of courses on modern management techniques and principles. The curriculum is designed to help students develop business knowledge and managerial skills beneficial to them and meaningful to employers.

An Associate of Technical Arts Degree will be awarded to students that successfully complete the 91-credit curriculum listed below. While some of the required coursework is transferable, the Business Administration and Management program is not intended for transfer to a four-year college or university. Students intending to pursue a bachelor's degree in Business Administration should follow a TCC Business program leading to an Associate of Arts and Sciences Degree.

BUSINESS ADMINISTRATION & MANAGEMENT

(Associate in Technical Arts Degree)

CORE REQUIREMENTS

(51 credits)

Course Title	Credits
Practical Accounting or Fundamentals of Accounting.....ACCNT 140 or ACCNT 210	5
Introduction to Business.....BUS 101	5
Principles of Management.....BUS 163	5
Motivation and Work Performance.....BUS 164	5
Personnel Management.....BUS 165	5
Behavior in Organizations.....BUS 167	5
Business Law.....BUS 200	5
Introduction to Marketing.....BUS 240	5
Using the Computer I.....DPSYS 100	3
Using the Computer II.....DPSYS 101*	3
Principles of Economics.....ECON 200 or 201	5
Core Credits	51

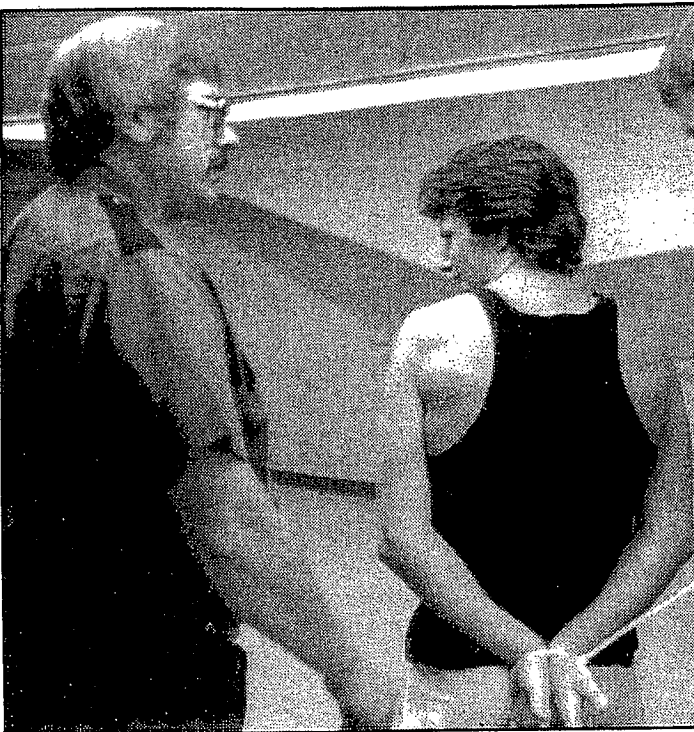


Photo by Gayle Rieber

**GENERAL EDUCATION
REQUIREMENTS**

(15 Credits)

Course Title	Credits
College Freshman Composition or Business English.....ENGL 101* or 104	5
Speech Communication.....SPCH 100 or 101	5
Business Math or Intermediate Algebra..BUS 110 or MATH 101*	5
General Education Credits	15

**SUGGESTED BUSINESS
ELECTIVES**

(Select 15 Credits**)

Course Title	Credits
Practical Accounting II.....ACCNT 141*	5
Fundamentals of Accounting.....ACCNT 220*	5
Typing I.....BUS 103	5
Office Systems.....BUS 134	5
Business Correspondence.....BUS 225*	5
Statistical Analysis.....BUS 256*	5
Introduction to Data Processing.....DPSYS 235	5
Business Systems and Procedures....DPSYS 236*	3
Business Electives	15

** See BUS and DPSYS course descriptions for alternative electives.

**SUGGESTED GENERAL
ELECTIVES**

(Select 10 credits**)

Course Title	Credits
Introduction to Critical Thinking....COMSK 100	5
Psychology.....PSYCH 100 or 205	5
Survey of Sociology.....SOC 110	5
General Elective Credits	10
Total Credits	91

* Prerequisite required (see course descriptions)

** Alternative General Electives may be chosen on approval of advisor.

**CERTIFICATES IN
MANAGEMENT****Program Coordinator: John Geubtner, 566-5070**

This certificate program offers private and public sector employees the opportunity to develop or improve management skills. The program helps prepare individuals for supervisory roles; it also provides an opportunity for experienced supervisors to enhance their techniques.

There are two certificates: Certificate in Supervision and Management (private sector) and Certificate in Public Administration and Management (public sector). To be eligible for a certificate, an individual is required to satisfactorily complete a minimum of 24 credit hours of management instruction (see below) offered by TCC.

**Certificate in Supervision
and Management (Private Sector) 24 credits**
(Certificate Program)**REQUIRED COURSES**

Course Title	Credits
Essentials of Supervision.....SMG 101	3
Supervising the Problem Employee.....SMG 120	3
Supervision and Group Behavior.....SMG 131	3
Management Communications.....SMG 201	3
Managerial Excellence.....SMG 260	3
Motivation and Productivity.....SMG 264	3
Required Credits	18

ELECTIVES

(Choose 2 of the following)

Course Title	Credits
The New Supervisor.....SMG 100	3
Supervising Employee Training.....SMG 125	3
Public Relations.....SMG 210	3
Management and Labor Relations.....SMG 222	3
Human Resource Management.....SMG 250	3
Supervisor and the Law.....SMG 255	3
Leadership Dynamics.....SMG 261	3
Organizational Behavior.....SMG 265	3
Managing for High Performance.....SMG 270	3
Elective Credits	6

Total Credits 24

Substitutions may be made only with approval of program coordinator.

**Certificate in Public
Administration and Management
(Public Sector): 24 credits**
(Certificate Program)**REQUIRED COURSES**

Course Title	Credits
The New Supervisor.....SMG 100	3
Essentials of Supervision.....SMG 101	3
Supervising the Problem Employee.....SMG 120	3
Behavior in Organizations.....SMG 131	3
Management Communications.....SMG 201	3
Managerial Excellence.....SMG 260	3
Leadership Dynamics.....SMG 261	3
Motivation and Productivity.....SMG 264	3

Total Credits 24

Substitutions may be made only with approval of program coordinator.

COMPUTER INFORMATION MANAGEMENT SYSTEMS

Program Coordinator: Dean VanWoerkom, 566-5070

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 information centers 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

(Associate in Technical Arts Degree)

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.....DPSYS 235	5
Keyboard Skills.....DPSYS 90	4
or Typing I.....BUS 103	
Business Systems & Procedures.....DPSYS 236*	3
BASIC Programming.....DPSYS 238	4
College Freshman Composition.....ENGL 101	5
or Business English.....ENGL 104	
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.

SECOND YEAR

Advanced BASIC Programming.....DPSYS 239*	4
Database Systems.....DPSYS 244*	3
COBOL Programming.....DPSYS 245*	5

Computer Information		
Systems Design.....DPSYS 248*	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	
Speech Communications.....SPCH 100	5	
or Public Speech Communication...SPCH 101		
or Business and Professional		
Communications.....SPCH 105		
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) and gain rewarding hands-on experience.

For more information on computer training at TCC call 566-5110.



Photo by Gayle Rieber

COMPUTER FIELD TECHNOLOGY

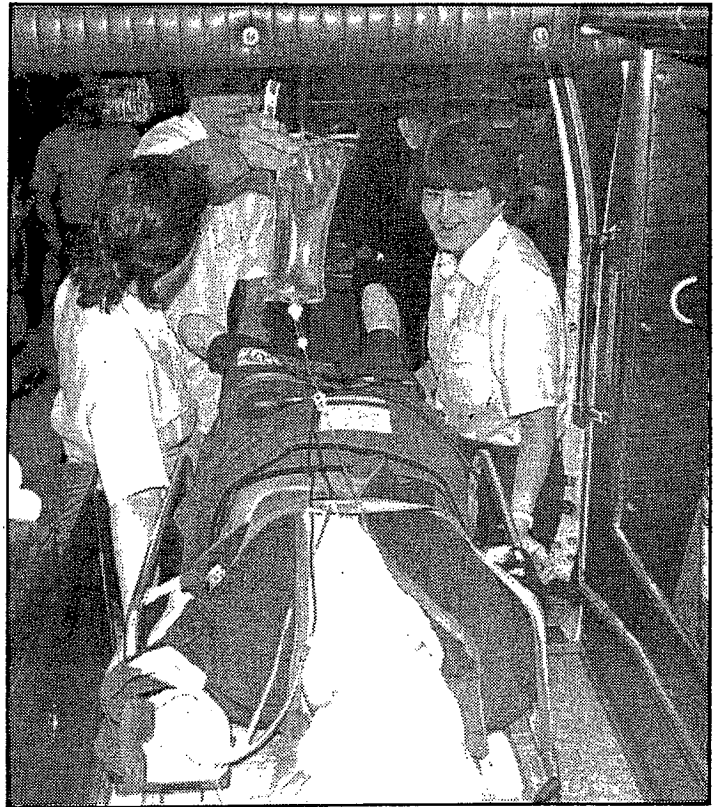
Coordinator: Ivonna McCabe, 566-5060

The Computer Field Technology program trains students as computer repair technicians to work in a variety of electronics-based fields, including installation, repair and testing of computers and digital equipment. A Certificate in Computer Field Technology is awarded to students who successfully complete the first four quarters of the program. An Associate in Technical Arts in Computer Field Technology is awarded at the completion of the sixth quarter. A minimum of one year of high school algebra and good English language skills are required. Computer Field Technology is an early starting, accelerated course of study. Persons interested should apply prior to August 15 of the year they plan to begin the program.

COMPUTER FIELD TECHNOLOGY

(Associate in Technical Arts Degree)

Title	Credits
First Quarter	
Algebra Review.....MATH 90	5
or Intermediate Algebra.....MATH 101*	5
Fundamental of Electricity.....ELEC 101*	5
Using the Computer I.....DPSYS 100	3
Eletr Mechanical Devices.....ELEC 221*	5
Second Quarter	
Intermediate Algebra.....MATH 101*	5
or College Algebra**.....MATH 105*	5
Fundamentals of Electronics.....ELEC 102	5
Microcomputer Operations.....COMSC 201*	5
Electronic Devices and Systems.....ELEC 222*	4
Third Quarter	
Business English.....ENGL 104	5
Digital Techniques.....COMSC 205*	5
Schematics.....ELEC 245*	5
Job Communication Skills.....SPCH 150	3
Fourth Quarter	
Microprocessors.....COMSC 207*	6
Peripherals and Communications...COMSC 209*	6
Trouble Shooting Techniques.....COMSC 210*	6
Fifth Quarter	
Computer Applications to Engineering Problems.....ENGR 141*	4
Business: An Introductory Analysis.....BUS 101	5
Electives.....	5
Sixth Quarter	
Computer Programming I: PASCAL Language.....COMSC 220*	5



Elements of Calculus.....MATH 157*	5
Electives.....	5
Total Credits	102

Electives: BUS 143, Small Business Management; BUS 163, Principles of Management; BUS 225, Business Communications; ECON 200, Principles of Economics; ECON 201, Principles of Economics. Additional Electives may be chosen on approval of advisor.

*Prerequisite required (see course description).

**Required for the ATA degree.

EMERGENCY MEDICAL CARE

Coordinator: Paul A. Berlin, 566-5164

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

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 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 (Certificate Program)

First Quarter (Summer)			
Course Title		Credits	
Human Anatomy & Physiology.....	BIOL 118	5	
Medical Terminology.....	HT 130	3	
Crisis Intervention.....	HSW 179	2	
Second Quarter (Fall)			
Stress Management.....	HSW 179	2	
EMT-Paramedic (didactic).....	EMC 120*	14	
EMT-Paramedic (practical).....	EMC 130*	3	
Third Quarter (Winter)			
EMT-Paramedic (didactic).....	EMC 121*	11	
EMT-paramedic (practical).....	EMC 131*	7	
Fourth Quarter (Spring)			
EMT-Paramedic (didactic).....	EMC 122*	5	
EMT-Paramedic (practical).....	EMC 132*	10	
		Total Credits	62

EMERGENCY MEDICAL SERVICES (Associate in Technical Arts Degree)

SECOND YEAR

Required Courses (23 credits):			
EMS Systems.....	EMC 200*	3	
General Psychology.....	PSYCH 100	5	
College Freshman Composition.....	ENGL 101	5	
Business Math.....	BUS 110	5	
(***)Select one from the following three(***)			
Survey of Sociology.....	SOC 110	5	
Marriage & The Family.....	SOC 152	5	
Social Psychology.....	SOC 240	5	
Elective Courses ** (Select 20 credit hours):			
Principles of Social			
Anthropology.....	ANTHR 202	5	
Business: An Introductory			
Analysis.....	BUS 101	5	
Principles of Management.....	BUS 163	5	
Personnel Management.....	BUS 165*	5	
Critical Thinking.....	COMSK 100	5	
Using Computers.....	DPSYS 100	3	
Health Care			
Delivery Systems.....	HT 110	5	
Legal Concepts for the			
Health Field.....	HT 225	3	
Psychology of Adjustment.....	PSYCH 170	5	
Psychology of Aging.....	PSYCH 209	3	
Death & Dying.....	PSYCH 220	3	

Fundamentals of Speech

Communication.....	SPCH 100	5
Oral Presentations.....	SPCH 101	5
Business & Professional		
Speech Communication.....	SPCH 105	5
Job Communications Skills.....	SPCH 150	3
Total Associate Degree Credits		105

*Prerequisite required.

**Additional or alternative courses subject to approval of program coordinator.

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA).

FIRE COMMAND ADMINISTRATION

(Associate in Technical Arts Degree)

Program Coordinator: Shirley Harris-Lee, 566-5163

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. In addition, a one-year (45 credit) certificate is available. Interested fire service personnel should call 566-5163 for more information.

HEALTH RECORDS/ ADMITTING CLERK

Coordinator: Ingrid Bentzen, 566-5163

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:

HEALTH RECORDS/ ADMITTING CLERK

(Certificate Program)

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
Intro to Medical Office Procedures	HT 120	5
Elective		3-5
Total Credits		16-18

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
Clinical Practice (Assignment to health care facility for 90 clock hours)	HT 240	3
Total Credits		15

* Prerequisites required (see course descriptions).

Recommended as electives 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)
DPSYS 100	Using the Computer	(3)

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	5
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

HOME HEALTH SPECIALIST

Coordinator: Jonnie Davis, 566-5163

In 17 weeks students will be prepared to serve as qualified Home Health Specialists and to perform bedside and ambulatory care under the supervision of a licensed agency or medical professional. The training will include overseeing medical routines, observing patients' medical progress, assisting families in home cleanliness and nutrition, dealing with family needs/concerns, making appropriate community referrals, and handling special needs clients.

Successful completion of the Home Health Specialist Program entitles graduates to receive a Home Health Specialist Certificate, and qualifies graduates to become state certified nurse aides (CNA's). Clinical sites are selected for observation, as well as participation.

HOME HEALTH SPECIALIST

(Certificate Program)

Course Title		Credits
Introduction to Fundamentals of Patient Care for Home Health Specialists	HT 90	3
Special Needs Populations	HSW 185	3
Home Health Specialist I	HHS 110	8
Practice Lab I	HHS 111	1
Home Health Specialist II	HHS 120	
Practice Lab II	HHS 121	

HUMAN SERVICES PROGRAM

Coordinator: Diane Basham, 566-5076

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 for students who have already earned a B.A. degree. Students in the Human Services degree program are required to take 41 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 (supervised clinical practicum) 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 and completion of other admission requirements. The two-year degree requirements and an example of a one-year program are listed below.

HUMAN SERVICES PROGRAM

(Associate in Technical Arts Degree)

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
Introduction to Practicum.....	HSW 190*	1
Supervised Clinical Practicum I.....	HSW 191*	5
Supervised Clinical Practicum II.....	HSW 192*	5
Supervised Clinical Practicum III	HSW 193*	5
Total Credits		41

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
Adult Development	PSYCH 216	5
Marriage and the Family.....	SOC 152	5
Deviant Behavior.....	SOC 271	5

Total Credits 91

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
Adolescent Alcohol and Drug Treatment	HSW 208	3
Pharmacology and Physiology of Substance Abuse	HSW 210*	5
Nutrition for the Chemically Dependent	HSW 211	3
Case Management.....	HSW 212*	3
Working with Families of the Chemically Dependent.....	HSW 214*	3
Special Topics	HSW 179	
Intervention with Alcohol and other Drugs Cocaine		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		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	3
Family Counseling	HSW 202*	5

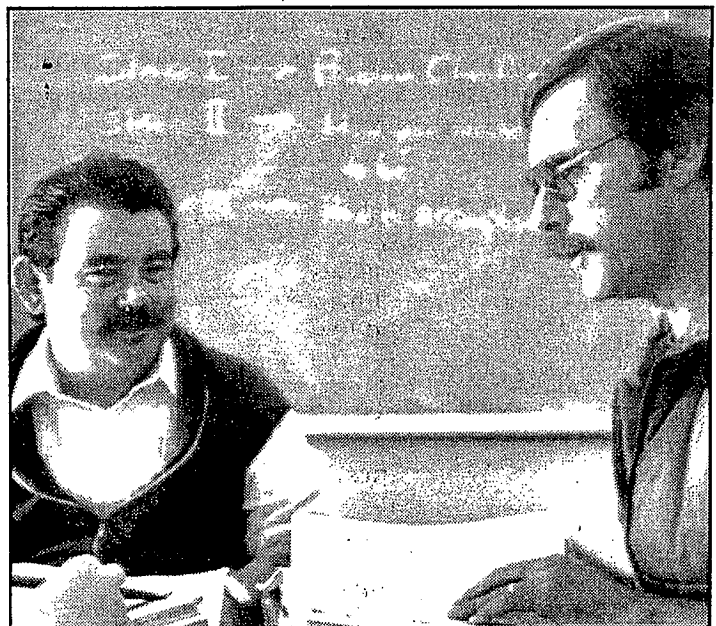


Photo by Gayle Rieber

Human Growth and Development ...PSYCH 206	5
Juvenile Justice SystemADJ 203	3
Adolescent Alcohol and Drug TreatmentHSW 208	3
Special TopicsHSW 179	
Child Abuse	2
Juvenile Prostitution	2
Residential Treatment	2
Teenage Parents	2

Aging

Adult DevelopmentPSYCH 216	
Death and DyingPSYCH 220	3
Psychology of AgingPSYCH 221	3
Introduction to Applied GerontologySSERV 120	5
Special TopicsHSW 179	
Alzheimer's, Dementia and Depression	1
Ethical Concerns of the Aging	2
Biology of the Aging	2
High-Level Wellness and the Aging	2
Resources for the Aging	1
Interview Techniques with the Aging (demented, confused, agitated, etc.)	2
Grief and Loss Workshop	1
Medicare/Medicaid	1

General Adult

Family CounselingHSW 202*	5
Adult DevelopmentPSYCH 216	5
Psychology of AdjustmentPSYCH 170	5
Special TopicsHSW 179	
Domestic Violence	2
Teaching Parenting Skills	2
Grief and Loss Workshop	1
Working with Street People	2
People and Poverty: From the Downside	2

The Severely Disturbed Adult

Adult DevelopmentPSYCH 216	5
Adult PsychopathologyHSW 215	3
Interventions for the Severely Disturbed AdultHSW 216*	3
Special TopicsHSW 179	
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

Introduction to DisabilitiesHSW 220	3
Human Development and Developmental DisabilitiesHSW 221	3
Behavioral Management I: Sequential TeachingHSW 222	3
Behavioral Management II: Dealing with Seizures and Inappropriate BehaviorsHSW 223	3

Developmental Disabilities: Legal and Ethical ConcernsHSW 224	3
Special TopicsHSW 179	
Service Delivery Systems for Developmental Disabilities	2
Working in Residential Settings	2
Working in Vocational Settings	2

Special Topics relating to all specialty areas

HSW 179: Crisis Intervention	2
Burnout	2
Anger Management	2
Advanced Stress Management	2
Communication Strategies for Difficult Clients	2
HSW 270*: Introduction to Group Processes	3
HSW 271*: Introduction to Group Techniques	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 with a B.A. degree who complete 45 or more credits.

**TYPICAL ONE-YEAR
CERTIFICATE COURSES**

(Course planning is individualized for each student)

Course Title		Credits
Introduction to Human ServicesHSW 100*		2
Community ResourcesHSW 101*		3
Counseling: Theory and PracticeHSW 102*		5
Therapeutic Approaches and TechniquesHSW 103*		5
Human Services: Issues, Ethics, LawHSW 104*		5
Stress ManagementHSW 207		5
Field Placement IHSW 191*		5
Field Placement IIHSW 192*		5
Family CounselingHSW 202*		5
Human Growth and Development....PSYCH 206		5
Total Credits		45

* Prerequisite required (see course descriptions).

**MEDICAL ASSISTANT-
ADMINISTRATIVE**

Coordinator: Marion Miller, 566-5163

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 medical office functions, includ-

ing 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; transcribe basic medical reports; and basic back office patient support services and assistance to physicians.

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

MEDICAL ASSISTANT-ADMINISTRATIVE (Certificate Program)

First Quarter (Fall)		
Course Title		Credits
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	5
Business English	ENGL 104	5
Typing II	BUS 104	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
Medical Office Procedures	HT 120	5
Intro to Patient Care	HT 170	3

Third Quarter (Spring)		
Medical Terminology III	HT 132*	3
Medical Transcription I	MRT 140*	3
ICD 9-CM Coding	HT 214	2
Elective		3-5
Clinical Externship	HT 240*	3
Total Credits		48-50

Recommended Electives

Anatomy and Physiology	BIOL 150-151*	10
Word Processing	BUS 227*	1
Word Processing - Alpha Write	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
Using Computers	DPSYS 100	3
Introduction to Data Processing	BUS 235	5
Medical Transcription II	MRT 141*	3
Advanced ICD 9-CM Coding	MRT 279	2
Medical Claims Processing	HT 218	2



Photo by Gayle Rieber

MEDICAL RECORDS TECHNOLOGY

Coordinator: Ingrid Bentzen, 566-5163

The Medical Records 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:

MEDICAL RECORDS TECHNOLOGY

(Associate in Technical Arts Degree)

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 or English Composition	ENGL 104	5
..(ENGLISH 101 fulfills requirement)		

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
Clinical Applications	MRT 190	2
Speech Communications	SPCH 100	5

SECOND YEAR

Fourth Quarter (Fall)

ICD 9-CM Coding	MRT 220*	5
Clinical Applications (Lab)	MRT 230*	3
Principles of Disease	HT 210*	5
Using the Computer	DPSYS 100	3

Fifth Quarter (Winter)

Health Data Quality and Standards	MRT 221*	5
Clinical Applications II (Acute Care)	MRT 231*	6
Legal Concepts for Health Field	HT 225	3
Elective		3

Sixth Quarter (Spring)

Health Information Management	MRT 222	5
Clinical Applications III (other facilities)	MRT 232	6
Behavioral Science Elective		5
Elective		2

Total Credits 102

Transfer Information:

Upon completion of the TCC Medical Records 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, 566-5163

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 must register for HT 240 and 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:

MEDICAL SECRETARY

(Associate in Technical Arts Degree)

FIRST YEAR

First Quarter (Fall)

Course Title		Credit
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
Business Correspondence	BUS 225*	5
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
Legal Concepts for Health Field.....HT 225	3
Computers in Health Care.....HT 212	2
Advanced Medical Transcription.....MRT 142	3
Medical Office Procedures.....HT 120	5
Sixth Quarter (Spring)	
Using the Computer.....DPSYS 100	3
Medical Secretary —	
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 219 Medical Claims Processing (2).)	
Total Credits	103-106

MEDICAL TRANSCRIPTIONIST

Coordinator: Marion Miller, 566-5163

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

Course Title		Credits
First Quarter (Fall)		
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
Intro to Word Processing.....BUS 227		1
Typing II.....BUS 104*		5
Third Quarter (Spring)		
Introduction to Health		
Records Management.....MRT 180		5
Medical Terminology III.....HT 132*		3
Medical Transcription II.....MRT 141*		3

Medical Transcription III.....MRT 142*	3
Word Processing/AlphaWrite.....BUS 232*	3
Total Credits	52

SECOND YEAR

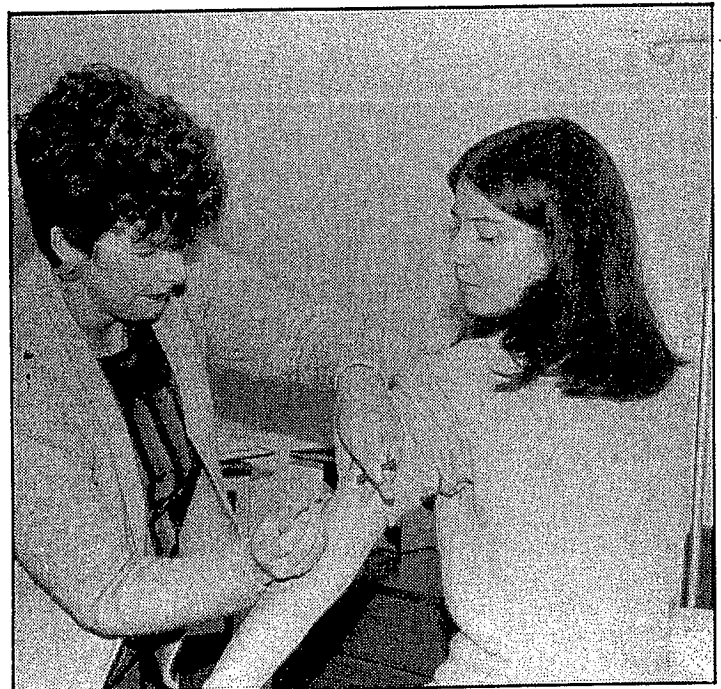
If, upon successful completion of the three-quarter sequence, the student desires to continue in medical secretarial training, he or she should be advised to enroll in the second year of the Medical Secretary Program. The Associate in Technical Arts Degree is offered to those who successfully complete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

NURSING, ASSOCIATE DEGREE

Coordinator: Joan Wilson, 566-5163

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 accredited by the 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 March 1 of each year.



NURSING

(Associate in Technical Arts Degree)

FIRST YEAR

Course Title		Credits
Fundamentals of Nursing	NURS 126*	8
Medical-Surgical Aspects of Adult & Child Care (Part I)	NURS 127*	10
Medical-Surgical Aspects of Adult & Child Care (Part II)	NURS 128*	10
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 III)	NURS 226*	10
Maternity Nursing	NURS 228*	5
Psychiatric Nursing	NURS 229*	5
Gerontological Nursing Preceptor Experience.....	NURS 230*	10

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
	Non-Nursing Credits:	55
	Nursing Credits:	64
	Total Credits	119

Completion of Chemistry recommended prior to admission to Nursing Program.

* Prerequisite required (see course descriptions).
 ** Must be completed by or taken concurrently in the second quarter of 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
	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 March 1 each year.

PARAMEDIC TRAINING

(See Emergency Medical Care, page 39.)

RADIOLOGIC TECHNOLOGIST

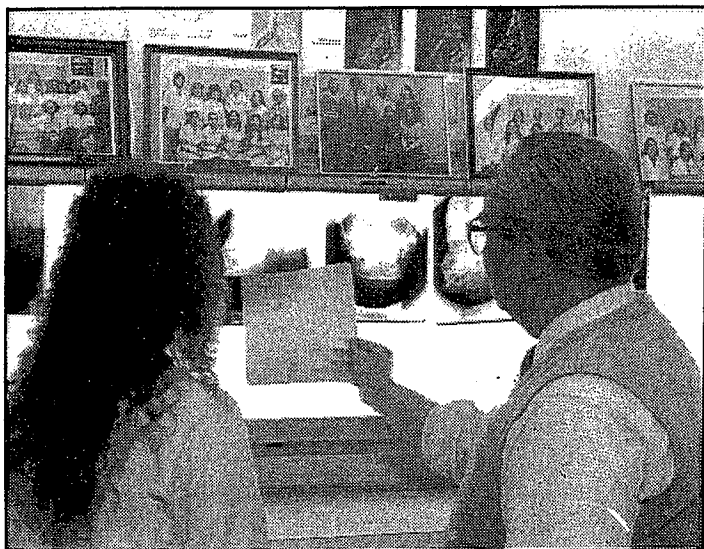
Coordinator: Royal Domingo, 566-5163

The Radiologic Technology program leads to an associate degree and a certificate of completion. The program is twenty-seven calendar months in duration. Upon successful completion of the courses in radiologic technology, 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.

RADIOLOGIC TECHNOLOGIST

(Associate in Technical Arts Degree)

Course Title		Credits
First Quarter (Fall)		
Anatomy and Physiology	BIOL 150	5
Medical Terminology I.....	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)
Patient Care.....	HT 170	3



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 100 or HT 212*	3 or 2
(Permission of Program Director Required)	

Eighth Quarter (Summer)

Radiographic Clinic VII.....RT 227*	9
Elective.....	5

Ninth Quarter (Fall)

Radiographic Clinic VIII.....RT 228*	5
Radiologic Seminar.....RT 260*	5
Independent Study.....RT 299*	1-5

Total Credits 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 (JRCERT).

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

Program Coordinator: Bill Leffler, 566-5163

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.

RESPIRATORY TECHNICIAN

(Certificate Program)

Course Title	Credits
First Quarter (Summer)	
Physics for Health Occupations.....HT 140**	5
Fundamentals of Patient Care.....HT 170**	3
Medical Terminology.....HT 130**	3
General Psychology.....PSYCH 100**	5
Second Quarter (Fall)	
Respiratory Therapy Equipment.....RC 120	3
Respiratory Therapy Theory.....RC 110	3
Clinical Training.....RC 140*	9
Anatomy and Physiology.....BIOL 150**	5
Third Quarter (Winter)	
Respiratory Therapy Equipment.....RC 121*	3
Respiratory Therapy Theory.....RC 111*	3
Clinical Training.....RC 141*	9
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
Special Topics.....RC 130	4
Clinical Training.....RC 142*	8
Fifth Quarter (Summer)	
Clinical Training.....RC 143*	9

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)

(Associate in Technical Arts Degree)

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
Seminar.....RC 222	2
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 (JRCERT).

SECRETARIAL OFFICE SKILLS

Coordinator: Karen Munson, 566-5021

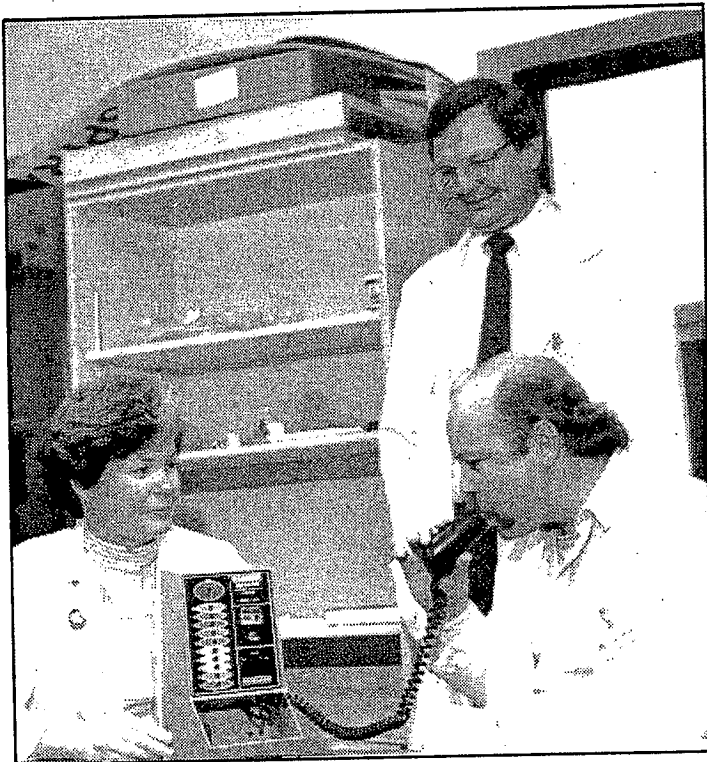
This two-year program provides the introductory-level skills and advanced-level skills needed for all phases of secretarial work. Program offerings serve the day, evening, and part-time students. Word processing training is included. Completion of English 90 or equivalent and Math 86 or equivalent is required for acceptance into the program. Students who complete the Secretarial Office Skills Program qualify for an Associate in Technical Arts Degree.

SECRETARIAL OFFICE SKILLS

(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
Introduction to Word Processing.....BUS 227	1



Second Quarter	
Shorthand II.....	BUS 131* 5
Shorthand Transcription (taken with BUS 131).....	BUS 133* 2
Typing II.....	BUS 104* 5
Using the Computer.....	DPSYS 101 3

Third Quarter	
Records Management.....	BUS 116 3
Shorthand III.....	BUS 135* 5
Practical Accounting.....	ACCNT 140 5
Using the Computer II.....	DPSYS 101 3

SECOND YEAR

First Quarter	
Business Correspondence.....	BUS 225* 5
Business Machines.....	BUS 115* 3
Word Processing/ Alpha Write.....	BUS 232* 3
Elective (General Education).....	5

Second Quarter	
Business Math.....	BUS 110 5
Word Processing/Lanier.....	BUS 229* 3
Office Procedures.....	BUS 134 5
Machine Transcription.....	BUS 117* 3

Third Quarter	
Speech.....	SPCH 100 5
Business Law.....	BUS 200 5
Work Internship.....	BUS 120* 5
Total Credits 94	

* Prerequisite required (see course description).

RECEPTIONIST-CLERK

(Certificate Program)

Suggested Program

A one-year certificate qualifies students for entry-level positions as an office clerk. Completion of English 90 or equivalent and Math 86 or equivalent is required for acceptance into the program.

Course Title	Credits
First Quarter	
Typing I.....	BUS 103 5
Business Math.....	BUS 110 5
Business English.....	ENGL 104 5
Second Quarter	
Typing II.....	BUS 104* 5
Introduction to Word Processing.....	BUS 227 1
Business Machines.....	BUS 115* 3
Records Management.....	BUS 116 3
Using the Computer.....	DPSYS 100 3
Third Quarter	
Using the Computer II.....	DPSYS 101 3
Work Internship.....	BUS 120* 5

Practical Accounting I.....	ACCNT 140 5
Machine Transcription.....	BUS 117* 3
Total Credits 46	

WORD PROCESSOR

(Certificate Program)

This one-year certificate prepares students for employment in word processing centers. Grade of "B" or better in BUS 103 (or equivalent) is required for admission into the program. (Plans to make this a two-year degree program are being considered. Please call Karen Munson for more information.) Please see coordinator.

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.....	ACCNT 140 5
Machine Transcription.....	BUS 117* 3
Records Management.....	BUS 116 3
Word Processing/Alpha Write.....	BUS 232* 3
Using the Computer.....	DPSYS 100 3

Third Quarter	
Business Correspondence.....	BUS 225* 5
Work Experience.....	BUS 120* 5
Word Processing/Lanier.....	BUS 229* 3
Using the Computer II.....	DPSYS 101 4
Total Credits 49	

* Prerequisite required (see course description).

SERVICE REPRESENTATIVE

Program Coordinator: Michiko Freeman,
566-5070 or 566-5021

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.

SERVICE REPRESENTATIVE

(Associate in Technical Arts Degree)

TYPICAL TWO-YEAR PROGRAM

Course Title	Credits
FIRST YEAR	
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 or Using the Computer... BUS 235 or DPSYS 100		5
Work Internship	BUS 123*	5
Total Credits		90

*Prerequisite required (see course description).

SUPERVISION AND MANAGEMENT

Program Coordinator: John Geubtner, 566-5070

This program is designed for individuals who pursue studies on a part-time, evening schedule. The program encompasses both skill development, and technique improvement. It is designed for individuals preparing for supervisory positions, current supervisors with no prior management training, and experienced managers wanting to enhance their managerial effectiveness.

An Associate in Technical Arts Degree will be awarded to students who successfully complete the 90 credit hour program. While some of the required course work may be transferable, this program is not intended for transfer to a four-year college or university.

SUPERVISION AND MANAGEMENT

(Associate in Technical Arts Degree)

MANAGEMENT REQUIREMENTS

(Select 21 credits)

Course Title		Credits
The New Supervisor.....	SMG 100	3
Essentials of Supervision	SMG 101	3
Supervising the Problem Employee....	SMG 120	3
Supervising Employee Training	SMG 125	3
Supervision and Group Behavior	SMG 131	3
Management Communications.....	SMG 201	3
Public Relations	SMG 210	3
Management and Labor Relations	SMG 222	3
Human Resource Management	SMG 250	3
Supervisor and the Law	SMG 255	3
Managerial Excellence	SMG 260	3
Leadership Dynamics	SMG 261	3
Motivation and Productivity	SMG 264	3
Organizational Behavior	SMG 265	3
Managing for High Performance	SMG 270	3
Management Credits		21

BUSINESS AND GENERAL REQUIREMENTS

(40 credits)

Course Title		Credits
Practical Accounting or Fundamentals of Accounting.....	ACCNT 140 or 210	5
Introduction to Business	BUS 101	5
Business Math or Intermediate Algebra.....	BUS 110 or MATH 101*	5
Introduction to Marketing	BUS 240	5
Introduction to Data Processing	DPSYS 235	5
Computer course (DPSYS) substitution(s) may be made		
Principles of Economics.....	ECON 200 or 201	5
Business English or College Freshman Composition	ENGL 104 or 101*	5
Speech Communication	SPCH 100 or 101	5
Business and General Credits		40

SUGGESTED ELECTIVES

(Select 29 credits**)

Course Title		Credits
Practical Accounting II	ACCNT 141*	5
Fundamentals of Accounting.....	ACCNT 220*	5
Principles of Accounting.....	ACCNT 201 and 202	6
Small Business Management	BUS 143	3
Business Law	BUS 200	5
Business Correspondence	BUS 225	5
Statistical Analysis	BUS 256*	5
Introduction to Critical Thinking ..	COMSK 100	5
Using the Computer I	DPSYS 100	3
Using the Computer II	DPSYS 101*	3
Business Systems and Procedures	DPSYS 236*	3
General Psychology.....	PSYCH 100	5
Elective Credits		29
Total Credits		90

* Prerequisite required (see course descriptions).

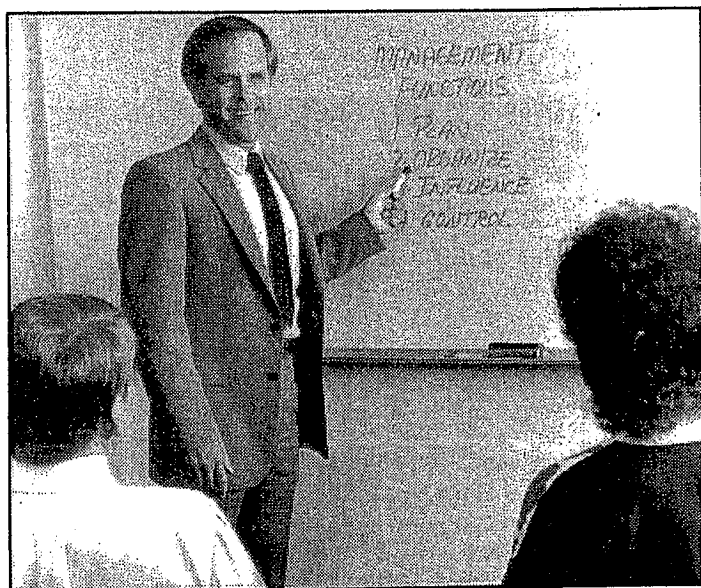
** Alternative electives may be chosen on approval of advisor.

CERTIFICATES IN MANAGEMENT

Program Coordinator: John Geubtner, 566-5070

This certificate program offers private and public sector employees the opportunity to develop or improve management skills. The program helps prepare individuals for supervisory roles; it also provides an opportunity for experienced supervisors to enhance their techniques.

There are two certificates: Certificate in Supervision and Management (private sector) and Certificate in Public Administration and Management (public sector). To be eligible for a certificate, an individual is required to



satisfactorily complete a minimum of 24 credit hours of management instruction (see below) offered by TCC.

**Certificate in Supervision and Management
(Private Sector)**
(Certificate Program)
24 credits

REQUIRED COURSES

Course Title	Credits
Essentials of Supervision SMG 101	3
Supervising the Problem Employee.... SMG 120	3
Supervision and Group Behavior..... SMG 131	3
Management Communications.....SMG 201	3
Managerial ExcellenceSMG 260	3
Motivation and ProductivitySMG 264	3
Required Credits	18

ELECTIVES

(Choose 2 of the following)

Course Title	Credits
The New Supervisor.....SMG 100	3
Supervising Employee TrainingSMG 125	3
Public RelationsSMG 210	3
Management and Labor Relations SMG 222	3
Human Resource ManagementSMG 250	3
Supervisor and the LawSMG 255	3
Leadership DynamicsSMG 261	3
Organizational BehaviorSMG 265	3
Managing for High Performance SMG 270	3
Elective Credits	6
Total Credits	24

Substitutions may be made only with approval of program coordinator.

**Certificate in Public Administration and Management
(Public Sector):**

(Certificate Program)
24 credits

REQUIRED COURSES

Course Title		Credits
The New Supervisor.....SMG 100		3
Essentials of SupervisionSMG 101		3
Supervising the Problem Employee..... SMG 120		3
Behavior in OrganizationsSMG 131		3
Management Communications.....SMG 201		3
Managerial ExcellenceSMG 260		3
Leadership DynamicsSMG 261		3
Motivation and ProductivitySMG 264		3
Total Credits		24

Substitutions may be made only with approval of program coordinator.

**Health Professional
Continuing Education**

Tacoma Community College's Health Professional Continuing Education (HPCE) program provides high quality, reasonably priced educational offerings for the area's health professionals. Programs are designed to keep the health professional up-to-date on the constantly growing and changing patterns of health care delivery.

The program offers ongoing classes, workshops, seminars and conferences, as well as custom-designed educational packages for groups. There are continuing education classes and seminars to help all members of the health professions broaden their skills.

Our goal at TCC is to help health professionals anticipate the relentless changes that characterize all careers in medicine — to help those professionals become better skilled, more effective and more marketable in a competitive but rewarding field.

**Institute for Business
and Industry**

Tacoma Community College's Institute for Business and Industry works to meet local training and retraining needs. From our seminars and workshops to our on-site training programs--customized to fit your special requirements for time and content--we can meet the training needs of employees and managers.

Our seminar and training leaders are top professionals in their fields, specializing in upbeat, practical instruction. Our workshops and seminars are held in local hotels and offer a relaxed atmosphere and a chance to get completely away from the work setting--an important element in successful training.

The rapid changes in today's world demand that we constantly update our professional skills and remain adaptable. Our goal at TCC is to provide training that gives local business and industry an edge in changing, competitive times, creating a continuing training partnership.

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 1987-88 and 1988-89 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.)

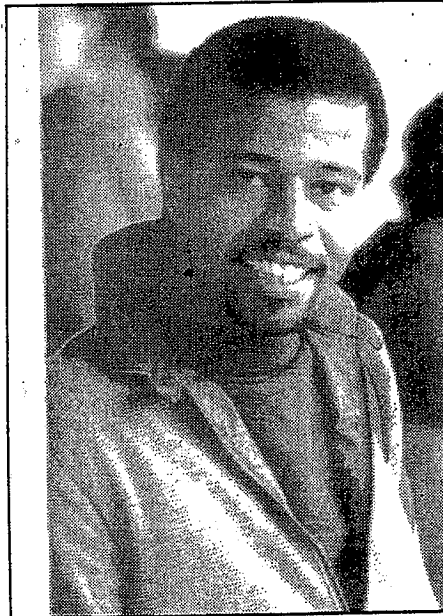
Students are urged to talk about particular courses with the chairman of the division or department through which those courses are offered.

The divisions and subject groupings are as follows:

ALLIED HEALTH AND PHYSICAL EDUCATION

Shirley Harris-Lee

Emergency Medical Care
Fire Command Administration
Health Records/Admitting Clerk
Health Technology
Health Professional Continuing Education
Home Health Specialist



Medical Assistant, Administrative
Medical Records Technology
Medical Secretary
Medical Transcriptionist
Nursing, Associate Degree
Physical Education
Radiologic Technology
Respiratory Therapy

CONTINUING EDUCATION

Tanya Brunke

Home and Family Life
International Business
Media Courses
Continuing Professional Education
Lifelong Education
Real Estate
Small Business Management
American Management Association

DOWNTOWN COLLEGE CENTER AND DATA PROCESSING FACILITIES

Gary Sigmen

Data Processing Systems
Supervision and Management
Business Administration and Management
Accounting and Data Processing Systems
Bookkeeping Systems
Computer Information Management Systems

HUMANITIES

Dr. Gael Tower
Art
English Composition

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

LEARNING SERVICES

Richard Spangler

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

MATHEMATICS AND SCIENCE

Ivonna McCabe

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

BUSINESS

Walter Nolte

Accounting (Academic and Occupational)
Business (Academic and Occupational)
Business Administration
and Management
Computer Information
Management Systems
Institute for Business and Industry
Secretarial Office Skills
Service Representative

SOCIAL AND BEHAVIORAL SCIENCE

William Packard

Administration of Justice
Anthropology
Economics
History
Human Services
Political Science
Psychology
Sociology

STUDENT DEVELOPMENT

Dr. Priscilla Bell
Career Development
Human Relations

ACCOUNTING

The following Courses are offered in Standard Classroom format.

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

Prerequisite: ACCNT 141.

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.

SELF-PACED ACCOUNTING CLASSES

The following courses are offered in a self-paced individualized format. Students work with audio-visual units, a self-paced textbook and the lab instructor to complete the course work. Lab attendance is flexible. Daily attendance is not required.

ACCOUNTING**ACCNT 201****Principles of Accounting (3)**

Introduction to structure, development and interpretation of accounting data and financial statements derived from operations of a business. Course is offered in a self-paced individualized format. Students work with audiovisual units, a self-paced textbook and the lab instructor. Lab attendance is flexible. Daily attendance is not required. ACCNT 201, 202, and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 202**Principles of Accounting (3)**

Continuation of ACCNT 201. Emphasis on the distinguishing elements of partnership and corporate accounting. Course is offered in a self-paced individualized format. Students work with audiovisual units, a self-paced textbook and the lab instructor. Lab attendance is flexible. Daily attendance is not required.

Prerequisite: ACCNT 201

ACCNT 203**Principles of Accounting (4)**

Continuation of ACCNT 202. Managerial accounting and distinguishing elements of manufacturing. Course is offered in a self-paced individualized format. Students work with audiovisual units, a self-paced textbook and the lab instructor. Lab attendance is flexible. Daily attendance is not required.

Prerequisite: ACCNT 202

ACCOUNTING & DATA PROCESSING SYSTEMS

(See page 34 for course listings for this program.)

ADMINISTRATION OF JUSTICE**ADJ 100****Introduction to Administration of Justice (5)**

History and evolution of the police pro-

fession; 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, discussion 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.

ABE 61

U.S. Citizenship

This no fee, no credit, continuous enrollment course is for the student with at least limited speaking English skills who wishes to become a U.S. citizen. Emphasizes U.S. Government, American life and country orientation. Prerequisite: Limited English skills.

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 566-5020.

ANTHROPOLOGY

ANTHR 100

Introduction to Anthropology (5)

Introduction to the study of man as a

cultural and biological being; 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 115

The Africans (5)

An introductory telecourse of the peoples of Africa which examines African history and contemporary life along three lines: what is indigenous, what was contributed by Islam and Christianity and what was acquired from the West.

ANTHR 201

Principles of Physical Anthropology (5)

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

ANTHR 202

Principles of Social Anthropology (5)

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

ANTHR 205

Principles of Archaeology (5)

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

ANTHR 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-Dimensional Design
 ART 105 - Beginning Drawing
 ART 117A - Basic Jewelry: Construction
 ART 118A - Basic Jewelry: Casting
 ART 119A - Enameling on Copper
 ART 131 - Beginning Pottery
 ART 143 - Lettering
 ART 146 - Beginning Photography
 ART 150 - Beginning Printmaking
 ART 151 - Intermediate Printmaking
 ART 152 - Intermediate Printmaking
 ART 156 - Beginning Painting
 ART 172 - Beginning Sculpture

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, 210). 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 temporarily to 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)**

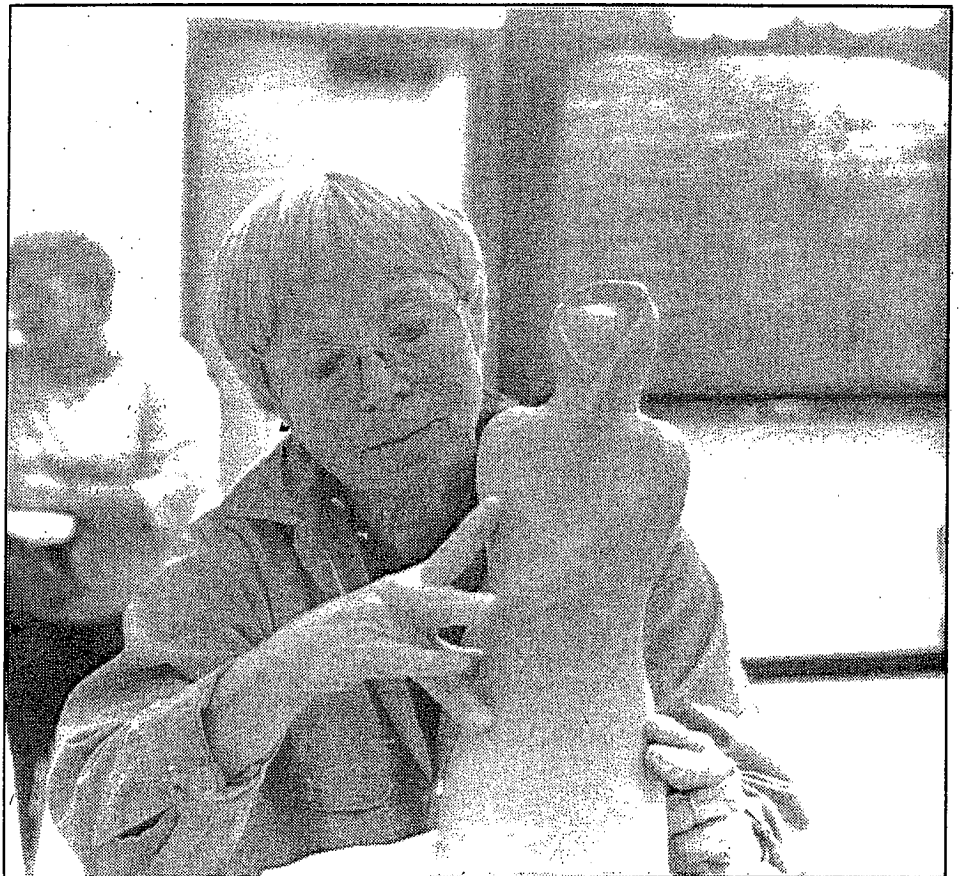
Fundamentals of art structure as the foundation for creative work. Organization of the elements of design (line, shape, value, texture, color) as applied in two-dimensional design media.

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)

117A Jewelry Construction I — Basic forming of jewelry through sheet and wire: techniques of piercing, filing, sawing, soldering, and polishing.

117B Jewelry Construction II — Further experience in using sheet and wire: fabrication techniques and advanced soldering problems.

117C Jewelry Construction III — Forging techniques: creating more three-dimensional jewelry forms by hammering and annealing.

117D Jewelry Construction IV — Filigree techniques: creating linear jewelry design through delicate wire manipulation and multiple soldering techniques.

117E Jewelry Construction V — Special surface techniques and finishes to accent and enhance jewelry (enamel highlights, granulation, etc.)

Prerequisites: ART 117A is basic requirement for 117B, 117C, 117D and 117E. ART 102, 103, and 105 are recommended for all design programs.

ART 118

Basic Jewelry: Casting (2)

118A Jewelry Casting I — Introduction to the lost-wax method for creating jewelry: includes instruction in techniques for making the wax model from various waxes and basic casting principles involved in the lost-wax method.

118B Jewelry Casting II — Carving and wax build-up techniques to form three-dimensional jewelry forms (e.g., rings, bracelets.)

118C Jewelry Casting III — Carving and wax build-up techniques to create figurative forms and detail as applied to jewelry (e.g., charms, pendants, etc.)

118D Jewelry Casting IV — Model building and casting techniques used to create precision fit and interlocking forms in jewelry design.

118E Jewelry Casting V — Techniques for joining and soldering pre-cast jewelry pieces.

Prerequisites: ART 118A is the basic requirement for 118B, 118C, 118D, and 118E. ART 102, 103, and 105 are recommended for all studio concentrations.

ART 119

Enameling on Copper (3)

Instruction in the use of the tools, techniques, and safety procedures for enameling on copper. Emphasis on designing techniques and applications.

119A Introduction to basic techniques, materials, tools, and applications of enameling on copper.

119B Applications of enameling design in the limoges technique which employs finely ground enamels brushed or sifted onto an enameled surface.

119C Applications of enameling design in the cloisonne technique which uses fine wire 'fences' to separate the enamel colors in the design.

Prerequisites: 119A for 119B; 119B or instructor's permission for 119C.

ART 126

Fiber Design (2)

Beginning, making, and finishing fabric art using one or more non-loom (e.g., felting, papermaking, basketry, lace-making) and/or small loom (e.g., card, inkle, back-strap, Navaho) processes: History of traditional processes and contemporary applications will be covered. Techniques emphasized will vary with each quarter. Course may be repeated with credit to a maximum of ten credits.

Prerequisite: None. ART 102, 103, and 105 recommended.

ART 127

Surface Design on Fabric (2)

Creating textile art using wet and dry methods for fabric decoration. Techniques include natural and synthetic dyeing (direct and resist methods), quilting, needlepoint, applique, etc. History of traditional processes and contemporary applications will be covered. Techniques emphasized will vary with the quarter. Course may be repeated with credit to a maximum of ten credits.

Prerequisite: None. ART 102, 103, and 105 recommended.

ART 131

Beginning Pottery (5)

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

ART 132

Intermediate Pottery (5)

Further development of pottery techniques: hand-building and/or wheel-thrown forms, glazing, and firing. Cone 10 stoneware will be used.

Prerequisite: ART 131. ART 102, 103, and 105 recommended for all studio concentrations.

ART 133

Intermediate Pottery (5)

Further development of pottery techniques: hand-building and/or wheel-thrown forms, glazing, and firing. Cone 10 stoneware will be used.

Prerequisites: ART 132 and ART 102 or 103 or 105. ART 102, 103, and 105 recommended for all studio concentrations.

ART 135

Innovative Pottery (5)

A pottery course designed to study primitive techniques and materials and their application to contemporary pottery. Use of hand-made, improvised, and found tools. Firing with wood, sawdust; gas and electricity in hand-constructed or improvised kilns. Experiments in the groundwork for individual expression.

Prerequisite: ART 131 or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 143

Lettering (3)

Study of pen and brush, design, and letter style.

ART 146

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 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 151**Intermediate Printmaking (5)**

Refining of basic procedures learned in ART 150 with attention to experimentation with materials, color, and design applications for poster, fabric, and illustration products. A continuing study of historical and cultural roles of printmaking with attention to individual artistic contributions.

Prerequisite: ART 150, ART 102, 103, and 105 recommended for all studio concentrations

ART 152**Intermediate Printmaking (5)**

Printmaking design for fabrics, decorative paper products and poster. Students develop procedures in designing for particular products, taking into consideration the print method, economy of color, repeating design patterns, and selections of appropriate materials. Students are introduced to the historical and cultural development of printed fabric, poster design, and paper products.

Prerequisites: ART 151 and 102. ART 102, 103, and 195 recommended for all studio concentrations.

ART 156**Beginning Painting (5)**

Introduction to basic principles and methods of representational painting. Painting materials, techniques, color, and drawing fundamentals provide the ground work for individual expression.

ART 157**Intermediate Painting (5)**

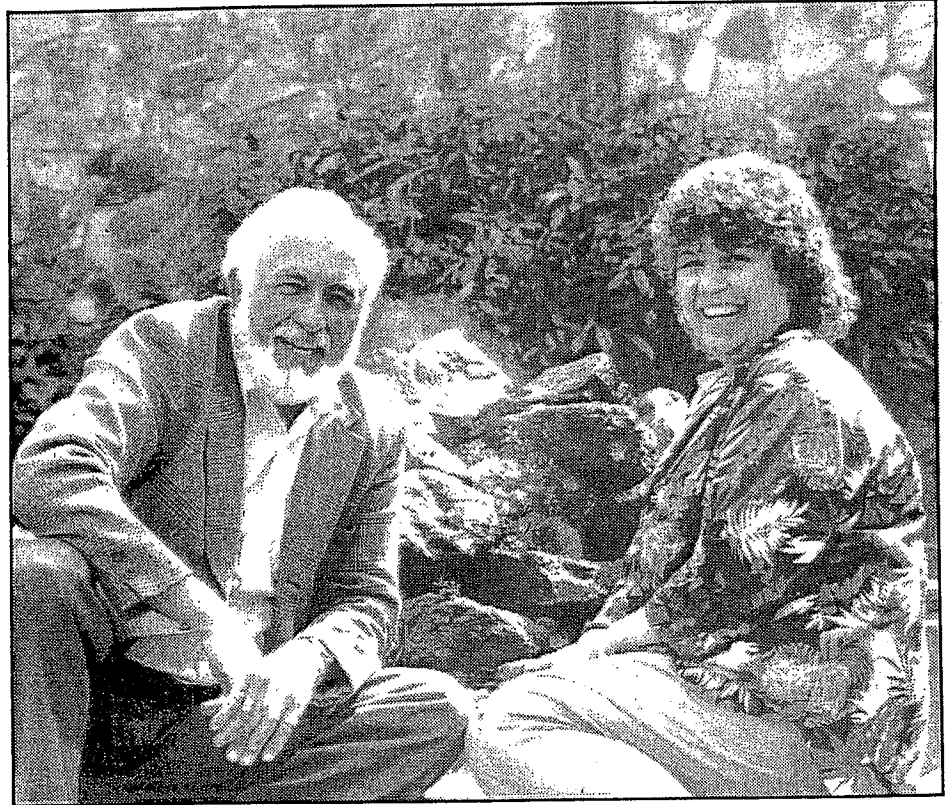
Further experiences in painting techniques, color and composition in representation painting.

Prerequisite: ART 156.

ART 158**Intermediate Painting (5)**

Further experiences in painting technique, color, and composition in representational painting.

Prerequisites: ART 157 and ART 105 or 102.

**ART 161****Life Studies: Figure Drawing (2)**

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 162**Life Studies: Figure Painting (2)**

Painting from the posed model (clothed and nude) with emphasis on color and its role in form development, expression, and figure composition. This course repeatable up to 10 credit hours.

Prerequisites: ART 157 (or 102 and 105) or 156 and instructor's permission.

ART 163**Life Studies: Figure Sculpture (2)**

A three-dimensional approach to figure study, working from the posed model (clothed and nude) in clay or plaster. This course may be repeated up to 10 credits.

Prerequisite: ART 172 or instructor's permission.

ART 164**Life Studies: Portrait Drawing (2)**

Portrait studies in drawing media. Attention is directed to anatomical structure, individual characterization, and expressive organization as related to line, shape, light and shadow.

Prerequisites: ART 105 and 106 or ART 105 and instructor's permission.

ART 165**Life Studies: Portrait Painting (2)**

Portrait studies in painting media. Emphasis on the role of color in the development of structure, character, and organization.

Prerequisites: ART 157 (or ART 102 and 105) or ART 156 and instructor's permission.

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 173

Intermediate Sculpture (5)

Further experience in sculpture design, materials, techniques, tools, and approaches.

Prerequisite: ART 172. ART 102, 103, and 105 recommended for all studio concentrations.

ART 174

Intermediate Sculpture (5)

Further experience in sculpture design, materials, techniques, tools, and approaches.

Prerequisites: ART 173 and ART 103 or 105. Art 102, 103, and 105 recommended for all course concentrations.

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 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 217

Jewelry Construction (2)

217A Jewelry Construction VI — Bezel setting: setting a round-cut stone within an enclosed metal mounting.

217B Jewelry Construction VII — Faceted stone setting: setting faceted stones with a four-prong mounting.

217C Jewelry Construction VIII — Basic principles for mounting irregular shaped stones.

217D Jewelry IX — Inlaying techniques: embedding stones, etc. into the metal surface.

Prerequisites: ART 117 series or 117A and instructor's permission.

Art 102, 103, and 105 recommended for all studio concentrations.

ART 218

Jewelry Casting (2)

218A Jewelry Casting VI — Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

218B Jewelry Casting VII — Bezel setting in cast jewelry forms.

218C Jewelry Casting VIII — Faceted stone setting (prong mounting) in cast jewelry forms.

218D Jewelry Casting IX — Design and processes for duplication: mold making, cutting, and wax injection techniques.

Prerequisites: The ART 118 series or 118A and instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 231

Earthenware Pottery (5)

A survey of low and intermediate temperature decoration and firing techniques. Low fire glazes, underglazes, and overglazes. Introduction to plaster techniques: bats, slabs for tiles, one- and two-piece molds. Creating casting bodies. Step-by-step procedures for cone 6 oxidation (electric), pit, and raku firing.

Prerequisites: ART 133 and ART 102 or 103 or 105; or instructor's permission.

ART 232

Glaze Formulation (5)

A study of ceramic materials for use in creating glazes. Methods for testing coloring materials and frits, and for adjusting glazes to temperature ranges. Use of natural materials (e.g., rocks, sea shells,

and natural clays).

Prerequisites: ART 133 and ART 102 or 103 or 105; or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

ART 233

Ceramic Sculpture (5)

A survey of techniques for creating decorative non-functional objects of clay (e.g., tiles, wall panels, sculpture forms.) Experimentation with surface manipulations, colored slips, underglazes, terra sigllatas, and glazes and with a variety of firing techniques.

Prerequisites: ART 133 and ART 102 or 103 or 105; or instructor's permission.

ART 102, 103, and 105 recommended for all studio concentrations.

ART 246

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 146 or instructor's permission. ART 102, 103, and 105 recommended for all studio concentrations.

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 210 (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 210 (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 sketch-book activities as preparation to painting.

Prerequisite: ART 105 and 210 (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 210 (or 158) for 258; 258 for 259.

ART 272

Sculpture: Modeling and Casting (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)

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

Fabrication Techniques (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 credits hours.

Prerequisite: ART 105 and Art 210 (or ART 172).

ART 275

Sculpture: Bronze Casting (5)

Concentration on wax manipulation techniques, model and mold making, and foundry procedures for casting metals through the lost-wax method. For additional experiences and credit, this course may be repeated; maximum, 10 credits.

Prerequisites: ART 174 and ART 103 or 105. ART 102, 103, and 105 recommended for all studio concentrations.

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

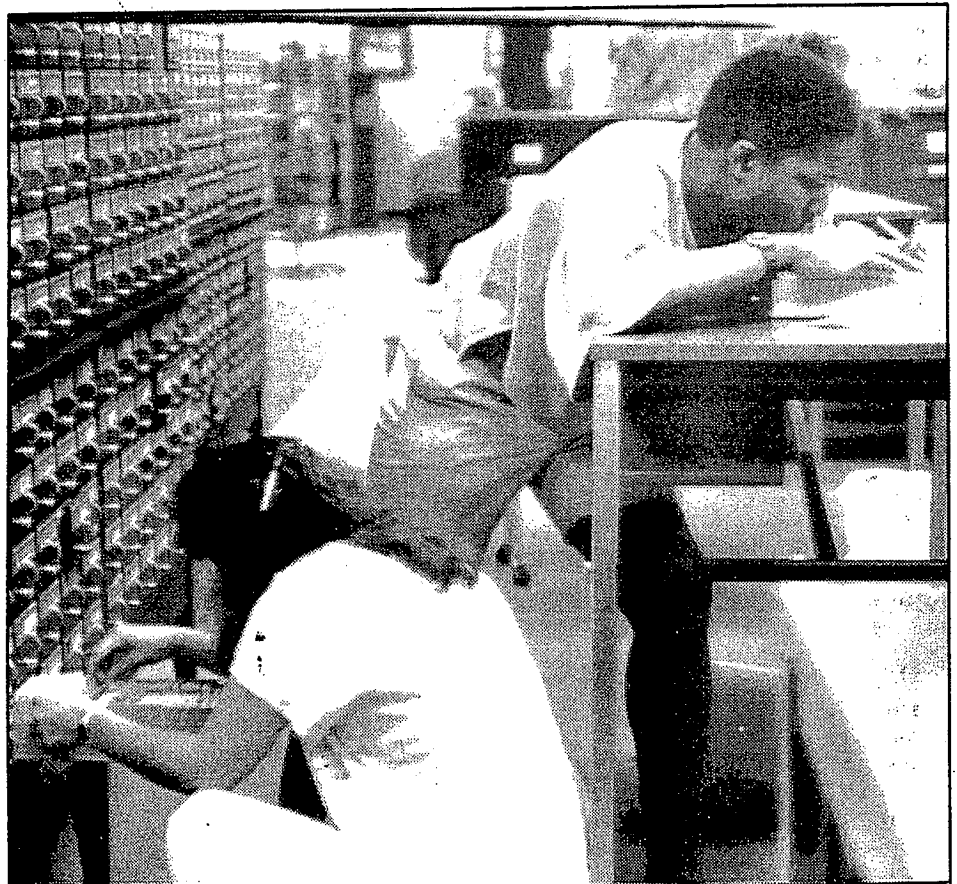


Photo by Gayle Rieber

ASTRONOMY

ASTRO 105

Project Universe: Astronomy (5)

Examine 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.

BIOLOGY

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 140 or Botany 101; HORT 101 for AGS and ATA degrees.

Students wishing to major in the life sciences or certain preprofessional programs should consider BIOL 210, 211, 212. Students should consult the special programs section and the appropriate academic advisor 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

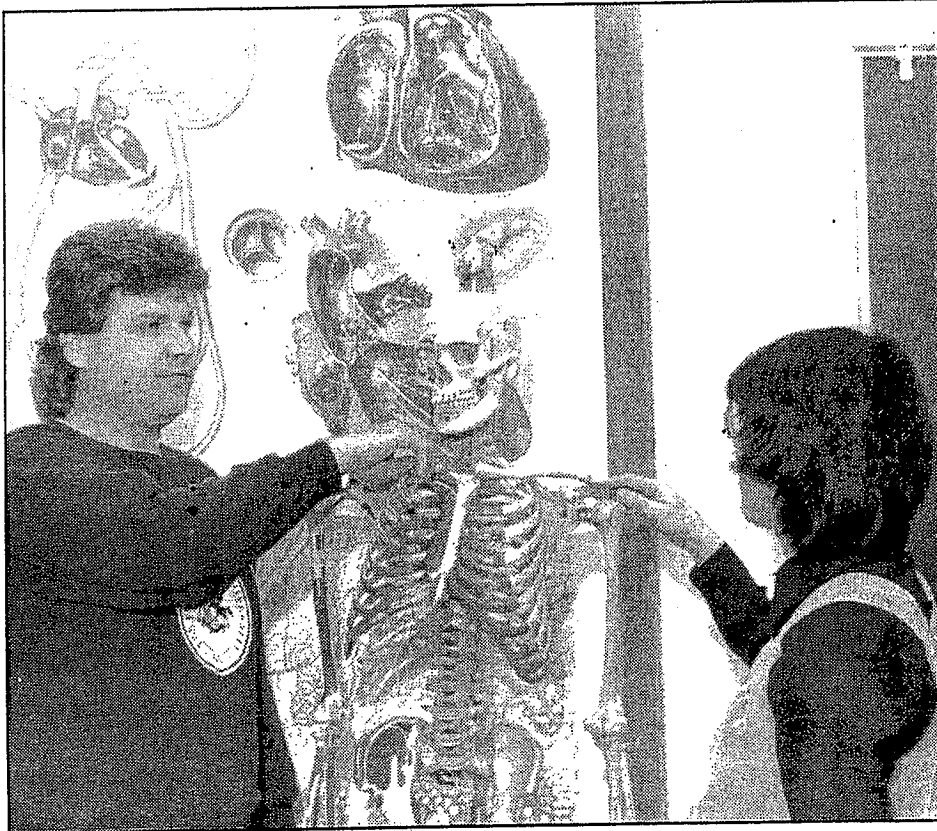
Introduction to Biology (5)

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

BIOL 105

Basic Ecology (5)

(For non-majors.) A basic understanding of ecology through the study of the inter-relationships between organisms in biological communities, the environmental factors in communities, chemical cycles and plant and animal populations. Laboratory and field trips included.



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.

BIOL 108

Natural History of the Pacific Northwest (5)

(For non-majors.) Study of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips included. No prerequisite.

BIOL 118

Human Anatomy and Physiology (5)

A brief overview of human anatomy and physiology for the non-science major. The course does not presume or expect a working background in math, chemistry, or physics. Topics covered include the basic mechanisms and requirements for life at the cellular level, and a look at basic anatomy of the major systems of the body and how these systems functionally unite to support and maintain the life of the organism.

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; includes laboratory and 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 a systematic approach and primate dissection. Laboratory included.

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, using a systemic approach. Includes extensive lab 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). BIOL 206 for 207, BIOL 207 for 208.

BIOL 210,211,212

College Biology (5,5,5)

(For Science Majors)

An introduction to the phenomena of life for students intending to study more advanced biology courses and courses in a preprofessional program. Emphasis is placed on features common to all living organisms: molecular and subcellular phenomena; cellular structure, metabolism, and energetics; genetic regulation of development; natural grouping of plants and animals. Laboratory included.

Prerequisites: Chem 140 or instructor permission for Biol 210; Biol 210 for 211; Biol 211 for 212.

BIOL 294

Field Studies (1-5)

Study of selected topics in biology primarily through field study, and supplemental discussions, lectures and readings.

BOTANY

BOT 101

Basic Botany (5)

Basic characteristics of the structure and function of plants, with emphasis on the higher plants. Included are topics on plant growth, photosynthetic processes, requirements for propagation, and chemical and physical growth control and plant classification. Includes work in the laboratory and greenhouse.

BUSINESS

BUS 92

Typing — Speed and Accuracy Development (2)

Designed for students who already know the keyboard and are interested in improving speed and accuracy. Students complete self-diagnostic tests on their typing skills and then take correc-

tive steps to improve accuracy and/or speed. Centering, letter formatting, and report formatting are not included. Prerequisite: Keyboarding skills.

BUS 101.

Introduction to Business (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. (Classroom format or self-paced study.)

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. (Classroom format or self-paced study.)

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. (Classroom format or self-paced study.)

BUS 112

Transcription Skills (3)

Course provides an introduction to the transcription process. Topics will include the following: an in-depth study of language arts within a machine transcription context, a review of proper formatting for business documents, correct dictation techniques, and efficient use of electronic typewriters with permanent storage capabilities.

BUS 115

Business Machines (5)

Instruction and practice in operating

electronic calculators to solve common business problems.

Prerequisite: Business 110 strongly recommended.

(Classroom format or self-paced study.)

BUS 116

Records Management (3)

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

(Classroom format or self-paced study.)

BUS 117

Machine Transcription (3)

Transcribing mailable business related correspondence from prepared materials.

Prerequisites: BUS 104, ENGL 104.

(Classroom format or self-paced study.)

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 students in the program. Normally taken in the second year of the program.

Prerequisite: Must have permission of program coordinator.

BUS 126

Word Processing on the

Microcomputer--Apple Writer (2)

A hands-on approach to the concepts and practice of word processing, using the Apple II microcomputer and Apple Writer II software program. The student will learn basic structure, concepts and practices in word processing through individualized instruction and hands-on keyboarding.

Prerequisite: BUS 103, and BUS 105 (Typing I, II and III) and instructor permission.

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)

Must be 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. Prerequisites: BUS 130, BUS 103 and ENGL 104.

BUS 134

The Office Worker (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. Prerequisites: BUS 103 or keyboarding skill; ENGL 104.

BUS 135

Shorthand III (5)

Further speed development and transcription practice. Prerequisites: BUS 131, 133, BUS 104.

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. Co-sponsored by the Small Business Administration.

BUS 163

Principles of Management (5)

Basic theory and common terms of management. Course examines what management is, who managers are, what they do, how they differ from non-managers, and how management contributes to an organization's success.

BUS 164

Work Performance and Motivation (5)

Emphasis on self awareness and understanding attitudes, motivations and values in order to be more sensitive to how they affect work performance and relationships. Topics include positive self-concept, constructive self-disclo-

sure, transactional analysis, and conflict management.

BUS 165

Personnel Management (5)

Explores activities that focus on organizational methods for obtaining and utilizing people resources. Topics include: staffing the organization, performance appraisals, counseling techniques, grievance procedures, and union-management relations.

BUS 167

Behavior in Organizations (5)

Examines the affects of the organizational setting on worker attitudes and behavior. Explores group influences on individual perceptions and performance. It reviews the impact of employee attitudes and behavior on the organization.

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: Lanier (3)

Word processing skills on modern Lanier stand alone. Hands-on machine time is a major portion of course. Lab time is necessary. Excellent proofreading, editing, and grammar skills are essential.

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

BUS 230

Word Processing:

Advanced Lanier (3)

Students will refine basic tasks and applications learned in BUS 229. Advanced applications such as forms design, headers and footers, footnotes and end notes, and long document revision will be included.

Prerequisites: BUS 229, BUS 104, ENGL 104, BUS 112, BUS 227, permission of program coordinator.

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 234

Word Processing: Word Perfect (3)

Word Perfect software on IBM compatible personal computers. Some of the tasks will include inputting, editing, printing; sorting; mail merging; searching and replacing; paginating. Package includes speller and thesaurus.

Prerequisites: BUS 104, ENGL 104, BUS 112, BUS 227, and permission of program coordinator.

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.

**BUSINESS
ADMINISTRATION
& MANAGEMENT**

(See page 36 for course listings for this program.)

**CAREER
DEVELOPMENT**

CD 100

College Survival and Success (1)

Helps new students learn how to be successful in college. Students will clarify educational goals and learn about TCC programs, policies and procedures.

CD 101

**Introduction to
Career Exploration (1)**

Designed to encourage an understanding of the relationship between work and life satisfaction. Students will begin to explore career options.

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 self-assessment, handling change, career and value decision-making, finding the jobs, setting work and life goals, and identifying transferable skills. 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 interest 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, 231, 232, and 233; however, the special programs section of this catalog 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. Laboratory included.

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. Laboratory included.

Prerequisites: 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. Laboratory included.

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.

Prerequisites: 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, and nuclear reactions. Lab: semi-micro qualitative analysis for common cations and anions.

Prerequisite: CHEM 150.

CHEM 231,232,233

Organic Chemistry (5,5,5)

Structure, nomenclature, reactions mechanisms, and synthesis of the main types of organic compounds. CHEM 233 emphasizes 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 160; CHEM 231 for CHEM 232; CHEM 232 for CHEM 233.

**COMPUTER
INFORMATION
MANAGEMENT
SYSTEMS**

(See page 38 for course listings for this program.)

**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 201

Microcomputer Operations (4)

Operation and programming of micro-computers. General concepts such as computer codes, binary arithmetic and major components of most computers. Computer programming with an introduction to an assembly language and elements of the BASIC language.

COMSC 205

Digital Techniques (5)

Fundamentals of digital techniques, logic circuits, Boolean algebra, flip-flops, registers, combinational logic circuitry, and digital design.

Prerequisites: MATH 105 and ELEC 102.

COMSC 207

Microprocessors (6)

A comprehensive up-to-date microprocessor course covering microprocessor theory and operation, computer arithmetic, programming, and interfacing.

Prerequisite: COMSC 205

COMSC 209

Peripherals and

Communications (6)

In today's high technology society, computer systems have a variety of peripheral and communication devices. This course will acquaint students to the integral relationships between these devices and the computer.

Prerequisite: COMSC 207

COMSC 210

Trouble Shooting Techniques (6)

Completes the series of courses designed for potential field service engineers whose primary function will be to identify problems in computers and related equipment.

Prerequisite: COMSC 209

COMSC 220

Computer Programming I

- Pascal (5)

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

Prerequisites: ENGR 141 or MATH 105 and previous programming experience and 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

COMMUNICATION SKILLS

COMSK 100 ;

Introduction to

Critical Thinking (5)

Through directed practice in reading, writing, listening, and speaking, students will learn to improve their critical thinking skills. They will analyze, write about, and discuss carefully chosen classical and contemporary texts.

CONTINUING EDUCATION

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

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, Life-Long Education, Small Business Management and continuing professional education programs as well as the Institute for Business and Industry.

For further information call the Office of Continuing Education, 566-5020 or contact Building 2A.



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CONTINUING EDUCATION — HEALTH PROFESSIONALS

To meet the on-going educational needs of health professionals, many special seminars, workshops and custom designed educational packages are provided. For information on specific programs contact the Health Professional Continuing Education Office at 566-5163.

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. 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. Credits are elective and are transferable to most four-year institutions.

Interested students should contact the Cooperative Education Office, Building 9, for permission to register. For more information, please phone 566-5002.

DATA PROCESSING SYSTEMS

DPSYS 70

Using Personal Computers (1)

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

DPSYS 90

Keyboard Skills for Computer Users (4)

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

pad, and practice on computer terminals. (Self-paced study.)

DPSYS 91

Word Processing for College Students (2)

Designed to provide college students with word processing skills adequate to produce term papers, English compositions, science reports, etc. Includes two hours per week lab time using the College's computers for student projects. Not for secretarial program students.

Prerequisite: DPSYS 090 or Typing 103 or equivalent typing skills.

DPSYS 100

Using Computers (3)

A non-technical, "hands-on" course for persons with no computer knowledge. Emphasizes applications on mini and microcomputers. Includes non-technical explanations of computer systems and their uses and extensive hands-on computer experience. Also covers the use of text editors, electronic spreadsheets, and introductory operating systems concepts.

DPSYS 101

Using Computers II (3)

A continuation of DPSYS 101. Explores additional computer software and applications. Emphasizes hands-on experience. Contains modules on database systems, office automation and career opportunities in the data processing field.

Prerequisite: DPSYS 100

DPSYS 120

Using the IBM PC (2)

Introduction to the IBM PC and true compatibles for beginning users. Focuses on the use of the MS-DOS and PC-DOS operating systems including: formatting and copying disks; directories, subdirectories and file organization; printing documents; autoexecute and other batch files; and use of the system editor.

DPSYS 121

Word Processing Concepts (2)

Introduction to word processing concepts for the beginning student. Offered only in a self-paced, individualized format utilizing videotapes and self-paced textbook. Topics include definition of terms and description of office procedures commonly used in business set-

tings. Students will complete several exercises using current word processing software on microcomputers.

DPSYS 125

Business Uses of Lotus 1-2-3 (2)

Lotus 1-2-3 on the IBM PC. Covers all fundamental capabilities of the software including: spreadsheet logic and commands; integrated graphics and records management system; and use of keyboard macrocommands to build customized applications. Emphasis on business applications.

DPSYS 126

Advanced Applications of Lotus 1-2-3 (2)

For experienced users of Lotus 1-2-3. Emphasizes explanations and demonstrations of Lotus 1-2-3's macro and programming capabilities. Class exercises will include design and construction of several complex spreadsheets.

Prerequisite: Beginning class in the use of Lotus 1-2-3 or equivalent experience.

DPSYS 128

Using Microsoft WORD (2)

For beginning users of Microsoft WORD word processing program; covering fundamental processes and commands. Examples will focus on business and office applications. Includes demonstration and use of related software packages such as 1-2-3 Report Writer.

DPSYS 129

Using WORD PERFECT (2)

For beginning users of WORD PERFECT word processing program; covering fundamental processes and commands. Examples will focus on business and office applications. Includes demonstration and use of related software packages such as 1-2-3 Report Writer.

DPSYS 235

Introduction to Data Processing (5)

Introduction to the business use of computers. Emphasis on theory, terminology, and business application of computer systems. Students write several programs in the BASIC language. Includes modules on the use of personal computers and the MS-DOS operating system.

DPSYS 236

Business Systems and Procedures (3)

Emphasis on analysis of business systems and problem definition. Explores application software features used in the solution of business problems, applications software concepts, and their use in business problem solving.

Prerequisite: DPSYS 235 or equivalent.

DPSYS 237

Data Processing Concepts (3)

Introduction to the theory and use of computer systems including operating principles, terminology, hardware and software. Special emphasis on computer applications in business. Includes hands-on experience with microcomputers and multiuser systems.

DPSYS 238

Computer Programming: BASIC (4)

Computer programming in the BASIC language. Instruction and practice writing simple computer programs using all fundamental commands. Includes approximately 20 hours hands-on experience using the College's computers.

Prerequisite: DPSYS 235 or equivalent.

DPSYS 239

Advanced BASIC Programming (4)

Advanced concepts in BASIC programming including formatted output, file structures, matrix operations, and structured program design. Also includes emphasis on structured techniques and the need for documentation. Applications are business oriented.

Prerequisites: DPSYS 235, or DPSYS 237 and 238.

DPSYS 240

Introduction to Automated Accounting (3)

An introduction to automated book-keeping methods using microcomputers. Includes a survey of accounting systems and their use in business. Students will work through the accounting cycle using a case study on the college's microcomputers.

Prerequisite: DPSYS 235 & 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. 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 computerized accounting system using the college's computers.

Prerequisite: DPSYS 236, DPSYS 240 & ACCNT 241 or equivalent.

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 computerized accounting system using the college's computers.

Prerequisite: DPSYS 236, 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, including the development of computer-based systems. Includes analysis, demonstration and hands-on experience with at least one computerized accounting system using the college's computers.

Prerequisite: DPSYS 236, 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: DPSYS 235 or equivalent.

DPSYS 245

Computer Programming: COBOL (5)

Introduction to the structure and use of the COBOL programming language.

Includes development and testing of common business application programs in COBOL. Stresses structured design, programming and documentation techniques.

Prerequisite: DPSYS 235 or consent 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 and file organization, structured design, programming and documentation.

Prerequisite: DPSYS 245 or permission of instructor.

DPSYS 247

Computer Systems Selection (3)

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: DPSYS 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. Emphasizes the need for effective communication between analysts and users. Discussion of input, processing, output controls and documentation.

Prerequisite: DPSYS 236 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.

Prerequisites: DPSYS 236, 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 236 or permission of program coordinator.

DPSYS 251**Microcomputer Applications (4)**

Theory and practice on microcomputer systems using typical software packages, such as general accounting, order entry and billing, inventory control, sales and marketing, personnel, manpower planning, project scheduling, job casting, CAD/CAM, graphics and others.

Prerequisites: DPSYS 236 and DPSYS 238.

DPSYS 252**Fourth Generation Languages & Decision Support Systems (4)**

Skill-development course in which students will process transactions, build files, maintain files, and produce outputs on microcomputers. Students will be provided with software packages and input documents from which applications can be implemented. Specific application instruction will include projections using spreadsheets, use of database packages, decision support systems to help in such areas as project scheduling, facility layout, and modeling, statistical packages such as SAS or SPSS, and information center concepts.

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

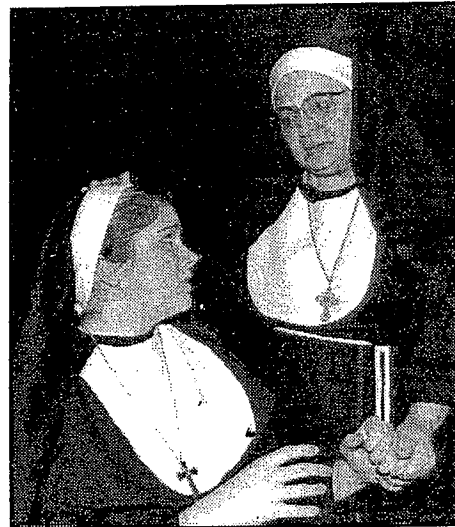
entry, information utilities such as SOURCE and Compu-Serve, and networking alternatives, such as Tymnet and Telenet.

Prerequisite: DPSYS 250

DPSYS 254**Database Applications (5)**

Covers data base 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 and modern production practices.

DRAMA 151**Acting (5)**

Principles and techniques to guide the beginning actor in the interpretation of roles.

DRAMA 152, 153**Acting (5,5)**

Intensive work in text analysis and in the development of sustained character portrayal. Elements of style also given focus.

Prerequisite: DRAMA 151 for 152; 152 for 153.

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.

ECONOMICS**ECON 200****Principles of Economics (5)**

History and development of the United States' economy including effects of government taxing and spending, control of the money supply, effects of international trade (macro).

ECON 201**Principles of Economics (5)**

Theory of the market systems as a method of allocating resources and distributing income and products. Analysis of current problems including government regulation, subsidies, monopoly and taxation (micro).

ECON 211**General Economics (5)**

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

ELECTRICITY

ELEC 101

Fundamentals of Electricity and Electronics (5)

Basic knowledge and skills of DC and AC electrical circuits including circuit analysis, recognition and use of electrical components and electrical measurement instruments. Covers voltage, resistance, current, power, Ohm's Law, inductors, capacitors, series and parallel circuits, phase resonance and circuit transients.

Prerequisite: One year of high school algebra.

ELEC 102

Principles of Electronics (5)

Introduction to physics as applied to electricity and magnetism and electrical and electronic terms and units. Fundamentals of DC and AC circuit analysis, resistance, inductance and capacitance in circuits, and theory and operation of transformers.

Prerequisite: ELEC 101

ELEC 221

Electro Mechanical Devices (5)

Designed to provide the student with a working knowledge of control elements in electrical circuits, transformers, motors and generators. Covers switches, circuit breakers, relays, fuses, transformers, DC and AC motors and generators.

Prerequisite: ELEC 101 taken concurrently.

ELEC 222

Electronic Devices and Systems (4)

Working knowledge of modern electronic devices and the circuits in which they are employed. Electronic troubleshooting techniques. Rectifiers, transistors, SCR's and triacs, vacuum and gaseous tubes, filters, amplifier circuits, operational amplifiers, noise reduction, digital circuits and display devices.

Prerequisite: ELEC 101

ELEC 245

Schematics (5)

A study of digital logic devices and circuits with an emphasis on learning how to read and analyze digital schematic diagrams.

Prerequisite: ELEC 222

EMERGENCY MEDICAL CARE

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.

Prerequisites: At least 18 years old, high school graduation or GED, Standard First Aid Training, and valid driver's license. Application band screening are necessary prior to course, due to limited enrollment and prerequisites.

NOTE: Sponsorship is required for state certification.

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 (14)

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 May 1, prior to acceptance in each summer's class.

EMC 121

Emergency Medical Technician — Paramedic (11)

Second in the three quarter series. Covers 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 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.

EMC 200

EMS Systems

Designed to provide an overview of emergency medical service systems. Explores system development, funding, implementation, management, and evaluation. Compares how various systems operate.

Prerequisite: Paramedic or permission of instructor.

ENGINEERING

The engineering transfer program offers a daytime schedule of sequenced classes in mathematics, physics, and engineering science that typically begin fall quarter. In the evening program, these classes begin winter quarter. Classes are available for students who lack the necessary prerequisites or who need a review. An engineering advisor should be consulted before registering for the engineering transfer program. Students completing the program typically transfer to a university to earn their baccalaureate degree in engineering.

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

ENGR 100

Engineering Orientation (1)

Introductory view of the many engineering fields including lectures, guest speakers, discussions and reading assignments. Acquaints students with opportunities in each field.

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 170

Fundamentals of Material Science (4)

Elementary principles underlying the structure and properties of materials used 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 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.

Prerequisites: 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.

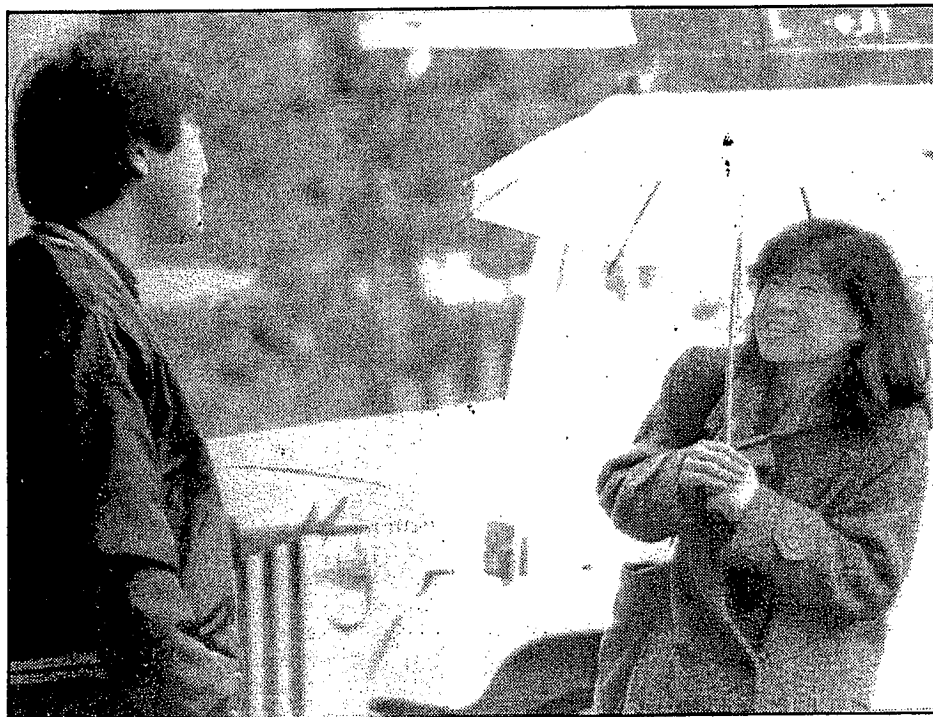
Prerequisites: ENGR 210 or PHYS 121; MATH 126, which may be taken concurrently.

ENGR 260

Thermodynamics (4)

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

Prerequisites: PHYS 121 and CHEM 150 or permission of instructor; MATH 126, which may be taken concurrently.



ENGR 275

Fundamentals of Computer

Operation and Organization (4)

Organization and operation of digital computers. Representation of information, instruction formats, addressing, flow of control, processor and system components, and software systems. The digital computer is studied at various levels (micro-programming, machine and system).

Prerequisite: ENGR 141

ENGR 299

Independent Study (1-5)

Prerequisite: Permission of instructor.

**ENGLISH
COMPOSITION**

(See Writing Lab, page 32.)

ENGL 70,71

Basic English Skills (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 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 85

Paragraph Writing (1)

A review of basic paragraph construction focusing on the general skills of writing unified, coherent, and well-developed paragraphs of various kinds.

ENGL 90

Beginning Writing (5)

A reading and writing course designed to introduce basic paragraph writing skills. Course work includes the topic sentence and development of supporting detail. Heavy emphasis on clear and complete sentences and on the review of the fundamentals of English including capitalization, punctuation, usage, grammar, spelling, sentence patterns, sentence combining, and an avoidance of errors in diction.

Prerequisite: For non-native speakers of English, ESL 99 and ESL 95, or placement test.

ENGL 91

Composition (5)

An intensive reading and writing course designed to improve the student's writing ability to a level appropriate for entrance into English 101. Course work includes a review of paragraph writing skills emphasizing organization, unity, coherence, and adequate development; an introduction to the expository essay stressing prewriting, outlining, organizing, composing, and revising; and a review of the rules and conventions of standard written English.

Prerequisite: For non-native speakers of English, ESL 99 and ESL 95, or placement test.

ENGL 95

English Fundamentals (2)

A concentrated review of sentence writing, this course emphasizes sentence combining, basic mechanics, and 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: For non-native speakers of English, ESL 99 and ESL 95, or 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 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.

Prerequisites: 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 92

Pronunciation Improvement (3)

Designed to help non-native speakers of English improve their comprehension of pronunciation of the spoken language. Focuses on the individual sounds of English, the word-stress patterns, the intonation and rhythm of phrases and sentences, and the reduction of commonly-used expressions.

ESL 93

Basic Grammar and Oral Practice (10)

A basic listening/speaking/reading/grammar course for non-native speakers of English at the low-intermediate level. Focuses on improving reading skills, production and comprehension of spoken English, and grammar usage. Oral report on a book read outside of class required.

Prerequisite: ESL placement test.

ESL 94

Reading and Speaking Skills (5)

An intermediate-level course in reading, speaking and listening for non-native speakers of English. Some grammar in support of classroom discussion, oral reports and listening lab work. Research on college majors and on transferring to 4-year schools required, as well as an oral report on investigation into the career of each student's choice.

Prerequisite: ESL 93 or ESL placement test.

ESL 95

Reading and Oral/Aural Skills (5)

The advanced-level listening, speaking and reading course for non-native speakers of English. Focuses on vocabulary, reading skills, and improvement of production and comprehension of spoken English; includes library work and an oral research project on American culture.

Prerequisite: ESL 94 and 96 or ESL placement test.

ESL 96

Reading (3)

A course for non-native speakers of English designed to improve reading comprehension and speed through several techniques, including scanning, outlining, categorizing, and finding the main idea. Vocabulary is increased through the study of affixes, contextual clues, and parts of speech. An oral report is required on a book of each student's choice.

Prerequisite: ESL 93 or ESL placement test.

ESL 97

Writing I (5)

The first of three writing classes for non-native speakers of English. Introduces students to the process of writing, with emphasis on paragraphs of different types including a description, a narrative, and a summary. Also stresses editing and revision of paragraphs for grammar, mechanics and correct form.

Prerequisite: ESL placement test.

ESL 98

Writing II (5)

The second of three writing courses for non-native English-speaking students. Takes the student from simple one-paragraph to multiple-paragraph compositions. Continues work on the process of generating ideas, organizing, and revising for these types of paragraphs: persuasive, descriptive, narrative, and expository (comparison and contrast). Some work on grammar and mechanics. Prerequisite: ESL 97 or ESL placement test.

ESL 99

Writing III (5)

The third of three writing courses for non-native speakers of English, designed to prepare the student to take

composition classes with native speakers. Focuses on a variety of paragraphs, as well as 5-paragraph essays with introductions, transitions, and conclusions. Stresses editing and polishing skills.

Prerequisite: ESL 98 or ESL placement test.

ENGLISH LITERATURE

ENGL 101 and 102 or permission of instructor is advisable for Literature courses.

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, Native American, Polynesian, Indian 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 the elements of drama such as character, plot, theme, and other literary devices to enable students to distinguish between good and bad drama.

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: The Realists From 1860-1910 (5)

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

ENGL 269

American Literature: The Moderns From 1910-1950 (5)

Survey of American literature with emphasis on major novelists such as 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, Marxist, mythic (anthropological or "folk criticism"), textual, historical and moral/philosophical approaches.

Prerequisite: English 101 or permission of instructor.

ENVIRONMENTAL SCIENCE

ENV SCI 201

The Environment and Pollution (5)

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 566-5163 for course or program information.

FRENCH

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

FREN 101, 102, 103

Elementary French (5,5,5)

An introduction to the basic elements of contemporary French language and culture with emphasis on developing students' listening, speaking, reading and writing skills.

Prerequisite: FREN 101 or equivalent for 102; 102 or equivalent for 103.

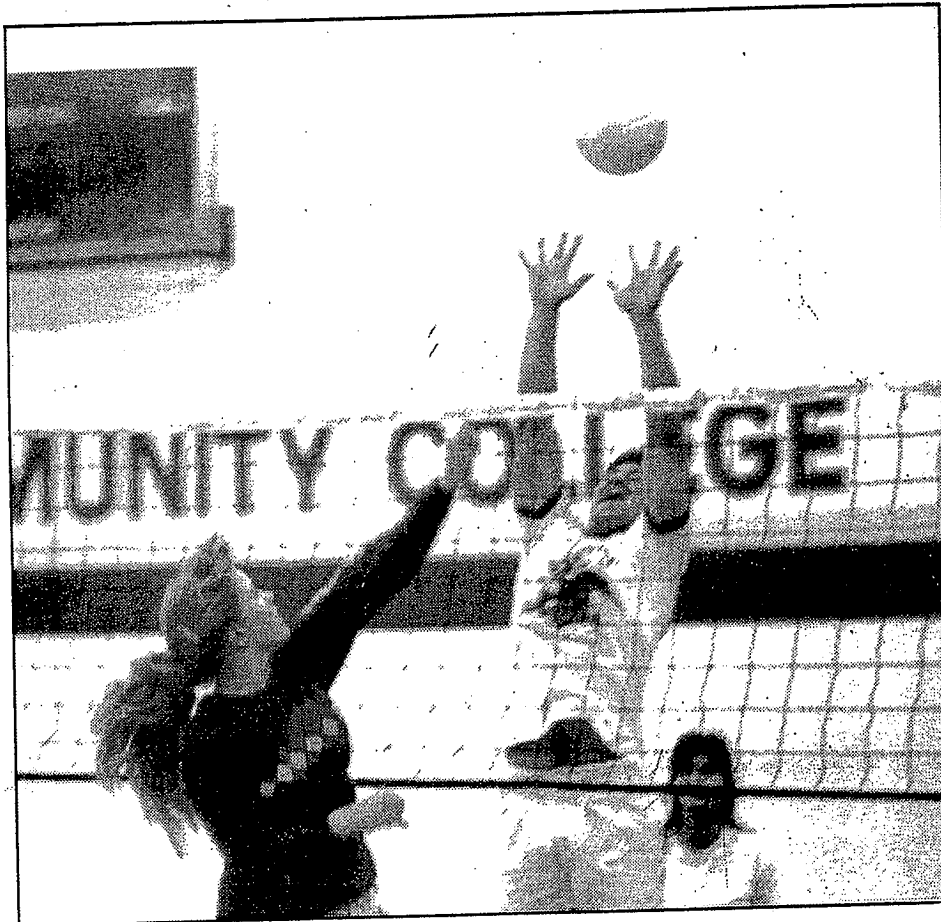
GENERAL EDUCATION DEVELOPMENT (GED)

GED 90

General Education Development (12)

For the student who wishes to prepare for the high school equivalency test (GED). Emphasis on the five subjects 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 before registration.

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. The course can be used for high school completion.

GEOL 101

Physical Geology (5)

Introduction to the materials and landscapes of the Earth, and the geological processes that produce and change them. Subjects such as volcanoes, earthquakes, glaciers, and landslides will be studied. Rocks and minerals are examined in the laboratory. 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, process-



es and history which have influenced national parks and monuments. Laboratory and field trips.

GEOL 158

Earth, Sea and Sky: An Introduction to Earth Sciences (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 168

Planet Earth (3)

An introductory television course emphasizing the multi-faceted revolution in earth sciences that has occurred during the past 25 years since the International Geophysical year. Topics covered are: the plate tectonic theory; planets in the solar system; Earth's oceans, interior, and atmosphere and their principal processes; and an examination of Earth's future. Lab and field trip included.

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. Must register for 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 90

Introduction to Medical Terminology (2)

Designed to provide basic information on principles of medical terminology for lay people interested in understanding the terms used by the medical profession and all health care consumers. Provides techniques to analyze words structurally, including dividing words into basic elements such as roots, suffixes, combining vowels and forms. Correlating word elements with basic anatomy, physiology and disease processes of the human body will also be taught. Emphasis is on frequently used medical abbreviations, symbols, and the role of medical specialties.

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 (5)

Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments, and handling of insurance claims, including Medicare and Medicaid. Lecture and lab course. Offered winter 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, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Offered fall, winter, spring and summer 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, pathology, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. Offered fall, winter, spring, and summer 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 165

Introduction to Fundamentals of Patient Care for Home Health Specialists (3)

Emphasis is on observation, communication and the 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 included.

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. Lecture and lab course. 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 body systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Lecture course. Offered fall quarter.

Prerequisites: 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; includes hands-on experience with a prototype hospital system. Offered fall and winter quarters.

HT 214

Basic Principles of ICD-9-CM Coding (2)

Instruction on the basic principles of coding of diseases and operative procedures. Designed as 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. Covers insurance regulations, 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, Health Record Clerk, Medical Assistant-Administrative 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.

Prerequisite: Instructor's permission.

HT 260

Supervisory Skills for Health Care Personnel (2)

Designed to help individuals performing health-care activities develop or improve supervisory skills. Considers the unique aspects of the health-care environment by translating management principles and techniques into useful "tools" that can be immediately used in the "real world"; and by the in-class discussion of "real world" supervisory experiences, situations and problems.

HIGH SCHOOL COMPLETION

HSC 90

Contemporary Problems (5)

(For the adult high school completion student who cannot fit SOC 90 into their schedule.) Areas of social problems which include youth and the family, the economy, health, minorities, criminal justice and dissent, metropolitan areas, the environment, world affairs, and terrorism. Self-paced modular format.

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 areas 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, 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 today's world.

HIST 91

United States Civilization (5)

Survey of the history of the United States from the Colonial era through the Civil War (1865).

HIST 92

United States Civilization (5)

Survey of the history of the United States from the Reconstruction period (1865) to the present.

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 videotapes 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 (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; political, 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 his-

tory?" 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)

Covers nutritional needs of adults and children, the effects of good nutrition and 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. Examines

the relationship of child development principles to parenting practices.

HFL 115

Consumer Education (3)

Planning and budgeting 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 interaction will be explored. 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.



HOME HEALTH SPECIALIST

HHS 110

Home Health Specialist I (8)

Introduces students to the home health industry, role of the aide and other team members, their functions and tasks. Basic communication skills in coping with crisis are developed. An overview of anatomy and physiology is followed by instruction in personal care, infection control, safety, nutrition and food preparation, homemaking, and stress management. A field practicum for refining skills is included.

Prerequisite: Acceptance into Home Health Specialist Program.

HHS 111

Practice Lab I (1)

Practice lab for mastery of skills learned in HHS 110.

Prerequisite: Acceptance into Home Health Specialist program.

HHS 120

Home Health Specialist II (12)

Explores common illnesses and disabilities and the Home Health Specialist's role in intervention. Procedures and skills required of a CNA are taught and mastered. Instruction is given in care plans, promotion compliance with medications, taking part in rehabilitation processes, assisting with death and dying, administering first aid and caring for infants and new mothers. Communication skills and interpersonal skills are emphasized throughout. A field practicum for refining skills is included.

Prerequisite: HHS 110

HHS 121

Practice Lab II (2)

Practice lab for mastery of skills learned in HHS 120.

Prerequisites: HHS 110 and HHS 111.

HSW 185

Special Needs Populations (3)

Part of the Home Health Specialist program. Designed to promote understanding of the special needs of such groups as older adults, ill persons, disabled persons, children, and severely disturbed adults and children. Covers strategies for the care giver helping meet these needs and available programs and services.

HORTICULTURE

HORT 101

Basic Horticultural Biology (5)

Basic characteristics of the structure and function of plants, with emphasis on the higher plants. Included are topics on plant growth, photosynthetic processes, requirements for propagation, and chemical and physical growth control. Includes work in laboratory, and horticulture practices as they apply to gardening and the greenhouse.

HUMAN RELATIONS

HR 98

Overcoming Math Anxiety (1)

Designed for students who have habitually avoided mathematics courses because of fear. Students will examine their attitudes towards math, learning to replace negative patterns with positive patterns. Students will also learn strategies for learning math.

HR 100

Human Relations (2)

Emphasis is placed on development of the individual's human potential, interpersonal communication skills, decision-making ability, and on 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 106

Exploring Human Potential (3)

Helps participants become familiar with and focus unrecognized personal potential which can be used for self-fulfillment.

HR 110

Life Choices (3)

Students will increase their self-understanding, learn about adult development, and learn skills in decision making and handling the process of transition.

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 as well as occupational and educational alternatives for graduates.

Prerequisite: Permission of the program coordinator.

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. Includes some 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, HSW 102 or permission of 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 190

Introduction to Practicum (1)

Explores the many options and issues facing students entering their first practicum. Issues covered will include screening, initial contacts, selection, and requirements.

Prerequisites: HSW 100, 101, 102, 103, or concurrent enrollment in 103.

HSW 191,192,193

Supervised Clinical Practicum I,II,III (5,5,5)

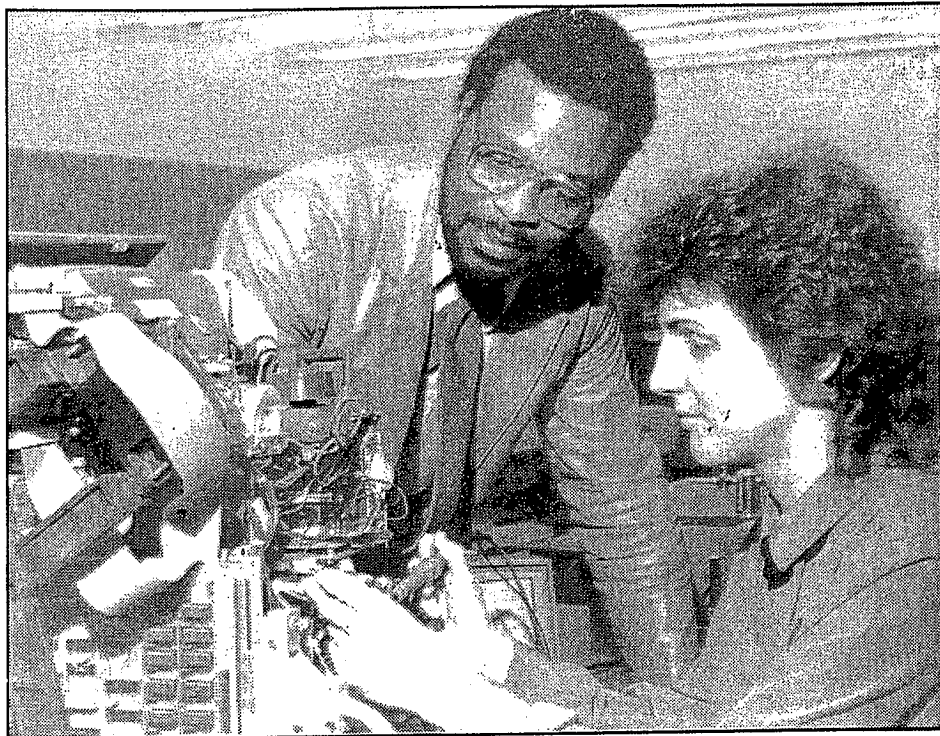
On-the-job training; supervised experience in human service agencies. Students work a minimum of 150 hours per quarter in an agency. One-year students take two quarters, and two-year students take all three quarters. Students meet during the quarter with the Field Placement Supervisor and agency supervisor to discuss skill development and process field experiences.

Prerequisite for HSW 191: HSW 103 and HSW 190; Permission of program coordinator/instructor prior to registration. Prerequisite for HSW 192: Successful completion of HSW 191; permission of instructor/coordinator prior to registration. Prerequisite for HSW 193: Successful completion of HSW 192; permission of instructor/coordinator 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)

Current treatment approaches 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 a comparison of different theoretic approaches to family counseling and their intervention strategies.

Prerequisite: HSW 103 or HSW 102 and permission of instructor or program coordinator.

HSW 203

Helping the Juvenile (3)

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

Prerequisite: Permission of instructor or program coordinator.

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.

HSW 210

Pharmacology and Physiology of Substance Abuse (5)

Provides information basic to the understanding of the pharmacology of alcohol and other abuse substances. It also details the physiological impact of these drugs in human beings.

Prerequisite: HSW 200. Suggested: some background in biology or anatomy and physiology.

HSW 212

Case Management and Record Keeping (3)

Provides detailed information on approved methods of managing client files, developing treatment planning, and record keeping for chemical dependency treatment services.

Prerequisite: HSW 200

HSW 214

Working with Families of the Chemically Dependent (3)

Designed to give the student an understanding and appreciation of the structure and dynamics of the alcoholic family, emphasizing the social nature of the alcoholic disease-dependency, the roles played by family members, and effective therapies.

Prerequisite: Basic background study on the disease nature of alcoholism. Some study of family dynamics and developmental psychology would be helpful.

HSW 215

Adult Psychopathology (3)

Introduction to the characteristics and etiology of schizophrenia, manic depressive disorder, "clinical" depression, borderline personality disorder, and the anti-social personality disorder.

HSW 216

Treatment Models for the Severely Disturbed Adult (3)

Focuses on past and current treatment methods for severely disturbed adults, including the problems and processes surrounding deinstitutionalization. Also included will be exploration of such ethical issues as patient rights and voluntary/involuntary commitment.

Prerequisite: HSW 215

HSW 217

Working with Families of the Severely Disturbed (3)

Focuses on the impact an individual's mental illness has on family members

and others. Approaches to the family as a system and mental illness in the family will be combined with clinical examples, assessment, and demonstration of working with families of the severely disturbed.

HSW 220

Introduction to Serving Persons with Developmental Disabilities (3)

Surveys the field of developmental disabilities, from an historical perspective and as an attitude/value-based approach to understanding the current work on developmental disabilities. Students understand their own values and attitudes toward persons with developmental disabilities and are introduced to current methods in working with the developmentally disabled, including planning and team process.

HSW 221

Human Development and Developmental Disabilities (3)

Chronicles the development of a human being from before birth through the aging process. Both normal and atypical cognitive, social, emotional, physical and communication development are discussed in the six chronological stages: prenatal, infancy, early childhood, middle childhood, adolescence, and adulthood and aging.

HSW 222

Behavioral Management I: Sequential Teaching (3)

Presents the basic principles of behavior management for those preparing to work with persons with developmental disabilities in residential and work settings. Included are goal-setting techniques, writing behavioral objectives, measuring behaviors, assessment techniques, selecting strategies for helping clients achieve goals and teaching new behaviors or modifying existing behavior.

HSW 223

Behavioral Management II: Dealing with Seizures and Inappropriate Behaviors (3)

Comprehensive overview of seizures for the human service worker who works with developmentally disabled persons who experience seizures. Also includes management techniques for both seizures and such inappropriate behaviors as self-abuse behavior, physical/aggressive behavior, and self-stimulating behavior.

HSW 224

Development Disabilities: Legal and Ethical Concerns (3)

Presents the philosophical and legal issues encountered by human service workers in working with the developmentally disabled population and the systems serving them. Included are the development of a philosophy, the rights of persons with disabilities, advocacy, and national, legal and professional issues.

HSW 270

Introduction to Group Process (3)

Includes traditional and experiential learning covering such topics as ethical group practice, formation of groups, stages of group development, and participating in groups.

Prerequisite: HSW 102.

HSW 271

Introduction to Group Techniques (2)

Topics will include the role and ethical use of techniques, and appropriate techniques for various group settings.

Prerequisite: HSW 270 or substantial work experience with groups.

HSW 299

Individual Study (1-5)

Independent observation, reading, analysis, and reporting of a selected problem in human service work.

Prerequisite: Completion of 15 hours of course work in Human Services and permission of instructor. Not to be taken in conjunction with HSW 191-192-193.

HUMANITIES

HUM 90

Introduction to the Humanities (3-5)

The humanities illustrated through great themes. Acquaints students with the art, music, and drama resources in the community.

HUM 100

Introduction to the Humanities (5)

An introduction to the humanities through the major arts and ideas (painting, sculpture, architecture, drama, literature, music, philosophy, and religion) which focuses on connecting ideas and beliefs with their expressions.

HUM 285

The City: Athens (5)

The first city course, "Athens" examines a society in focus, covering the history, philosophy, religion, and arts of Fifth Century (B.C.) Athens to learn how Greek reasoning, concepts of individualism, and science have influenced the world.

Prerequisites: English 101, Humanities 100, and History 111 recommended.

HUM 286

The City: Renaissance Florence (5)

An introduction to the medieval and renaissance history of central Italy providing a framework for the study of art, philosophy, religion, politics, and literature of the period. The course is designed to show students the interrelationships among these disciplines, thereby offering an in-depth rather than a survey approach to learning.

Prerequisites: English 101, Humanities 100, and History 111 strongly recommended.

INDIVIDUAL EDUCATION PROGRAM (IEP)

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.

INTERNATIONAL BUSINESS

IBUS 200

International Marketing (3)

A comparative analysis of the similarities and differences between domestic and international marketing theories and trends; as well as processes, issues and opportunities for marketing products and services internationally. Emphasis on cases typical of small to medium-sized companies.



IBUS 201

International Trade and Transportation (3)

Presentation of the logistics and management of international transportation and the distribution and trading characteristics of nations as they relate to the American economy. Examination of international air carriage and water carriage. Reviews customs practices, documentations, insurance and licensing requirements.

IBUS 202

International Finance (3)

An examination of the issues, problems, techniques, and policies of financial decision-making in a multinational enterprise. Other topics include differences in tax laws, budgeting, capital requirements and markets, the international financial environment, foreign-exchange exposure and management of foreign-exchange risk.

JOURNALISM

JOUR 101

Introduction to News Writing (3)

Introduces students to the techniques,

style, assignments and deadlines of news writing. Class includes lecture, deadline assignments and stories for publication in the campus newspaper. Prerequisite: Passing grade in English 101 or instructor's permission.

JOUR 102

News Editing (3)

This course involves training in news editing and AP style for those students passing Journalism 101. Students will edit stories bound for publication in campus newspaper.

Prerequisites: Journalism 101 and instructor's permission.

JOUR 103

News Graphics (3)

Involves training in newspaper graphics, design and layout, for those students satisfactorily completing Journalism 101. Students will design and paste up issues of the campus newspaper under actual newsroom deadlines and other working conditions.

Prerequisite: Journalism 101 or permission of instructor.

JOUR 104

Photojournalism (3)

Involves training and practical experience in news photography, developing, printing, meeting deadlines, and such media issues as ethics and privacy.

Prerequisite: Art 146 or instructor's permission.

JOUR 150

Newspaper Workshop (2)

(6 credits applicable to humanities distribution requirement.) Offers students who have taken Journalism 101 or have had other experience approved by the instructor a chance to work under actual newsroom-like conditions. Covers developing and completing stories or photo assignments, meeting deadlines, improving writing and news judgment skills and practicing news decisions as part of the campus newspaper team.

Prerequisite: Journalism 101 or instructor's approval.

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.

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 literature searching and correct format for bibliographic reference.

Prerequisites: ENGL 101 and librarian's permission required.

MATHEMATICS

TCC offers both college transfer and skills building courses. Many classes 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 to transfer

to any Washington public university will need to complete a course in Mathematics (See page 3).

Students considering a major in mathematics, engineering, science or computer science will normally need to complete MATH 105, 106, 124, 125, 126, 224, 225, and 238. 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, 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 Skills (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 working with fractions. Includes least common denominators, additions, subtractions, multiplication and division of fractions.

MATH 82**Decimals (1) (Lab Only)**

Basic review of decimals. Includes decimal fractions, adding, subtracting, multiplying, dividing and rounding decimals.

MATH 83**Percentages (1) (Lab Only)**

Basic review of 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 wanting 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.



Photo by Gayle Rieber

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 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 98**Intermediate Algebra (Prep) (1)**

Review of fundamental operations of algebra. Prepares students for Math 101 and science courses requiring background in algebra. Usually offered 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.

Prerequisites: 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. Math 103 does not satisfy the quantitative skills degree requirement. 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.) Topics include the derivative, rates of change, maxima and minima, curve-fitting, the integral, area under curves.

Prerequisite: MATH 105 or 156.

MATH 220**Linear Algebra (5) (Lecture Only)**

(For students in the natural and physical sciences.) Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvalues, eigenvectors, and applications.

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 (3) (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 on the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions and organization of data. 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, which feature 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 or by calling the Office of Continuing Education at 566-5020.

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 actual physician dictation in history/physical exam-

inations, consultations, x-ray reports, operative reports and discharge summaries with academic study of selected terminology, medical report format and use of medical references. (1 hour lecture, 4 hours lab per week)

Prerequisites: HT 130, 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 situations at one of the hospitals participating in the program. (Lecture/laboratory field experience)

Prerequisites: MRT 140-141 and permission of instructor.

MRT 180

Introduction to

Health Record Management (5)

Survey of development and contents of medical records; a study of the objectives and codes of ethics of the professional organization for medical record practitioners; functions and use of computers in medical record departments; development, content and format of the record, including in-depth study of physicians record completion systems

and requirements, methods of record storage and retrieval procedures; functions of the admitting department, other ancillary service departments, patient confidentiality and release of medical information. Offered spring quarter. (4 hours lecture, 2 hours lab per week.)

MRT 190

Clinical Applications (2)

Students spend one hour lecture on campus per week, plus a total of 30 hours of practical experience performing medical record clerical duties in local health care facilities to introduce medical records student to practitioners and the hospital working environment. Offered spring quarter.

Prerequisite: Concurrent enrollment in MRT 180, or permission of instructor.

MRT 220

ICD-9-CM Coding (5)

Learning to code diseases and operations according to the International Classification of Diseases, Clinical Modification; organizing and maintaining manual and automated disease and operations indexes; including coding of all major body systems, with an emphasis on Diagnosis Related Groups (DRG's).

Prerequisite: MRT program enrollment or permission of instructor.

MRT 221

Health Data Quality and Standards (5)

In-depth study of hospital statistics, including sources, definitions, collection and reporting; analysis of health data, including 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, organization and function quality assurance and utilization review programs. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT program 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 and disease and operation coding systems for ambulatory care, psychiatric, long-term care, home health care and mental retardation facilities, including licensure and accreditation standards. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT program enrollment or permission of instructor.

MRT 230,231,232

Clinical Application (3,6,6)

Practical experience performing medical record duties in the campus laboratory and in local health facilities to give the student the opportunity to actively perform technical duties. 230 — introduction to clinical training in campus laboratory and field trips (4 hours/week); 231 — total of 150 hours per quarter on site in hospitals; 232 — Total of 150 hours on site in specialized care facilities. Requirements for directed practice may vary with the background of the student.

Prerequisite: MRT program enrollment or permission of instructor.

MRT 279

Advanced ICD-9-CM Coding for Health Personnel (2)

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, ART/RRA credentials, or instructor's permission.

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 (2)

Preparation and performance of sacred and secular choral works of all styles and ages including contemporary and "pop," classical, and romantic choral music. 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 124 taken concurrently.

MUS 102, 103

Music Theory (5,5)

Practices of triadic period of music involving diatonic harmony and melody.

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 to foster understanding of common musical forms, idioms, periods and styles.

MUS 108

Style Period I: The Baroque, Bach and Handel (3)

Aspects of the Baroque style in music history with attention given to music literature and composition between 1600-1750, particularly Bach and Handel.

Prerequisite: MUS 107 or permission of instructor.



MUS 109

Style Period II: Classical, Haydn and Mozart (3)

The Classical style in music history — music literature and composition between 1750-1820, particularly Haydn and Mozart.

Prerequisite: MUS 107.

MUS 110

Style Period III: 19th and 20th Century Music, Beethoven to the Present (3)

Designed to focus on aspects of the 19th and 20th century style in music history with attention given to music literature and composition between 1820 and the present.

Prerequisite: MUS 107.

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 118

History of Rock and Roll (3)

A study of the social, political, economic and musical influences of rock and roll on American modern-day culture. These areas explored by focusing on key figures in rock and roll history from its beginnings to the present.

MUS 119

Music in the Theater (3)

Exploration and discussion of representative works from light and grand opera to the Broadway show. Examines musical and dramatic structure, as well as artistic, commercial, and social elements.

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.

Prerequisite: MUS 121 for 221.

MUS 123

Class Applied Music: Guitar (1)

Class instruction in performance.

MUS 124

Class: Piano I (1)

Class instruction in performance.

MUS 125

Class Piano II (1)

Designed for the needs of the advanced beginner piano student.

MUS 126

Class: Piano III (1)

A class for the intermediate piano student interested in jazz, rock, and other pop keyboard styles.

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 - French 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 (2)

Preparation and performance of chamber orchestral literature. Includes class preparation and 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 demand on students' time.

Prerequisite: Audition and commitment for three quarters (fall, winter, spring) and regular attendance at daily and special rehearsals.

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 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 103 or instructor permission for 201; 201 for 202; 202 for 203.

MUS 260

Chamber Orchestra (2)

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 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.

Prerequisite: By audition and permission of instructor.

**NURSING,
ASSOCIATE DEGREE**

NURS 126

Fundamentals of Nursing (8)

Introduces building technical and communication skills based on the nursing process — including bed-making, measurement of vital signs and isolation. Concepts related to ethnicity, rehabilitation and nutrition are introduced.

Prerequisite: Admission into the nursing program.

NURS 127

Medical-Surgical Aspects of Adult & Child Care (Part I) — (10)

Develops basic nursing skills used in drug administration, aseptic technique and in caring for patients during preoperative period. Beginning skills related to obtaining a nursing history and completing a physical assessment are introduced. This is the first in a series of three courses introducing the care of adults and children with common medical and surgical conditions.

Prerequisite: NURS 126, NURS 130.

NURS 128

Medical and Surgical Aspects of Adult and Child Care (Part II) (10)

The second in a series of three courses on 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 127, 131, PSYCH 206.

NURS 129

LPN-ADN Articulation (10)

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)

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 III) (10)

The third in a series of three courses on 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.

Prerequisites: NURS 128, BIOL 208.

NURS 228

Maternity Nursing (5)

Learning experiences working with the childbearing family 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.



Photo by Gayle Rieber

NURS 229

Psychiatric Nursing (5)

Providing care based on the psychological needs of the patient. Emphasis is on self-awareness and a respect for the dignity of the individual, regardless of his or her psychopathological manifestations.

Prerequisite: NURS 227.

NURS 230

Gerontological Nursing/ Preceptor Experience (10)

The first half of this course provides concepts of gerontological nursing care combined with clinical experience in the geriatric setting. The second half consists of a preceptor experience in the acute care hospital in any of the following areas: medical-surgical, obstetrical, pediatric, psychiatric, or gerontological nursing.

NURS 299

Individualized Studies in Nursing (1-5)

Independent learning activity designed jointly by student and instructor to

improve and/or increase the knowledge and skill of the learner.

NURSING, CONTINUING EDUCATION

NURS 211

Patient Assessment (2)

Helps 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: Registered nurse, licensed practical nurse.

NURS 217

Coronary Care Nursing (2)

Trains the practitioner to work with the patients in a coronary care unit. Prerequisite: Registered nurse, licensed practical nurse.

NURS 221, 222

Intensive Care Nursing (3,3)

Trains the practitioner to work with the patients 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 below.

NURS 106

Psychiatric Nursing (2)

Develops student experiences 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.

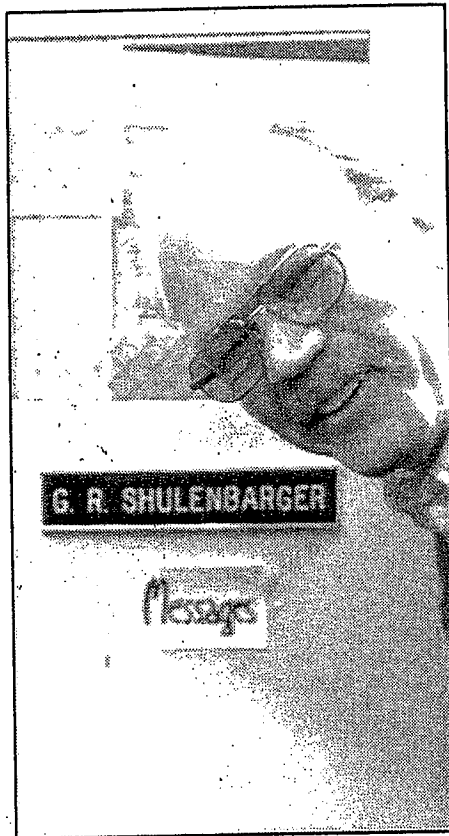
OCEANOGRAPHY

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 advisor should be consulted before registration.

OCEAN 101

Survey of Oceanography (5)

Marine environment and topics such as the nature and origin of ocean basins, seawater, sediment, waves, tides, cur-



rents, plant and animal life. The marine environment of the Pacific Northwest is emphasized. Laboratory 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. Emphasis is on the Puget Sound shore-dwelling forms, their ecological relationships and life histories. Field trips to varied environments in the area, and 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, and supplemental discussions, lectures and readings.

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.

PARAMEDIC TRAINING

(See Emergency Medical Care, page 39.)

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 how ideas influence language; the humanistic and scientific approaches to life.

PHIL 119

Introduction to Logic (5)

Emphasizes inductive argument. Enables students to perceive and evaluate complex lines of reasoning, by improving skills in detecting faulty reasoning, understanding natural languages, and learning standard patterns of scientific thought.

PHIL 120

Symbolic Logic (5)

Inductive and deductive reasoning with emphasis on deduction; includes categorical propositions, the syllogism, propositional calculus, natural deduction and applications of formal logical systems. Counts as quantitative requirement for the Associate Degree.

Prerequisite: One year of high school algebra or MATH 90. Math 101 recommended.

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)

A 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.

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 only if there is a medical problem, an age limitation or a student has 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

- 102 Slimnastics
- 202 Advanced Slimnastics
- 103 Self Defense for Women
- 104 Judo
- 106 Body Conditioning
- 108 Weight Training
- 208 Advanced Weight Training
- 110 Jogging

FITNESS ACTIVITIES:

2 CREDITS EACH

- 100 Total Fitness - Individualized Approach
- 200 Advanced Total Fitness

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

- 133 Beginning Basketball
- 233 Advanced Basketball
- 134 Softball
- 135 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 and must pass 12 credit hours to remain eligible in sports which overlap into a 2nd quarter. Returning students must have completed 36 credit hours to compete a 2nd year in any sport.)

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 241

Baseball Techniques (1)

A course in the fundamentals of baseball. Course content includes conditioning, basic skills, strategies, team-play, and rules of the game.

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 need a good understanding of 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.

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 MATH 101 taken concurrently, MATH 96 is also recommended for 114; 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; 122 for 123.

PHYS 290

Computer Applications in Physics (1-3)

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

Prerequisites: 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 (5)

Study of interrelationships among nations — power, structure, decision-making; conflicts and compromise.

POLSC 204

The Constitution: That Delicate Balance (5)

An introductory television course on individual rights and liberties and current public policy. Controversial constitutional issues such as capital punishment, affirmative action vs. reverse discrimination, executive panel of professors, journalists, lawyers, judges and politicians.

POLSC 205

State and Local Government and Politics (5)

Study of the nature, function and problems of state, county and city governments, including an examination of the problems confronting these local political units.

POLSC 290

Political Philosophy and Ideology (5)

A study of the political ideas of the following writers: Aquinas, Locke, Mill, Madison, Rousseau, Marx, Machiavelli, Hobbes, Bentham, Jefferson, Montesquieu, and Sumner.

POLSC 298

City Council Internship (5)

The student will assist a city council member and may be involved in an in-depth study of a problem area or be of general assistance in helping prepare reports and attending council meetings.

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.

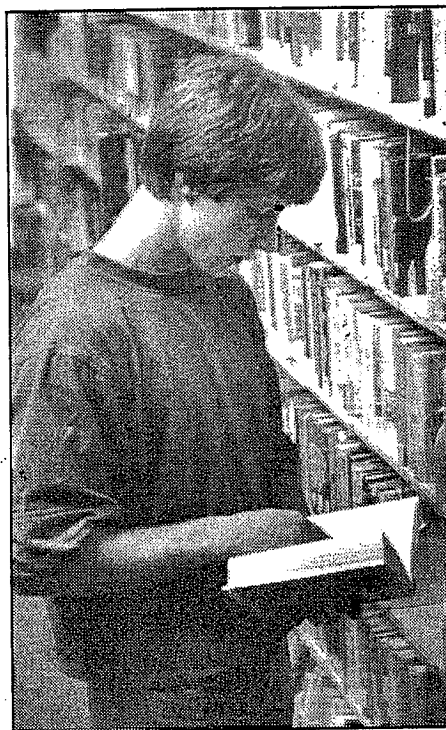


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PSYCH 201

Introduction to Experimental Psychology (5)

Introduction to basic experimental and research design. Emphasis is on 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

Developmental

Psychology: Lifespan (5)

Surveys human psychological development from conception to death. Major theories, research, and research methods are 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 210

Brain, Mind and Behavior (3)

An introductory-level telecourse designed to give students a comprehensive understanding of the human brain, its functions, its common pathologies and its many mysteries. The subject matter — the brain and its influence on our thoughts and behavior — will engage students by addressing topics such as vision, movement, sleep, stress and anxiety, addiction, language, aging

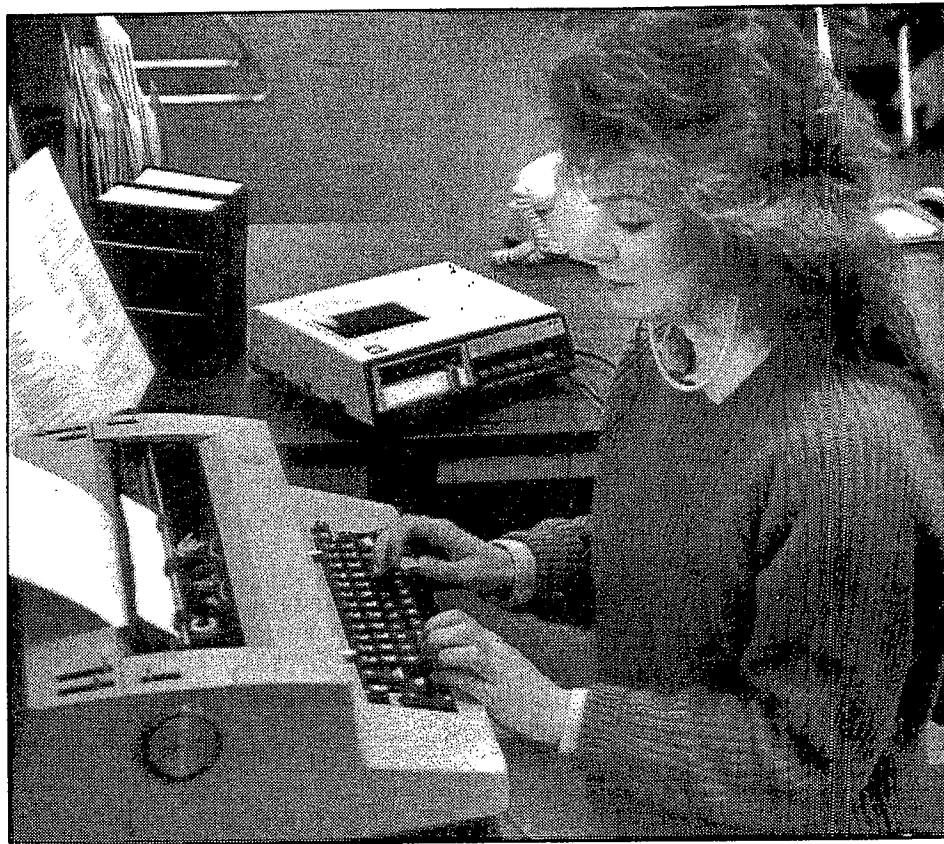


Photo by Gayle Rieber

and memory, sex differences in the brain, mental disease, and the action of drugs on the brain's chemistry.

PSYCH 220

Death and Dying (3)

Study of the social, psychological, philosophical and religious aspects of the 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 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. Includes medical ethics and medical-le-

gal 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. Students 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

Prerequisites: 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.

Prerequisites: 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, contrast studies.

Clinical practicum: 16 hours per week at clinical education center.

Prerequisites: 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.)

Prerequisites: 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.)

Prerequisites: 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.

Prerequisites: 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, radiation therapy and their application to both diagnostic and therapeutic radiology. A survey of imaging modalities currently used in community practice.

Prerequisites: 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.

Prerequisites: 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).

Clinical Practicum: 24 hours/week at clinical education center.

Prerequisites: 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). Clinical Practicum: 24 hours/week at clinical education center.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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. (2 hours lecture, 2 hours lab each week.)

Prerequisites: RT 140 and permission of instructor.

RT 244

Positioning and Techniques V (2)

Advanced positioning of the skull, inner ear, mastoids. (2 hours lecture, 2 hours 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. (2 hours lecture, 2 hours lab each week.)

Prerequisites: RT 244, RT 109 and permission of instructor.

RT 260

Radiologic Seminar (5)

Integration of didactic information presented throughout the curriculum. Preparation for national certification examination.

Prerequisite: 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.

READ 90

College Preparatory Reading (5)

Emphasis on learning the mental processes involved in reading comprehension followed by practice and laboratory assignments. Recreational reading stressed as a device for building comprehension and vocabulary. Opportunity for individualized instruction in rate, vocabulary, and comprehension.

Prerequisite: Reading level two (grades 10-12) required.

READ 110

College Reading (3)

Diagnostic course: allows the student insight regarding his or her strengths and weaknesses in reading. Individualized instruction.

READING

READ 70,71

Basic Reading Skills (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.

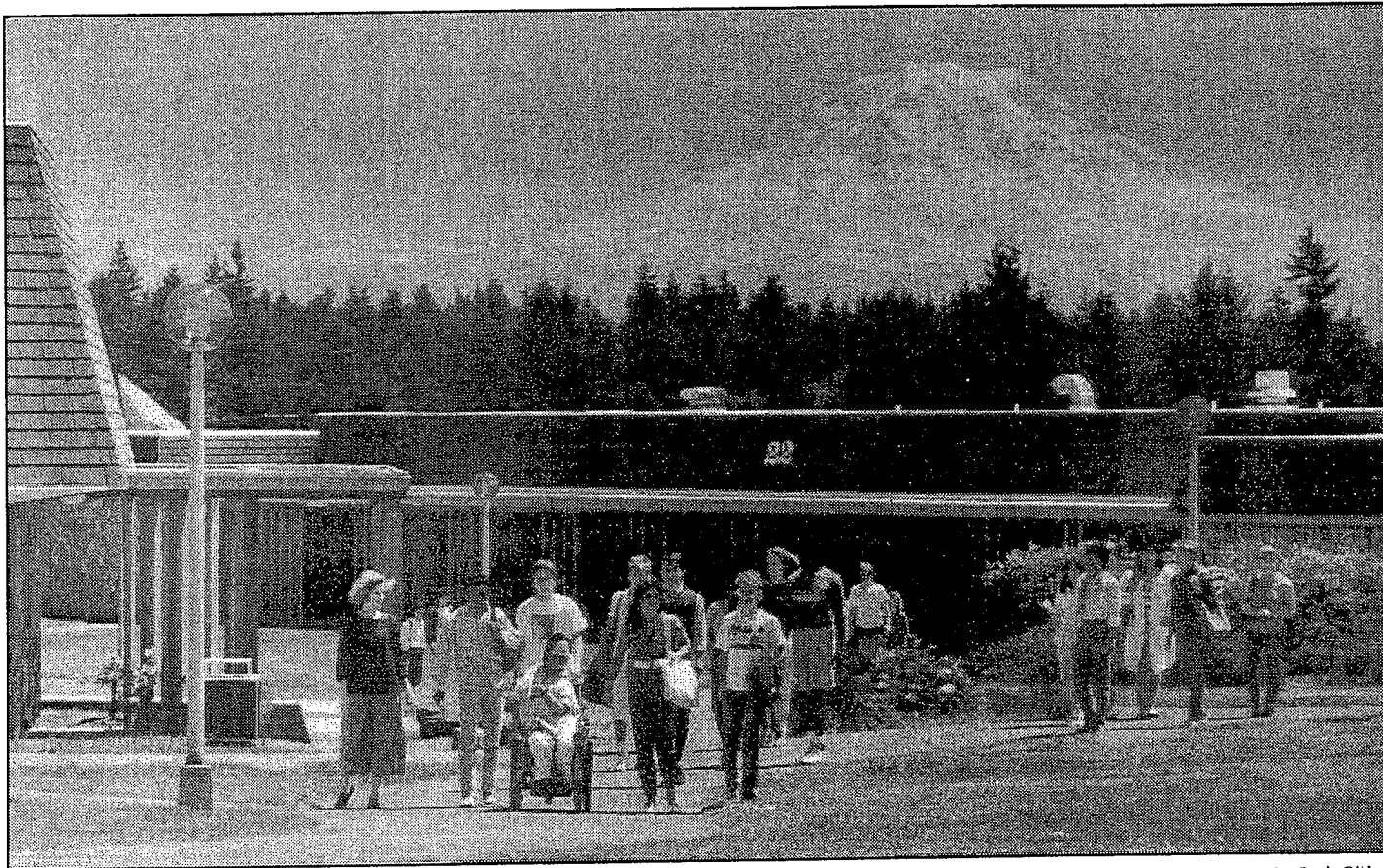


Photo by Gayle Rieber

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 (Respiratory Therapy Technician)

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 (3,3,3)**

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

Special Topics (4)

Basic principles of Pulmonary Function testing plus Microbiology.

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

Respiratory Therapy**Clinical/Lab I/II/III/IV (9,9,8,9)**

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 used by the patients and their therapists at

home. Laboratory training in special techniques such as breathing exercises and muscle training.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 221

Respiratory Seminar II (Dept. Org. & Ethics) (2)

Lecture course emphasizing principles of mechanical ventilation. Various ventilators are examined along with ventilator adjustments to meet changes in the patients' clinical condition. Also covers 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.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy Program.

RC 222

Seminar in Review of Respiratory Care (2)

Principles to prepare for the national credentialing exams. Clinical simulations and mock written exams will be presented and reviewed.

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.

SECRETARIAL OFFICE SKILLS

(See page 49 for course listings for this program.)

SELF-PACED CLASSES

The following courses are offered in an individualized, self-paced format.

ACCNT 201, 202, 203
(See page 54 for descriptions.)

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.

Prerequisite: 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.

DPSYS 90

Keyboard Skills for Computer Users (4)

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

SERVICE REPRESENTATIVE

(See page 50 for course listings for this 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. Designed for current small business owners/managers as well as those contemplating going into business for themselves. Includes developing a customer-oriented marketing strategy directly related to improving the success of your 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 on the day-to-day business of importing/exporting for small business, and on the principles behind its 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 and resources for meeting those needs through legislation and private and public agencies; covers the 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 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 of race relations facing the American people. Primarily focuses on racial and ethnic minorities.

SOC 269

Social Gerontology (5)

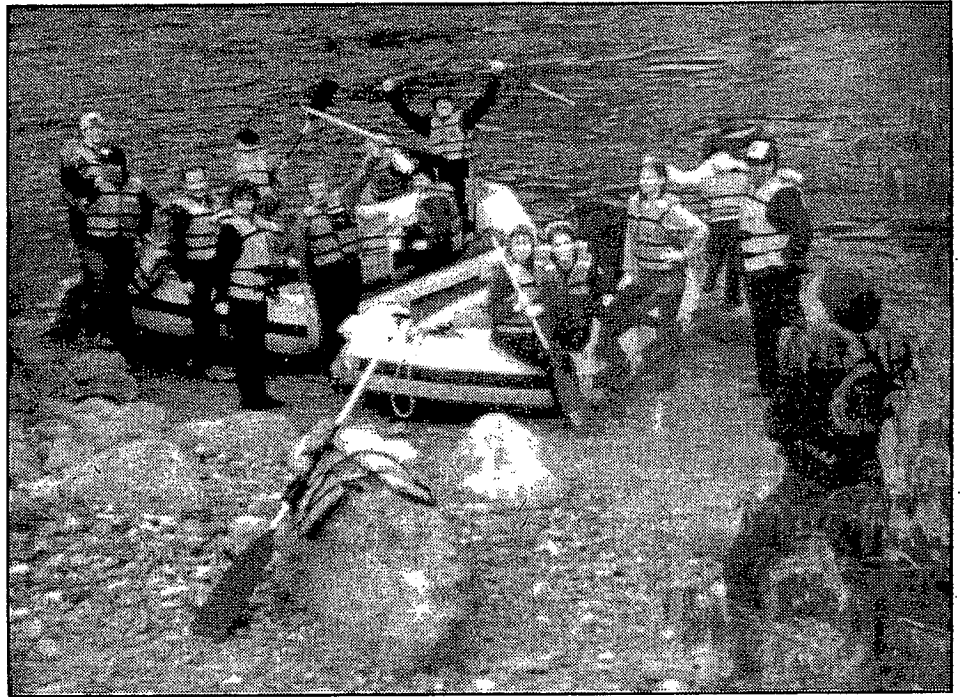
A study of the various sociological theories of aging and related research studies and of the changes in social roles, status, etc. which accompany aging in industrial and post-industrial societies.

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.

Prerequisites: Completed 15 credit hours of course work in sociology and permission of instructor.

SPANISH

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

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 learn to read Spanish. Grammar and reading selections presented in an individualized, self-paced manner. 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 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.

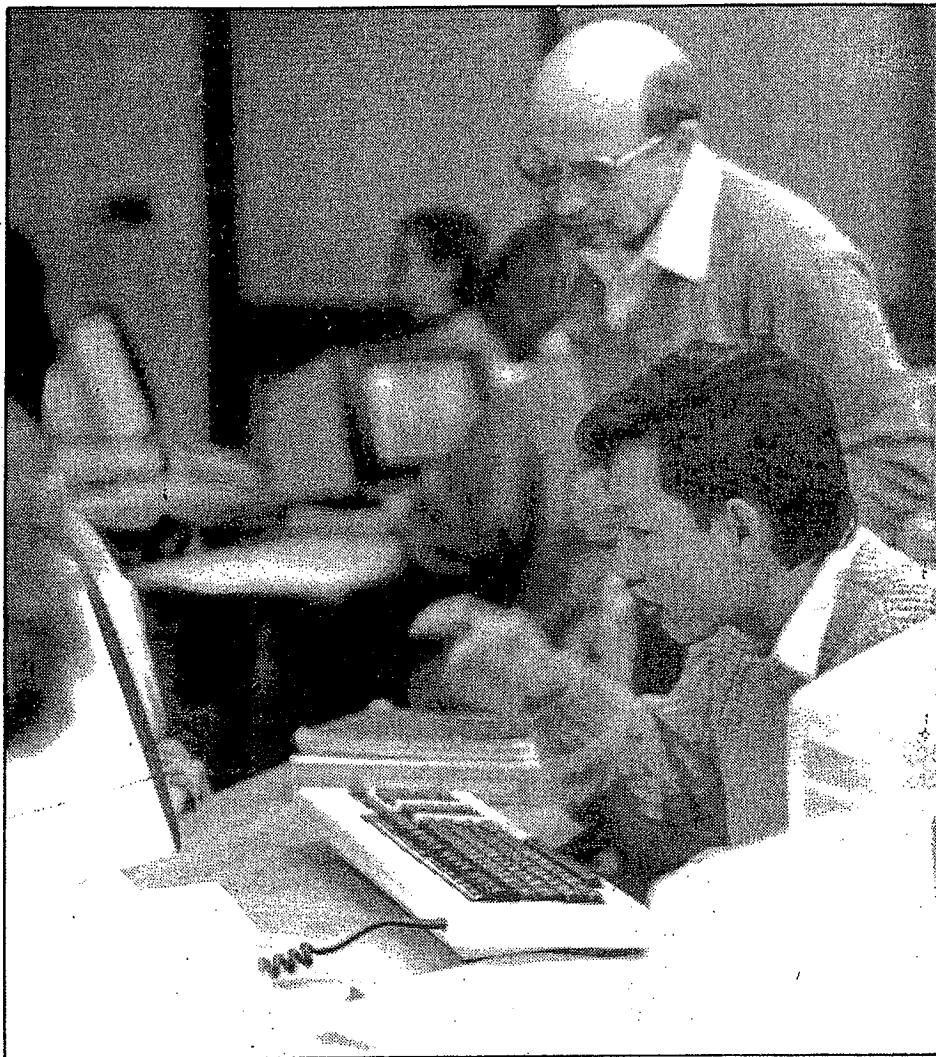
Prerequisite: SPAN 203 or equivalent proficiency.

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 150

Job Communication Skills (3)

Prepares students to speak and listen effectively in the work environment. Emphasis is on building skills in communicating and receiving information, improving customer/client/patient relations, and being successful in an employment interview.

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. Includes laboratory assignments.

STDSK 98

Developing a Personal Study System (2)

Intensive short course in essential study skills for beginning college students in which they develop personal study systems for 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)

Explores the transition into supervision; attitudes toward the job and boss; supervisor-employee relationship; productivity and human relations; problem solving and delegation; keys to successful supervision; common mistakes to avoid; and self-development.

SMG 101

Essentials of Supervision (3)

A study of fundamental practices, roles, functions, and skills required of all supervisors. Topics include: motivation, group dynamics, leadership styles, appraisal process, counseling, and discipline.

SMG 120

Supervising the Problem Employee (3)

Examines supervisory approaches to improving unacceptable employee performance and behavior. Explores techniques for gaining cooperation, overcoming attitude problems, improving work-group proficiency, and dealing with troublemakers, emotional outbursts, grievances, and complaints.

SMG 125

Supervising Employee Training (3)

Principles and techniques that facilitate training and learning in work environments. Topics include: needs assessment; evaluating on-the-job training, new employee orientation, and individual development.

SMG 131

Supervision and Group Behavior (3)

Examines elements needed to understand, predict and influence human behavior in organizations. Explores

how people at work can be motivated to work together, harmoniously and productively.

SMG 201

Management Communications (3)

Explores ways to use verbal and non-verbal language effectively, overcome communication barriers, increase listening efficiency, deliver better oral communications, conduct effective interviews, and lead productive meetings.

SMG 210

Public Relations (3)

A practical approach to theory and application of public relations for managers. Topics include communication theory, public opinion, persuasion, print/broadcast media, crisis communications, and public relations strategies.

SMG 222

Management and Labor Relations (3)

Survey of the collective bargaining process, current labor law and recent NLRB rulings. Examines contract administration for managers, grievances, mediation and arbitration, disciplinary procedures, and selected case studies.

SMG 250

Human Resource Management (3)

Examines typical personnel management functions and the relationship between supervisors and the personnel staff. Topics include: job analysis, recruiting, performance appraisal, and federal employment laws and guidelines.

SMG 255

Supervisor and the Law (3)

Introduction to the nature and sources of business law. Examines legislative, judicial and executive powers of regulatory agencies. 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)

Emphasizes the process of managing work and organizations. Helps managers enhance their ability to analyze situations and problems, plan effectively, organize resources, and initiate corrective actions to improve employee performance levels.

SMG 261

Leadership Dynamics (3)

A study of influencing techniques and leadership qualities of managers who create a work environment in which employee motivation and morale are high, and a spirit of quality work performance and teamwork prevail.

SMG 264

Motivation and Productivity (3)

Explores ways to develop and maintain effective human relationships at work. Examines why human relations skills are essential to helping employees attain personal growth needs, increase motivation levels and improve productivity.

SMG 265

Organizational Behavior (3)

A study of social and psychological processes that affect individual and group behavior in the organizational environment. Topics include: perceptions, managing change, behavior modification, group dynamics, power, politics, and stress management.

SMG 280

Quality Circle Leader Training (2)

An introduction to the basic concepts, techniques, and administration of "quality circles". Includes training for "quality circle" leaders on how to effectively guide the problem solving process.

SMG 299

Individual Study and Special Projects (1-5)

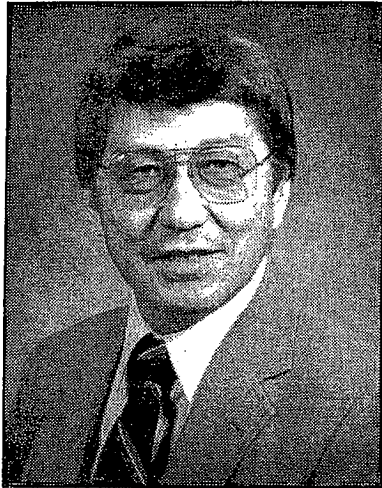
For advanced students interested in further study under the direction of an appropriate faculty member. May also be used in employee training programs and other circumstances calling for programs tailored to the specialized needs of a particular audience.

Typing

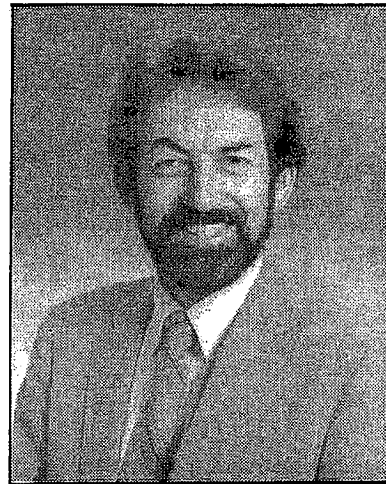
(See Business)

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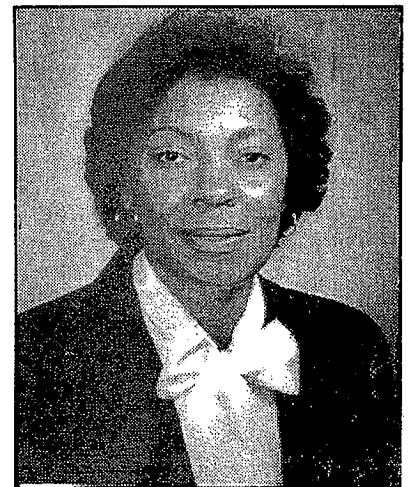
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Robert Hunt, Jr.



Anne Wade

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Noel Helegda

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Noel Helegda

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Tanya Brunke

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Richard J. Deyoe

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tors
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Definitions

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicated 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 Curricula): 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; # 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 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 quarters.

Quarter Hour: See Credit or Quarter Credit Hour.

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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STATE OF WASHINGTON COMMUNITY COLLEGE APPLICATION FOR ADMISSION FORM

PLEASE TYPE OR PRINT WITH BALL POINT PEN

ANSWER ALL QUESTIONS AND RETURN THIS FORM WITH FEE REQUIRED TO THE COMMUNITY COLLEGE TO WHICH YOU ARE APPLYING

Name of Washington Community College to which you are applying.		Have you ever applied for or attended classes offered by this College? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when? 19 ____		Social Security Number	
Your intended major area of study.		If undecided, what area interests you most?			
Application For: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring 19 ____			Will you attend? <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Both <input type="checkbox"/> Summer Only		Birth Date Mo. Day Yr.
Last Name		First Name		Initial	
Address: Number and Street		Apt. No.		Your Regular Telephone No.	
City, State and Zip		Emergency Telephone No.		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
1. U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not U.S. Citizen, what is your Visa status? <input type="checkbox"/> Visitor <input type="checkbox"/> Foreign Student (with F or M Visa)		<input type="checkbox"/> Immigrant / Permanent Resident	
				<input type="checkbox"/> Refugee / Parolee of Conditional Entrant (Alien Number _____) <input type="checkbox"/> Other (Explain) _____	
2. a		Have you lived in the State of Washington continuously for the past twelve months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. b		How long have you lived continuously in the State of Washington? _____ Years _____ Months			
3.		For the last calendar year, did your mother, father, or legal guardian claim you as a dependent on their federal income tax return?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.		For this current calendar year, will your mother, father or legal guardian claim you as a dependent on their federal income tax return?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. a		If you were claimed, or you will be claimed, as a dependent on a federal income tax return, has your mother, father or legal guardian lived in the State of Washington continuously for the past twelve months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. b		How long has your mother, father, or legal guardian lived continuously in the State of Washington? _____ Years _____ Months			
6.		Will you be attending this college with financial assistance received from a non-federal agency which is outside the State of Washington? If yes, explain: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Check pre-college tests taken:		<input type="checkbox"/> Wash Pre-college <input type="checkbox"/> SAT <input type="checkbox"/> ACT <input type="checkbox"/> None When? 19 ____		Do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ethnic Origin (Optional)		Are you a veteran?		Dependent Receiving Benefits	
1 <input type="checkbox"/> Asian or Pacific Islander		3 <input type="checkbox"/> American Indian or Alaskan Native		6 <input type="checkbox"/> White, other Unknown	
2 <input type="checkbox"/> Not of Hispanic Origin		4 <input type="checkbox"/> Hispanic		7 <input type="checkbox"/> Foreign Student	
		1 <input type="checkbox"/> Southeast Asia Receiving Benefits		3 <input type="checkbox"/> Southeast Asia Not Receiving Benefits	
		2 <input type="checkbox"/> Not Southeast Asia		4 <input type="checkbox"/> Not Receiving Benefits	

PREVIOUS EDUCATION						
Name of last high school attended	City and State	Years Attended From	To	Graduated	Year	
		19	19	<input type="checkbox"/> Yes <input type="checkbox"/> No	19	
Name of last college, vocational/technical school attended	City and State	19	19	<input type="checkbox"/> Yes <input type="checkbox"/> No	19	
Name of other colleges, vocational/technical schools attended	City and State	19	19	<input type="checkbox"/> Yes <input type="checkbox"/> No	19	

List any additional colleges and vocational schools on separate paper and attach.	I certify that to the best of my knowledge all statements on this form are true. X _____ Applicant's Signature	Today's Date _____
		Fee enclosed (Check or Money Order Only) \$ _____ See College Catalog For Amount

For Office Use Only - Do Not Write Below This Line														
Branch Code	College Code	Resid. Code	Student Prog. Applied	Date of Receipt of application	Admissions Number	Rec. Fee	H.S. Code	YEAR	GD.	TR.	H.S. Credits Accepted			
								19						
Last College	CEEB CODE	YEAR	GD.	TR.	Other College	CEEB CODE	YEAR	GD.	TR.	Other College	CEEB CODE	YEAR	GD.	TR.
		19					19					19		
WPCT Test Scores	Std. Intent Applied	Std. Type	Std. Enroll Status	D/H Code	Type D/H	Vet Code	Advisor No	Adm Status	Prob.	Data Form Rec'd	O.E. Program Accepted	Std Intent Acc.	Last Fall Qtr	Reg Fee

THE COMMUNITY COLLEGES OF THE STATE OF WASHINGTON DO NOT DISCRIMINATE ON THE BASIS OF HANDICAP, NATIONAL ORIGIN, RACE, RELIGION OR SEX

Unique Vocational Programs

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.

CENTRALIA COLLEGE

600 West Locust, Centralia 98531;

Exercise Technician.

CLARK COLLEGE

1800 East McLoughlin Boulevard, Vancouver 98663;

Industrial Plastics Technology; Polygraphic Technology.

COLUMBIA BASIN COLLEGE

2600 North 20th, Pasco 99302;

Nuclear Technology; Agricultural Chemicals; Non-destructive Evaluation.

EDMONDS COMMUNITY COLLEGE

20000 68th Ave. W., Lynnwood 98036;

Well Drilling; Dental Office Manager; Industrial/Urban Forestry; Electronic Assembly; Rehabilitation Specialist.

EVERETT COMMUNITY COLLEGE

801 Wetmore Avenue., Everett 98201;

Energy Technology.

GREEN RIVER COMMUNITY COLLEGE

12401 S.E. 320th, Auburn 98002;

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

HIGHLINE COMMUNITY COLLEGE

Midway 98031;

Telecommunications Management; Diving Technology; Manufacturing Engineering Technology; Technical Illustration; Jewelry and Metalsmithing Technology; Medical Unit Coordinator; Rehabilitation Technician.

LOWER COLUMBIA COLLEGE

1600 Maple, Longview 98632;

Custodial Services.

NORTH SEATTLE COMMUNITY COLLEGE

9600 College Way North, Seattle 98103;

Electrical Power Technology; Environmental Control Technology; Commercial Refrigeration; Air Conditioning Design; Pharmacy Technology; Electromechanical Packaging Design.

OLYMPIC COLLEGE

16th and Chester St, Bremerton 98310;

Industrial Security.

PENINSULA COLLEGE

1502 East Lauridsen Blvd, Port Angeles 98362;

Real Estate Secretary.

PIERCE COLLEGE

9401 Farwest Drive S.W., Tacoma 98498;

Veterinary Technician; Motorcycle Repair; Mental Health Technician.

SEATTLE CENTRAL COMMUNITY COLLEGE

1701 Broadway, Seattle 98122;

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

SHORELINE COMMUNITY COLLEGE

16101 Greenwood Ave. N., Seattle 98133;

Oceanographic Biology Technology; International Business and Trade; Labor Studies; Biological Laboratory Technician; Histology; Foundation Administration; Interior Merchandising; Small Band Management; Environmental Technician.

SKAGIT VALLEY COMMUNITY COLLEGE

2405 College Way, Mt. Vernon 98273;

Building Maintenance Technician.

SOUTH PUGET SOUND COMMUNITY COLLEGE

2011 Mottman Rd. SW, Olympia 98502;

Microprocessor Programming.

SOUTH SEATTLE COMMUNITY COLLEGE

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

Aviation Electronics; Highway Engineering Technology; Operator; Metallurgy Technology; Safety Engineering Technology; Service Station Operation and Management.

SPOKANE COMMUNITY COLLEGE

North 1810 Greene Street, Spokane 99207;

Water Resources; Industrial Electricity; Architectural Engineering Technology; Sheet Metal; Fluid Power Technology; Office Machine Repair; Invasive Cardiovascular Technology; Non-invasive Cardiovascular Technology; Optometric Technology; Firefighter; Mobile Home Setup and Repair; Appliance Repair; Helicopter Mechanics.

SPOKANE FALLS COMMUNITY COLLEGE

West 3410 Fort George Wright Drive, Spokane 99204;

Display Designer; Upholstery; Gerontology Aide; Orthotic/Prosthetic Technology; Photographic Equipment Technology; Saddlemaking; Business Software Applications; Financial Management; Commercial Music/Jazz Studies; Hearing Impaired Services.

TACOMA COMMUNITY COLLEGE

5900 South 12th Street, Tacoma 98465;

Paramedic; Home Health Specialist; Computer Repair Technology.

WALLA WALLA COMMUNITY COLLEGE

500 Tausick Way, Walla Walla 99362;

Irrigation Technician.

WENATCHEE VALLEY COLLEGE

1300 Fifth Street, Wenatchee 98801;

Tree Fruit Production; Ski Instructor; Resort Management; Timber Cutter; Chiropractic Technician.

WHATCOM COMMUNITY COLLEGE

5217 Northwest Road, Bellingham 98225;

Nursing Home Administration; Insurance Management.

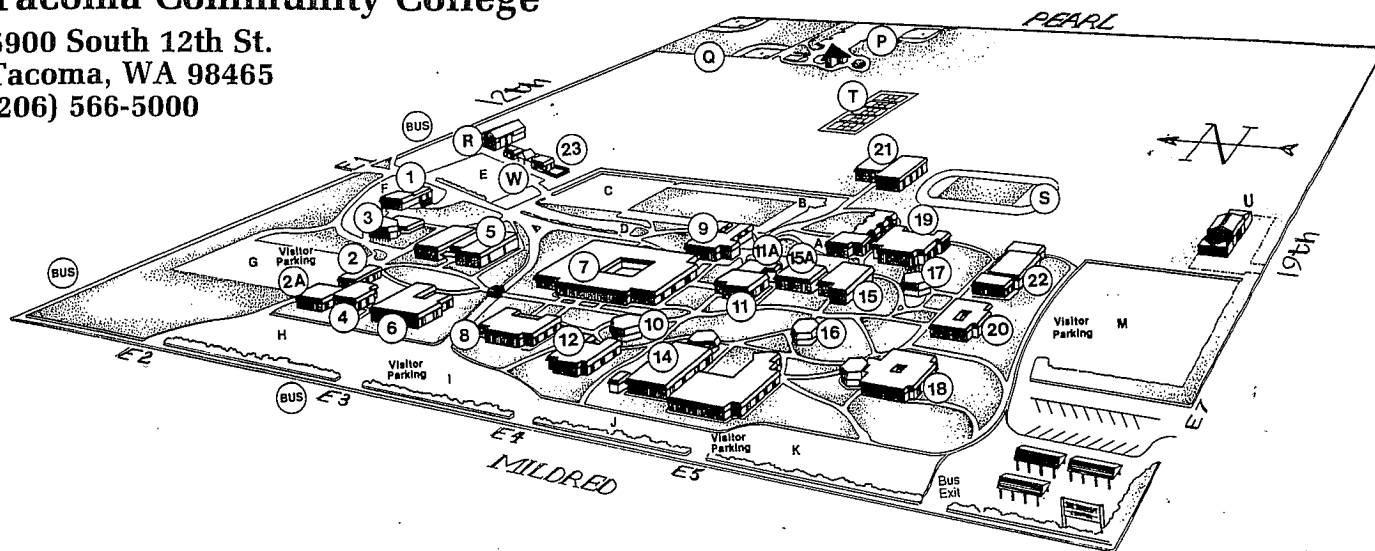
Information Directory

Subject	Office-Building	Telephone Number
General Information	Customer Service	566-5000
	Building 1	
Academic Regulations	Instructional Services (Bdg. 15)	566-5022
Admission to TCC	Admissions Center (Bdg. 18)	566-5000
Advising and Counseling	Counseling Center (Bdg. 7)	566-5122
Adding/Dropping a Course	Registration Center (Bdg. 18)	566-5035
Affirmative Action	Dean of Support Services (Bdg. 18)	566-5046
Associate Degree	Registration Information Center (Bdg. 18)	566-5035
Athletics/Intramurals	Athletic Director (Bdg. 9)	566-5097
Books and Supplies	Bookstore (Bdg. 6)	566-5040
Career Center	Program Coordinator (Bdg. 7)	566-5058
Child Care Center	Building 23	566-5180
Cooperative Education	Building 9	566-5002
Developmental Education	(Bdg. 8)	566-5029
Financial Aid, Scholarships	Office of Financial Aid (Bdg. 18)	566-5080
Foreign Student Information	Admissions Center (Bdg. 18)	566-5033
Handicapped Students	Resources for the Handicapped (Bdg. 7)	566-5094
High School Completion for Adults	High School Completion Office (Bdg. 8)	566-5093
Library Services	Circulation Desk (Bdg. 7)	566-5087
Minority Affairs	Dean of Support Services (Bdg. 18)	566-5046
Occupational Programs	Occupational Education (Bdg. 9)	566-5131
Off-campus programs and courses	Office of Continuing Education Building 2A	566-5018
Registration	Registration Center (Bdg. 18)	566-5035
Student newspaper	The Collegiate Challenge (Bdg. 14)	566-5042
Student Rights	Building 6	566-5115
TCC Foundation Office	Building 9	566-5002
Transfer to other colleges	Advising Center (Bdg. 7)	566-5120
Tutoring	Tutorial Services (Bdg. 7)	566-5026
Veterans Information	Office of Veterans' Affairs (Bdg. 18)	566-5033
Withdrawal from college	Registration Center (Bdg. 18)	566-5035
Work study positions	Office of Financial Aid (Bdg. 18)	566-5080

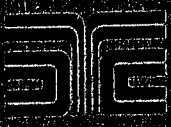
Campus Guide

Tacoma Community College

5900 South 12th St.
Tacoma, WA 98465
(206) 566-5000



- | | | | |
|-----|--|-------|--|
| 1 | Purchasing; Records/Forms/Inventory Management; Mail Services. | 17 | Lecture Hall. |
| 2 | Business Office. | 18 | Welcome Center: General Information, Admissions, Financial Aid, Registration, Student Records, Veteran Affairs, Parking; Classrooms. |
| 2A | Continuing Education. | 19 | Classroom Building; Faculty Offices; Allied Health Occupational Programs; Computer Center; Independent Study Lab for Business Programs; Office of Safety and Security. |
| 3 | College Theater. | 20 | Faculty Offices. |
| 4 | Personnel; Payroll. | 21 | Physical Education Building. |
| 5 | Art Classrooms. | 22 | Classroom Building; Home Computer Lab. Child Care Center. |
| 6 | Bookstore; Student Development; Dean of Student Services; Student Activities; Student Government. | 23 | Entrances to Parking Lots. |
| 7 | Advising and Counseling; Library and Instructional Resource Center; Career Center; Music Classrooms; Office of Vocational Assistance; Handicapped Resources. | E1-E8 | Parking Lots. |
| 8 | Developmental Education; Math Lab, Drop-In Assistance Lab. | A-M | Parking Lots. |
| 9 | Faculty Offices; College Development Office. | P | Community playground and softball fields. |
| 10 | Lecture Hall. | Q | Minnitti baseball and softball playing fields. |
| 11 | Cafeteria. | R | Maintenance/Storage Building. |
| 11A | Student Lounge. | S | Soccer field & all-weather track. |
| 12 | Faculty Offices. | T | Tennis courts. |
| 14 | Sciences Building; Collegiate Challenge (Student Newspaper). | U | Tacoma Area Coalition for Individuals with Disabilities (TACID) |
| 15 | Administration: President's Office; Vice President — Academic & Student Affairs; Vice President — Planning & Operations; Information & Publications. | V | Visitor Parking Spaces. |
| 15A | Classroom. | W | Tacoma Learning Community.
Tacoma Learning Center. |
| 15B | Classroom. | | Washington PAVE. |
| 16 | Lecture Hall. | BUS | Pierce Transit bus stops. |



TACOMA
COMMUNITY
COLLEGE

3200 South Park Street
Tacoma, Washington 98465

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For more information call (206) 566-5000.